

# Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way  
Madison, WI 53705  
Phone Number: (608) 266-2112

LicensE Portal: <https://license.wi.gov/>  
Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Website: <http://dsps.wi.gov>

## HEARING AND SPEECH EXAMINING BOARD

### CREDENTIALING INFORMATION FOR HEARING INSTRUMENT SPECIALIST APPLICANTS

#### LICENSURE BY EXAMINATION:

1. **Application** Complete application and pay applicable fees online via LicensE, <https://license.wi.gov/>. The credential fee is \$60.00.
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. **Hearing Instrument Specialist (HIS) Practical Exam** An applicant shall pass a practical exam that consists of two (2) parts: Audiometric and Ear Mold. The Practical Exam is designed to test the applicant's proficiency in the techniques and procedures described in Wis. Admin. Code § [HAS 3.03](#). The exam fee is \$266.00 per attempt.
4. **International Licensing Examination (ILE) Written Exam** An applicant for Hearing Instrument Specialist license shall pass the ILE for Hearing Healthcare Professionals.
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.

#### 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 (1) year. A trainee may request, via a written petition to the Board, a one (1) year extension due to extenuating circumstances. Petitions are reviewed by the Board on a case-by-case basis. Board approval of an extension request is not guaranteed. You must have taken and passed the practical examination prior to the expiration of your permit. This permit allows you to gain experience prior to taking the practical examination, which is given on a quarterly basis. Applicants must apply under the direct supervision of a hearing instrument specialist or an audiologist who holds a license issued under Wis. Stat. ch. [459](#). A supervisor may provide direct supervision to no more than three (3) trainees who have a permit to practice the fitting of hearing instruments (Wis. Admin. Code § [HAS 2.01\(4\)](#)).

Applicants for a Temporary Trainee Permit shall provide the Board with the following:

1. **Application** Complete application and pay applicable fees online via LicensE. Include \$10.00 Temporary Trainee Permit fee.
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. **Examination Fee**
4. **Request for Temporary Trainee Permit (Form #2028)**

#### DEADLINE DATES (for 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 dates can be found on our website using the following link:  
<https://dsps.wi.gov/Pages/Professions/HearingInstrumentSpecialist/Exams.aspx>.

#### LICENSURE BY RECIPROCITY:

Applicants who hold a valid license to deal in or fit hearing aids in another state of jurisdiction may apply for a Wisconsin license by reciprocity.

1. **Application** Complete application and pay applicable fees online via LicensE.
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. **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.

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## APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

- Complete application and pay applicable fee(s) via LicensE.
- Copy of High School diploma or documentation of higher educational degree
- Letters from all State Boards where licensed, active and inactive
- Proof of Completion of Continuing Education (Only required if applying after credential has been expired 5 years or more.)
- Convictions and Pending Charges (**Form #2252**), if applicable
- Malpractice Suits or Claims (**Form #2829**) and copies of malpractice suit, court documents with allegations and settlement, if applicable
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.