

APPLICATION INSTRUCTIONS FOR HEARING AID DEALERS

Last updated January 16, 2019

INSTRUCTIONS & INFORMATION

Before completing and submitting your application, please read all instructions and information in this document. If you have any questions you can contact the Committee at 317-234-2067 or send an email to pla4@pla.in.gov. For additional information, please visit our website at www.in.gov/pla.

AGENCY ADDRESS

Indiana Professional Licensing Agency
ATTN: Hearing Aid Dealer Committee
402 West Washington Street, Room W072
Indianapolis, IN 46204

All education and examination requirements must be met in order to be granted registration in Indiana.

COMPLETION OF THE APPLICATION PROCESS

An application will be considered abandoned if the applicant does not complete the requirements for registration within one year from the date on which the application was filed. An application submitted subsequent to an abandoned application will be treated as a new application.

APPLICATION REQUIREMENTS

- 1.) **Completed application**
- 2.) **\$60 application fee** – Checks and money orders should be made payable to the Indiana Professional Licensing Agency. We do not accept credit card payments. **ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**
- 3.) **Photograph**
- 4.) **Education** – Applicants may submit an official transcript from the college or university from which a degree was obtained, or a notarized copy of a high school diploma, certificate, or GED.
- 5.) **Name Change** – If the name on any documents differs from your current name, submit a copy of a marriage certificate or divorce decree.
- 6.) **Positive Response** - If you answer “Yes” to any of the background questions on the application, you must provide an explanation in a written, signed statement. If you have had an arrest or conviction, in addition to your explanation, you will need to provide the following court records: charging information, probable cause affidavit, plea information and sentencing information.

EXAMINATION REQUIREMENTS

All applicants must take and successfully pass a written and practical examination prior to being registered. Once the application is complete, the Committee will make you eligible to take the written examination. I.H.S. will provide directions on how to schedule and take the written examination. If you fail the written examination, your application will be denied and you will need to reapply to retake the examination. If you have failed more than twice you will be required to make a personal appearance, along with your hearing aid dealer supervisor, before the Committee for approval to sit for the examination a third time.

Once you have passed the written examination, you will be scheduled to take the practical examination. The practical examination is administered four times a year. If you fail the practical examination, your application will be denied and you will need to reapply to retake the examination. However, you will only be required to take those segments of the practical examination that you failed.

APPLICANTS LICENSED IN OTHER STATES

Indiana does not offer reciprocity to applicants licensed in another state. All applicants must meet the application and examination requirements. If you have taken the I.H.S. written examination in another state you will need to contact I.H.S. and have them send your score report to the Committee. After receiving all required documents, and assuming prior passage of the I.H.S. written examination, you will be scheduled to take the practical examination. If you have not previously taken the I.H.S. written examination, you will need to take and pass that before taking the practical examination.