ASSISTANT IN AUDIOLOGY APPLICATION INSTRUCTIONS

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 Name, First Name, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.)

2. NAME ON DIPLOMA/TRANSCRIPT(S) – If the name is different from item 1, complete this field.

3. DATE OF BIRTH – Write your birthdate.

4. SOCIAL SECURITY NUMBER – Social security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code in order to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the Texas Attorney General at:
   www.oag.state.tx.us/child/index or call (512) 460-6000 or (800) 252-8014.

5. EMAIL ADDRESS – Write your email address. By providing my email address I authorize TDLR to send licensing communications and required notices to me by electronic mail. I understand that I may revoke this authorization in writing and that I must update my email address or I will not receive these notices. I understand that the email address I have provided in this application will remain confidential except as permitted or required by law.

6. 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.

7. BUSINESS PHONE NUMBER - Write the telephone number, including the area code, of the business listed.

8. 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.

9. POSSESS A PROFESSIONAL LICENSE, OR CERTIFICATE, OR REGISTRATION ISSUED BY ANOTHER STATE, JURISDICTION OR TERRITORY - Indicate by checking box Yes or No. If yes, a license verification form must be completed by the state regulatory agency in each state from which you hold or ever held a license to practice. Give license or certificate number(s), title(s), and the name(s) and address(s) of the jurisdiction(s) issuing the license(s), or certificate(s), or registration(s).

10. DISCIPLINARY ACTION HISTORY – Indicate if you have ever had a professional 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.

11. VOLUNTARILY SURRENDERED ANY PROFESSIONAL LICENSE, OR CERTIFICATE, OR REGISTRATION – Indicate by checking the box Yes or No. If yes, briefly describe.

12. CURRENT EMPLOYMENT – Please list the contact information for your current employer.

13. ACADEMIC TRAINING - List all high schools, colleges and universities attended and attach additional pages if necessary.
14. 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.

REQUIRED FOR ALL NEW APPLICANTS:
Fingerprinting: All new applicants must submit fingerprints for a national criminal history record review. The applicant is responsible for paying the fee associated with this review to the fingerprint service vendor used by Texas Department of Public Safety. Once your completed application is received by TDLR, instructions on how to schedule an appointment to be fingerprinted will be emailed to you. Be sure your email address is current and legible to receive the fingerprinting information. To be eligible for licensing, you must successfully pass a criminal history background check. If you submitted fingerprints for a Texas speech-language pathology assistant license or a Texas intern in speech-language pathology license, you do not need to submit fingerprints again.

15. STATEMENT OF APPLICANT - Carefully read the statement before dating and signing your application.

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

☐ Submit an official diploma or official transcript indicating graduation from high school (a photocopy which has been notarized as a true and exact copy can be submitted) or certificate of high school equivalency issued by the appropriate education agency or an official transcript(s) from an accredited college or university indicating a college degree was awarded.

☐ Submit proof of completion of approved 20-hour certification course from the Council for Accreditation of Occupational Hearing Conservation (CAOHC) and earn a passing score on the examination.

☐ Supervisory Responsibility Statement (SRS) for an Assistant in Audiology Form.

☐ Texas Jurisprudence Exam. Please submit a copy of your certificate of completion. This is a no fail exam over the rules and laws.

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.

DEFAULT ON STUDENT LOANS

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.
# Assistant in Audiology Application

**APPLICATION FEE: $150.00**
*(FEE IS NON-REFUNDABLE)*

This completed form must be accompanied by all required documents and the application fee.

<table>
<thead>
<tr>
<th>1. Name:</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2. Name on diploma/transcript(s): (if different from #1)</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3. Date of Birth:</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
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</table>

| 4. Social Security Number: | |
|-----------------------------| |

| 5. Email Address: | |
|-------------------| |

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<thead>
<tr>
<th>6. Personal Phone Number:</th>
<th>Area Code</th>
<th>Number</th>
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</table>

<table>
<thead>
<tr>
<th>7. Business Phone Number:</th>
<th>Area Code</th>
<th>Number</th>
</tr>
</thead>
</table>

| 8. Mailing Address: | |
|--------------------| |

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

| 9. Do you possess professional license(s), certificate(s), or registration(s) issued by another state(s), jurisdiction, or territory? |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------|
| □ Yes | □ No |

If yes, a license verification form must be completed by the state regulatory agency in each state from which you hold or ever held a license to practice. Give license, or certificate, or registration number(s), title(s), and the name(s) and address(s) of the jurisdiction(s) issuing the license(s), or certificate(s), or registration(s).

| 10. Have you ever had a professional license, certification or registration suspended, canceled, revoked or denied in any state? |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------|
| □ Yes | □ No |

If YES, complete and submit a Disciplinary Action Questionnaire (DAQ) with this application. This does not include your driver license.

| 11. Have you ever voluntarily surrendered any professional license, or certificate, or registration? |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------|
| □ Yes | □ No |

If answer is yes, briefly state the type of license, or certificate, or registration, the name and address of the agency that issued the license, or certificate, or registration, and the reasons.

## Employment

12. Current Employment Contact Information

- **Place of Employment:**

- **Telephone Number** (include area code):

- **Address** (include zip code):

- **Job Title:**

- **Beginning (Mo/Yr.):**
13. **Academic Training:** (List all high schools, colleges and universities attended and attach additional pages if necessary)

- **Name of High School/College/University/Institution:**
- **Location (city, state, zip):**
- **Inclusive dates attended, Begin (Mo/Yr.):**  **End (Mo/Yr.):**
- **Type of Diploma Degree Granted:**  **Major Field:**
- **Name of High School/College/University/Institution:**
- **Location (city, state, zip):**
- **Inclusive dates attended, Begin (Mo/Yr.):**  **End (Mo/Yr.):**
- **Type of Diploma Degree Granted:**  **Major Field:**
- **Name of High School/College/University/Institution:**
- **Location (city, state, zip):**
- **Inclusive dates attended, Begin (Mo/Yr.):**  **End (Mo/Yr.):**
- **Type of Diploma Degree Granted:**  **Major Field:**

14. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation?  
   - [ ] Yes  
   - [x] No  
   
   **If YES, complete and submit a Criminal History Questionnaire (CHQ) for each offense.**
   
   *Once your completed application is received, instructions on how to schedule an appointment to be fingerprinted will be emailed to you. Be sure your email address is current and legible to receive the fingerprinting information. See instructions sheet for more information.*

15. **STATEMENT OF APPLICANT**

I certify that I have read and will comply with all applicable provisions of the Speech-Language Pathology and Audiology Act; Texas Occupation Code, Chapter 401 and Chapter 51; Texas Administrative Code, Chapter 111; and the Speech-Language Pathology and Audiology Administrative Rules, I understand that providing false information on this application may result in denial of this application and/or revocation of the license I am requesting and the imposition of administrative penalties.

| Signature | Date |