

Board for Hearing Aid Specialists and Opticians
HEARING AID SPECIALIST LICENSE APPLICATION

A check or money order payable to the **TREASURER OF VIRGINIA**,
 or a completed **credit card insert** must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

Select **one** license type you are requesting:

X	License Type	Trans	Fee
☐	2101 - Hearing Aid Specialist by Exam	1010	\$215.00
☐	2101 - Hearing Aid Specialist by Endorsement	1012	\$215.00
☐	2101 - Physician licensed to practice in Virginia and certified by the American Board of Otolaryngology or eligible for such certification	1010	\$125.00
☐	2101 - A Virginia licensed audiologist, who has earned a doctoral degree in audiology	1010	\$125.00

- Have you Passed the International Licensing Examination for the Hearing Instrument Dispenser (ILE)?
 No ☐ Applicants must pass the International Licensing Examination for the Hearing Instrument Dispenser. (unless an exemption is permitted as indicated in question 13.A or 13.B.). The cost of this exam is **not** included in the application fee.
 Yes ☐ If yes, attach a copy of your current ILE certificate.
- Have you ever held a Hearing Aid Specialist License issued by the Virginia Board for Hearing Aid Specialists and Opticians?
 No ☐
 Yes* ☐ VA Hearing Aid Specialist No.

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 Expiration Date _____
 ♦ If yes and your license expired more than 30 days ago, but less than 2 years ago, you are required to **reinstate** your Virginia Hearing Aid Specialist License by completing a Hearing Aid Specialist License Reinstatement Application. **DO NOT COMPLETE THIS LICENSE APPLICATION.**
 ♦ If yes and your license expired 2 or more years ago, you are required to reapply for licensure on this application.
- Full Legal Name (As it appears on your government issued ID or other legal documentation.)

 Last (required) First (required) Middle Generation

- Provide at least **one** of the following identification numbers*:

☐ **Social Security Number** and/or

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☐ **Virginia** DMV Control Number

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➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the **Virginia** Department of Motor Vehicles.

- Date of Birth _____ (Must be at least 18 years of age.)

MM/DD/YYYY

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					2101	

6. Maiden Name or Former Surname(s) _____

7. Mailing Address (PO Box accepted) _____

The mailing address will be
printed on the license.

City _____ State _____ Zip Code _____

8. Street Address (PO Box not accepted) ☐ Check here if Street Address is the same as the Mailing Address listed above.

PHYSICAL ADDRESS REQUIRED

City _____ State _____ Zip Code _____

9. Contact Numbers _____

Primary Telephone

Alternate Telephone

Fax

10. Email Address _____

Email address is considered a public record and will be disclosed upon request from a third party.

11. Are you currently working in the professional field of a Hearing Aid Specialist in Virginia?

No ☐

Yes ☐ If yes, provide the following information for the current employer:

Current Employer's Name _____

Current Employer's Address _____

City _____ State _____ Zip Code _____

12. Do you have a current or expired hearing aid specialist license, certification, or registration from another state?

No ☐

Yes ☐ If yes, list all the licenses, certificates and registrations in the following table. **A Certification of Licensure/Letter of Good Standing** from each state must be submitted directly from the state board/regulatory body directly to the Board section and dated within the last 60 days.

State/Jurisdiction	Did you pass a practical exam?	License, Certification or Registration No.	Expiration Date
	No ☐ Yes* ☐		
	No ☐ Yes* ☐		
	No ☐ Yes* ☐		

*If yes, list the state and date of the exam: _____

➤ Endorsement candidates are required to pass the rules and regulations portion of the exam.

◆ Certifications of Licensure/Letter of Good Standing, prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license or renewal fee; 4) the means of obtaining licensure (i.e. exam, reciprocity, etc.) and the minimum requirement that were met to qualify for licensure; and 5) all closed disciplinary actions resulting in a violation or undetermined finding.

13. A. Are you a Virginia licensed physician and certified by the American Board of Otolaryngology or eligible for such certification?

No ☐

Yes ☐ If yes, attach a copy of your Virginia license and certification from the American Board of Otolaryngology or documentation showing eligibility from the American Board of Otolaryngology.

➤ A Physician licensed to practice in Virginia and certified by the American Board of Otolaryngology or eligible for such certification shall not be required to pass an examination. **Skip to question #16.**

B. Are you a Virginia licensed audiologist **and** who has earned a doctoral degree in audiology?

No ☐

Yes ☐ If yes, attach a copy of your Virginia license and a transcript showing evidence of the doctoral degree.

➤ All Virginia licensed audiologist who have earned a doctoral degree in audiology are not required to pass an examination.
Skip to Question #16.

14. Which training requirement have you met in order to qualify for a Virginia Hearing Aid Specialists License?

A. Completed training under a Hearing Aid Specialist Temporary Permit issued by the Virginia Board for Hearing Aid Specialists and Opticians.

No ☐

Yes ☐ If yes, provide your Virginia Hearing Aid Specialist Temporary Permit number and attach a completed *Hearing Aid Specialist Training & Experience Form*.

Temporary Permit No.

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 Expiration Date _____

B. Completed a Virginia apprenticeship with the Virginia Department of Workforce Development and Advancement.

No ☐

Yes ☐ If yes, attach a completed Virginia Department of Workforce Development and Advancement form available from your apprenticeship representative.

C. Completed training at an accredited college/university, or able to provide notarized documentation of completion of the required experience and training?

No ☐

Yes ☐ If yes, attach a certified copy of a transcript showing courses completed at an accredited college/university or other notarized documentation demonstrating completion of the required training and experience.

If you answered "no" to question 14 parts A-C, you are not eligible to take the Hearing Aid Specialist Exam.

15. List below your professional hearing aid-related experience (see regulation 18VAC80-20-30):

Date		Employer's Name & Address	Description of Duties	Supervisor's Name & Title
From	To			

16. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state, or national regulatory body?

No ☐

Yes ☐ If yes, complete the [Disciplinary Action Reporting Form](#).

17. A. Have you ever been convicted or found guilty, in any jurisdiction of the United States, of any **felony** involving sexual offense, physical injury, or drug distribution or felony convictions involving the practice of fitting or dealing hearing aids?
- No ☐
- Yes ☐ If yes, complete the [Criminal Conviction Reporting Form](#).
- B. Have you been convicted or found guilty, in any jurisdiction of the United States, of any **misdemeanor** involving sexual offense or physical injury within the past three years?
- No ☐
- Yes ☐ If yes, complete the [Criminal Conviction Reporting Form](#).

Consent to Suits

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a *Virginia Hearing Aid Specialist License*, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance on your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

18. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 15, of the *Code of Virginia* and the *Virginia Board for Hearing Aid Specialists and Opticians; Hearing Aid Specialist Regulations*.

Signature _____ Date _____