



STATE BOARD OF OPTOMETRY RENEWAL GUIDE

Instructions to Renew:

Renewals are available approximately 60 days prior to the license expiration date. You will receive an email notification when your renewal is available.

Optometrist – License Expiration November 30, 2024

Optometrist Diagnostics – License Expiration November 30, 2024

Optometrist Therapeutics – License Expiration November 30, 2024

Optometrist Therapeutics and Glaucoma – License Expiration November 30, 2024

Additional Practice Location – License Expiration November 30, 2024

HELPFUL INFORMATION

- ▲ Users can visit the Support Tab for answers to Frequently Asked Questions by clicking on *Support* located in the blue bar above the sign-in area.
- ▲ Renewal fees are:
 - Optometrist (all types) - \$135.00
 - Additional Practice Location - \$20.00

REQUIREMENTS FOR RENEWAL

Optometrist

- ✓ **30 contact hours** – Review the regulations at section §23.86. Acceptable continued education providers can be found in section [23.86](#) of the regulations found on the Board’s website: <http://www.dos.pa.gov/opt>
 - **Therapeutic Only License** – At least 6 of the required 30 hours shall concern the prescription and administration of pharmaceutical agents for therapeutic purposes.
 - **Therapeutic & Glaucoma License** – At least 4 of the required 30 hours shall concern the prescription and administration of pharmaceutical agents for the treatment of glaucoma. *No more than 4 hours taken in the treatment of glaucoma may be applied toward the 6 hours required to maintain therapeutic licensure.*
- ✓ **15 contact hours** – Up to 50% (15 contact hours) must be completed “in person.” The Board has released a statement of policy regarding this requirement. That statement can be found here: [Statement of Policy](#)
- ✓ 2 hours of Act 31 Mandated Child Abuse Reporter Training from an ACT 31 approved provider. Must be taken every biennial period. The board will not accept certificates uploaded by licensees. Electronic verification of course completion must be received directly from the course provider.

Additional Practice Location

- ✓ No CE or additional documentation requirements, only the application and fee. If they are no longer practicing at a specific location, they do not need to renew, and it will expire on 11/30/24.
- ✓ The renewal application asks if the licensee maintains current liability insurance. **Liability insurance is required to maintain licensure and is not a condition of practice.** If an individual says they do not practice or are retired but they wish to maintain the license, they must still have the liability insurance to renew/maintain the license.

PENNSYLVANIA LICENSING SYSTEM (PALS)

We've upgraded our online licensing system. Go to www.pals.pa.gov to renew your license.



- You can login using your user ID and password from the previous renewal.
- Use the User ID and Password recovery links if you forget your login information.
- You will be asked to verify and update account information during your first login.



- From your PALS Dashboard, click the "Renew" box located at the top of your screen to be directed to the renewal application.
- Please note that documentation to certain questions must be uploaded with the application prior to submission.
- Click "Continue" to review your application and "Add to Cart". Proceed through the payment process to submit the renewal application to the Board.



- You will receive an email confirming that your license is renewed.
- Paper licenses will arrive in the mail in approximately 10-14 business days.
- Employers can verify the status of your license online at www.pals.pa.gov/verify.