



Policy Title: Registration: Examinations required for registration as a Hearing Instrument Practitioner	Policy #: R-04	
Reference Bylaws: Section 68, 69, 70, 82	HPA reference:	
Authorization: Board of the CSHHPBC	Date Approved: April 21, 2010	Date Revised: December 7, 2013 September 9, 2016 December 2, 2016

PURPOSE OF THIS POLICY

To establish registration requirements for written and practical examinations with respect to becoming registered as a Hearing Instrument Practitioner.

SCOPE

This policy applies to all applicants to the College for registration as a Hearing Instrument Practitioner who are newly entering the profession or who are not currently registered to dispense hearing aids in another regulated jurisdiction within Canada.

POLICY

General Policies and Procedures

- The written exam is computer based and administered by the International Hearing Society (IHS). Upon completion of the Work Plan – Declaration (practicum) form signed by both the applicant and the supervising Registered Hearing Instrument Practitioner (RHIP), the applicant will arrange with IHS to schedule the written exam.
- The written examination fee is payable directly to the International Institute for Hearing Instrument Sciences (IHS).
- Successful completion of the written examination entitles the Student HIP to take the practical examination. Upon successful completion of the practical examination, all other registration requirements (such as, but not limited to: entitlement to work in Canada, professional liability insurance, fees, satisfactory criminal record check) must be met with proof of completion received by the Registrar.
- The practical exam is administered by the College and is held twice each year; additional dates may be scheduled, as deemed necessary by the Registration Committee.



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- Practical exam dates are set by the HIP Examination Sub-Committee.
- Examiners for the practical exam are designated by the Registration Committee in accordance with the HIP Examination Sub-Committee Terms of Reference.
- The practical examination fee is due at least two weeks prior to the date of the examination.
- Practical Examination failures: In the event of a failure, the Student HIP and his/her training supervisor(s) will be informed of the examiners comments in areas that require further study and training. Student HIPs will continue to work under general supervision until the practical examination is passed.
- Written and practical examinations are given in English.
- A Student Hearing Instrument Practitioner (Student HIP) must bring government issued photo identification to the examinations.
- Student HIPs and their supervisor(s) will be notified of the results of the examinations by telephone and/or in writing in a timely manner.
- A Student HIP who fails an initial examination may retake the examination two more times (i.e., maximum of three attempts). All examination attempts must be completed within two years from the effective date of the Student HIP's initial application unless granted an extension for extenuating circumstances by the Registration Committee for a period of time set by that committee.
- A Student HIP who fails an examination three times may apply for licensure again, but no sooner than two years from the date of the last exam.

Written Examination

- IHS will contact eligible Student HIPs to arrange a date, time and location to take the written exam. Payment is made directly to IHS in US dollars by the Student HIP.
- The College will notify the Student HIP regarding the results of the written exam.
- A Student HIP who fails the written exam, may reschedule a retake exam with IHS, paying the fee directly to IHS.



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- A Student HIP may not bring any written material or electronic devices into the examination room.

Practical Examination

- A Student HIP who has passed the written exam is eligible to take the practical examination and will be so notified by the College.
- The practical exam was developed and/or edited by the HIP Examination Committee and has successfully undergone external validation review.
- Student HIPs taking the practical exam will be required to demonstrate entry-level, practice-specific knowledge and skills, including the core competency areas of assessment, hearing aid fitting and verification, Red Flags, and safe ear mold impression-taking techniques in accordance with the Practice Standards and Practice Guidelines established by the Quality Assurance Committee.
- The dates of the practical examination will be set annually by the HIP Examination Committee and published on the College’s website.
- The practical examination is held in a non-affiliated hearing aid dispensing clinic, approved by the HIP Examination Sub-Committee.
- Members of the HIP Examination Sub-Committee administer the practical exam. For each examination session, there will be a team of three (or more as needed) examiners who are RHIP- or RAUD/RHIP-designated registrants of the College. Every effort will be made to ensure no prior relationship exists between the examiner and the Student HIP in order to avoid a perceived bias (either positive or negative); both the examiner and the Student HIP are required to advise the College of any previous relationship with each other *prior* to the examination.
- The examination is approximately three hours in length. Student HIPs are provided with a list of materials and supplies they must bring to the exam, such as but not limited to: a BC or Canadian government issued photo identification to the examination. No materials, supplies



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or volunteers will be provided at the examination and lack of any of them likely will result in a failure of that section(s).

- Student HIPs are required to bring a volunteer who will act as their test subject for demonstration of core competencies. The volunteer must be aged 16 or older, agree to sign a waiver and be able to understand instructions in English. The volunteer may not be the Student HIP's employer or supervisor, nor be a current registrant of the College nor planning to become a registrant of the College. It is the Student HIP's responsibility to ensure the volunteer's canals are free of cerumen and/or pathology *prior* to the date of the practical exam.
- To pass the examination, Student HIPs must achieve an overall score of 80% in each of the core competency sections of the exam AND must achieve a minimum score of 80% on key content questions *within* each section of the exam.
- In the event of a failure, the Student HIP will be required to retake the *failed* section(s) at the next scheduled exam session. The exam fee will be prorated based on the number of sections for retake.

REFERENCES AND RELATED DOCUMENTS

College of Speech and Hearing Health Professionals of BC, Bylaws (2009), www.cshhpb.org.

Government of British Columbia, Health Professions Act (2008), Victoria, BC: Queens Printer, www.bclaws.ca

Registration Policy R-01: Programs of Study for Registration as a Speech-Language Pathologist, Audiologist, and Hearing Instrument Practitioner

Registration Policy R-02: Practicum Requirements for Application towards Registering as a Hearing Instrument Practitioner

Registration Policy R-03: Dispensing Program Requirements for Application towards Active Registration as a Hearing Instrument Practitioner (HIP)



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Form 5: Consent to a Criminal Record Check

Form 8: Application Form - Student - Hearing Instrument Practitioner

Guidelines for Practicum Training