



Texas Department of Licensing and Regulation

PO Box 12057 • Austin, Texas 78711-2157

(800) 803-9202 • (512) 463-6599 • FAX (512) 475-2871

www.tdlr.texas.gov • cs.hearing.fitters@tdlr.texas.gov

FITTING AND DISPENSING OF HEARING INSTRUMENTS LICENSE APPLICATION FOR OUT OF STATE LICENSE HOLDERS

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. All information provided must be typed or printed in black ink. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples.**

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.

1. NAME – Write your legal name in the spaces provided. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.).
2. APPRENTICE PERMIT NUMBER – List your permit number.
3. EXPIRATION DATE OF YOUR APPRENTICE PERMIT – Give the date your Apprentice Permit expires.
4. EMAIL ADDRESS – Write your email address. Please provide your email address so the department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
5. PERSONAL PHONE NUMBER – Write a telephone number, including the area code, where we can reach you during the day. This may be your office phone number where we can leave a message.
6. MAILING ADDRESS – Write your current mailing address. This is the address where we will send you mail. This address can be a post office box. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
7. PRIMARY BUSINESS NAME – Full legal name of place of employment.
8. EMAIL ADDRESS – Write your email address. Please provide your email address so the department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
9. BUSINESS PHONE NUMBER - Write the telephone number, including the area code, of the business listed.
10. PHYSICAL ADDRESS - Write the physical address of your place of employment. A post office box cannot be used for this address.
11. DISCIPLINARY ACTION HISTORY – Indicate if you have ever had an occupational license, certification, or Registration suspended, canceled, revoked, or denied in any state. If you have, complete and attach a Disciplinary Action Questionnaire for each disciplinary action. This form can be obtained from the TDLR website at [www.tdlr.texas.gov/misc/Disciplinary Action Questionnaire.pdf](http://www.tdlr.texas.gov/misc/Disciplinary%20Action%20Questionnaire.pdf).
12. CRIMINAL HISTORY – Indicate if you have ever been convicted of, or placed on deferred adjudication for, any Misdemeanor or Felony, other than a minor traffic violation. If YES, complete and attach a Criminal History Questionnaire for each offense. This form can be obtained from the TDLR website at www.tdlr.texas.gov/MISC/lic002.pdf.

If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a Criminal History Evaluation Letter, a completed Criminal History Questionnaire form for each crime you were convicted of, or placed on deferred adjudication for, and a \$25 fee. You can find more information on the process and download the necessary forms on the TDLR website at www.tdlr.texas.gov/crimHistoryEval.htm.
13. STATEMENT OF APPLICANT - Carefully read the statement before dating and signing your application.

CHECKLIST OF REQUIRED DOCUMENTATION TO BE SUBMITTED WITH APPLICATION AND FEE:

- A certificate of calibration, completed within the last year, for each audiometer used by the licensee, both portable and stationary.
- Employer's Surety Bond: A sole proprietor, partnership, corporation, or other legal entity engaged in the fitting and dispensing of hearing instruments shall file a bond or a surety in lieu of bond in the amount of \$10,000 with TDLR.
- Full licensure fee of \$205.00 made payable to the Texas Department of Licensing and Regulation.
- Proof of completion of 20 classroom hours of continuing education, completed under the Apprentice Permit.

APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES

The Texas Department of Licensing and Regulation recognizes the contributions of our active duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the **Military Service Member, Military Veteran or Military Spouse Supplemental Application (TDLR form MIL001)** and attach it with your license application. The form is located on the TDLR website at: <http://www.tdlr.texas.gov/misc/militarysupplemental.pdf>.

If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the TDLR Military Information web page at: <http://www.tdlr.texas.gov/military.htm>.

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGSLC)** unless the licensee has entered into a repayment agreement with TGSLC. **YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed ATTN: Collections, PO Box 83100, Round Rock, TX 78683-3100, Telephone: (800) 222-6297, <http://www.tgslc.org> or email: cust.assist@tgslc.org.**



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**FITTING AND DISPENSING OF HEARING INSTRUMENTS
 LICENSE APPLICATION OUT OF STATE LICENSE HOLDERS**

DO NOT WRITE ABOVE THIS LINE

**APPLICATION FEE: \$205
 (FEE IS NON-REFUNDABLE)**

This completed form must be accompanied by the application fee

APPLICANT INFORMATION

1. Apprentice Name:

Last

First

Middle Name

Suffix

2. Apprentice Permit Number:

3. Expiration date of your Apprentice Permit:

4. Email Address:

5. Personal Phone Number:

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Ex: johndoe@aol.com) See Instructions sheet for Disclosure)

Area Code

Number

6. Mailing Address:

(P.O. Box, Number, Street Name/Apartment Number)

City

State

Zip Code

EMPLOYMENT

7. Primary Business Name:

8. Email Address:

9. Business Phone Number:

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Ex: johndoe@aol.com) See Instructions sheet for Disclosure)

Area Code

Number

10. Physical Address: (A post office box cannot be used for this address.)

(Number, Street Name/Apartment Number)

City

State

Zip Code

- | | | |
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| 11. | Have you ever had an occupational license, certification or registration suspended, canceled, revoked or denied in any state?
If YES, complete and submit a Disciplinary Action Questionnaire (DAQ) with this application.
(This does not include your driver license) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. | Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation?
If YES, complete and submit a Criminal History questionnaire (CHQ) for each offense. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
- See instructions sheet for more information**

I certify that I have completed at least 20 hours of classroom continuing education in one or more of the following subjects:

An apprentice permit holder shall work under the supervision of a license dispenser for a least one year. During the apprentice year, the apprentice permit hold shall complete 20 hours of class room continuing education in one or more of the following approved subjects:

- Basic physics of sound;
- Structure and function of hearing instruments;
- Fitting of hearing instruments;
- Pure tone audiometry, including air conduction testing and bone conduction testing;
- Live voice and recorded voice speech audiometry; masking when indicated for air conduction, bone conduction, and speech;
- Recording and evaluation of audiogram and speech audiometry to determine the candidacy for hearing instruments;
- Selection and adaption of hearing instruments, testing of hearing instruments, and verification of aided hearing instruments performance;
- Taking of earmold impressions;
- Verification of hearing instrument fitting and functional gain measurements using a calibrated system;
- Anatomy and physiology of the ear;
- Counseling and aural rehabilitation of an individual with a hearing impairment for the purpose of fitting and dispensing hearing instruments;
- Use of otoscope for the visual observation of the entire ear canal
- Laws, rules, and regulations of this state and the United States; and
- The proper procedures for sound level measurements.

I certify that I have read and agree to abide by the Fitting and Dispensing of Hearing Instruments Act (Texas Occupations Code, Chapter 402), and the rules and regulations of the Texas Department of Licensing and Regulation.

Signature

Date