

Before you begin the online registration or renewal process, please ensure that you have **completed your payment** via direct deposit or online bank transfer.

A detailed breakdown of fees can be found on <https://ttorc.net/faqs/>

Bank details:

Bank: Republic Bank

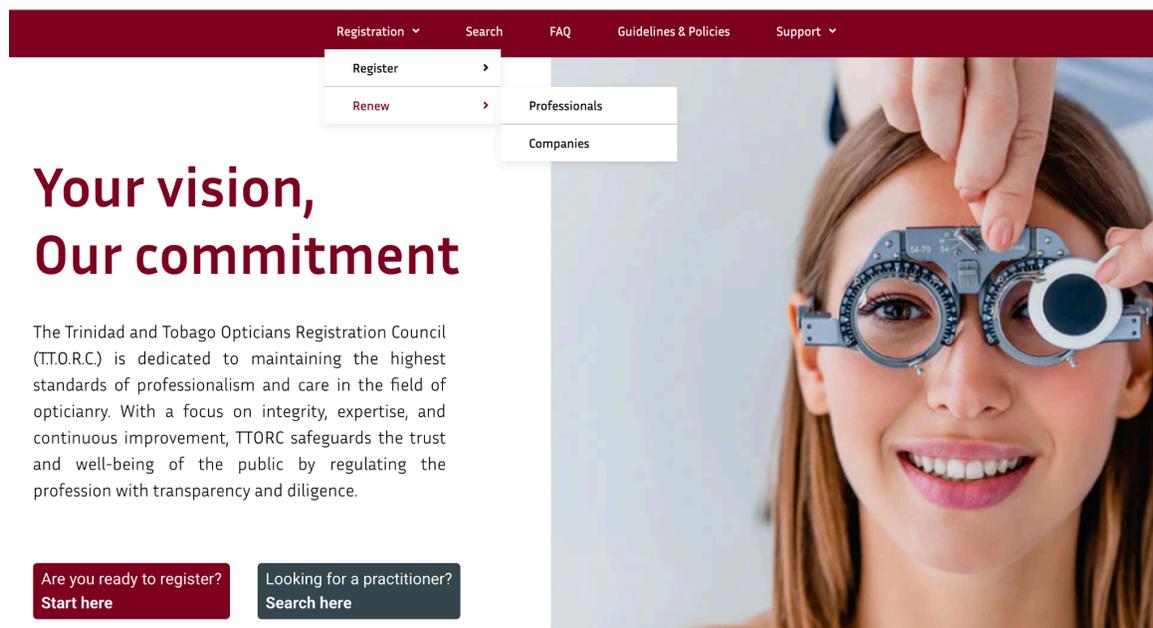
Branch: Valpark

Acct Type: Chequing

Acct No: 260802454901

You should also have your **payment receipt or proof of transaction** and an **appropriate photo** of yourself to upload.

1. Go to Registration > Renew and select the relevant option



The screenshot shows the top navigation bar of the T.T.O.R.C. website. The navigation bar is dark red with white text. The menu items are: Registration (with a dropdown arrow), Search, FAQ, Guidelines & Policies, and Support (with a dropdown arrow). A dropdown menu is open under 'Registration', showing 'Register' and 'Renew' (both with right-pointing arrows), and a sub-menu for 'Renew' with 'Professionals' and 'Companies'.

**Your vision,
Our commitment**

The Trinidad and Tobago Opticians Registration Council (T.T.O.R.C.) is dedicated to maintaining the highest standards of professionalism and care in the field of opticianry. With a focus on integrity, expertise, and continuous improvement, T.T.O.R.C. safeguards the trust and well-being of the public by regulating the profession with transparency and diligence.

Are you ready to register?
[Start here](#)

Looking for a practitioner?
[Search here](#)

The background of the page features a photograph of a smiling woman with long brown hair, wearing a pair of blue-rimmed glasses. A hand is visible adjusting the bridge of the glasses on her nose.

2. Complete all sections of the form as it appears on the webpage. Ensure you are using one of the following browsers: Google Chrome, Microsoft Edge, Mozilla Firefox. Do NOT use Safari.

The screenshot shows the registration process for professionals. The header includes the council's name and navigation links. A dark red navigation bar contains 'Registration', 'Search', 'FAQ', 'Guidelines & Policies', and 'Support'. The main heading is 'Register with the council'. On the left, a sidebar lists steps: General Information (selected), Contact Information, Location, Other Information, Fitness to practice, Continuing Education, Supporting Documents, Attestation, and Finish. The main form area is titled 'General Information' and contains fields for Title (pre-filled with 'Mr./Mrs./Ms./Miss'), Full Name (pre-filled with 'Jane Doe'), Former Name(s), and I wish to apply as a: (with a dropdown arrow).

Fig 1. Form for professionals (optometrist or dispensing optician)

The screenshot shows the registration process for companies. The header and navigation bar are identical to Fig 1. The main heading is 'Register with the council'. The sidebar lists steps: General Section (selected), Receipts, Applicant, and Finish. The main form area is titled 'General Section' and contains fields for Practice Name, Address, Phone, and Email. At the bottom, there is a 'Registration Category' section with two radio buttons: 'Optometric Practice' and 'Dispensing Company'.

Fig 2. Form for companies

3. Upload the necessary supporting documents in JPEG or PNG format. Do NOT upload a PDF. If your proof of payment is only available in PDF format, you can either take a screenshot of it or use a scanner application to convert it to JPEG.

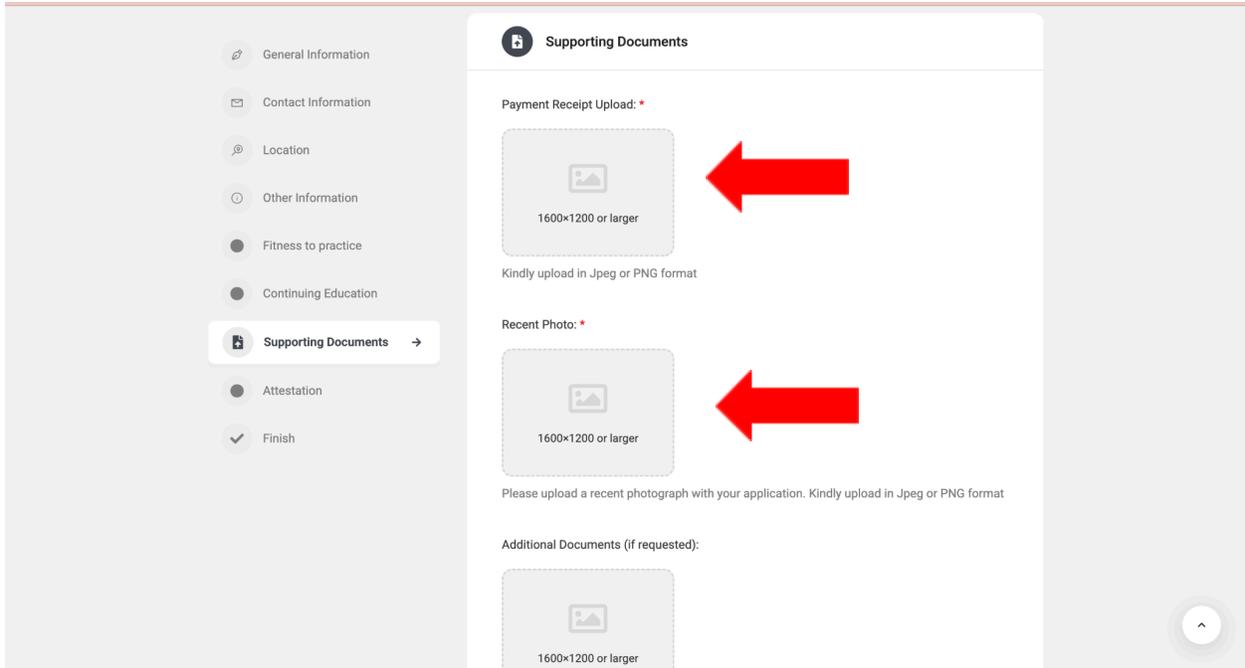


Fig 3. Documents required for professionals

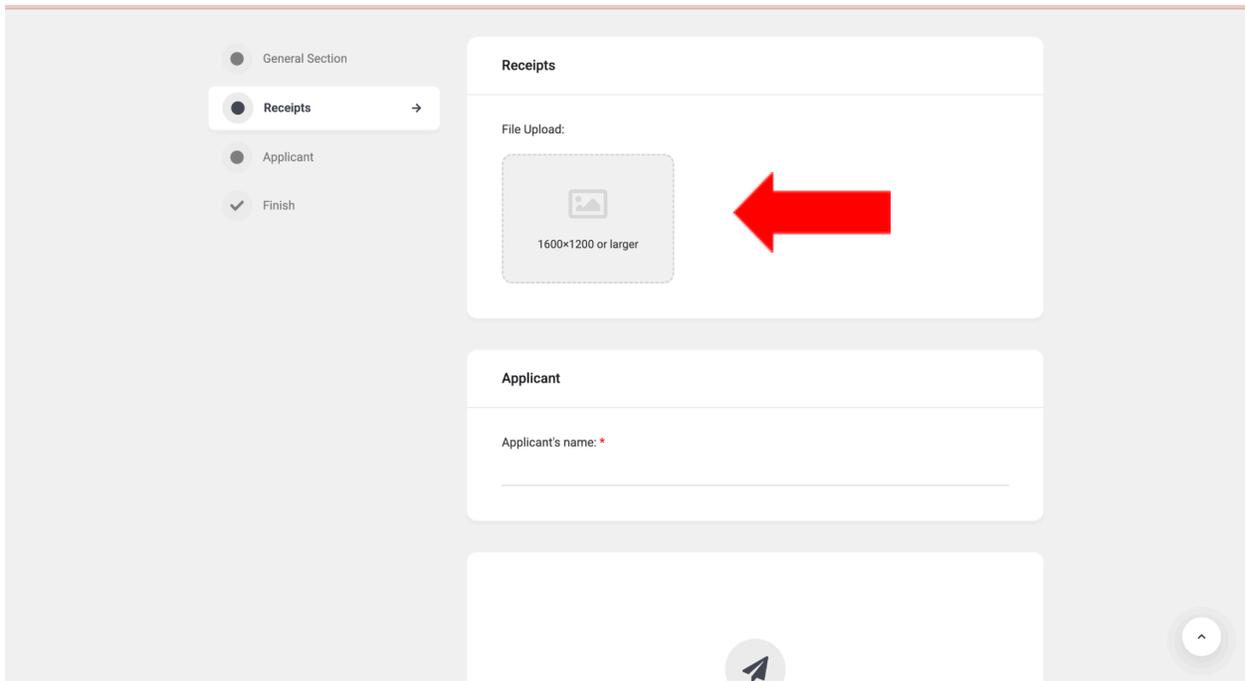


Fig 4. Document required for company

4. Confirm attestation (professionals only) and submit application

General Information

Contact Information

Location

Other Information

Fitness to practice

Continuing Education

Supporting Documents

Attestation →

Finish

Attestation

Checkbox: *

I understand that the TTORC will use the information I have provided to exercise its proper and statutory functions.

You are about to publish

Are you sure you want to publish this listing?

Submit For Approval

Fig 5. Attestation and submission page for Professionals

General Section

Receipts

Applicant →

Finish

Applicant

Applicant's name: *

You are about to publish

Are you sure you want to publish this listing?

Submit Registration

Fig 6. Submission page for Companies

5. Once you have successfully submitted for approval, the following message will be seen (Fig 7). An email will also be sent to you automatically, with the subject line 'Registration Confirmation' (Fig 8). If you have not received an email in your Inbox, check your Spam and/or Junk folders.

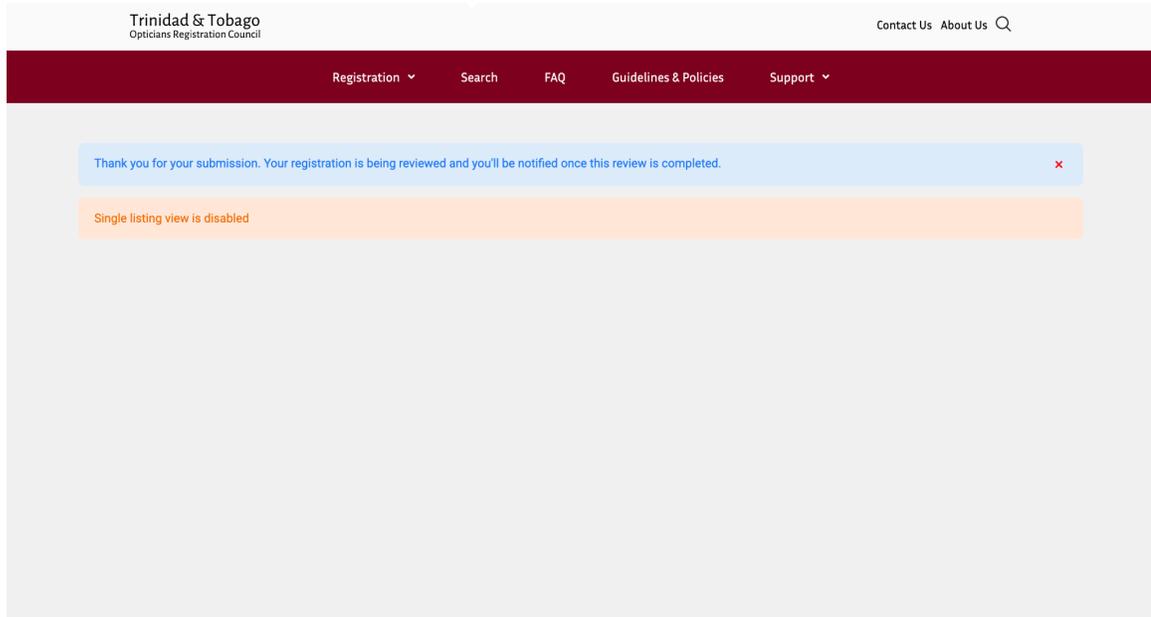


Fig 7. Confirmation message as seen on website

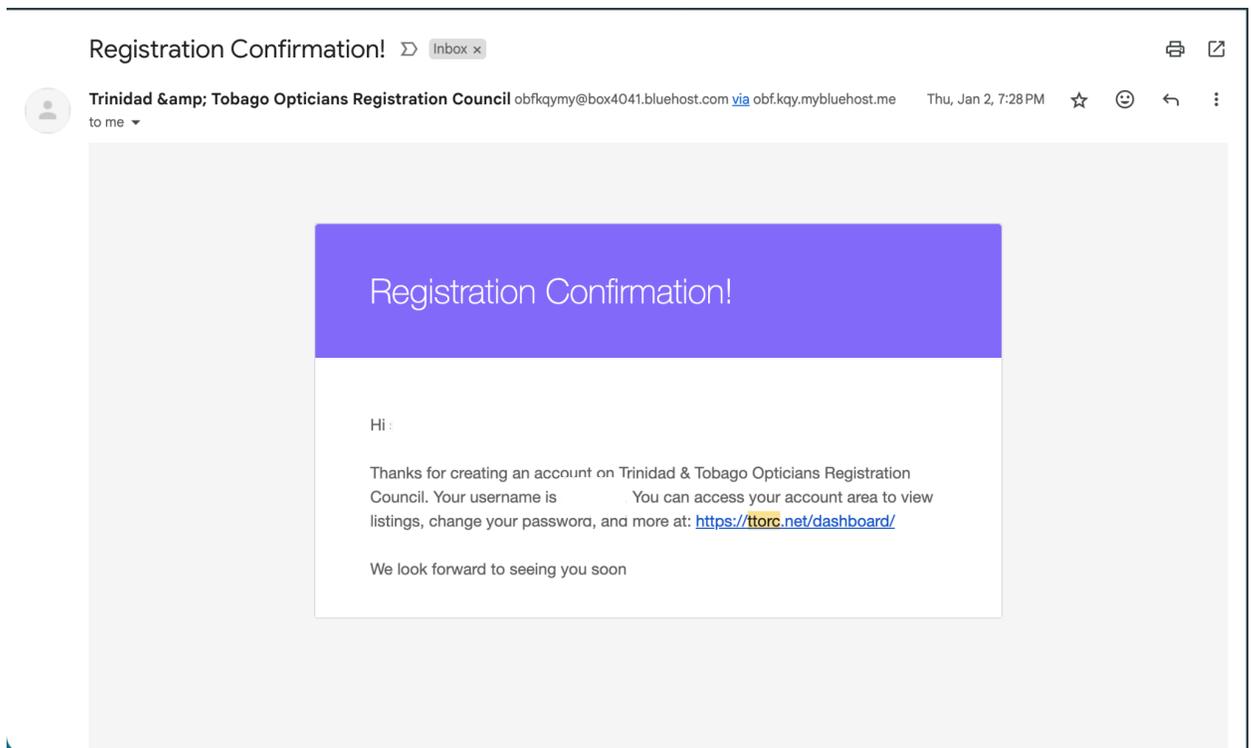


Fig 8. Registration confirmation email

6. Once your submission has been approved, an email will be sent to you confirming this (Fig 9). Please allow 5-7 business days for your submission to be approved. If you have not received an email in your Inbox, check your Spam and/or Junk folders.



Fig. 9 Submission approval email

Still unable to renew your registration? See our Troubleshooting guide to navigate the issue before contacting TTORC for assistance.