



# Board Certified in Audiology®

## H A N D B O O K

### CANDIDATE

Application Forms  
Eligibility Requirements



[www.americanboardofaudiology.org](http://www.americanboardofaudiology.org)

**EFFECTIVE  
APRIL 1, 2012**

ABA application and certification fees will change. Please confirm the revised fee schedule, available on ABA's Web site, prior to making application.



## CERTIFICATION FEE SCHEDULE

**Effective April 2012**

The following schedule is for new applicants and renewing certificants for Board Certified in Audiology, Cochlear Implant Specialty Certification and Pediatric Audiology Specialty Certification.

Specialty certifications no longer require the Board Certified in Audiology credential, which have separate certification cycles and fees.

**All certification fees are due at the beginning of each three-year certification cycle.**

<b>ABA Credentialing Fees</b>	<b>AAA Member</b>	<b>Non-Member</b>
<i>Fees are reduced for members of the American Academy of Audiology.</i>		
<b>Board Certified in Audiology</b> – A student's AuD externship hours may be used to meet the 2,000 clinical practice hours criteria.		
Initial Application Fee	100	145
+ Three-Year Certification Fee	435	597
Recent AuD Graduate – Initial Application Fee <i>(within 6 months of graduation date)</i>	35	35
+ Three-Year Certification Fee, Recent AuD Graduate <i>(within 6 months of graduation date)</i>	300	300
<b>Pediatric Audiology Specialty Certification</b>		
Initial Application Fee	100	140
+ Examination Fee <i>(received at least 60 days prior to examination)</i>	375	395
<b>Late</b> Examination Application Fee <i>(applications received 30-59 days prior to examination)</i>	+100	+100
+ Three-Year Certification Fee <i>(Invoiced Upon Passing Score)</i>	330	330
<b>Cochlear Implants Specialty Certification</b>		
Initial Application Fee	100	140
+ Examination Fee <i>(received at least 60 days prior to examination)</i>	375	395
<b>Late</b> Examination Application Fee <i>(applications received 30-59 days prior to examination)</i>	+100	+100
+ Three-Year Certification Fee <i>(Invoiced Upon Passing Score)</i>	330	330

*\*Fees are subject to change. Schedule updated April 2014.*

**We are aware that you have a choice in the certifying body that you have selected and we truly appreciate that you have chosen the American Board of Audiology.**

**American Board of Audiology®**  
 11480 Commerce Park Drive, Suite 220  
 Reston, VA 20191 USA  
 Tel: 800.881.5410 Fax: 703.485.3555  
[www.boardofaudiology.org](http://www.boardofaudiology.org)





## Welcome to the American Board of Audiology Certification™ Program

*The American Board of Audiology™ (ABA), an autonomous organization, is dedicated to enhancing audiologic services to the public by promulgating universally recognized standards in professional practice. Through voluntary certification, the ABA encourages audiologists to meet or exceed these prescribed standards, thereby promoting a high level of professional development and ethical practice.*

### The American Board of Audiology™

The Board Certification in Audiology program is administered by the American Board of Audiology (ABA) for the express purpose of certifying audiologists. The ABA began granting certification to audiologists in January 1999. The ABA Board of Governors consists of seven elected members, whose work settings represent the diversity of audiology practice, one appointed representative of the American Academy of Audiology (Academy) Board of Directors, one public member appointed by the ABA as well as the past Chair of the ABA in an ex officio capacity. The ABA has full and final authority to judge the qualifications of each applicant for certification.

The ABA has no intention of determining who shall or shall not engage in the practice of audiology. That a person is not Board Certified in Audiology does not indicate that she or he is unqualified to perform audiology responsibilities, only that such person

has not fulfilled the ABA requirements or has not applied for certification.

### Board Certification

Board Certification in Audiology is a credentialing program administered by audiologists for audiologists. Board Certification in Audiology represents a commitment to professional standards, ethical practices, and continued professional development. Board certification formalizes and elevates the professional status of the audiologist to consumers, employers, health care institutions, and public and private agencies although no certification program can guarantee results or the quality of care provided by certificants. This certification program is open to all audiologists regardless of membership in any professional organization.

### Licensure vs. Certification

Licensure represents a government process by which a state or federal agency grants an individual permission to practice a profession and constitutes the legal right to practice that profession within the state. It is generally mandatory and must be renewed periodically. Licensure is an important form of consumer protection in that loss of an audiology license prohibits an individual from practicing audiology within the state or federal agency. Certification, on the other hand, is generally voluntary and is not required to practice the profession. Loss of certification in audiology does not prohibit the practice of the profession, so long as licensure is maintained. Certification, however, represents a self-governing standard that serves to inform consumers, peers, and other health care professionals of the scope of practice and training of the certificant holder.

### Code of Ethics

The Code of Ethics of the American Board of Audiology specifies professional standards that provide for the proper discharge of audiologists' responsibilities to those served and protects the integrity of the profession. These standards are based on the 2003 Code of Ethics of the American Academy of Audiology. Certificants who are Board Certified in Audiology must agree to abide by the principles and rules delineated in this Code, which appear on the inside back cover of this handbook.



## ▲ Board Certification through Reciprocal Eligibility

*For applicants who hold a current state licensure/registration in audiology.*

A. For those applicants licensed/registered on or after January 1, 1990: The ABA Board accepts a copy of a current state licensure/registration in audiology and a copy of a score report from a national examination in audiology in lieu of submission of the Professional Practice Verification Form (Form #4) and the Verification of Score Report Form (Form #5) required for Category 1 applicants for Board Certification. This copy of the license/registration must include the expiration date. This license/registration held by the applicant, must be current and in good standing. [Note: Any applicant from a state or territory that does not require a national exam for licensure/registration must submit a copy of their score report from a national examination in audiology that is approved by the ABA Board along with the Verification of Score Report Form (Form #5).]

For those applicants licensed/registered prior to January 1, 1990: The ABA Board accepts a copy of a current state licensure/registration in audiology in lieu of submission of the Professional Practice Verification Form (Form #4) and the Verification of Score Report Form (Form #5) required for Category 1 applicants for Board Certification. This copy of the license/registration must include the

expiration date. This license/registration held by the applicant, must be current and in good standing. [Note: Any applicant from a state or territory that does not require a national exam for licensure/registration must submit a copy of their score report from a national examination in audiology that is approved by the ABA Board along with the Verification of Score Report Form (Form #5).]

B. Applicants must document successful completion of a graduate program in audiology from a regionally accredited college or university, and the attainment of a Master's degree or a Doctoral degree in audiology (e.g., Au.D., Ph.D., Ed.D.). Beginning in the year 2007, all applicants must have earned a doctoral level degree in audiology from a regionally accredited college or university. ABA requires that an official transcript confirming an applicant's graduate degree in audiology be submitted as part of the application process. Transcripts must be submitted directly from the institution to ABA. The transcript must include the date that the graduate degree was posted.

An applicant whose graduate degree program includes courses in audiology but does not hold an audiology degree (e.g., degrees in special education, psychology, etc.) must document fulfillment of all of the following specific course requirements: successful completion of a minimum of 30 graduate level semester credit hours directly related to audiology from a university program accredited by an agency

recognized by the Council for Higher Education and Accreditation; at least 6 of these semester credit hours must fall in the area of hearing disorders and hearing evaluation; at least 6 semester credit hours must fall in the area of habilitative and rehabilitative procedures; and at least 6 semester credit hours must fall in the area of fundamentals of communication and its disorders. A maximum of 6 semester credit hours earned for work on a thesis or dissertation may be applied to the 30 semester credit hour requirement but may not substitute for the 6 semester credit hour minimum requirements in hearing disorders and evaluation, habilitative/rehabilitative procedures or fundamentals of communication and its disorders. [Note: In a quarter credit system, 1 quarter credit is equivalent to 2/3 of a semester credit.] If an applicant completed audiology coursework at more than one university, then transcripts from all institutions where applicable coursework was completed should be sent to ABA.

C. Applicants must submit appropriate documentation, fees, and signed affirmations regarding the truthfulness of information, adherence to the ABA Code of Ethics, and adherence to state licensure/registration regulations for the practice of audiology (where applicable) or other regulatory agency through which the applicant is authorized to practice audiology.



- Any applicant who has not practiced audiology within the 5 years preceding application must retake the examination approved by the Board or submit evidence of completing 75 hours of continuing education that meet ABA requirements, during this 5-year period, with some CEU activity completed in each of 3 of the 5 years. Such applicants should contact the ABA Director of Certification for further instruction.
- Any applicant whose highest degree in audiology is from a university outside of the United States must contact the ABA Director of Certification for further instruction.

## Processing Applications and Awarding Certification

Applicants should complete the sections of the application that correspond to the category under

which they are applying. The completed application should be submitted along with the required supporting documentation and fees. Each application will be reviewed to ensure eligibility criteria are met. Once an application has been reviewed, certification may be awarded, deferred or denied. When the application is approved, a certificate will be issued to the applicant for a 3-year period, beginning and ending on the month of issuance. Applications are reviewed every 6-8 weeks.

Applicants approved for provisional status will receive a letter indicating such approval and status. Provisional Board Certified Audiologists may not use the terms "Board Certified," but could use "Board Certified in Audiology – Provisional." A copy of the letter from the ABA granting provisional status may be used as documentation for employers, licensure boards, or other reimbursement agencies that require such documentation. Once final documentation has been submitted evidencing successful completion of the professional practice experience, the applicant will be considered for Board Certification.

Should certification be deferred or denied, the specific reasons for the action will be explained to the applicant in writing. Applicants who have certification deferred or denied will be given the opportunity to submit additional materials as necessary. Submission of false or misleading information on an application is grounds for denial of

certification and suspension of the opportunity to re-apply for a specified period of time to be determined by the ABA Board.

Audiologists awarded Board Certification will receive a certificate recognizing this achievement. Audiologists holding current certification status will also be eligible to use the title *Board Certified in Audiology*. No acronym (e.g., BCA) may be used in place of such written designation.

No person shall be permitted to use the title *Board Certified in Audiology* unless the American Board of Audiology has granted that recognition. Persons who fail to meet requirements for recertification must cease to use the title.

## Recertification

Recertification is required of all audiologists who hold Board Certification in Audiology at the end of their three-year certification period. The continuing education component of recertification is designed to ensure that audiologists expand their knowledge.

Board Certification in Audiology is valid for a period of 3 years. Effective January 1, 2008, to apply for recertification, an applicant must:

- Hold current certification from the American Board of Audiology.
- Complete 60 clock hours of continuing education that meet ABA requirements during the current certification period.





- Agree to comply with the ABA Code of Ethics, and state licensure/registration regulations for practice of audiology (where applicable).
- Submit required fees.

## Continuing Education Requirements for Recertification

In order to be recertified, each certificant must obtain 60 clock hours (6.0 CEUs) of continuing education that meets ABA requirements during their current certification period. As part of the 60 clock hours of CE, all certificants must complete a minimum of 3 hours (.3 CEUs) in professional ethics (e.g. legal issues, treatment efficacy, utilization review/quality assurance.) Certificants are provided detailed instructions regarding the ABA Continuing Education Requirements when they are granted certification.

Certificants may obtain continuing education credit by participating in a variety of activities that include conferences, courses, seminars, workshops, participation on professional boards, authoring an audiology related article, chapter or book, and providing academic instruction. Certificants are responsible for obtaining documentation that verifies their participation in the continuing education that they use toward the fulfillment of the 60 clock hours continuing education requirement. Certificants often obtain more than the

required number of continuing education hours. These additional hours may not be carried over to the next certification period.

Effective January 1, 2008, all applicants for recertification must obtain 60 clock hours of continuing education (6.0 CEUs), including 3 hours (.3 CEUs) in professional ethics, every three years. 15 hours must be Tier 1 CEUs which are courses or seminars which are a minimum of 3 hours in duration and which include some form of outcome measures.

## Process for Recertification

Approximately 30 days prior to certification expiration, certificants are sent a recertification form. All certificants must complete the form, attesting to the fact that they have completed the continuing education requirement in compliance with ABA guidelines, and that they have abided by the ABA Code of Ethics as well as pay the necessary fees. Certificants in this group are selected randomly for a continuing education audit, and are required to submit documentation that verifies their participation in continuing education activities.

The ABA Board of Governors reserves the right to request additional information related to the recertification process. Documentation may be requested with respect to any activity being used to fulfill the 60-hour continuing education requirement.

Applicants who disagree with a ruling

regarding their recertification status may apply to the Recertification Committee for review within 30 days of the initial ruling. If an applicant disagrees with the ruling of the Committee, the applicant may appeal within 30 days to the full ABA Board of Governors. The ABA Board of Governors has the final authority in ruling on all appeals.

The ABA Board of Governors shall have full authority with respect to any changes to the recertification program or its implementation. Fees and other charges to be made in connection with the recertification program will be recommended and voted on by the ABA for approval prior to implementation.

## CEU Registry

Though not required, certificants may join the American Academy of Audiology CEU Registry, or similar registry exclusively dedicated to the continuing education needs of audiologists. The CEU Registry is a database that tracks CEU activities.

An application form to join the Registry along with detailed information regarding the benefits and fees may be obtained from the American Academy of Audiology.

## Fees

See attached fee schedule.





## Instructions for Preparing Your Application Materials

*Please read these directions carefully. Type or clearly print all information except your signature, which must appear in black ink at the end of the application. If your application is incomplete, you will be notified of deficiencies. Incomplete applications will cause a delay in the review process. After your application has been reviewed, you will be informed of your certification status. No applicant will be regarded as Board Certified in Audiology unless and until he or she has received written notification of such certification from the ABA.*

*An insert containing the most current information regarding the submission of your application may be included with this application handbook. If so, please refer to this updated information and complete your application accordingly.*

### APPLICATION FORM [FORM #1]:

**NAME:** Print your name as you wish it to appear on your Board Certified in Audiology certificate. If your current name is different from the name that appears on your transcript or if your transcript is posted with your maiden name, enter this other name on the designated line.

**SOCIAL SECURITY NUMBER:** Enter on the appropriate line.

**DATE OF BIRTH:** Enter on the appropriate line.

**BUSINESS TITLE:** Enter the title of your current employment position.

**ADDRESSES:** List your business address and your home address. Check the appropriate box to indicate to which address you want your correspondence from ABA sent. If you do not specify which address you would like used, ABA will send correspondence to your business address. It is your responsibility to keep your contact information current with ABA.

**PHONE NUMBERS:** List your business and home telephone numbers.

**FAX NUMBER:** Enter on the appropriate line.

**E-MAIL ADDRESS:** Enter on the appropriate line.

**EDUCATION:** For each degree that you hold, list the degree, major, university and year graduated. List the most recent degree that you earned first. Please put a check in the designated box to indicate that you have requested the institution where you earned your degree in audiology to send an official transcript directly to ABA headquarters. If you completed audiology coursework at more than one university, then transcripts from all institutions where applicable coursework was completed should be sent directly to ABA.

**NATIONAL EXAMINATION:** Indicate the date that you took a national examination in audiology required by the ABA, the site where you took the exam and the score that you obtained. If you are applying under Category 1 or Category 3, attach a copy of your score report with notarization on the Verification of Score Report Form [Form #5], verifying its authenticity. If you are

applying under Category 2, and were licensed after January 1, 1990, attach a copy of your score report; no notarization is necessary in this instance.

**QUESTIONS REGARDING DISCIPLINARY ACTION:** You are required to answer the three questions concerning disciplinary action. If you answer "yes" to one or more of these questions, you must provide an explanation of circumstances on a signed and dated separate sheet(s) and place it in a sealed envelope for confidentiality. This information will not be circulated outside the American Board of Audiology. An affirmative answer does not necessarily mean rejection of your application. Omit all misdemeanors and offenses committed prior to your 18<sup>th</sup> birthday.

**APPLICANT CATEGORY:** Check the appropriate box to indicate under which category you are applying: Board Certification, Board Certification through Reciprocal Eligibility, or Provisional Board Certification.



application fee plus the certification fee along with your application. If you are applying for certification under Category 3, Provisional Certification, only submit the appropriate application fee. (If you are a 3rd or 4th year student, the application fee is waived)

**PAYMENT METHOD:** Check the box that corresponds with the method of your payment. If you are paying by check, please make it payable to "American Board of Audiology" in U.S. dollars and payable on a U.S. bank. If you are charging your fee, please check the appropriate box and indicate the charge card that you are using. Complete the required information regarding your charge account.

**AFFIRMATIONS:** Read, sign, and date the three affirmations.

### **EMPLOYMENT HISTORY FORM [Form #2]:**

This form is used to document a minimum of 2000 hours of mentored experience. Applicants in Category 1 and Category 2 must complete this form. Indicate the number of years you have practiced as a professional audiologist. If you are applying under Category 2, you must supply information regarding all current state license(s) held and you must include a copy of your current license(s)/registration(s) which include expiration date(s). All applicants must list current employment first and then proceed with the next most recent place of

employment. Include information regarding employment settings that covers a minimum of 2000 clock hours after your academic coursework was completed.

### **DOCUMENTATION OF COURSEWORK [Form #3]:**

This form is used for any applicant who holds a degree that is not specifically titled "audiology" (e.g. special education, psychology, etc.) For each course that you are counting toward your fulfillment of the 30-semester credit hour requirement, list the date, course code as it appears on your transcript, course title, and the number of graduate semester credit hours, or its equivalent. Specify the courses that fulfill the specific content requirements (a minimum of 6 semester credit hours or equivalent in each of the following areas: hearing disorders and hearing evaluation, habilitative and rehabilitative procedures, and fundamentals of communication and its disorders) in the designated areas. You may count a maximum of 6 semester credit hours, or equivalent, for work you did toward the completion of your thesis/ dissertation, but these credits may not substitute for the 6-hour minimum requirement for hearing disorders and evaluation, habilitative and rehabilitative procedures or fundamentals of communication and its disorders.





## Application Form

For Board Certification In Audiology [Form #1]

This complete application form is also available on-line at [www.americanboardofaudiology.org](http://www.americanboardofaudiology.org)

### TO BE COMPLETED BY ALL APPLICANTS

Information must be printed or typed in black ink. Submit all application materials to the American Board of Audiology™, 11480 Commerce Park Drive, Suite 220, Reston, VA 20191

#### Personal Data

Name (First, M.I., Last): \_\_\_\_\_

Maiden Name/Other Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Business Title: \_\_\_\_\_

Business – Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home – Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Preferred mailing address: ☐ Business ☐ Home

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

☐ Check here if you would like information about the AAA CEU Registry. You may find it convenient to use this or another CEU Registry to keep track of your CEUs for recertification purposes.

#### Education *(List most recent degree first)*

Degree	Major	University	Year Graduated
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

☐ Please check here to indicate that you have requested to have an official transcript(s) sent directly to ABA headquarters from the institution where you completed audiology coursework.

**National Examination** *(Please follow guidelines on page 11 regarding documentation of your national examination scores.)*

Examination Date: \_\_\_\_\_ Examination Site: \_\_\_\_\_ Score: \_\_\_\_\_



Have you ever been convicted of a felony (or in military service convicted by a general court-martial)?

☐ Yes ☐ No If answer is YES, explain fully on a separate sheet.

Have you ever had a professional membership, license, registration or certification denied, suspended or revoked (other than for lack of minimum qualification or failure of examination)?

☐ Yes ☐ No If answer is YES, explain fully on a separate sheet.

Have you ever been censured or disciplined by any professional body or organization?

☐ Yes ☐ No If answer is YES, explain fully on a separate sheet.

If the answer to one or more of these questions is "yes", explanations of circumstances on signed and dated separate sheet(s) must be included with your application. You may place this documentation in a sealed envelope for confidentiality. This information will not be circulated outside the American Board of Audiology. An affirmative answer does not necessarily mean rejection of application. (Please omit all misdemeanors and offenses committed before your 18th birthday.)

### Applicant Category

- ☐ 2. Board Certification through Reciprocal Eligibility  
(Applicant holds a current state licensure/registration in audiology.)

### Fees

See attached fee schedule

### Payment Method:

☐ Check enclosed \$\_\_\_\_\_ payable to American Board of Audiology in U.S. dollars.

☐ Please charge my: ☐ VISA ☐ MC ☐ Amex ☐ Discover  
Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

A \$40.00 charge will be made for any check returned for non-sufficient funds. All fees are subject to change and non-refundable.

### Affirmations

This is to affirm that the information contained in this application and all submitted materials are true. I understand that submission of false or misleading information will be grounds for denial of certification and/or suspension or revocation of the opportunity to reapply for certification.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This signature affirms that I have read and agree to abide by the Code of Ethics of the American Board of Audiology. I understand that failure to abide by the Code of Ethics may be grounds for revocation of certification status.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This signature affirms that I have read and agree to adhere to my state's licensure/registration regulation for the practice of audiology keeping the welfare of the persons I serve of paramount importance. I also accept responsibility for continuing to enhance my knowledge through advanced training and other educational activities.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submit application form, necessary documentation, and fees to:

American Board of Audiology™ – Certification 11480 Commerce Park Drive, Suite 220, Reston, VA 20191

March 2005





## Employment History Form

Needed for Category 1 + Category 2 [Form #2]

List the three most recent positions held since earning a graduate degree in audiology. Calculate the number of years worked as an audiologist. Please begin with current employment. After completion of academic coursework, a minimum of 2000 hours of mentored professional experience must be documented.

Total number of years practicing as an audiologist: \_\_\_\_\_

For Category 2 Applicants (complete for all current licenses/registrations you hold):

Type of License: \_\_\_\_\_ State: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Type of License: \_\_\_\_\_ State: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Type of License: \_\_\_\_\_ State: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

### Current Employment

Company Name/Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Dates of Employment: Start (mo./yr.) \_\_\_\_\_ End (mo./yr.) \_\_\_\_\_

☐ Full-time ☐ Part-time (if part-time, indicate number of hours/week) \_\_\_\_\_

Job Title: \_\_\_\_\_

Types of Audiology Activities Performed: \_\_\_\_\_

Supervising Audiologist's Name/Title: \_\_\_\_\_

### Previous Employment

Company Name/Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Dates of Employment: Start (mo./yr.) \_\_\_\_\_ End (mo./yr.) \_\_\_\_\_

☐ Full-time ☐ Part-time (if part-time, indicate number of hours/week) \_\_\_\_\_

Job Title: \_\_\_\_\_

Types of Audiology Activities Performed: \_\_\_\_\_

Supervising Audiologist's Name/Title: \_\_\_\_\_

### Previous Employment

Company Name/Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Dates of Employment: Start (mo./yr.) \_\_\_\_\_ End (mo./yr.) \_\_\_\_\_

☐ Full-time ☐ Part-time (if part-time, indicate number of hours/week) \_\_\_\_\_

Job Title: \_\_\_\_\_

Types of Audiology Activities Performed: \_\_\_\_\_

Supervising Audiologist's Name/Title: \_\_\_\_\_



## Documentation of Coursework & Practicum Form [Form #3]

Needed for applicants in all categories if your graduate degree program includes courses in audiology but your degree is not specifically entitled "audiology".

In order to qualify for certification, you must have taken a minimum of 30 graduate level semester credits in courses that include the following: at least 6 semester credits in hearing disorders and hearing evaluation; at least 6 semester credits in habilitative and rehabilitative procedures; and at least 6 semester credits in fundamentals of communication and its disorders. Note: In the quarter credit system, 1 quarter credit equals 2/3 of a semester credit.

Please list courses that correspond to the given content area. To speed application processing, attach a course description if the title does not clearly reflect course content.

Content Area	Date	Course Code	Course Title	Credit Hours
Hearing Disorders and Hearing Evaluation [6 semester credits or equivalent]				
Habilitative/Rehabilitative Procedures [6 semester credits or equivalent]				
Fundamentals of Communication and its Disorders [6 semester credits or equivalent]				
Additional 12 Semester Credits or Equivalent [Maximum allowed for Thesis/ Dissertation: 6 semester credits or equivalent]				

### Practicum

Site: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Dates of Practicum: Start (mo./yr.) \_\_\_\_\_ End (mo./yr.) \_\_\_\_\_

Hours per Week: \_\_\_\_\_ Total Number of Hours: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Degree: \_\_\_\_\_

Licenses/Certification(s) Held: \_\_\_\_\_



## ABA Code of Ethics — Statement of Principles and Rules

### PRINCIPLE 1:

Certificants shall provide professional services and conduct research with honesty and compassion, and shall respect the dignity, worth, and rights of those served.

**Rule 1a:** Certificants shall not limit the delivery of professional services on any basis that is unjustifiable or irrelevant to the need for the potential benefit from such services.

### PRINCIPLE 2:

Certificants shall maintain high standards of professional competence in rendering services, providing only those professional services for which they are qualified by education and experience.

**Rule 2a:** Certificants shall use available resources, including referrals to other specialists, and shall not accept benefits or items of personal value for receiving or making referrals.

**Rule 2b:** Certificants shall exercise all reasonable precautions to avoid injury to persons in the delivery of professional services or execution of research.

**Rule 2c:** Certificants shall not provide services except in a professional relationship, and shall not discriminate in the provision of services to individuals on the basis of sex, race, religion, national origin, sexual orientation, or general health.

**Rule 2d:** Certificants shall provide appropriate supervision and assume full responsibility for services delegated to supportive personnel. Certificants shall not delegate any service requiring professional competence to unqualified persons.

**Rule 2e:** Certificants shall not permit personnel to engage in any practice that is a violation of the Code of Ethics.

**Rule 2f:** Certificants shall maintain professional competence, including participation in continuing education.

### PRINCIPLE 3:

Certificants shall maintain the confidentiality of the information and records of those receiving services or involved in research.

**Rule 3a:** Certificants shall not reveal to unauthorized persons any professional or personal information obtained from the person served professionally, unless required by law.

### PRINCIPLE 4:

Certificants shall provide only services and products that are in the best interest of those served.

**Rule 4a:** Certificants shall not exploit persons in the delivery of professional services.

**Rule 4b:** Certificants shall not charge for services not rendered.

**Rule 4c:** Certificants shall not participate in activities that constitute a conflict of professional interest.

**Rule 4d:** Certificants using investigational procedures with patients, or prospectively collecting research data, shall first obtain full informed consent from the patient or guardian.

### PRINCIPLE 5:

Certificants shall provide accurate information about the nature and management of communicative disorders and about the research projects, services and products offered.

**Rule 5a:** Certificants shall provide persons served with the information a reasonable person would want to know about the nature and possible effects of services rendered, products provided or research being conducted.

**Rule 5b:** Certificants may make a statement of prognosis, but shall not guarantee results, mislead, or misinform persons served or studied.

**Rule 5c:** Certificants shall conduct and report product-related research only according to accepted standards of research practice.

**Rule 5d:** Certificants shall not carry out teaching or research activities in a manner that constitutes an invasion of privacy, or that fails to inform persons fully about the nature and possible effects of these activities, affording all persons informed free choice of participation.

**Rule 5e:** Certificants shall maintain documentation of professional services rendered.

### PRINCIPLE 6:

Certificants shall comply with the ethical standards of the American Board of Audiology with regard to public statements or publication.

**Rule 6a:** Certificants shall not misrepresent their educational degrees, training, credentials, or competence. Only degrees earned from regionally accredited institutions in which training was obtained in audiology, or a directly related discipline, may be used in public statements concerning professional services.

**Rule 6b:** Certificants' public statements about professional services, products, or research results shall not contain representations or claims that are false, misleading, or deceptive.

### PRINCIPLE 7:

Certificants shall honor their responsibilities to the public and to professional colleagues.

**Rule 7a:** Certificants shall not use professional or commercial affiliations in any way that would limit services to or mislead patients or colleagues.

**Rule 7b:** Certificants shall inform colleagues and the public in a manner consistent with the highest professional standards about products and services they have developed or research they have conducted.

### PRINCIPLE 8:

Certificants shall uphold the dignity of the profession and freely accept the ABA's self-imposed standards.

**Rule 8a:** Certificants shall not violate these Principles and Rules, nor attempt to circumvent them.

**Rule 8b:** Certificants shall not engage in dishonesty or illegal conduct that adversely reflects on the profession.

**Rule 8c:** Certificants shall inform the Board of Governors when there are reasons to believe that a certificant of the American Board of Audiology may have violated the Code of Ethics.

**Rule 8d:** Certificants shall fully cooperate with the Board of Governors in any matter related to the Code of Ethics.



+1 800.881.5410  
aba@audiology.org