

Renewal Instructions:

RENEWAL DEADLINE IS JANUARY 31, 2023. ALL APPLICATIONS MUST BE IN THE BOARD OFFICE BY JANUARY 31, 2023. A LATE FEE OF \$100 IS DUE FOR RENEWALS SUBMITTED DURING THE PERIOD OF FEBRUARY 1, 2023, THROUGH MARCH 3, 2023. ANYONE WISHING TO RENEW THEIR LICENSE AFTER MARCH 3, 2023, WILL BE PROCESSED AS A REINSTATEMENT APPLICATION AND WILL BE ASSESSED AN ADDITIONAL \$200 REINSTATEMENT FEE.

Fee Schedule

License	License Fee	MHCC fee
Hearing Aid Dispenser	\$250.00	\$26.00
Inactive Fee	\$25 .00	N/A

The inactive status is an option with this renewal. To elect the inactive status, please submit the Inactive Status Form (found on the Board's website) along with a personal check or money order for \$25.00. All individual electing the inactive status will have the inactive status through January 31, 2025.

[Inactive Status Application](#)

Renewed licenses will be issued with an expiration date of January 31, 2025.

Please note that pursuant to Senate Bill 786, each Health Occupation Board is required to collect a user fee for the Maryland Health Care Commission (MHCC). The fee funds the cost of services and information the MHCC provides to consumers and healthcare practitioners. The user fee is \$26.00. Please be aware that the Board collects and submits these fees to the MHCC. The Board does not retain these funds. For more information on the MHCC, please visit their web site at <http://mhcc.maryland.gov>.



Payment

Payment may be made online using Visa or MasterCard.

Read the renewal application and complete the following:

Part 1 - General application information

Complete all sections of the application where applicable. Some of the information has been filled in based on the information in the Board's records. Please update any information that has changed. Select "Submit as Complete" to submit your answers or select "Save-Not Complete" to save your answers and come back later to finish. You may also press "Cancel" to return to the menu without saving any changes you made.

After each section is completed and accepted, the  status arrow on the menu for that part will turn green .

Part 2 - Disciplinary questions.

Complete all disciplinary questions. Provide a detailed explanation for each question checked "YES". Some explanations may require legal documentation that must be submitted to the Board. Your license will not be issued until such information is received and reviewed by the Board.

Electric Worksheet Instructions (For Part 3)

Add information into the electronic workbook by completing the form and selecting the "(+) Add" button. As information is added you will see the list below the add form. If you make an error, simply delete the row and reenter. Select the "Submit and Return To Menu" button to return to the menu. If you added the required minimum (or checked "NO" above the form indicating you have no information to add) the **red arrow** will change to a **green arrow** next to the part you completed..

Part 3 - Continuing Education Requirements

Pursuant to COMAR 10.41.08.11A for the 2021 renewal Hearing Aid Dispensers with a full license renewing their full license for the second or subsequent time must have completed a minimum of 30 continuing education hours between February 1, 2021 and January 31, 2023. A minimum of A minimum of 26 hours must be directly related to the practice of fitting hearing aids including the science of hearing and hearing disorders, structure and function of hearing aids, and psychology of the hearing impaired and not more than 4 hours must be directly related to management aspects of the practice of fitting hearing aids including good business principles and customer management principles. Hearing Aid Dispensers with an initial license between March 1, 2021 and January 31 2023 must have completed the minimum continuing education hours as specified by the prorated requirements (see link below) between March 1, 2021 and January 31, 2023.

[HAD Prorated CEUs](#)

Pursuant to COMAR 10.41.08.11B(1) a Hearing Aid Dispenser with an initial full license issued between February 2019 and July 2018 that are renewing their initial full license for the first time must complete a prorated amount of continuing education hours. These hours must be completed between February 1, 2021 and January 31, 2023. Not more than 4 hours can be directly related to management aspects of the practice of fitting hearing aids including good business principles and customer management principles. The remaining hours must be directly related to the practice of fitting hearing aids including the science of hearing and hearing disorders, structure and function of hearing aids, and psychology of the hearing impaired.

All hearing aid dispensers must list continuing education activities on the Continuing Education Form (electronic workbook). **Do not send continuing education documents to the Board unless your license was selected for an audit.**

If a renewal candidate is selected for an audit, the renewal candidate may submit continuing education completion certificates to the Board by one of the following methods:

via .pdf format to bernadette.henderson1@maryland.gov (preferred method)

via regular postal service mail to the Board at the address listed at the top of these instructions, attention Bernadette Henderson, Deputy Director.

Note to Licensees Selected for Audit: Failure to submit CEU documents to the Board by January 31, 2023, may result in suspension, revocation, denial of licensure or other disciplinary action by the Board.

Add CE classes into the electronic workbook by completing the CE form and pressing the "(+) Add" button. As courses are added you will see the list of courses below the add form. If you make an error, simply delete the class and reenter. Please note that some CE providers award CE hours and/or credits in the format of .1 for each hour earned. When adding CE information during the online renewal process please make .1 credit = one hour; for example, CE credit of .8 awarded for a full day program must be entered as 8.0 CE hours in the online renewal process. A CE calculator will total the hours for each category. Press the "Submit and Return To Menu" button to return to the menu. If you added the required minimum hours, the red arrow will change to green next to Part III on the menu.

If you completed more than 30.0 hours of continuing education activities in the two-year continuing education cycle, you need only add the minimum 30.0 hours to make the third and final arrow green so that you can proceed to submitting payment for the renewal license.

Affirmation of Application

After all 3 parts have been completed and the information validated, the Submit Application and Pay Fee button will be activated. Press this button to affirm your application and select a payment method. You may pay your renewal fee online using Visa or MasterCard credit/debit cards.

PLEASE PRINT OUT A COPY OF YOUR RENEWAL APPLICATION AND RECEIPT AFTER PAYMENT HAS BEEN MADE.