



# THE COLLEGE OF OPTOMETRISTS

## Extensions and Restarts Guide for Applicants

Please note that the responsibility for the application and relevant evidence sits with the Applicant, not the College.

### Grounds for extension/restart application

A trainee may be able to apply for an extension to their allotted time or to restart the Scheme for Registration in the following circumstances:

- a) where you are a Disabled Person and – as a result of your disability – you are or will become unable to pass the Scheme for Registration in the Allotted Time  
*and/or*
- b) where, due to Exceptional Circumstances, you are, or will become, unable to pass the Scheme for Registration in the Allotted Time.

Applications should be made from six to three months before your Scheme end date and should include supporting documentary evidence.

### How to submit your application

To submit an extension/restart application, go to the [My College](#) area and click on the Extension tab. You will be required to submit any supporting evidence.

### Suggested documents

Below is a list of documents that we suggest you provide to enable the Appeals Panel to make a decision on your Appeal. Documents 1 and 2 are essential; all others are examples but can be very helpful in supporting your case and assuring the Panel that you have appropriate ongoing support. Please note, any application with no corresponding evidence will be automatically declined.

All files must be labelled and dated appropriately and also be up-to-date and relevant to your time on the Scheme. They need to fully support your statement claims. They have to be in either Word or PDF formats.

1. Your statement/letter to the Panel, which should include relevant information on any extenuating circumstances and why they were not flagged before;
2. Employer / Supervisor statement/s on headed, dated, and signed paper;
3. Medical evidence (if applicable);
4. Other types of evidence (i.e., therapy consultations, police report, etc) (if applicable);
5. Please seek advice from [education.help@college-optometrists.org](mailto:education.help@college-optometrists.org) before including any photographic evidence.

Your supporting evidence will be anonymised for the Panel to review.

### Fee

The administrative fee for each application is £119. This fee is non-refundable. You will be invoiced only after we confirm that your application meets all the requirements and will be seen by the Panel.

### Outcome

Your outcome will be sent to you via email within 5 working days after the Panel meeting.

### What happens next?

Please contact [education.help@college-optometrists.org](mailto:education.help@college-optometrists.org) if you have any questions.