



# HEARING AID DEALERS & FITTERS LICENSING BOARD

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[www.odh.ohio.gov](http://www.odh.ohio.gov)

## RENEWAL NOTICE

### IMPORTANT NOTICE ONLINE RENEWAL INFORMATION

Licenses expire January 30, 2016

Renewal fee \$157.00. Processing fee \$3.00

\*January 31 – February 29, \$183.00 + documentation of continuing education\*

\*On or After March 1, \$210.00 + documentation of continuing education\*

*\*IL-Late RENEWALS must include verification of ten (10) hours of approved continuing education including one hour in "ethics or Ohio State Law"\**

The following information will assist you in the on-line renewal process.

Step 1 Go to <https://license.ohio.gov>

and follow the on-line instructions.

NOTE: You must type in the *https://* If you cannot complete the process during your session, the system will save information, and allow you to log on at another time to continue.

Step 2 Enter your Online User ID and Password (**Mailed December 2015**)

Step 3 Answer all the questions

Step 4 Enter your Credit Card number. After it is processed write down your "confirmation number", this confirms your renewal was accepted. (\$157.00; \$3.00 processing fee)

Verification of your renewed status will reflect online within 2-3 business days. If you misplaced the letter with your online User ID and Password, you must contact the office at 614.995.3539 to request a replacement. Replacement letters can take up to 2 weeks for receipt.

### CONTINUING EDUCATION

To be eligible for renewal you must have completed all required Continuing Education (CE) by January 30<sup>th</sup>. CE requirements are available on the Board's website.

### SUPERVISION & EMPLOYER

To verify or find your employers/trainee license number or address go to <https://license.ohio.gov/lookup/default.asp> provide corrections.

List any changes/corrections to this information in the "COMMENTS" box at the end of your online renewal session.

- **Mandatory** to list online address of all locations you currently work.
- The number of certificate copies for each work location must correlate to the number of certificates requested (online), an original certificate must be posted at each place of employment.
- NO COPIES OF CERTIFICATES ARE PERMITTED.

### 4747.07 Display of license - duplicate copies of license.

Each person who holds a hearing aid dealer's or fitter's license and engages in the practice of dealing in and fitting of hearing aids shall display such license in a conspicuous place in the person's office or place of business at all times. Each person who maintains more than one office or place of business shall post a duplicate copy of the license at each location. The hearing aid dealers and fitters licensing board shall issue duplicate copies of a license upon receipt of a properly completed application and payment of sixteen dollars for each copy requested.

NOTE: ALL RENEWALS MUST BE RENEWED ONLINE.

*This is the last year certificates are provided with renewals.*