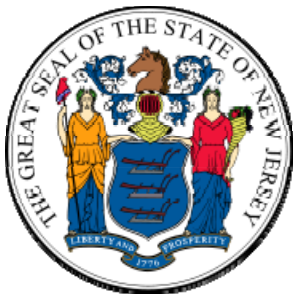


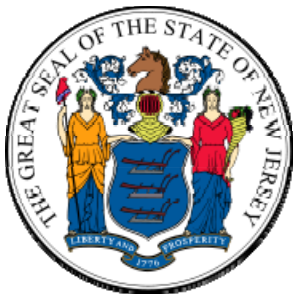
Hearing Aid Dispensers Examining Committee

# Application Process Overview



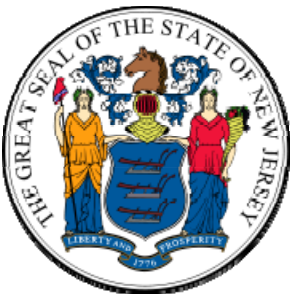
# Hearing Aid Dispensers Examining Committee

- License qualified individuals
- Regulates the practice of hearing aid dispensing
- Investigates complaints and takes disciplinary action



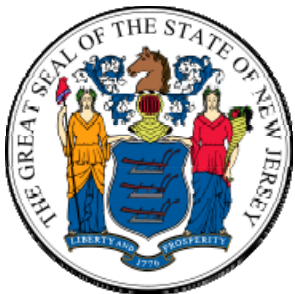
# License to Practice

- No one may practice as a hearing aid dispenser without a current, active license
- You worked hard to complete your educational program, but you cannot practice unless you have a license
- Once you get your license, you need to keep it active and in good standing



# License to Practice

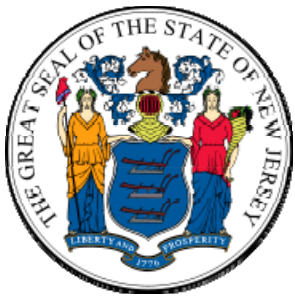
- How do you get a license?
- How do you keep a license in good standing?



# When Should I Begin the Application Process?

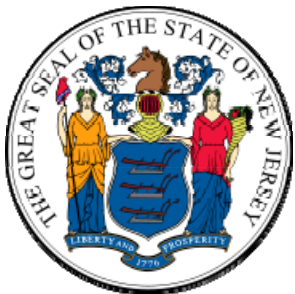
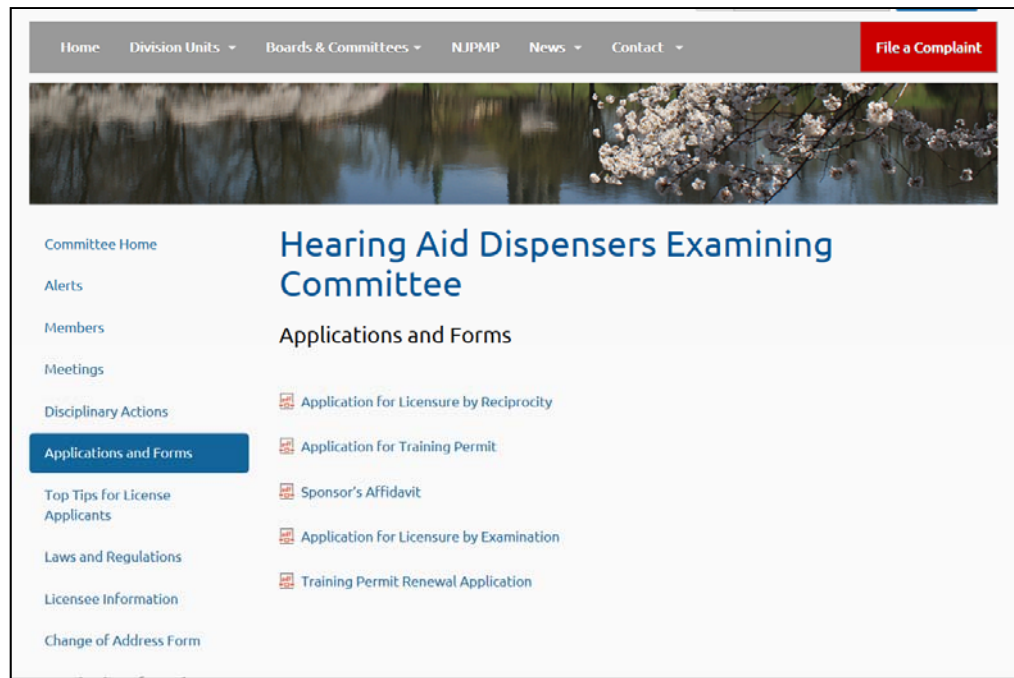
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- Start Early!
- Right now would be a good time



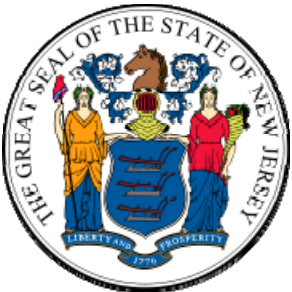
# How Do I Get an Application Form?

Applications can be downloaded from the Board's website at:  
[www.NJConsumerAffairs.gov/had](http://www.NJConsumerAffairs.gov/had)



# Application Process

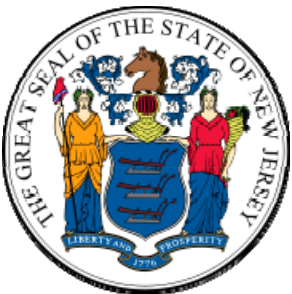
1. Submit an application *(\$50)*
2. Send supporting documents to the Committee
3. Receive fingerprint instructions
4. Schedule a time to submit your fingerprints
5. Complete the NJ Orientation Program
6. Submit additional information *(as required)*
7. Submit Registration Form *(\$180 / \$90)*



# Application Fees

## Application Fee

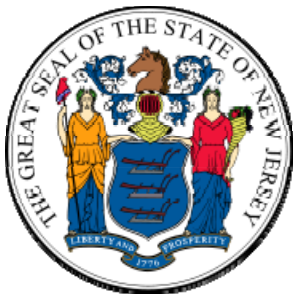
- \$50
- Payable by check or money order
- ***NO CASH***





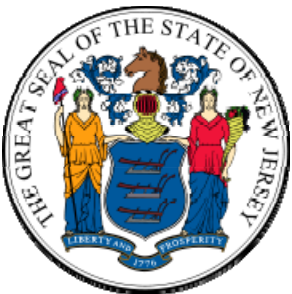
# Application Questions

- Moral Character – Arrests / Convictions
- Student Loans
- Child Support
- Ability to Practice – Physical / Cognitive
- Use of Illegal Chemical Substances



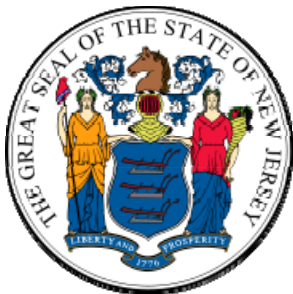
# Criminal History Background Check

- You must complete the “*Certification and Authorization Form*” as part of the application
- You will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded
- Go online to schedule an appointment and pay the fee directly to the MorphoTrust.



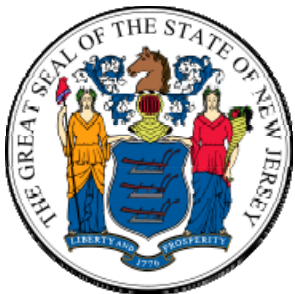
# Criminal History Background Check “Tips”

- This can be the longest part of the application process
- You can schedule an appointment as soon as you receive the notice to schedule
- Processing time is 7-10 days after the digital scan



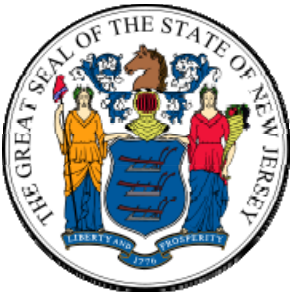
# Initial Registration Fee

- Once your application has been approved you will receive an *“Initial Registration Form”*
- You must verify the information and return with the appropriate fee (*\$180 / \$90*)



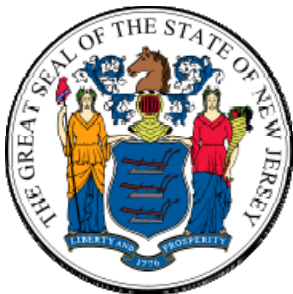
# Keeping Your License Current

- Licenses are valid for two (2) years
- Every hearing aid dispenser license expires in December of even-numbered years
- You must keep your address current with the Committee to receive renewal notices
- Renewals require a renewal application and fee (*currently \$180*)



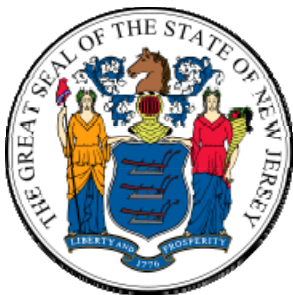
# Continuing Education

- You must complete your continuing education prior to renewal  
*(December 31 of every even-numbered year)*
- Registered hearing aid dispensers must complete 20 credits during each two-year period
- You may be able to complete less continuing education during the first period in which you are licensed.



# Communication

- If you get a letter from the *Committee*
  - *read it*
- If the *Committee* asks for you to respond to it
  - *do it in a timely fashion* (duty to cooperate)
- If you move, change your name, start working in a new location
  - *contact the Committee and update your information*



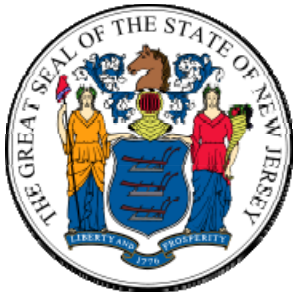
# Where Do I Send Mail for the Hearing Aid Dispensers Examining Committee?

## **Mailing Address:**

Hearing Aid Dispensers Examining Committee  
140 East Front Street  
Trenton, NJ 08625

## **Physical Address:**

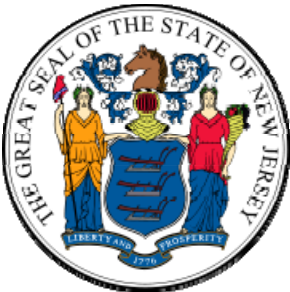
Hearing Aid Dispensers Examining Committee  
140 East Front Street  
Trenton, NJ 08625





# Tips for the Application Process

- Mail the application with as much supporting information as possible
- Be clear about what name(s) appear on your application and supporting documents
- Use the P.O. Box to mail items to the Board
- Submit as much information as possible, if you answer “yes” to any of the questions



# Useful Websites

Hearing Aid Dispensers Examining Committee

[www.NJConsumerAffairs.gov/had](http://www.NJConsumerAffairs.gov/had)

Application Status

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)

License Verifications

[www.NJConsumerAffairs.gov/Pages/licensingboards.aspx](http://www.NJConsumerAffairs.gov/Pages/licensingboards.aspx)

