



# Massachusetts Department of Public Health

## Health Professions Licensing System

### External User Manual

1/15/2023

V1.2

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## 2. Introduction

The Health Professions Licensing System allows users to apply, renew, and amend their professional licenses online.

Users are able to review notifications related to their license applications and update their account information.

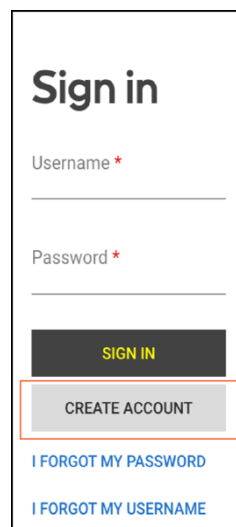
This document provides step-by-step instructions for the system's functions.

## 3. Creating an Account

### 3.1 How Do I Create an Account?

In order to use the system, all users will need to create an account. To create an account, follow the steps below:

**Step 1:** Open a browser and navigate to this website <https://HealthProfessionLicensing.mass.gov>

A screenshot of a web form titled "Sign in". It contains two input fields: "Username \*" and "Password \*". Below these fields are three buttons: a dark grey "SIGN IN" button, a light grey "CREATE ACCOUNT" button (which is highlighted with a red rectangular box), and two blue links: "I FORGOT MY PASSWORD" and "I FORGOT MY USERNAME".

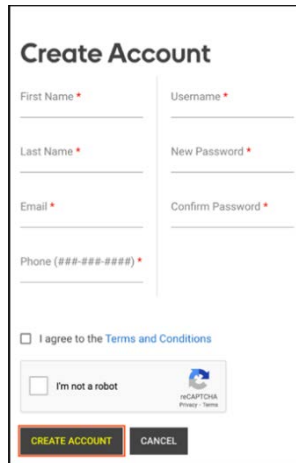
Create Account Button

**Step 2:** Click the "Create Account" button.

**Step 3:** On the next screen, fill in the required fields.

**Step 4:** Please note, the password requirements are as follows:

- Must be at least 10 characters
- Must contain 1 lowercase
- Must contain 1 uppercase character
- Must contain 1 number



**Create Account**


First Name \*      Username \*

Last Name \*      New Password \*

Email \*      Confirm Password \*

Phone (###-###-####) \*

☐ I agree to the [Terms and Conditions](#)

☐ I'm not a robot      

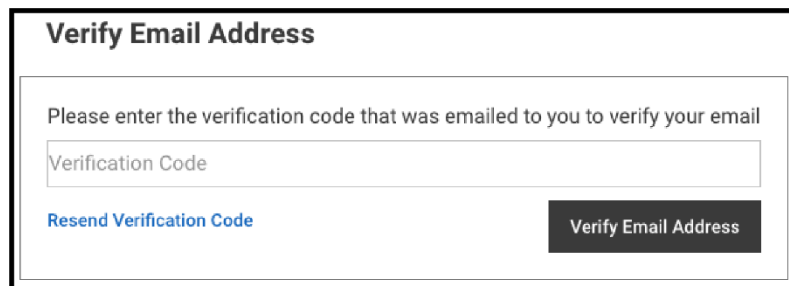
**CREATE ACCOUNT**      **CANCEL**

Create Account page

**Step 5:** Click the “Create Account” button after filling in all the required fields.

A pop-up will appear with the option to add an alternative email address. Add an alternative email address or click “Skip” to proceed.

**Step 6:** On the next screen, verify your email address. An email was sent to you containing a verification code.



**Verify Email Address**

Please enter the verification code that was emailed to you to verify your email

Verification Code

[Resend Verification Code](#)      **Verify Email Address**

Email Verification Code field

**Step 7:** Copy the verification code from the email and paste it in the Verification Code field.

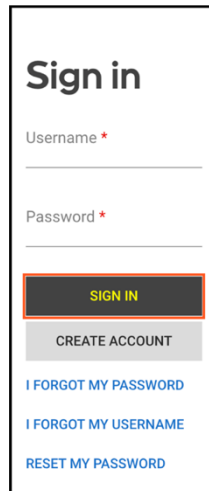
**Step 8:** Click the “Verify Email Address” button.

### 3.2 How Do I Log in to My Account?

After creating an account, follow these steps to sign in:

**Step 1:** Open a browser and navigate to this website <https://HealthProfessionLicensing.mass.gov>

**Step 2:** Enter your username and password.

A sign-in form with a title "Sign in". It contains two input fields: "Username \*" and "Password \*". Below the fields are four buttons: "SIGN IN" (highlighted with a red border), "CREATE ACCOUNT", "I FORGOT MY PASSWORD", and "I FORGOT MY USERNAME". At the bottom, there is a link "RESET MY PASSWORD".

Sign In Page

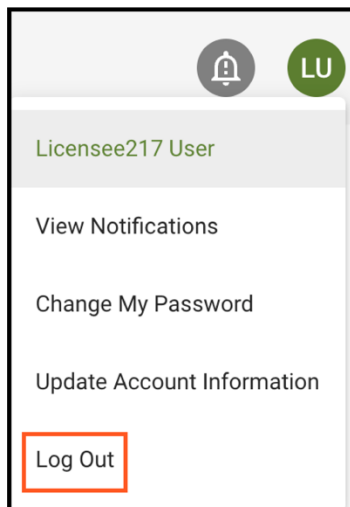
**Step 3:** Click the “Sign In” button.

### 3.3 How Do I Log out of My Account?

Follow these steps to log out of your account:

**Step 1:** Click on the icon in the upper right corner containing your initials.

**Step 2:** Click on the “Log Out” option from the drop-down menu.

A user profile dropdown menu. At the top, there are two circular icons: a bell (notifications) and a green circle with "LU" (user initials). Below the icons, the text "Licensee217 User" is displayed. The menu lists four options: "View Notifications", "Change My Password", "Update Account Information", and "Log Out" (highlighted with a red border).

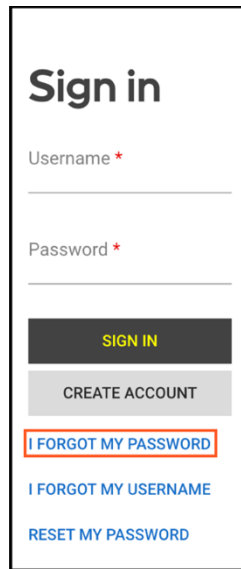
Log Out Page

### 3.4 How Do I Reset My Password?

To reset your password, follow the steps below:

**Step 1:** Open a browser and navigate to this website <https://HealthProfessionLicensing.mass.gov>

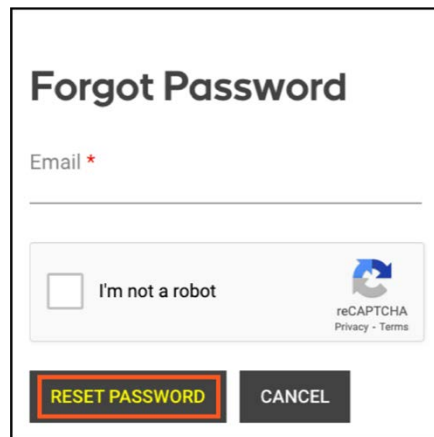
**Step 2:** Click on “I Forgot My Password”.



The image shows a 'Sign in' form. It has two input fields: 'Username \*' and 'Password \*'. Below these fields are five buttons: 'SIGN IN' (dark grey), 'CREATE ACCOUNT' (light grey), 'I FORGOT MY PASSWORD' (blue text, highlighted with a red box), 'I FORGOT MY USERNAME' (blue text), and 'RESET MY PASSWORD' (blue text).

*[I Forgot My Password button](#)*

**Step 3:** Enter the email related to your account and click the “Reset Password” button. Then the Reset Password screen will appear and an email is sent to you containing a temporary password.



The image shows a 'Forgot Password' form. It has an 'Email \*' input field. Below the field is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom are two buttons: 'RESET PASSWORD' (dark grey, highlighted with a red box) and 'CANCEL' (light grey).

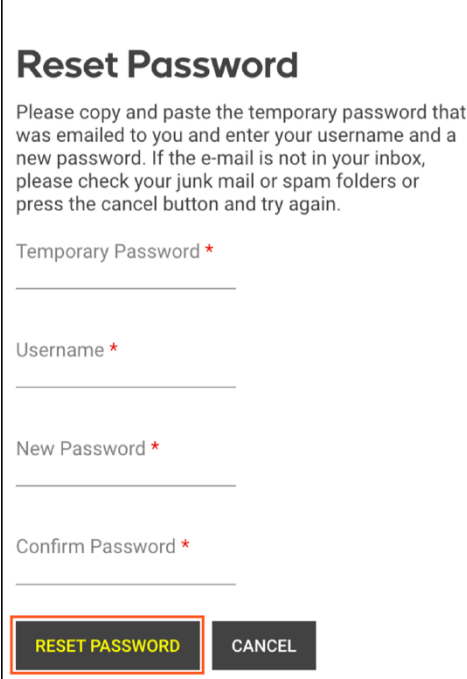
*[Forgot Password Pop-up](#)*

**Step 4:** Please check your inbox, junk, and spam folders for the email containing a temporary password.

**Step 5:** On the “Reset Password” screen, please do the following:

- Copy the temporary password from the email you received and paste it in the Temporary Password field
- Enter your username in the Username field
- Enter the new password in the fields for New Password and Confirm Password. Please note that the password requirements are as follows:
  - Must be at least 10 characters
  - Must contain 1 lowercase character

- Must contain 1 uppercase character
- Must contain 1 number



**Reset Password**

Please copy and paste the temporary password that was emailed to you and enter your username and a new password. If the e-mail is not in your inbox, please check your junk mail or spam folders or press the cancel button and try again.

Temporary Password \*

Username \*

New Password \*

Confirm Password \*

**RESET PASSWORD** CANCEL

*Reset Password button*

**Step 6:** Click the “Reset Password” button.

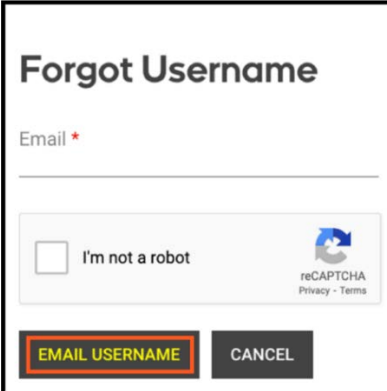
### 3.5 How Do I Retrieve My Username?

Follow these steps to retrieve your username:

**Step 1:** Open a browser and navigate this website <https://HealthProfessionLicensing.mass.gov>

**Step 2:** Click on “I Forgot My Username”.

**Step 3:** On the next screen, in the “Email” field enter the email address associated with your account and mark the checkbox for the captcha.



**Forgot Username**

Email \*

☐ I'm not a robot

reCAPTCHA  
Privacy - Terms

**EMAIL USERNAME** CANCEL

*Forgot Username Pop-up*

**Step 4:** Click the “Email Username” button.

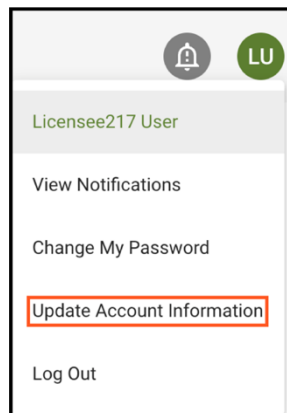
**Step 5:** An email is then sent to you containing your username. Please make sure to check your inbox, junk, and spam folders for the email containing your username.

## 4. Managing an Account

### 4.1 How Do I Update My Account Information?

You can update your primary email, alternative email, and phone number related to your account. To update your account information, follow these steps:

**Step 1:** Click on the icon containing your initials at the top right corner of the page.



*Update Account Information option*

**Step 2:** Click on the “Update Account Information” option from the dropdown menu.

**Step 3:** In the pop-up, update your primary email, alternative email, and/or phone number.

A screenshot of a 'Update Account Information' pop-up form. The title 'Update Account Information' is at the top in blue. Below the title are three input fields: 'Primary Email \*' containing 'licensee217@jdsoft.com', 'Alternative Email:' which is empty, and 'Phone Number (###-###-####) \*' which is empty. At the bottom right of the form are two buttons: 'CANCEL' and 'UPDATE' (which is highlighted with a red rectangular border).

*Update Account Information pop-up*

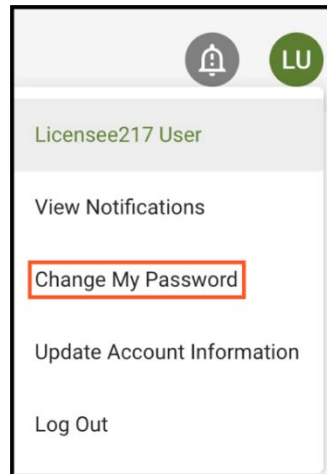
**Step 4:** Click the “Update” button.



## 4.2 How Do I Change My Password?

To change your password, follow these steps:

**Step 1:** Click on the icon containing your initials at the top right corner of the page.



*[Change My Password option](#)*

**Step 2:** Click on the “Change My Password” from the dropdown menu.

**Step 3:** Then you will be prompted to type in your current password, a new password, and to confirm the new password.

Please note the following password requirements:

- Must be at least 10 characters
- Must contain 1 lowercase character
- Must contain 1 uppercase character
- Must contain 1 number

A screenshot of the 'Change My Password' form. The title 'Change My Password' is at the top in blue. Below it are three input fields, each with a red asterisk indicating a required field: 'Current Password \*', 'New Password \*', and 'Confirm New Password \*'. At the bottom right of the form are two buttons: a grey 'CANCEL' button and a dark grey 'CHANGE MY PASSWORD' button, which is highlighted with a red rectangular box.

*[Change My Password Form](#)*

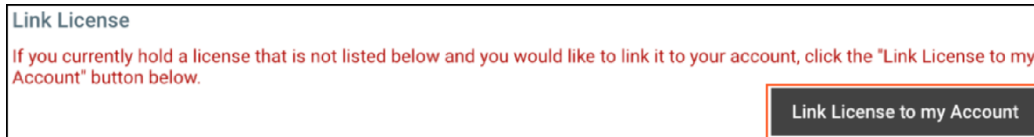
**Step 4:** Click on “Change My Password”.

### 4.3 How Do I Link My License to My Account?

If you had a license prior to the implementation of this system, you will need to link your existing license(s) to your new account. Please note, each license must be linked one at a time.

To link your license to your account, follow these steps:

**Step 1:** Log in to the system and click the “Link License to My Account” button.

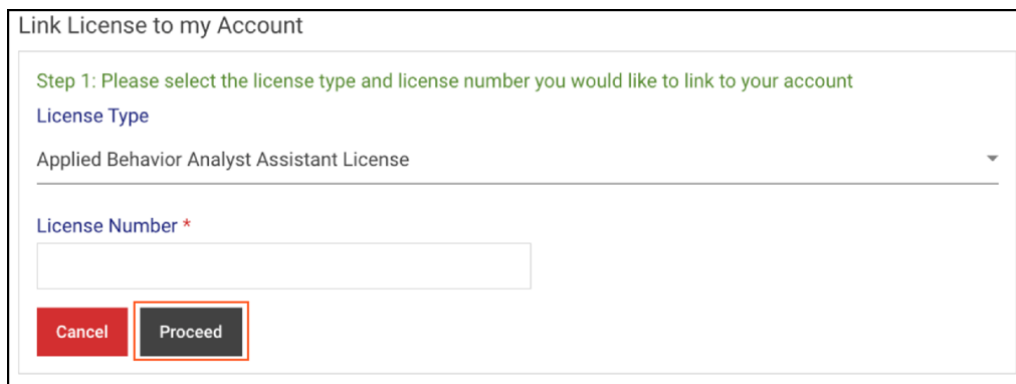


The screenshot shows a rectangular box with a light gray background. At the top left, the text "Link License" is displayed in blue. Below it, a red text message reads: "If you currently hold a license that is not listed below and you would like to link it to your account, click the 'Link License to my Account' button below." In the bottom right corner of the box, there is a dark gray button with the text "Link License to my Account" in white. The button is highlighted with a red rectangular border.

[\*Link License to My Account button\*](#)

**Step 2:** On the next screen, please do the following:

- a) select your license type from the “License Type” dropdown menu; and
- b) enter your license number in the “License Number” field.
  - License numbers can be entered with or without the license number prefix. For example, a Chiropractor can use the format 12345 or CHI12345 for their license number.

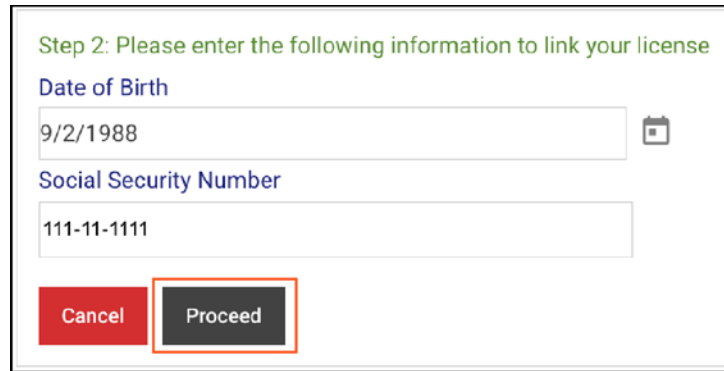


The screenshot shows a web form titled "Link License to my Account". Below the title, a green instruction text says: "Step 1: Please select the license type and license number you would like to link to your account". There are two main input sections. The first is labeled "License Type" and contains a dropdown menu with the selected option "Applied Behavior Analyst Assistant License". The second is labeled "License Number \*" and contains an empty text input field. At the bottom of the form, there are two buttons: a red "Cancel" button and a dark gray "Proceed" button. The "Proceed" button is highlighted with a red rectangular border.

[\*Link License to My Account page\*](#)

**Step 3:** Click the “Proceed” button.

**Step 4:** On the following screen, enter your Date of Birth (Format: MM/DD/YYYY) and Social Security Number (Format: 111-11-1111).



Step 2: Please enter the following information to link your license

Date of Birth

9/2/1988

Social Security Number

111-11-1111

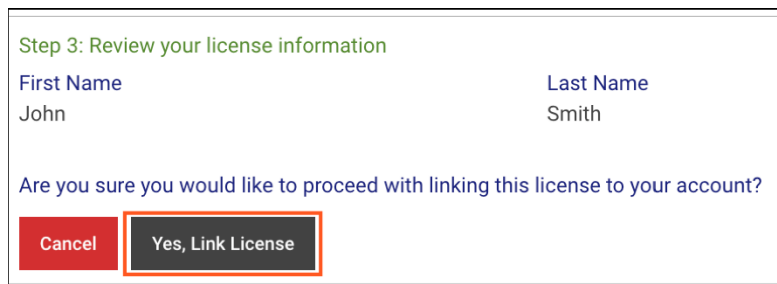
Cancel Proceed

DOB and SSN fields

**Step 5:** Click the “Proceed” button.

**Step 6:** On the next screen, review your license information

**Step 7:** Click the “Yes, Link License” button to link your license to your account.



Step 3: Review your license information

First Name Last Name

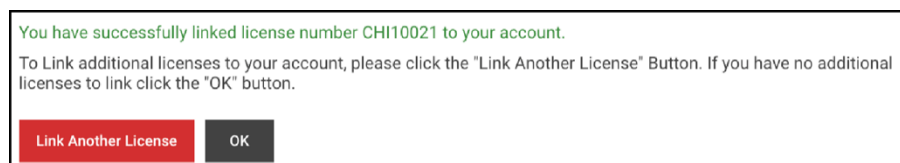
John Smith

Are you sure you would like to proceed with linking this license to your account?

Cancel Yes, Link License

Yes Link License button

**Step 8:** On the next screen, a message displays stating that you have successfully linked your license. Click the “OK” button to continue or the “Link Another License” button to link another license to your account.



You have successfully linked license number CHI10021 to your account.

To Link additional licenses to your account, please click the "Link Another License" Button. If you have no additional licenses to link click the "OK" button.

Link Another License OK

Successfully Linked License message

#### 4.4 How Do I View Notifications in My Account?

If you have unread notifications, the bell icon at the top right corner of the page will be red and show the count of unread notifications. Follow these steps to view notifications:

**Step 1:** Click on the bell icon at the top right corner of the page.

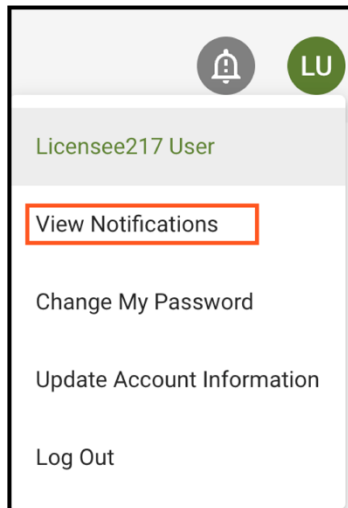


[Notifications Icon](#)

**Step 2:** On the notifications page, you have the option to view “Unread Only” and “All” notifications.

OR

**Step 2A:** Click on the icon containing your initials at the top right corner of the page.



[View Notifications link](#)

**Step 2B:** Click on “View Notifications” from the drop-down menu.

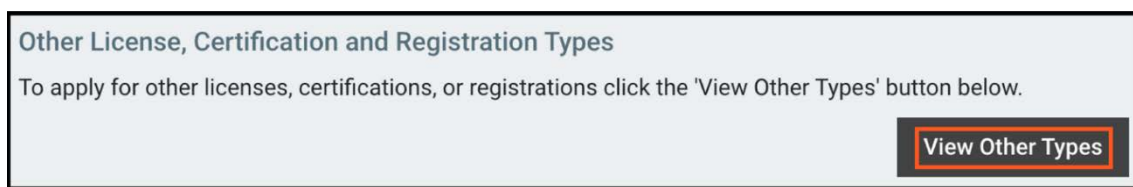
## 5. Online Functions for Applicants and Licensees

### 5.1 How Do I Apply for a New License?

To apply for a license, follow these steps:

**Step 1:** If you already have a license linked to your account, you will need to click the “View Other Types” button on the “Other License, Certification, and Registration Types” card.

If you do not have a license linked to your account, you will go to this page when you log in.



[“Other License, Certification, and Registration Types” Card](#)

**Step 2:** Click on the “View More” button under the applicable licensing board.

**Board of Certification of Health Officers**

The Board of Certification of Health Officers works to maintain a high level of professionalism among the CHOs by monitoring and enforcing its regulations and policies, amending its regulations as necessary, and reviewing practitioners' records to ensure fulfillment of continuing education requirements.

Certified Health Officers (CHOs) are generally the administrative officers of a health department or board of health. Several are presently serving as administrators to the State Department of Public Health or State Department of Environmental Protection. The Health Officer evaluates the community's health issues and develops programs to address the community's needs and the prevention and control of health and/or environmental problems.

For more information, please visit [the Board Website](#).

The Board currently issues one license type:

- Certified Health Officer License

To apply for a license, click the "View Details" button.

View More

[View More button](#)

**Step 3:** Click on the “Start Application” button under the applicable license application card.

**Dietitians and Nutritionists License (LDN)**

**Items That Must Be Uploaded to Your Application**

- Notarized CORI Form (**All Applicants**)
- Photo Headshot of yourself (**All Applicants**)
- Copy of your CDR Card (**Registered Dietitians only**)
- Copy of your CNS Certificate (**Certified Nutrition Specialist applicants only**)
- Copy of your Work Experience Form, signed by your supervisor (**Exam applicants only**)
- Copy of your resume/CV (**Exam applicants only**)

**Items that Must Be Mailed or Emailed to the Board**

- Transcript of your highest-level degree related to Dietetics/Nutrition
- Verification/Certification of all licenses you currently hold or have held

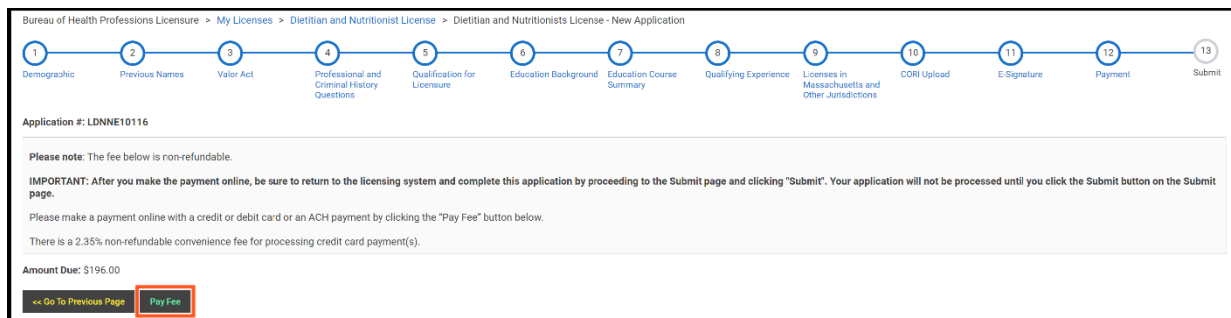
Start Application

[Start Application button](#)

**Step 4:** Continue through the application following the instructions on each page, completing the required fields, and uploading the required documents.

[Application Page](#)

**Step 5:** If applicable, you must pay the application fee before you can submit the application. On the Payment page, click the “Pay Fee” button to be directed to the third-party payment vendor’s page.



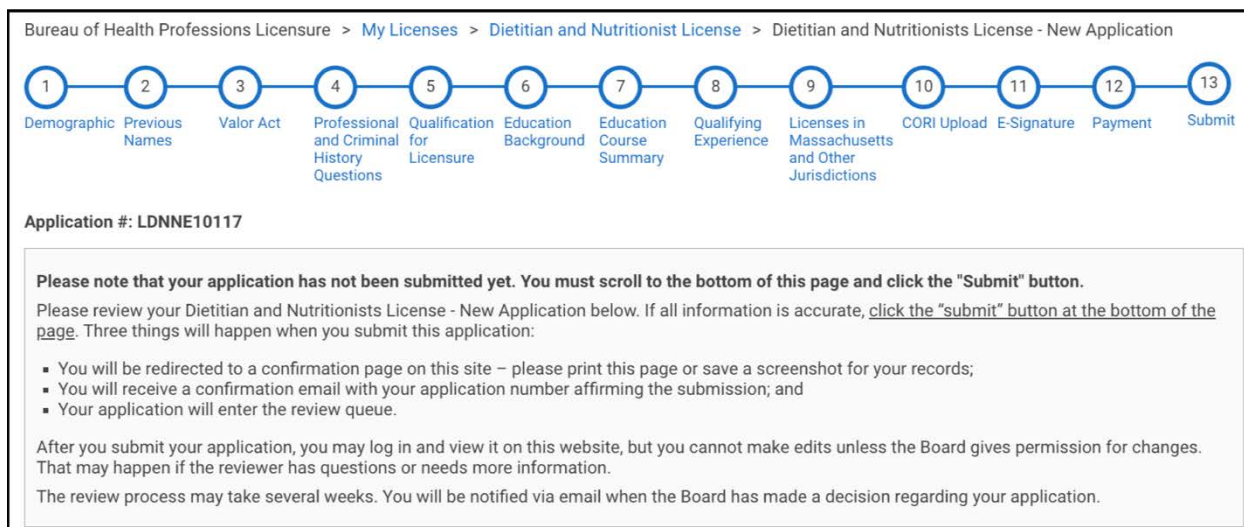
[Pay Fee button](#)

**Step 6:** Complete the payment information, mark the checkbox to agree to the terms and conditions, and click the “Submit Payment” button at the bottom of the page.

**Step 7:** After paying, you will automatically be returned to the licensing system.

Please note, you must submit the application or it will not be processed.

**Step 8:** Click on the “Go to Next Page” button.



[Application Submission Page](#)

**Step 9:** Review the information and click the “Submit” button at the bottom of the page. The final step for every application is to click the “Submit” button to send in the application.

## 5.2 How Can I View My Application or License Status?

Follow these steps to view your application or license status:

**Step 1:** Click the “Show Details” button under the respective license type card.

### Optometrist License

You currently have:

- You currently hold 1 Optometrist License(s).
- You have started 1 application(s) that you still need to complete.
- You have 3 application(s) that you have started but have since been withdrawn.

Show Details

[Show Details button](#)

**Step 2:** If you have a license that is linked to your account, you will see your license status on the license information card. If you have an application that is pending, incomplete, or reopened you will see its status on a card inside the license card.

License # NU-NU-10089 (Active)
Your License is Active as of 08/19/2022.

Dietitian and Nutritionist License - Continuing Education Amendment (Pending)
Application #: LDNCE10018

You have submitted an application ( # LDNCE10018 ) on 08/19/2022. Your application is being reviewed by the Board. You will receive a notification once it has been reviewed and processed, or if you are required to take any further actions. If you wish, you may review the application you have submitted by clicking on the "View Application" button below.

View Application

[License Status and Application Status](#)

### 5.3 How Do I Withdraw My Application?

You can only withdraw an application that has not been submitted yet. Follow these steps to withdraw an application:

**Step 1:** Click on the "Show Details" button under the respective license.

### Optometrist License

You currently have:

- You currently hold 1 Optometrist License(s).
- You have started 1 application(s) that you still need to complete.
- You have 3 application(s) that you have started but have since been withdrawn.

Show Details

[Show Details button](#)

**Step 2:** Click the "Withdraw this Application" link.

Please note, you have the ability to withdraw an application. You will be prompted to confirm withdrawal of the application before it is finalized. You may always start a new application again

---

Optometrist License - New Application | [\(Incomplete\)](#) Application #: OPTNE10009

Your application OPTNE10009 was created on 08/29/2022 and it is incomplete.

You must click the "Complete This Application" button below in order to submit this application for processing.

[Complete This Application](#)

[Withdraw this Application](#)

[Withdraw This Application link](#)

**Step 3:** In the pop-up, enter the application number (Ex. #ABC112546) in the text field.

**Step 4:** Then click the "Withdraw" button.

**Withdraw Application for License Optometrist License**

Please enter the Application Number (#OPTNE10009) below to complete the withdrawal of the application. Note that any application fees you may already have paid during the application process are not refundable after withdrawing the application.

# OPTNE10009

CANCEL WITHDRAW

[Withdraw button](#)

**Step 5:** A pop-up confirms the application was successfully withdrawn. Click the "OK" button to close the pop-up.

**Application Withdrawal Completed**

Your Application #OPTNE10009 has been successfully withdrawn.

OK

[Application Withdrawal Confirmation](#)

## 5.4 How Do I Renew My License?

To renew your license, follow these steps:

**Step 1:** Click on the "Show Details" button under the respective license.



Optometrist License

You currently have:

- You currently hold 1 Optometrist License(s).
- You have started 1 application(s) that you still need to complete.
- You have 3 application(s) that you have started but have since been withdrawn.

Show Details

[Show Details button](#)

**Step 2:** Click on the link for the renewal application.

License # 10006 | (Active)

Your License is Active as of 08/22/2022.

- Start a Optometrist License - Renewal Application
- Start a Optometrist License - Name Change Application
- Start a Optometrist License - Continuing Education Amendment
- Start a Optometrist License - Address & Contact Information Amendment
- Start a Optometrist License - Certification Upgrade Amendment Application

[Renewal Application link](#)

Please note that the renewal application link will only be available when your license is in the renewal period. For most license types the renewal period starts 90 days before the license expiration date.

**Step 3:** Click the “Start Application” button.

License # 10006 | (Active)

Your License is Active as of 08/22/2022.

Optometrist License - Certification Upgrade Amendment Application

Cancel

Start Application

[Start Renewal Application](#)

**Step 4:** Continue through the renewal application following the instructions on each page, completing the required fields, and uploading the required documents (if applicable).

Bureau of Health Professions Licensure > [My Licenses](#) > [Optometrist License](#) > Optometrist License - Renewal Application

1 Demographic 2 Optometrist Certification 3 Licenses in Massachusetts and Other Jurisdictions 4 Professional and Criminal History Questions 5 Attestations 6 E-Signature 7 Payment 8 Submit

Application #: OPTRE10008

**Demographic**

Please review your contact information, mailing address, and photo below.

If you require a name change on your license record, you must exit this application, **withdraw it**, file a Name Change Amendment Application, and then submit a new Renewal Application.

First Name: Walter Middle Initial: Last Name: White Suffix:

Phone Number \* Email Address \*

123-123-1234 email@email.com

Mailing Address 1 \* Mailing Address 2

321 Lego Street

Mailing City \* Mailing State \* Mailing Zip Code \*

Lego City AS 01234

Photo \*

Document Name: sample-headshot.jpeg

Upload Date: 8/22/22

Save & Stay On This Page Save & Go To Next Page >> Exit

[Renewal Application page](#)

**Step 5:** If applicable, you must pay the renewal application fee before you can submit the renewal application. On the Payment page, click the “Pay Fee” button to be directed to the third-party payment vendor’s page.

1 Demographic 2 Optometrist Certification 3 Licenses in Massachusetts and Other Jurisdictions 4 Professional and Criminal History Questions 5 Attestations 6 E-Signature 7 Payment 8 Submit

Application #: OPTRE10009

If you are renewing after your license has expired, you will be subject to a non-refundable \$57.00 late fee.  
**Please note:** The fee below is non-refundable.

**IMPORTANT:** After you make the payment online, you must return to the licensing system and complete this renewal by proceeding to the Submit page and clicking “Submit”. Your renewal will not be processed until you click the “Submit” button on the Submit page.

Please make a payment online with a credit or debit card or an ACH payment by clicking the “Pay Fee” button below.

There is a 2.35% non-refundable convenience fee for processing credit card payment(s).

Amount Due: \$100.00

<< Go To Previous Page Pay Fee

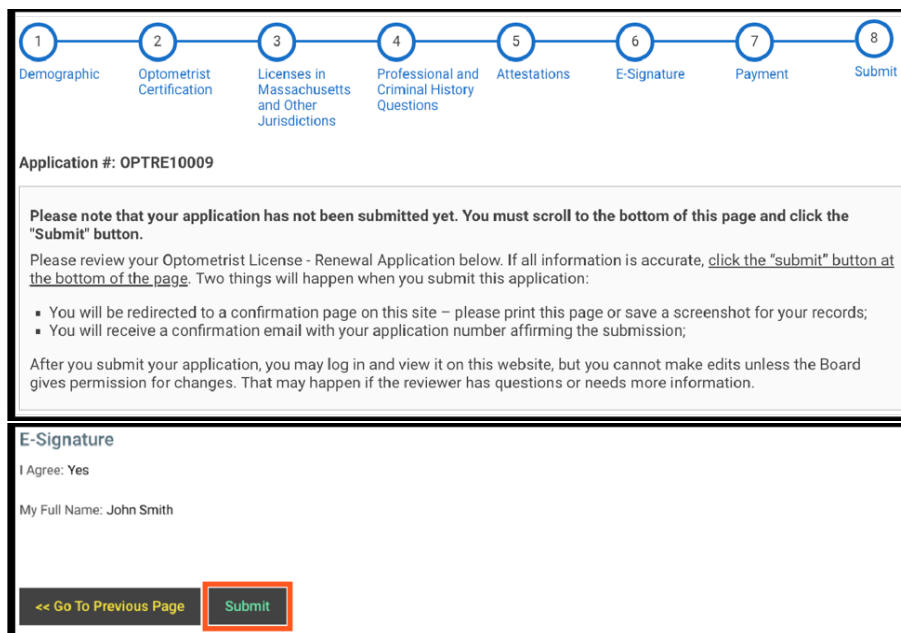
[Pay Fee button](#)

**Step 6:** Complete the payment information, mark the checkbox to agree to the terms and conditions, and click the “Submit Payment” button at the bottom of the page.

**Step 7:** After paying, you will automatically be returned to the licensing system.

Please note, you must submit the renewal application or it will not be processed.

**Step 8:** Click on the **“Go to Next Page” button.**



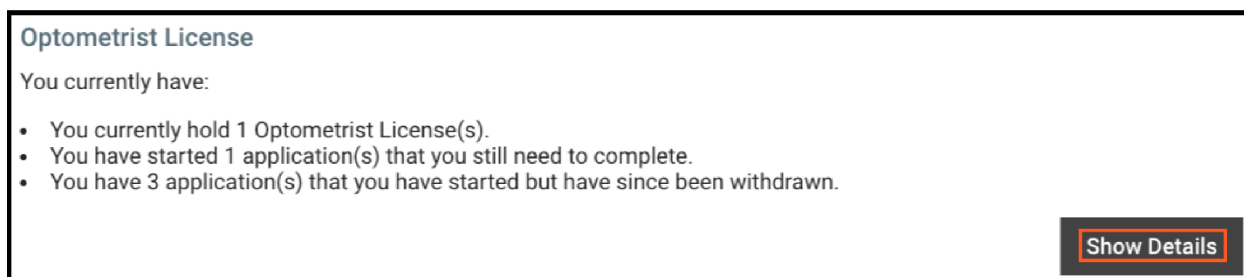
[Submit button](#)

**Step 9:** Review the information and click the “Submit” button at the bottom of the page. The final step for every application is to click the “Submit” button to send in the application.

## 5.5 How Do I Amend Information on My License?

To amend information on a license, follow these steps:

**Step 1:** Click the “Show Details” button under the respective license.



[Show Details button](#)

**Step 2:** Select the link for the appropriate amendment application.

License # 10006 | (Active)  
Your License is Active as of 08/22/2022.

- [Start a Optometrist License - Renewal Application](#)
- [Start a Optometrist License - Name Change Application](#)
- [Start a Optometrist License - Continuing Education Amendment](#)
- [Start a Optometrist License - Address & Contact Information Amendment](#)
- [Start a Optometrist License - Certification Upgrade Amendment Application](#)

List of Amendment Applications

**Step 3:** Click the “Start Application” button.

License # 10006 | (Active)  
Your License is Active as of 08/22/2022.

Optometrist License - Certification Upgrade Amendment Application

Cancel Start Application

Start Application button

**Step 4:** Continue through the amendment application following the instructions on each page, completing the required fields, and uploading the required documents (if applicable).

1 2 3 4  
Demographic Optometrist Certification Payment Submit

Application #: OPTCU10009

Demographic

If the name that appears on this application is not correct, please withdraw this application, submit a Name Change Amendment Application, once you have been notified that the Amendment Application has been processed you may start a new Certification Upgrade Amendment Application.

If the address that appears on this application is not correct, please withdraw this application, submit a Address & Contact Information Amendment Application, once you have been notified that the Amendment Application has been processed you may start a new Certification Upgrade Amendment Application.

First Name: John Middle Initial: Last Name: Smith Suffix:

Phone Number: 123-123-1234 Email Address: email@email.com

Mailing Address 1: 321 Lego Street Mailing Address 2:

Mailing City: Lego City Mailing State: AS Mailing Zip Code: 01234

Photo

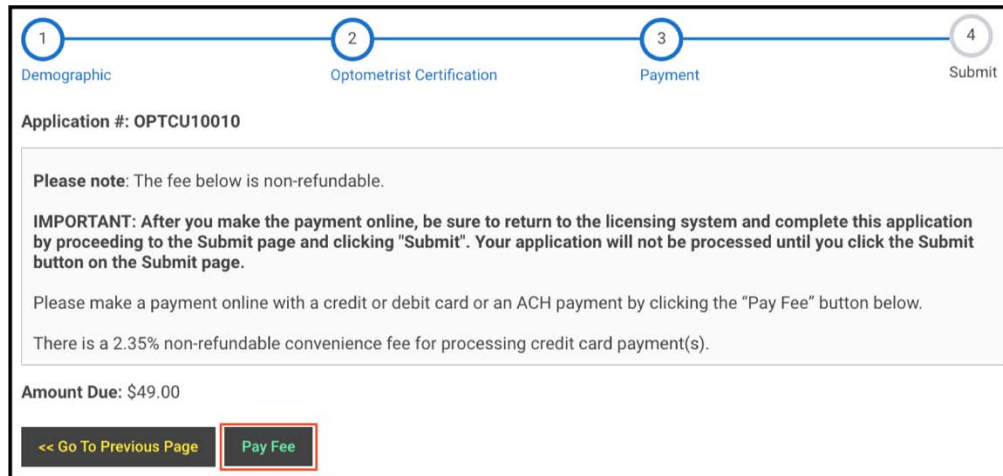
Document Name: sample-headshot.jpeg

Upload Date: 8/22/22

Save & Stay On This Page Save & Go To Next Page >> Exit

Amendment Application page

**Step 5:** If applicable, you must pay the amendment application fee before you can submit the renewal application. On the Payment page, click the “Pay Fee” button to be directed to the third-party payment vendor’s page.



1 Demographic 2 Optometrist Certification 3 Payment 4 Submit

Application #: OPTCU10010

**Please note:** The fee below is non-refundable.

**IMPORTANT:** After you make the payment online, be sure to return to the licensing system and complete this application by proceeding to the Submit page and clicking “Submit”. Your application will not be processed until you click the Submit button on the Submit page.

Please make a payment online with a credit or debit card or an ACH payment by clicking the “Pay Fee” button below.

There is a 2.35% non-refundable convenience fee for processing credit card payment(s).

Amount Due: \$49.00

<< Go To Previous Page Pay Fee

[Pay Fee button](#)

**Step 6:** Complete the payment information, mark the checkbox to agree to the terms and conditions, and click the “Submit Payment” button at the bottom of the page.

**Step 7:** After paying, you will automatically be returned to the licensing system.

Please note, you must submit the amendment application or it will not be processed.

**Step 8:** Click on the “Go to Next Page” button.

**Step 9:** Review the information and click the “Submit” button at the bottom of the page. The final step for every application is to click the “Submit” button to send in the application.

1  
Demographic

2  
Optometrist Certification

3  
Payment

4  
Submit

**Application #: OPTCU10010**

**Please note that your application has not been submitted yet. You must scroll to the bottom of this page and click the "Submit" button.**

Please review your Optometrist License - Certification Upgrade Amendment Application below. If all information is accurate, click the "submit" button at the bottom of the page. Three things will happen when you submit this application:

- You will be redirected to a confirmation page on this site – please print this page or save a screenshot for your records;
- You will receive a confirmation email with your application number affirming the submission; and
- Your application will enter the review queue.

After you submit your application, you may log in and view it on this website, but you cannot make edits unless the Board gives permission for changes. That may happen if the reviewer has questions or needs more information.

The review process may take several weeks. You will be notified via email when the Board has made a decision regarding your application.

**Payment Information**  
Amount Due: \$49.00  
Amount Paid: \$49.00  
Remaining Amount: \$0.00

**Demographic**

First Name: <b>John</b>	Middle Initial:	Last Name: <b>Smith</b>	Suffix:
Phone Number: 123-123-1234	Email Address: email@email.com		
Mailing Address 1: 321 Lego Street	Mailing Address 2:		
Mailing City: Lego City	Mailing State: AS	Mailing Zip Code: 01234	

**Photo**

Document Name: sample-headshot.jpeg

Upload Date: 8/22/22

**Optometrist Certification**  
Optometrist Certification: OP

<< Go To Previous Page
Submit

[Submit button](#)

## 5.6 How Do I Print My License Card or Wall Certificate?

Follow these steps to print your license card or wall certificate:

**Step 1:** Click the "Show Details" button under the respective license.

Optometrist License

You currently have:

- You currently hold 1 Optometrist License(s).
- You have started 1 application(s) that you still need to complete.
- You have 5 application(s) that you have started but have since been withdrawn.

Show Details

[Show Details button](#)

**Step 2:** On the lower left, select the appropriate document from the License Type dropdown menu.

License # 10006 | (Active)

Your License is Active as of 08/22/2022.

- [Start a Optometrist License - Certification Upgrade Amendment Application](#)
- [Start a Optometrist License - Address & Contact Information Amendment](#)
- [Start a Optometrist License - Continuing Education Amendment](#)
- [Start a Optometrist License - Name Change Application](#)
- [Start a Optometrist License - Renewal Application](#)

To print license documents such as the license certificate, please select the appropriate document type below then click the open document button.

License Type

Download Document

[License Type dropdown menu & Download Document button](#)

**Step 3:** Click the “Download Document” button.