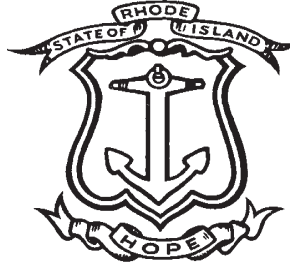


**\*\*\*FOR OFFICE USE ONLY\*\*\***

**Board of Hring. Aid Dlr. Checklist**

- Endorsement       Examination
- HAD                       HAT
- App. & Fee
- Date: \_\_\_\_\_ Check \_\_\_\_\_
- Birth Certificate/Legal Entry
- Photo
- Diploma or GED
- Exam Results from IHS (HAD Only)
- Supervisor Statement Form
- Lic. Verification from other States



**\*\*\*FOR OFFICE USE ONLY\*\*\***

Application Approved:
License Number:
Issue Date:
Temp. Permit #:
Issue Date:
Signature of Board Administrator
ID#:
Receipt #:

**Rhode Island  
Board of Hearing Aid Dealers & Fitters**

Room 104  
3 Capitol Hill  
Providence, RI 02908-5097

License # \_\_\_\_\_  
Name \_\_\_\_\_

***Instructions and Application For***

- Hearing Aid Dealer & Fitter License
- Hearing Aid Dealer & Fitter Temporary Permit

**Endorsement**

**Examination**

*Applicant - Print Name (First/MI/Last)*

**Phone: (401) 222-2828**

**TTY/TDD: (800) 745-5555**

**Fax: (401) 222-1272**

# GENERAL INFORMATION

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## Enclosures

The following materials and information should be enclosed within this application packet:

Application Process Overview.....	3
Instructions for Completing Application.....	4
Application Materials	
Application.....	5-8
Application Checklist.....	9
Interstate Verification Form - Other State License(s).....	10
Supervisor Statement for Temporary Permit Holder.....	11

## All Applicants

- One recent identification photograph of the applicant, head and shoulders, front view, signed by the applicant approximately 2x2 inches affixed to the application (page 8).
- Birth certificate (***original or a copy notarized as being a true copy of the original, or notarized copy of other Government Identification***), or if born outside the United States, proof of citizenship or lawful alien status, (***original or a copy notarized as being a true copy of the original***).
- A completed official record of high school diploma or GED.
- A completed Social Security Number Verification Form (page 12).

## License Requirements

- Requirements listed above under “All Applicants”.
- Fee of **\$62.50** for Hearing Aid Dealer & Fitter License.
- Successful completion of the National International Hearing Society (IHS) written exam administered by the Department/Board , OR (**if applicable**) scores sent directly from the IHS to the Board.
- License Verifications from the state(s) in which applicant holds or has held a license.
- Successful completion of practical examination administered by the Board.

## Temporary Permit Requirements

- Requirements listed above under “All Applicants”.
- Fee of **\$25.00** for Hearing Aid Dealer & Fitter Permit.
- Completed “Supervisor Statement for Temporary Permit Holder” (page11).

## Rules and Regulations/Laws

To obtain the Rules and Regulations for your profession visit the A-Z list on the Topics & Programs page at the following web site. From the list click on the letter for your profession.

<http://www.health.ri.gov/atoz/>

# APPLICATION PROCESS OVERVIEW

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The licensure process in the State of Rhode Island is conducted by the Rhode Island Department of Health (HEALTH), Office of Health Professionals Regulation, and the Rhode Island Board of Hearing Aid Dealers & Fitters (Board).

## **Application Process**

In addition to the application, you must submit additional information directly to the Board. All items listed on the “checklist” (page 9) must be submitted for an application to be considered complete. All applications are considered valid for 1 year from the day they are received at HEALTH. If you do not complete the application process and obtain a license within 1 year a new application must be submitted.

Please allow a minimum of 4-8 weeks for the entire licensure process to be completed. If you have malpractice criminal or disciplinary history, in Rhode Island or another state, it can take an additional 2 or 3 months for all pertinent documentation to be received, and a decision to be made regarding issuance of your license.

Licenses will be issued within 7-10 working days following approval of the license. Wallet-sized license cards are mailed within 3 weeks from the date of issuance, and are mailed to the address furnished in the application. You are responsible for notifying the Board office, in writing, if your address changes in the interim. Visit the following website to obtain a change of address form.

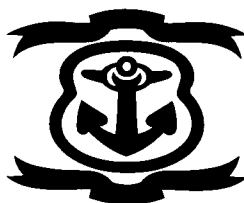
<http://www.health.ri.gov/forms/changeofaddress/professions.pdf>

***To obtain your license number prior to receiving your license card, please refer to the HEALTH Licensee Lookup web site:***

<https://healthri.mylicense.com/Verification/>

HEALTH will not, for any reason, accelerate the processing of one applicant at the expense of others. Once completed, the application will be reviewed, and you will be contacted in writing.

Please continue to review the remaining portions of this application packet for instructions and other materials necessary to complete the application. If you have any questions about this application process, or would like to check on the status of your application, please contact the board staff at (401) 222-2828.



# INSTRUCTIONS FOR COMPLETING THE LICENSE/PERMIT APPLICATION

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Read the following instructions and those throughout the application packet carefully before completing the application. **Only complete applications with the appropriate fee will be accepted.** Failure to submit all required information and appropriate documentation may result in processing delays.

## **General Instructions**

1. Make a copy of the application and forms before you begin in case you make a mistake.
2. Type your information or print in blue or black ball-point pen. HEALTH staff will not make assumptions about illegible information.
3. Provide a response to each section or question; otherwise mark "N/A" for Not Applicable.
4. We suggest that you make a copy of your completed application before submitting it to HEALTH.
5. It is your responsibility to check on the status of your application.

## **Completing your Application**

1. Complete the application (pages 5-8). You must respond to all components of the application as instructed. If you attach separate pages in continuation of the application, such pages **MUST** clearly indicate the section for which such information is being reported.
2. Make check or money order (in U.S. funds only) for the application fee of **\$62.50 for License (\$25.00 for Temporary Permit)** payable to **Rhode Island General Treasurer** and staple it to the upper left-hand corner of the first (Top) page of the application. This application fee is NON-REFUNDABLE.
3. **For those born in US:** An original or notarized copy of birth certificate, or notarized copy of other Government Identification. **For those born outside US:** An original or notarized copy of citizenship or lawful alien status.
4. Affix a recent **2 X 2 photo** of yourself in the space provided (page 8).
5. A completed official record of High School diploma or GED **sent directly** to the Board of Hearing Aid Dealers & Fitters. No student copies will be accepted.
6. For Temporary Permit Applicants, a completed "Supervisor Statement for Temporary Permit Holder" (page 11) must be **sent directly** to the board.
7. For license applicants who are currently nationally certified by the IHS, scores/certification must be sent directly from the "International Hearing Society" (IHS) to the Board of Hearing Aid Dealers & Fitters.
8. **(Endorsement Candidates):** Please send the license verification form on page 10 to all states in which **applicant** holds or has held a license. Be sure to sign and complete the identifying information on the form. HEALTH must receive these verifications **directly** from the licensing authority in each state.
9. Mail the application and documentation to:

<p style="text-align: center;"><b>Rhode Island Department of Health Board of Hearing Aid Dealers &amp; Fitters, Room 104 3 Capitol Hill Providence, RI 02908-5097</b></p>
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**11. Criminal Convictions**

Respond to the question at the top of the section, then list any criminal conviction(s) in the space provided.

If necessary, you may continue on a separate 8½ x 11 sheet of paper.

Have you ever been convicted of a violation, plead Nolo Contendere, or entered a plea bargain to any federal, state or local statute, regulation, or ordinance or are any formal charges pending?

Yes  No

Abbreviation of State and Conviction<sup>1</sup> (e.g. CA - Illegal Possession of a Controlled Substance):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Month Year  


**12. Disciplinary Questions**

Check either Yes or No for each question.

1. Has any Health Professional license, certificate, registration, or permit you hold or have held, been disciplined or are formal charges pending?

Yes  No

2. Have you ever been denied a license, certificate, registration or permit in any state?

Yes  No



**Note:** If you answer "Yes" to any question, you are **required** to furnish complete details, including date, place, reason and disposition of the matter. You may use the space below or, if needed, on a separate sheet of paper.

**13. Affidavit of Applicant**

Complete this section and sign in the presence of a notary public.

Make sure that you and the notary public have completed all components accurately and completely.

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the person referred to in the foregoing application and supporting documents.

I have read carefully the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of my license/permit to practice as a Hearing Aid Dealer & Fitter in the State of Rhode Island.

I understand that this is a continuing application and that I have an affirmative duty to inform the Rhode Island Board of Hearing Aid Dealers & Fitters of any change in the answers to these questions after this application and this affidavit is signed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Signature (MM/DD/YY)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as documentation and did / did not take an oath.

\_\_\_\_\_  
Name of Notary (Print, Type or Stamp)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Notary No/Commission No.

\_\_\_\_\_  
Commission Expiration Date (MM/DD/YY)

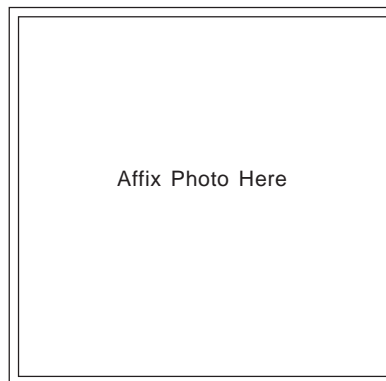


**14. Recent Photograph**

Securely tape or glue in this square a current 2" x 2" photograph of yourself (alone).

Photographs must be recent, passport type photo, clear, front view, full face without a hat or dark glasses.

Full length photos will not be accepted.



**Write your name on the back of the photograph, and provide the date that the photograph was taken.**

\_\_\_\_\_  
Date of Photograph

# APPLICATION CHECKLIST

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Please review the following checklist to ensure that all the components of the application process have been satisfied. Some items may not apply.

## Board Application

- I have read and understand the “Instructions for Completing the Application”.
- I have completed the Rhode Island Board application as instructed (pages 5-8).
- I have attached the cover page of the application.
- I have completed Section 13, “**Affidavit of Applicant**”, and had the form notarized by a notary public.
- I have attached a photograph to Section 14, “**Recent Photograph**” as instructed. I have verified that it meets the photograph requirements as stated in the application.
- I have attached a birth certificate (**original or a copy notarized as being a true copy of the original, or notarized copy of other Government Identification**), or if born outside the United States, proof of citizenship or lawful alien status, (**original or a copy notarized as being a true copy of the original**), and understand that submitted documents will not be returned.
- I have made a **check** or **money order** (preferred), payable (in U.S. funds only) to the “**Rhode Island General Treasurer**” in the amount of **\$62.50 (\$25 for Temporary Permit)** and attached it to the upper left-hand corner of the first (Top) page of the application.
- I have arranged my Board Application materials in the following order.
  1. Fee (attached as instructed).
  2. Board Application (including cover page) and pages 5-8.
  3. Supporting documentation as required. [**Note:** Pages containing additional information in continuation of the Board application] **MUST** indicate the section for which the information is being reported.]
- I have mailed the above application materials directly to the Rhode Island Board of Hearing Aid Dealers & Fitters.

## Required Forms

- I have completed and mailed the following forms as instructed.
  1. Interstate Verification Form(s) - Other State License(s) (**License Applicants ONLY**).

## Other Documents

- I have requested a school transcript (High School or GED) as instructed.
- I have requested that my supervisor complete and mail the “Supervisor Statement for Temporary Permit Holder” (page 11) **directly to the board**.
- I have requested my IHS scores/certification be sent directly to the Board as instructed. (**Please note: this requirement is ONLY for those applicants who are nationally certified by the International Hearing Society**).



# Rhode Island Board of Hearing Aid Dealers & Fitters

Substitute forms are not acceptable, copy this form as needed.

Room 104, 3 Capitol Hill  
Providence, RI 02908-5097  
(401) 222-2828

## INTERSTATE VERIFICATION FORM - OTHER STATE LICENSE(S)

I am applying for a license to practice as a Hearing Aid Dealer & Fitter in the State of Rhode Island. The Rhode Island Board of Hearing Aid Dealers & Fitters requires that the following form be completed by the jurisdiction(s) in which I hold or have held a license. This constitutes authority for you to release all information in your files, favorable or otherwise, directly to the Rhode Island Board of Hearing Aid Dealers & Fitters at the above address.

Print/Type Full Name

Signature

Date

Previous Names Used

Social Security Number

Date of Birth

License Number

Date Issued

### THIS SECTION TO BE COMPLETED BY THE HEARING AID DEALER BOARD

Licensed by Examination? <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant has completed and passed the National Certification Exam: <input type="checkbox"/> Yes <input type="checkbox"/> No
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License Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Lapsed	Original Date Issued:	Expiration Date:
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**Questions:**

1. Has this licensee ever been investigated by your Board?  Yes    No
2. Has this licensee incurred any disciplinary proceedings in your state, or is any action pending?  Yes    No
3. Has the applicant's license ever been denied, surrendered, reprimanded, suspended, revoked or placed on probation?  Yes    No
4. Do you know of any information that may discredit this person?  Yes    No

If you answer "Yes" to questions 1-4, please provide a written explanation below, and attach a copy of all supporting documentation (e.g., Board order, complaint, etc.).

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### Certification:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Type or Print Name \_\_\_\_\_

Please Affix Board Seal Here

Title \_\_\_\_\_

Full Name of Licensing Board \_\_\_\_\_

Please return directly to the Board at the above address. Thank you for your prompt cooperation.



# Rhode Island Board of Hearing Aid Dealers & Fitters

Substitute forms are not acceptable, copy this form as needed.

Room 104, 3 Capitol Hill  
Providence, RI 02908-5097  
(401) 222-2828

## SUPERVISOR STATEMENT FOR TEMPORARY PERMIT HOLDER

I am applying for a Temporary Permit to practice as a Hearing Aid Dealer & Fitter in the State of Rhode Island. The Rhode Island Board of Hearing Aid Dealers & Fitters requires that the following form be completed by my supervisor. This constitutes authority for you to release all information in your files, favorable or otherwise, directly to the Rhode Island Board of Hearing Aid Dealers & Fitters at the above address.

Print/Type Full Name

Signature

Date

Previous Names Used

Social Security Number

Date of Birth

### THIS SECTION TO BE COMPLETED BY THE HEARING AID DEALER SUPERVISOR

I \_\_\_\_\_, RI Licensed Hearing Aid Dealer (License Number **HAD** \_\_\_\_\_), hereby state that I shall be responsible for the supervision and training of \_\_\_\_\_, as a temporary hearing aid dealer.

In addition, I shall be responsible for the documentation of required supervision and training, and the maintenance of adequate personal contact with the applicant.

Pursuant to Section 4.2 (a) of the "Rules and Regulations Related to the Licensure of Hearing Aid Dealers and Fitters"; at a minimum this supervision and training shall include:

- 1) Twenty (20) hours per week of direct supervision for the first thirty (30) days of training;
- 2) review of all audiograms, sales and other records for the second thirty (30) days of training; and
- 3) periodic review of audiograms, sales and other records for the remainder of the training period.

I understand that until such time as the above temporary hearing aid dealer has met all permit requirements pursuant to the rules and regulations, he/she is required to advise any potential purchasers that he/she is a temporary permit holder.

#### Certification:

Signature

Date

Type or Print Name

Title

Please return directly to the Board at the above address. Thank you for your prompt cooperation.