

2026

Student Guide

How the course works

When you enroll in the optical dispensing course through ACOD you have approximately eighteen months to two years of study ahead of you. During this time, you will be required to complete 14 units, and attend four workshop blocks in Auckland. You will be required to attend each of the workshops as you progress through the course. Course fees and further information regarding the workshops will be outlined for you by ACOD.

Your enrolment covers all course fees and workshops for the two-year duration of the course, with the registration links available online from the ADONZ website or ACOD directly. Registrations are always open, but we recommend registering at the start of the year, in order to take full advantage of the workshop dates available.

Most questions during this time should be directed to ACOD:

enquires@acod.edu.au

james@acod.edu.au

chedy@acod.edu.au

How to progress through the course

After you register online, you will receive access to the online student portal and program within a few days. You can then book yourself into the workshop dates that best suit you and begin learning the materials. We recommend completing the course in the order they appear on the portal to get the most out of each workshop

There are 4 workshops of 4 days each (Thursday to Sunday) throughout the course that need to be completed in sequential order.

All practical tasks and written tests are completed during these workshops.

Record of training

In the final year of your study, after you have attended workshop 3, you will need to begin your record of training (ROT). This is available to download from the ODOB website. The ROT is a requirement of the Optometrists & Dispensing Opticians Board (ODOB) for registration.

This record will show 800 hours of work completed over a time no longer than two years.

Once you've graduated

Once you have received your official transcript from ACOD, and completed your Record of Training you should apply to be registered Dispensing Optician with the ODOB. If you are not registered you are not allowed to use the title Dispensing Optician.

New Dispensing Optician applicants must include a record of training book showing evidence of the completion of a minimum of 800 hours of optical dispensing practice over a period of no more than two years.

Please note that the ODOB cannot process a incomplete application, it is important to ensure you have included all required paperwork when you send in your application. There is a checklist available at the end of this guide for all the required paperwork.

You can also contact the ODOB if you need any help with the process: cpd@odob.health.nz

Annual Practicing Certificate

You should apply for your Annual Practicing Certificate (APC) at the same time as your registration – the APC application will be considered as soon as your registration is complete. Download the APC application form from the Board website. If you have any questions about this form, contact the ODOB: cpd@odob.health.nz

An APC application form will be sent to you on completion of your registration if you do not apply for both at the same time. It is recommended that you apply for your registration and APC together if you intend to practice straight away. Remember that you are required to gain CPD credits once you hold an APC. **It is important to remember that it is illegal to practice without a current APC.**

Use of the Dispensing Optician title

Once you have registered as a Dispensing Optician with the ODOB you are entitled to use the title Dispensing Optician and you may also use the post-nominal letters "RDONZ" on your business cards, email sign offs etc..

Please note the title Dispensing Optician is protected by law and you may not use this, or use the post nominal letters unless you are a registered Dispensing Optician with ODOB. If you are found to be using the title illegally you may face a \$10,00 fine!

As a student you are allowed to use the title *Student Dispensing Optician*.

Continuing Professional Development (CPD)

Optical dispensing is a registered profession in New Zealand, and you must complete CPD to prove that you are competent to practice as a dispensing optician.

You are required to complete 20 CPD credits during the 24-month cycle which always finishes on 30 November of an even numbered year. The ODOB is the administrator of CPD recording, and you should go to their website for all information about uploading your credits etc. They also have an Events Calendar where all CPD accredited events and modules are listed.

ADONZ has a section on the website for members where CPD that has been provided or sourced by ADONZ is listed. You must be logged in to see this. Log in to: www.adonz.co.nz and look for the CPD Courses tab. ADONZ also has a Courses tab available at the front end of the website (available without logging in) where we make some CPD available to non-member DOs and optometrists. There is a charge payable by credit card for this. If you have questions about the CPD that ADONZ provides please contact Hayley at the ADONZ office.

If you have any general questions about CPD and the recording process please contact the Education Officer at ODOB.

Who we are

THE ASSOCIATION OF DISPENSING OPTICIANS OF NZ INC (ADONZ)

Office: info@adonz.co.nz

President: Laura McLaren: adonzlaura@gmail.com

Current ADONZ committee members: <https://adonz.co.nz/people/>

Administrator – Hayley Bendall: hayley@adonz.co.nz

The Association of Dispensing Opticians of New Zealand is your professional association formed to help and promote dispensing opticians and students. The ADONZ is non-profit and is a member of the International Opticians Association (IOA) and participates fully in promoting dispensing optics throughout the world.

OPTIBLOCKS

Office: optiblocks@adonz.co.nz

OptiBlocks Education Committee:

Pene Fox: adonzpene@gmail.com

Sarah Canham: adonzsarahc@gmail.com

Steve Stenersen: adonzsteve@gmail.com

Kristine Hammond: adonzkristine@gmail.com

OptiBlocks Education Committee is an ADONZ committee dedicated to Student education. It was created to help our NZ students and to liaise with our education providers as the education is delivered via Distance Learning. They work closely with current education provider ACOD as they incorporate workshop blocks to facilitate hands on learning

Documents checklist for registration

- A certified copy of your birth certificate, identification page of your passport, or driver's license
- An endorsed color passport sized photograph attached to your application
- Evidence (original or certified copy) of any name change (e.g. Deed Poll, Marriage Certificate) if applicable
- Originals or certified copies of all relevant qualifications
- A record (originals or certified copies) of criminal convictions (New Zealand) and/or a Police Clearance Certificate or its equivalent from any overseas jurisdiction, with an explanatory letter if applicable
- Letter or Certificate(s) of Good Standing (originals or certified copies) dated not more than six (6) months old from all bodies with whom you have registered in the past 10 years
- One character reference from a registered optometrist or registered dispensing optician who has known the applicant for at least a year, and who is not a relative
- One character reference from a person who is of good standing in the community, who has no involvement in the optometric or optical dispensing profession, who has known the applicant for at least a year, and who is not a relative
- Full curriculum vitae
- Signed and witnessed statutory declaration
- Application fee (the current fee is listed on the Board website – please check as this may change).

NB The application fee is not refundable whatever the outcome of the application