

Hearing Aid Dealers/Fitters Licensing Board

CONTINUING EDUCATION (CE) FAQ

Plan Now for Next Year's Renewal

Pursuant to Ohio Revised Code 4747.06 and Ohio Administrative Code 4747-1-11

1. What is the continuing education (CE) requirement each year?

Individual licensees must each earn ten (10) hours of approved CE in subjects related to hearing aid fitting or audiology including one (1) hour in "ethics or Ohio state law". One clock hour equals one CE hour. Each CE hour may be applied to one licensing year only.

2. WHEN do I have to earn the CE? (What's the *timeline* for earning CE hours each year)?

CE hours must be earned during the year prior to each license renewal. *For example:* If your license expires January 30, 2014 and you choose to renew for 2014/15, then CE hours must be earned between January 1, 2013 and January 30, 2014 inclusive. *The Board will STRICTLY adhere to this timeline requirement -- CE earned outside this timeline WILL NOT BE ACCEPTED.*

3. What if I don't earn the CE hours I'm supposed to in a given year?

Pursuant to O.A.C. 4747-1-11(E)(4), *failure to meet continuing education requirements, or to comply with the audit, may result in suspension, revocation, denial of licensure or renewal of licensure according to the provisions of Chapter 119. of the Revised Code.* [underline added]

- *Additionally, according to O.A.C. 4747-1-11(E)(3) Submission of false statement of continuing education shall be considered procuring a license by fraud or deceit practiced upon the board pursuant to division (B) of section 4747.12 of the Revised Code.* (license suspension or revocation actionable)

4. Can I call the Board to see how many CE hours I have at any given time?

No - Licensees are responsible for obtaining/maintaining verification documents of CE approval AND their attendance. The Board does NOT track individual licensees' CE hours except by audit.

5. Can I call the Board to see if a CE event is approved?

No - *Licensees* are responsible for confirming CE approval with the sponsoring organization or site BEFORE attending an event.

6. How do I know if CE hours will be accepted by the board?

The CE experience must be approved by one or more of the following:

- International Hearing Society (IHS) www.ihsinfo.org
- American Speech-Language Hearing Association (ASHA) www.asha.org/ce/
- American Academy of Audiology (AAA) www.audiology.org www.audiologyonline.com
- Hearing Healthcare Alliance of Ohio (HHAO) www.hearingohio.org
- Another state or national Hearing Aid Dealer/Fitter, or related discipline, licensing board
- A related discipline licensing board in Ohio
- Academic coursework in audiology, or related disciplines, taken at accredited colleges or universities
- *NOTE: Non-Ohio "law" courses for hearing aid dealers/fitters will NOT be accepted as one-hour CE in "ethics or Ohio state law".*

BEFORE you attend ANY CE event offered by hearing aid manufacturers, related product companies or any other resources, confirm that CE approval has been obtained from one or more of the organizations listed above. The Board does not independently approve CE.

7. Where can I find approved CE, especially in “ethics or Ohio state law”?

Always confirm CE approval, including ethics or Ohio state law, prior to attending...

- A spring or fall seminar of the *Hearing Healthcare Alliance of Ohio*. www.hearingohio.org
- The Mid-America Conference on Hearing (MACH). <http://midamericaconferenceonhearing.org/>
- An Ohio Hearing Aid Dealers and Fitters Licensing Board meeting. (Always counts as one approved CE hour in “ethics or Ohio state law”; this is the only CE option which may be repeated each year.) hearing@odh.ohio.gov
- Complete one or more of the International Hearing Society’s “THP Article Quizzes” www.ihsinfo.org. Each of the “quiz” experiences is accepted as general hours, plus at the time of print, two of these articles meet the “ethics or Ohio state law” one-hour requirement: <http://ihsinfo.org/IhsV2/Home/Index.cfm>
 - **Anti-Kickback Considerations for the Hearing Healthcare Practitioner*, Douglas A. Lewis, JD, PhD, AuD, MBA
 - **Law Issues for the Hearing Healthcare Professional*, Douglas Lewis, PhD, JDFollow all procedures for obtaining a CE certificate from IHS; a completed quiz is NOT sufficient verification of CE.
- Complete an “*Audiology Online*” course. Courses are accepted for “ethics or Ohio state law” if the CE approvals include “1.0 ethics” or “1.0 ethics/business practices”. www.audiologyonline.com
- Attend a CE experience offered directly by one of the organizations listed or a hearing health-related business. ALWAYS confirm general and “ethics or Ohio state law” CE approval *prior* to attending.

8. Do CE hours earned in January count for both overlapping license years?

No - CE hours earned in January of each year may be applied to ONE license renewal period only. All CE hours may be applied to *one* licensing year only.

9. I earned twenty (20) hours of CE this year. Can I carry the “extra” over to next year?

No - “extra” CE hours may *not* be carried over to the next licensing year.

10. How long am I required to keep documentation of CE hours?

Two years after the license-expiration year in which it was earned. Licensees are responsible for all recordkeeping for their licenses, including CE. The Board does NOT track CE hours except by audit.

11. Can CE courses, workshops or seminars be repeated?

No, with ONE exception: Licensees may attend a Board meeting each year to earn one hour CE in “ethics or Ohio state law”. To find the board meeting calendar, go to www.odh.ohio.gov - Click on “H” in the horizontal alphabet. Click on “Hearing Aid Dealers”.

12. How often is there a CE audit?

ANNUALLY – A CE audit of at least 20% of individual licensees is done each February. Plus, licensees who postmark their renewal application after February 1 must submit verification of earning ten hours of approved CE, including one hour in “ethics or Ohio state law”, with their renewal application.

13. I didn’t renew my license last year but I want to renew this year – how does that affect CE?

Proof of ten hours of CE including one hour in “ethics or Ohio state law” is required for each year the license was not renewed. Since a license cannot be renewed after it has been expired more than two years, twenty (20) hours - including two (2) hours in “ethics or Ohio state law” - is the maximum number of CE hours that can be required for verification to the Board.

14. Do I need to attach verification of CE hours to my on time license renewal?

No - on-time renewal applications, *postmarked on or before February 1*, do not have to include CE verification.

15. Do I need to attach verification of CE hours to my late license renewal?

Yes - if your renewal is submitted *late (after February 1)*, it is required that you submit CE verification. For each year your license was not renewed, you must submit verification of ten CE hours, including one hour in “ethics or Ohio state law” (up to a maximum of two years = twenty CE hours including two hours in “ethics or Ohio state law”).

16. Can my CE verification be copies, or do I have to submit originals?

Copies of your CE documentation are accepted. If there is any readability problem, an original document may be requested.

17. Can my CE documents be emailed (scanned) or faxed to the Board office?

Yes, CE verification MAY be scanned, faxed, or sent by U.S. mail to the Board office:

hearing@odh.ohio.gov

FAX: 614-564-2484

246 N HIGH ST, COLUMBUS OH 43215

18. Do I have to earn CE for my first license renewal?

No - if this is the FIRST time you are renewing your license, you are exempt from the CE requirement.

19. I've had some very challenging times – and haven't practiced for most of the last year (or similar situation) -- can I get an exemption/exception from the CE requirement for this one year only?

Possibly. According to O.A.C. 4747-1-11(C)(6) -- *At the discretion of the board, the continuing education requirements for an individual, may be reduced or waived, under unusual circumstances such as medical emergencies, natural disasters, or conditions outside the control of the licensee.*

- DO **NOT** WAIT UNTIL DURING/AFTER LICENSE RENEWAL if you know you might have a challenge meeting your CE requirement based on UNUSUAL/UNCONTROLLABLE circumstances. **WRITE** to the Board as early as possible prior to the expiration of your current license, so the necessary review and vote may be completed. If you do not show evidence of truly UNUSUAL/UNCONTROLLABLE circumstances, the Board can vote to DENY your request for CE exemption. A CE exemption can be approved for ONE year only.
- A license cannot be renewed until *after* the Board votes on a requested exemption. This means there may be time during which a licensee cannot fit/sell hearing aids. Fitting/selling hearing aids in Ohio without a license can result in permanent revocation of license. The Board meets five to six times per year and these meetings are the only time votes may occur. To find the Board meeting schedule, go to www.odh.ohio.gov. Click on “H” in the horizontal alphabet. Click on “Hearing Aid Dealers”.

MORE QUESTIONS? – Write to hearing@odh.ohio.gov



CONTINUING EDUCATION (CE) FAQ

Pursuant to Ohio Revised Code 4747.06 and Ohio Administrative Code 4747-1-11

How many hours of CE do I need each year?

Ten (10) total hours of Continuing Education must *include* one (1) hour of “ethics or Ohio state law”.

Do I have to earn CE for my first license renewal?

No, if this is the FIRST time you are renewing your license, you are exempt from the CE requirement.

What’s the required timeline for earning my CE each year?

Hours must be earned from January 1 of the current license year through January 30 of the following year.

Example: for license renewal year 2014-15 (renewal due by January 30, 2014), CE hours must be earned between 1/1/13 and 1/30/14.

What about CE hours earned in January – do they count for both overlapping license years?

No, CE hours earned in January of each year may be applied to ONE license renewal period only.

I earned twenty (20) hours of CE this year. Can I carry this over to next year?

No, CE hours may *not* be carried over from one year to the next.

Can any CE courses, workshops, etc. be repeated?

All CE courses, including those online, may *not* be repeated.

Licensees *may* attend a Board meeting each year to earn one hour CE in “ethics or Ohio state law”.

Do I need to attach documentation of my CE hours to my ON TIME license renewal?

No, if your renewal is submitted on time (*on or before February 1*) documentation of CE hours does not have to be submitted *unless a specific action on your license has required it.*

Do I need to attach documentation of my CE hours to my LATE license renewal?

Yes, if your renewal is submitted late (*USPS postmarked after February 1*), it is required that you submit documentation of CE hours.

How often is CE audited?

Annually -- a random CE audit of at least 20% of individual licensees is done each February.

Do I have to submit original CE documents with my renewal application or the audit, or are copies ok?

Copies of your CE documentation are acceptable. If your renewal application is ON TIME, you do NOT have to submit CE documentation. IF your renewal is LATE, the application must be an original; however copies of the required CE documents may be *mailed, faxed or emailed* to the Board office (contact information on this letterhead). If you are notified of audit, documentation such as completion certificates or transcripts of CE hours may be *mailed, faxed or emailed*.

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How long am I required to keep documentation of my CE hours?

All licensees must retain CE verifying documentation for at least two years after the license-expiration year in which it was earned. Each licensee is responsible for all recordkeeping, including CE, associated with his/her license.

How do I know if a CE course is accepted/approved?

The Board accepts general and ethics/Ohio state law CE “related to hearing aid fitting or audiology” which are approved for CE “units” or “hours” by at least one of the following:

- National Institute of Hearing Instruments Studies Committee of the International Hearing Society (IHS)
www.ihsinfo.org
- American Speech-Language Hearing Association (ASHA)
www.asha.org/ce/
- American Academy of Audiology
www.audiology.org www.audiologyonline.com
- Ohio Hearing Healthcare Alliance (OHHA)
www.hearingohio.org
- Another state or national Hearing Aid Dealer/Fitter/Dispenser, Audiology, or Medical Licensing Board
- Academic coursework in audiology, or related disciplines, taken at accredited colleges or universities

BEFORE you attend training, workshops, conferences, etc. offered by hearing aid manufacturers, related product companies or any other resources, be sure to confirm that CE approval has been obtained from one or more of the organizations listed above. The Board does NOT independently approve CE.

Where can I find approved CE, especially in “ethics or Ohio state law”?

- Attend a spring or fall seminar of the *Ohio Hearing Healthcare Alliance*. Confirm the inclusion of ethics/Ohio state law for your chosen seminar date. www.hearingohio.org
- Attend the Mid-America Conference on Hearing (MACH). Confirm the inclusion of ethics/Ohio state law before you register. <http://midamericaconferenceonhearing.org/>
- Attend an Ohio Hearing Aid Dealers and Fitters Licensing Board meeting. (Counts as “ethics or Ohio state law only”; this is the only CE option which may be repeated each year.)
 - a. JANUARY 16, 2013 beginning at 9:00 am is the next Board meeting.
 - b. If you wish to attend, email hearing@odh.ohio.gov no later than January 9, 2013.
- International Hearing Society’s “THP Article Quizzes” www.ihsinfo.org. Each of the “quiz” experiences is accepted. At the time of print, two of these articles meet the “ethics or Ohio state law” one-hour requirement: <http://ihsinfo.org/lhsV2/Home/Index.cfm>

Anti-Kickback Considerations for the Hearing Healthcare Practitioner, Douglas A. Lewis, JD, PhD, AuD, MBA
Law Issues for the Hearing Healthcare Professional, Douglas Lewis, PhD, JD

Follow all procedures for obtaining a completion certificate from IHS.
A completed quiz is NOT a verifying document.
- Complete an “Audiology Online” course. The course will be accepted for “ethics or Ohio state law” if the CE approvals listed for the course include at least one hour of “ethics” or “ethics/business practices”.
www.audiologyonline.com
- Attend a CE experience offered directly by one of the organizations listed or a hearing health-related business. ALWAYS confirm general and “ethics or Ohio state law” CE approval, **BEFORE** you attend.

Questions? hearing@odh.ohio.gov