

# **Board of Examiners in the Fitting** **And Dispensing of Hearing Instruments**

P.O. Box 464, Paola, KS 66071

Phone: 913-594-4142 Fax: 913-594-4145

## **Temporary Hearing Instrument Dispensing License Process**

1. Send \$100 check or money order to the Board address. Payment can also be made at [www.kbhae.com](http://www.kbhae.com). This is a non-refundable application fee.
2. Include a summary of licensure track along with all contact information with the application fee. When the Board receives the application fee, an application will be mailed to the address provided.
3. All applicants for temporary licensure must have a sponsor. The sponsor must have continuous licensure to practice fitting and dispensing of hearing instruments during the five years immediately preceding the application with at least the minimum professional experience as established by rules and regulations of the board that has a license in good standing.
4. A total of 70 pre-temporary observation hours must be obtained by each applicant before a temporary license is issued. Of those 70 hours a minimum of **50 hours of DIRECT CONTACT SUPERVISION** which includes hands on testing or practice (a minimum of 25 hours), and one-on-one or group discussion/lecture in the subject areas listed. **Reading, individual study, and observation, which will all be important in the training DO NOT COUNT toward the 50 hour pre-temporary direct supervision requirement.** A tracking log will be included with the application.
5. All tangible materials (i.e. audiograms used in specific logged training entries, sample hearing tests performed, practice impressions, etc.) should be maintained under the applicant's name for a minimum of 1 year. The board may request supplemental materials from the training course for review prior to issuing the license. At the conclusion of the 70 hours of pre-temporary work, the training logs are to be submitted to the board along with the signed and notarized affidavits and any other required materials.
6. Once the board has received your completed application with the \$100 temporary license fee, it will be reviewed and if approved, a temporary license will be issued to the applicant. All incomplete applications will be mailed back to the applicants.