

## Internal Policies – Revised June 2, 2009

### 3.1 Apprentice Registration Certificate Issuance/Renewal Following First Failure of Any Portion of the Exam

When an applicant fails to pass any portion of the exam for the first time, the issuance /continuation of their apprentice registration certificate until 30 days after the next exam is not automatic. Along with the paying of appropriate fees, the applicant must also:

- (a) submit a written statement to the Board's office of why they feel they failed and how they will study/prepare differently before the next exam,
- (b) agree to fill out and sign, along with their sponsor, the Board-approved log form detailing how their required hours of direct supervision are being fulfilled. This must be submitted to the Board's office at the approximate midpoint of their 6-months apprenticeship.

Failure to comply with any of the items listed above could result in the applicant not being allowed to take the next exam, and could void their apprentice registration certificate pursuant to 21 NCAC 22F.0113(d).

*History Note: Adopted 04/05/2005 Board Minutes; Amended 07/14/2005 Board Minutes; Amended 10/04/2005 Board Minutes. Amended 06/02/2009 Board Minutes.*

### 3.2 Apprentice Registration Certificate Issuance/Renewal Following Second Failure of Any Portion of the Exam

When an applicant fails to pass any portion of the exam for the second time, the issuance/continuation of their apprentice registration certificate until 30 days after the next exam is not automatic. Along with the paying of appropriate fees, the applicant must also:

- (a) submit a written statement to the Board's office of why they feel they failed and how they will study/prepare differently before the next exam,
- (b) make a personal appearance with their sponsor before the Committee on Problem Applications,
- (c) agree to fill out and sign, along with their sponsor, the Board-approved log form detailing how their required hours of direct supervision are being fulfilled. This must be submitted to the Board's office monthly, for their 6-month apprenticeship, and
- (d) Applicant and Sponsor must use study activities deemed useful to the Apprentice, in order to successfully prepare for the next exam, whether this be the preparation of study questions by the Sponsor or Apprentice, continuing education opportunities, increased direct supervision, etc. It is the joint duty of the Sponsor and Applicant to ensure that the Applicant is properly instructed before retaking failed portions of the exam.

Failure to comply with any of the items listed above could result in the applicant not being allowed to take the next exam, and could void their apprentice registration certificate pursuant to 21 NCAC 22F.0113 (d).

*History Note: Adopted 04/05/2005 Board Minutes; Amended 06/02/2009 Board Minutes.*

### 3.3 Apprentice Registration Certificate Issuance/Renewal Following Failures of the Simulator and/or Practicum Portions of the Exam

Should the applicant fail to pass the Simulator portion of the exam, the Sponsor, or Sponsor's designee, should review the simulator instructions with the Applicant, as listed on the Board website. In addition, the Applicant and Sponsor, or Sponsor's designee, should make arrangements to practice the simulator at the Board office or via the practice CD, as often as they deem necessary. Practice sessions at the Board's office should be scheduled in advance in writing and approved by the Board's Executive Secretary.

Should the applicant fail to pass the practicum portion of the exam, the Sponsor, or Sponsor's designee, and Applicant should review earmold techniques and practicum instructions, as listed on the Board website and any other supplemental materials. The Applicant should demonstrate to the Sponsor, or Sponsor's designee, proficiency in making earmolds. Sponsor, or Sponsor's designee, and Applicant should ensure that the Applicant's earmolds meet the Board Guidelines: Critique of Ear Impressions.

*History Note: Adopted 04/05/2005 Board Minutes; Amended 06/02/2009 Board Minutes.*