



## North Carolina State Hearing Aid Dealers and Fitters Board

### Application for Approval of a Program for CEU accreditation (F22)

Application Fee: \$40.00

*Note:* 21 NCAC 22F Section .0200 CONTINUING EDUCATION contains all NC rules about approval and reporting of continuing education credits. A copy is available on the Board website: [www.nchalb.org/education/CE\\_Rules.pdf](http://www.nchalb.org/education/CE_Rules.pdf).

***Incomplete applications will be returned and application fee will not be refunded (See 21 NCAC 22A .0502).***

***Mail form and fee to: NC Hearing Aid Dealers and Fitters Board, 3801 Lake Boone Trail, Suite 190, Raleigh, NC 27607***

Program Sponsor:		Program Title:	
Applicant Name:			Email Address:
Start Date –	__Multiple dates/locations:		Location:
End Date:	(attach list)		(City, State)

	<i>FOR BOARD USE ONLY</i>	<i>SESSION TITLE</i>	CEUs	CONF DAY (day1, day 2, etc)	Starting Time - Ending Time	Category 1 or 2	21 NCAC 22F .0203 Content Category Reference*
		Infection Control Update	0.15	Day 1	9-10:30 a.m.	2	C 9
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

For additional sessions, print this page multiple times and fill in the extra sessions.

\*Using Rule 21 NCAC 22F .0203 on page 3 of this application, identify the content of the session using the letter and number that best describes the content and learning objectives of each session. You can write reference with or without ( ) around reference.

<b>SAMPLE</b>	Session Title	Category 1 or 2	21 NCAC 22F .0203 Content Category Reference
	<i>Tuned In On Life: Widex FM Solutions</i>	2	<i>(c) (5) or C 5</i>
	<i>Asymmetrical Sensorineural Hearing Loss: Fitting Strategies</i>	1	<i>(b) (3) or B 3</i>

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EU \_\_\_\_\_ Category 1: \_\_\_\_\_ Category 2: \_\_\_\_\_ Payment Ref: \_\_\_\_\_  
ROA \_\_\_\_\_

COURSE ID: \_\_\_\_\_

*Answer each question below and attach additional documentation as required:*

1. Have you submitted this program to any other CE Accreditation Agency/Organization for CEU approval?  
If so, list agencies below:
- 

2. Are you acting as the agent/representative for the program's sponsor? YES \_\_\_ NO \_\_\_

If YES, Do you agree to monitor attendance in accordance with Board rules as outlined below?

- (A) the program provider shall have a program representative verify attendance at each session of a CE Program;  
 (B) a speaker or facilitator shall be present to actively interact with the participants and monitor attendance for sessions relying primarily on prerecorded (audio or video) materials or computer-generated presentations;  
 (C) there shall be an announced means for participants to ask questions during each session for all televised or telephone distance learning presentations; and  
 (D) the published program announcement shall state that a program representative will be present at each distance learning site to monitor attendance. YES \_\_\_ NO \_\_\_

3. A ROSTER shall be submitted in accordance with Rule 21 NCAC 22F .0507(b) below: YES \_\_\_ NO \_\_\_

- (b) The program applicant shall submit a roster of licensees who attended a CE Program no later than 30 days following completion of a pre-approved CE Program:  
 (1) If the program applicant is recording CEU credit with the Board on behalf of licensees, the payment of the recording fee as set forth in Rule 21 NCAC 22A .0501 and an original Report of Attendance for each licensee shall accompany the submission of the roster; or  
 (2) If licensees are responsible for recording CEU credit with the Board, including paying the recording fee, the program applicant shall provide the original signed Report of Attendance form to each licensee at the end of the program, and shall submit only the roster.

4. Who will be responsible for submitting the \$15.00 recording fee and Report of Attendance to the NC Board?  
Mark ONE: \_\_\_ Program Applicant (Program agent/representative) or \_\_\_ Licensee

5. For programs occurring in December, please note that the CEU reporting deadline is the 10th day of January immediately following the CEU Accrual Period. Licensees must report sufficient hours by this deadline. Although the program applicant has 30 days to submit a roster, no extension is granted for submitting the Report of Attendance form after the January 10<sup>th</sup> deadline. The program provider will sign and return a Report of Attendance to the applicant at a December CE Program or submit by January 10. YES \_\_\_ NO \_\_\_

6. For program modification or appeals, the program applicant will review Rule 21 NCAC 22F .0206 and comply with timelines for notification to the Board and program participants of any changes. YES \_\_\_ NO \_\_\_

7. A copy of a PUBLISHED PROGRAM ANNOUNCEMENT is attached. YES \_\_\_ **REQUIRED**

8. A copy of the required TIME-ORDERED PROGRAM AGENDA is attached. YES \_\_\_ **REQUIRED**

9. A listing identifying the session speaker(s) or presenter(s) with a brief description of credentials and qualifications is included as an attachment to this application. YES \_\_\_ **REQUIRED**

10. An abstract of each session is included which identifies at least two educational objectives and the presentation format of each session submitted for CEU credit. YES \_\_\_ **REQUIRED**

Note: Only sessions which meet the following criteria will be approved for North Carolina CEU credit:

- (A) educational objectives clearly demonstrate relevance to the fitting and selling of hearing aids;  
 (B) presentation enhances a practitioner's knowledge of issues relating to the fitting and selling of hearing aids; and  
 (C) format includes time for questions and answers;

KEEP THIS PAGE FOR YOUR REFERENCE AND USE. DO NOT SUBMIT WITH APPLICATION.

## IDENTIFYING TOPIC USING BOARD CONTENT CATEGORIES

### 21 NCAC 22F .0203 CONTENT CATEGORIES

(a) Sessions assigned to Category 1 or Category 2, as described herein, satisfy the continuing education requirement for license renewal. Category 0 sessions, as described herein, do not satisfy any part of the continuing education requirement.

(b) **Category 1** is for amplification and hearing rehabilitation issues, and shall be assigned to continuing education sessions which are comprised of the following topics:

- (1) *hearing aid technology: instrument circuitry and acoustic performance data;*
- (2) *earmold or shell coupling systems: design, selection, modifications, and ear impressions;*
- (3) *hearing aid selection procedures, verification, fitting and adjustment techniques, and servicing or repairs; and*
- (4) *aural rehabilitation using amplification: auditory training, hearing aid orientation and counseling techniques, and hearing aid validation techniques.*

(c) **Category 2** is for hearing loss, regulations, and consumer-related issues, and shall be assigned to continuing education sessions which are comprised of the following topics:

- (1) *biological, physical, and behavioral bases underlying normal and pathological hearing processes;*
- (2) *detection, assessment, or monitoring of hearing impairment (such as measurement techniques and test interpretation), including intraoperative monitoring;*
- (3) *cochlear implants or implantable hearing devices;*
- (4) *central auditory processing;*
- (5) *assistive listening devices, including FM Systems and ancillary wireless devices;*
- (6) *techniques for development of speech and language in children with hearing loss, or augmentative and alternative communication strategies for children or adults with hearing loss;*
- (7) *cerumen management, dizziness, or tinnitus as it directly pertains to persons with hearing loss;*
- (8) *hearing impaired consumers' views of the hearing health care industry and consumer complaints;*
- (9) *infection control issues for the hearing health care profession;*
- (10) *professional conduct and regulatory issues pertaining to the fitting and selling of hearing aids; and*
- (11) *hearing aid business practices such as hearing aid office management, sales contracts, and hearing aid marketing or industry trends.*

(d) **Category 0** shall be assigned to all unapproved sessions in a continuing education program, including sessions comprised of the following programs, activities and topics:

- (1) *financial planning unrelated to the fitting or programming of hearing instruments;*
- (2) *computer training unrelated to the fitting or programming of hearing instruments;*
- (3) *employment contracts;*
- (4) *balance mechanism or tinnitus, if not directly pertaining to persons with hearing loss;*
- (5) *cerumen management, if not directly pertaining to persons with hearing loss;*
- (6) *training designed for license examination preparation;*
- (7) *factory tours, poster sessions, open forum sessions, and poster-type sessions conducted at a CE Program where participants are free to determine the amount of time that they interact with multiple presenters; and*
- (8) *all other topics not listed as approved for Category 1 or Category 2.*

*History Note: Authority G.S. 93D-3(c); 93D-11; Eff. September 1, 2013.*

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**PROCESSING APPLICATION:**

The Board shall assign a course ID to each program submitted for approval and shall post the processing and approval status of an application on the Board website. In addition, a CE Program Report of Attendance for each approved CE Program which shows the Board-approved CEU credit for each session of the program will be available on the Board website. See: <http://www.nchalb.org/Data/cep.php>

**ROSTER OF ATTENDANCE:**

Below is a sample form for the **ROSTER** which is required within 30 days of completion of a program. Submit a roster electronically by **emailing to:** [info@nchalb.org](mailto:info@nchalb.org) **Subject:** CE ROSTER (Course ID #).

Use this form or create your own form to provide at least the following information:

Course ID:	
Program Title:	
Date of Program for this Roster:	
Location of Program (City, State):	
Contact Person Name: Email: Phone:	

	NC License #	Last Name	First Name	Cat 1 CEU	Cat 2 CEU
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2.					
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