

Wisconsin Department of Safety and Professional Services

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HEARING AND SPEECH EXAMINING BOARD

INFORMATION FOR COMPLETING HEARING INSTRUMENT SPECIALISTS APPLICATION

LICENSURE BY EXAMINATION:

1. **APPLICATION FORM** - Please complete the application (Form #533) and enclose the following as indicated.
2. **EDUCATION** - Submit verification of high school education or equivalent. This may consist of a copy of a high school diploma, a transcript or a letter from high school, or similar documentation of an advanced degree.
3. **LICENSE FEE** - Checks or money orders are to be made payable to the Department of Safety and Professional Services.
4. **OTHER** - Include explanations, if required, for answers to questions on the application (Form #533).

INSTRUCTIONS FOR TEMPORARY TRAINEE PERMIT:

An applicant who meets all requirements for examination may be granted a temporary trainee permit to practice fitting of hearing aids for a period of one year. You must have taken and passed the practical examination prior to the expiration of your permit. This permit allows you the option to gain experience prior to taking the practical examination which is given on a quarterly basis. Applicants must apply under the supervision of a licensed Wisconsin hearing instrument specialist who is **not** supervising another trainee.

Applicants for a temporary trainee permit shall provide the board with:

- a) A completed application for license to practice the fitting and selling of hearing aids (Form #533).
- b) Temporary permit fee of \$10.00.
- c) Examination fee.
- d) Request for temporary trainee permit completed by applicant.
- e) Completed and signed affidavit of individual supervising applicant.

DEADLINE DATES - EXAMINATION AND RECIPROcity APPLICANTS:

Applications and all supporting documents must be complete and on file in the board office **30 days prior** to the date of examination and board meeting.

EXAMINATION AND BOARD MEETING DATES:

Examinations and board meetings are scheduled for the following months:

February
May
August
November

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LICENSURE BY RECIPROCITY:

Applicants who hold a valid license to deal in or fit hearing aids in the **State of Texas or the State of North Dakota** may apply for a Wisconsin license by reciprocity.

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2. **EDUCATION** - Submit verification of high school education or equivalent. This may consist of a copy of a high school diploma, a transcript or a letter from high school, or similar documentation of an advanced degree.
3. **LICENSE FEE** - Checks or money orders are to be made payable to the Department of Safety and Professional Services.
4. **OTHER** - Include explanations, if required, for answers to questions on the application (Form #533).
5. **VERIFICATION OF LICENSURE IN OTHER STATES** - You are required to have each state board in which you have ever been licensed submit letters of verification to the Wisconsin Hearing and Speech Examining Board. The letters must indicate your date of birth, license number, date of issuance, a statement regarding disciplinary actions, and whether license was issued **by examination** in that state. These letters will be required in order to complete your application for licensure.
6. **APPEARANCE BEFORE THE BOARD** - Upon completion of applications, applicants are required to appear before the Hearing and Speech Examining Board. You will receive notification of the date, time, and location approximately ten days prior the **next** scheduled board meeting.

MAILING INSTRUCTIONS:

Mail your application, the appropriate fee, and documentation to the following address:

Department of Safety and Professional Services
Hearing and Speech Examining Board
P.O. Box 8935
Madison, WI 53708-8935