



## THE COLLEGE OF OPTOMETRISTS

### Extensions and Restarts Checklist for Applicants

**IMPORTANT** - Please use this checklist as a guide prior to submitting your application.

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

#### **Checklist**

1. Your statement/letter ☐
2. Employer/Supervisor statement/s ☐
3. Medical evidence (if applicable) ☐
4. Other types of evidence ☐

#### **Checklist Information**

1. **Your statement/letter** (1-2 pages) 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. *Please note, any statements not on headed, dated, and signed paper will not be accepted.*
3. **Medical evidence** (if applicable)
4. **Other types of evidence** may include therapy consultations, police reports, bereavement evidence, and email or text correspondence. *Please note, evidence may differ depending on the circumstance.*

*Please seek advice from [education.help@college-optometrists.org](mailto:education.help@college-optometrists.org) before including any photographic evidence.*

*If you are unable to provide certain evidence that may be beneficial to your case, please state the reason why this evidence is not available in your statement.*

#### **Important information**

Please note, all files **must** be labelled and dated appropriately and also be up-to-date and relevant to your time on the Scheme. If you are requesting an extension, your evidence should add up to the number of months you are requesting. The contents provided need to fully support your reasons.

The contents of the documents must also be clearly visible for the Panel to read/view. They **must** be in either **Word** or **PDF format (no png, jpeg, etc)**.