



Board Certified in Audiology®

H A N D B O O K

CANDIDATE
Application Forms
Eligibility Requirements



www.boardofaudiology.org

Specialty, Expertise, Knowledge.

Share Yours with the World by Earning an ABA Certification

ABA Board Certification in Audiology, and specialty certification in pediatric audiology or cochlear implants, are high marks of distinction in the profession. Certificants have the education and experience needed to pass a rigorous exam that earns them the right to display their ABA credentials to patients, colleagues, peers, and the community.



**Board Certified
in Audiology®**



**Cochlear Implant
Specialty Certification®**



**Pediatric Audiology
Specialty Certification®**

To learn more and download applications, visit www.boardofaudiology.org.

Welcome to the Board Certified in Audiology® Credential

Congratulations on taking an important personal and professional step by pursuing certification. As a professional audiologist, you deserve to be recognized and appreciated for what you do. Like most professionals, you want to attain and maintain the highest level of proficiency possible, by looking for ongoing meaningful professional development, and practical ways to evaluate your own work. This is the main reason the Board Certified in Audiology credential was created.

Professional Mark

Audiologists who meet the eligibility and licensure requirements are awarded the designation Board Certified in Audiology and are entitled to use that designation with their name on letterhead, business cards, and all forms of address.

Expedited Licensure

Currently, the following states specifically recognize the ABA Board Certified in Audiology credential for purposes of expedited licensure: Colorado, Florida, Hawaii, Illinois, Ohio, Maryland, Michigan, Minnesota, Texas, Virginia, Washington, and Wyoming.

The Board Certified in Audiology® credential recognizes those professionals who demonstrate the knowledge and commitment to the highest standards of ethical and professional practice in serving the audiology sector.





Table of Contents

Welcome

| | |
|-------------------------------|---|
| Specialty Certification | 1 |
| PASC: Professional Mark | 1 |

Mission

| | |
|-----------------------------------|---|
| Board Certification..... | 3 |
| Licensure vs. Certification | 3 |
| Code of Ethics..... | 3 |
| Practice | 3 |
| Non-Discrimination Policy | 3 |

Eligibility Requirements

| | |
|--|---|
| Categories | 4 |
| Board Verification through Reciprocal Eligibility | 4 |

Processing Applications and Awarding Certification

| | |
|--|-----|
| CEU Registry..... | 6 |
| Fees | 6 |
| Determination of Eligibility | 7 |
| Incomplete Application | 7 |
| Suspension or Disciplinary Procedures | 7 |
| Credit Verification | 7 |
| Appeals Policy | 7–8 |
| No Appeal Permitted | |
| Appealable Issue | |
| Certification Pending Appeal | |
| Review of Appeal | |
| Communication | |

Recertification

| | |
|--|-------|
| Recertification Requirements | 9 |
| Approved Content Areas for Recertification | 9 |
| Approved Providers for Continuing Education | 10 |
| Tier 1 Activities..... | 10–11 |
| Inactive Status..... | 12 |
| Process for Random Audit..... | 12 |

Application

| | |
|--|--------------|
| <i>Form A: Board Certified in Audiology Application</i> | <i>13–15</i> |
| <i>Form 1: Documentation of Mentored Professional Experience</i> | <i>16–17</i> |
| <i>Code of Ethics: Statement of Principles and Rules.....</i> | <i>18</i> |

Mission

The American Board of Audiology creates, administers, and promotes rigorous credentialing programs that elevate professional practice and advance patient care.



The ABA began granting certification to audiologists in January 1999, with the ABA Board of Governors overseeing ABA credentials. The ABA has full and final authority to judge the qualifications of each applicant for certification.

Board Certification

The Board Certified in Audiology credential is a program administered by audiologists exclusively for audiologists. Obtaining the Board Certified in Audiology credential 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.

One need not be a member of any particular professional membership organization to obtain an ABA certification.

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. Certificants who are Board Certified in Audiology must agree to abide by the principles and rules delineated in this Code, which appear on page 18 of this handbook.

Practice

The ABA does not determine who shall or shall not engage in the practice of audiology. An individual who practices audiology without certification is not considered unqualified to practice audiology, but does indicate that s/he has not fulfilled the ABA requirements or has not applied for certification. Additionally, one need not be a member of any particular professional membership organization to obtain an ABA certification.

Nondiscrimination Policy

ABA does not discriminate against any person on the basis of color, ethnic ancestry, national origin, religion, creed, age, gender, sexual orientation, marital status, medical condition or physical disability.

Eligibility Requirements

To earn the **Board Certified in Audiology** credential, first submit a written application that meets the requirements in each of four (4) eligibility categories. Then, agree to uphold the ABA ethical standards and pay all appropriate fees.

Category 1: Education

- ▲ An applicant must hold a doctoral degree in audiology granted from a regionally accredited institution.

Documentation

- An official transcript mailed directly from the educational institution, in a sealed envelope, to the ABA.

Category 2: Licensure

- ▲ An applicant must hold a current, valid license in audiology.

Documentation

- A copy of your current, valid license to practice audiology.

Category 3: Professional Experience

- ▲ An applicant must have a minimum of 2,000 hours of documented, mentored professional experience as an audiologist. **Externship hours are eligible.**

Documentation

- *Form 1: Documentation of Mentored Professional Experience*

Category 4: Employment History

- ▲ An applicant must list their most recent positions held since earning a doctoral degree in audiology.

Documentation

- *Form 1: Documentation of Mentored Professional Experience*

Board Certification through Reciprocal Eligibility

(Applicants who hold a current state licensure in audiology)

A. 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.

B. 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 regulations for the practice of audiology (where applicable) or other regulatory agency through which the applicant is authorized to practice audiology.

C. Any applicant whose highest degree in audiology is from a university outside the United States must contact the ABA for further instruction.

Processing Applications and Awarding Certification

Should certification be deferred or denied, the specific reasons for the action will be explained to the applicant in writing.

An applicant's completed application must be submitted 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. A certificate will be issued to the applicant for a three-year period, beginning and ending on the month of issuance when an application is approved. Applications are reviewed every seven (7) business days.

Specific reasons for any applications that are deferred or denied will be explained to the applicant in writing. Applicants will be given the opportunity to submit additional materials as necessary for those certifications that have been deferred or denied. 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 who are awarded the Board Certified in Audiology credential will receive a certificate recognizing this achievement. Audiologists holding current certification status are 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 certification. Persons who fail to meet requirements for recertification must cease to use the title.

CEU Registry

Certificants may join the American Academy of Audiology CEU Registry, or similar registry exclusively dedicated to the continuing education needs of audiologists, although it is not required. 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 at www.audiology.org.

Fees

See application Form A.

Determination of Eligibility

The ABA conducts a preliminary review of each application and documentation for certification. The ABA then submits each application to the Eligibility, Reinstatement and Recertification Committee (ERR) to make a determination regarding each applicant's eligibility for the Board Certified in Audiology credential.

Incomplete Application

Carefully review your application before submission. An incomplete application will cause a delay in processing.

Suspension or Disciplinary Procedures

1. ABA Certification is subject to suspension or revocation by the Eligibility, Reinstatement and Recertification Committee for any of the following reasons:
 - Violation of the ABA code of ethics
 - Revocation or suspension of a state license or registration held by an audiologist who is certified by the ABA
 - Any act or omission deemed prejudicial to the profession of audiology.
2. No certification shall be revoked unless the following procedures are followed:
 - a copy of the charges against the certificant and the information concerning the event or events from which such charges arise is sent by registered mail to the individual.
 - The notice shall state that no action will be taken against the certificant until after a hearing, unless certificant fails to request a hearing or offer a defense within 45 days.
 - The certificant is given at least 45 days to prepare a defense.
 - A hearing is held on such charges before a designated panel, at which time the person is given a full opportunity to be heard in his or her own defense, including the right to be represented by counsel, the right to cross-examine witnesses appearing and to examine documents material to said charges. Accommodation support will be provided to eligible individuals.
 - The panel shall initially determine whether or not certification should be suspended or revoked. The initial determination of the panel, including all evidence submitted at the hearing, shall be reviewed by the ABA Board of Governors. Upon review, the ABA Board of Governors may affirm, reverse, modify or remand the original determination of the panel.
 - Written notice of such decision shall be issued in writing to the certificant.

Credential Verification

Credential verification for third parties is available upon submission of an emailed request of a completed Release of Information form. Send requests to aba@audiology.org. Requests cannot be handled through the ABA website.

Appeals Policy

Should an applicant disagree with a decision of the *Eligibility, Reinstatement and Recertification Review Committee (ERR)*, the applicant may appeal to the *ABA Appeals Committee*.

No Appeal Permitted

Individuals are not eligible to submit an appeal if the reason for the appeal involves (1) actions taken against an individual's certification status as a result of a lack of valid registered audiology license; (2) establishment of eligibility criteria.

Appealable Issue

An adverse certification decision may be appealed on the grounds that the ABA did not properly apply specified certification eligibility criteria or the decision was based on a factual error that affected the outcome. Adverse certification decisions include: denial of eligibility for initial certification, denial of certification, suspension of certification or revocation of certification.

Appeal Procedure: Initiating the Appeal

An individual wishing to appeal an adverse decision, must submit a Notice of Appeal to the ABA Managing Director, within 21 calendar days of receipt of the adverse decision.

The Notice of Appeal will include:

- a. The grounds for appeal;
- b. The envelope from ABA showing the postmark of the adverse decision;
- c. Any new or additional information to be considered; and
- d. Mailing address and email address where Applicant can receive communications regarding the appeal.

FAILURE TO FILE THE NOTICE WITHIN THE 21 DAY TIME PERIOD WILL RESULT IN DISMISSAL OF THE APPEAL.

Certification Pending Appeal

An individual who appeals from a decision to suspend certification, revoke certification or deny recertification will retain the certification held at the time the appeal was filed.

Review of Appeal

The *Appeals Committee* will conduct and complete the appeal within 45 days after receipt of the Notice of Appeal. The *Appeals Committee*, in its discretion, may extend the time for completing the appeal.

The *Appeals Committee* will either affirm or overrule the decision from which the individual appeals. The written decision of the *Appeals Committee*, including a statement of the reasons for its decision, is reported to the individual and the ABA. The decision of the *Appeals Committee* is final and binding upon the individual, the ABA and all other persons.

Communication

Written communication to the *Appeals Committee* must be sent in a manner that confirms receipt (e.g. certified mail with return receipt requested or express mail with signature or delivery confirmation required), and addressed to:

American Board of Audiology
11480 Commerce Park Drive, Suite 220
Reston, VA 20191 USA

Written communication to the individual may be sent by email, regular U.S. mail or in a manner that confirms receipt (e.g., e-mail, certified mail, express mail with signature required) at the address indicated on the Notice of Appeal.

Recertification

Recertification is required of all certificants at the end of the three-year certification period. Notice of recertification will be sent to approximately six (6) months prior to the expiration of your certification. This notice will be sent to your last email address on file.

The continuing education component is designed to ensure that audiologists continue to expand their knowledge-base in audiology. All applicants for recertification must obtain 60 clock hours of continuing education during the three-year period (6.0 CEUs).

The 60 clock hours must include the following:

- 3 of the 60 hours in professional ethics
- 15 of the 60 hours in Tier 1 professional level courses or a minimum must constitute courses of three hours duration
- 42 of the 60 hours must pertain to approved content areas for recertification — the hours may be Tier I or regular hours.

Approved Content Areas for Recertification

Continuing education activities must be those directed toward professionals in the field of audiology and must focus on increasing knowledge and skills in the practice of audiology in one or more of the following approved content areas:

- Amplification
- Audiologic Rehabilitation
- Diagnostics
- Ethics
- Hearing Conservation
- Hearing Science
- Practice Management
- Professional Issues
- Technology Issues
- Vestibular Assessment & Management

Continuing education activities that directly pertain to ethics include:

- Scope of practice
- Fair billing practices
- Confidentiality
- HIPAA
- Other topics directly related to professional codes of ethics (Deemed appropriate by ABA)

Presentation abstracts must clearly indicate that audiology ethics are a significant part of the subject matter.

If continuing education requirements are not met within the three-year period, certification will no longer be valid and the certificant's status will be changed to "closed"; the term Board Certified in Audiology or logo with credentials may not be used any longer. An individual whose certificate has closed will no longer have their name listed on the list of ABA certificants on ABA's website.

The Board Certified in Audiology credential is valid for a period of 3 years and continuing education is required for recertification.



Approved Providers for Continuing Education

The ABA considers the following organizations to be approved providers: American Academy of Audiology, the American Medical Association, International Association for Continuing Education and Training (IACET) and the American Speech-Language Hearing Association. State audiology academies also may be approved CE providers.

How Do I Know If a Particular Course Is a Tier 1 Activity?

Educational offerings from CE providers clearly state:

This activity adheres to the Guidelines for ABA Tier 1 CE Providers and Presenters Guidelines set forth by the American Board of Audiology.

The following activities enable ABA certificants to earn CE hours for recertification:

▲ **eAudiology**, the online learning community of the American Academy of Audiology, offers a variety of distance education Web seminars that meet Tier-1 guidelines. To earn credit for the Tier-1 CE Hours, a certificant must participate in the activity that incorporates interactive learning assessment. If the certificant has registered on the Academy Online CE Registry, the activity will be listed on the certificant's continuing education transcript. This is the verification a certificant should submit if they are selected for a random audit at the time of recertification. Certificants who are not Academy members may submit a Tier 1 certificate of participation.

▲ **AudiologyNOW!**, the annual conference of the American Academy of Audiology, provides educational offerings that are approved Tier 1 activities. To earn credit for the Tier 1 CE Hours, a certificant must participate in the activity that incorporates interactive learning assessment, or the certificant must participate in the activity and take a paper and pencil learning assessment. Academy members who are Online CE Registry members will find the activity listed on their continuing education transcript. This is the verification a certificant should submit if selected for a random audit at the time of recertification. For those certificants who are not Academy members, a Tier 1 certificate of participation may be submitted.

▲ State Audiology Conferences

▲ **Seminars in Hearing**, by Thieme Publishing, is a thematic journal that allows the learner to complete self-assessments that are approved for Tier 1 CE Hours. Current issues or those published within three years preceding the certificants' use count toward Tier 1 CE Hours. Each issue counts for approximately 10 contact hours (1 CEU). A certificant may use Seminars in Hearing to count toward 15 hours of Tier 1 CE Hours during a three-year period provided they have received a passing score of 80% correct or better, and they participate in a continuing education registry (AAA or ASHA).

▲ **Ethics in Audiology** — "The Green Book" is published by the American Academy of Audiology. A certificant must complete at least three (3) CE Hours for this activity to count toward ABA Tier 1 CE Hours. A certificant may earn up to 11 Tier 1 CE Hours (1.1 CEUs) through participating in the "Green Book" CEU program. This constitutes most of the Tier 1 continuing education hours a certificant will need for one three-year recertification period.

▲ **The Journal of the American Academy of Audiology** (JAAA) Online CEU Program Registration includes learning assessments, some of which meet Tier 1 guidelines. Participants must submit assessment examinations for scoring and CEU credit. Submissions may be completed individually or all at once. The JAAA Online CEU Program

offers instantaneous grading, correct answer feedback and automatic reporting of CEUs to the Academy. To participate in this CEU program, you must be a member of the American Academy of Audiology.

▲ **Authorship of a publication:** A certificant may earn Tier 1 CE Hours by authoring or co-authoring a peer-reviewed article for a major journal, or by authoring a book or a chapter of a book. For each peer-reviewed article authored and published in a major journal or for each chapter of a book, 3 Tier 1 CE Hours are awarded. For authoring or co-authoring a book in a professional area of practice, 6 Tier 1 CE hours are awarded. To qualify for authorship, a contributor must have fulfilled each of the following criteria:

1. substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
2. drafting the article or revising it critically for important intellectual content;
3. final approval of the version to be published.

All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should have participated sufficiently in the work to take public responsibility for its content.

▲ **College or university courses:** College or university courses may also be taken for Tier 1 credit provided that the course is taken for a grade and the certificant earns a “B” or higher. There is no limit on the number of hours that may be used for recertification credit by passing graduate or undergraduate courses. Certificants shall not have taken the course previously unless they can demonstrate that there has been a substantial change in the course content since they first took the course. A transcript or grade report from the university is required for documentation.

▲ **Teaching activities:** The maximum credit that is allowed for teaching activities in the three-year certification period is 5 contact hours. Teaching activities such as academic instruction, presentations at professional meetings, or the provision of other types of instructional programs are eligible for recertification credit. A particular presentation may be used only once in a three-year period. Only actual presentation time may be counted. No hours are granted for preparation. A letter from the sponsor or a professional colleague which includes the course title, course description, description of the target audience, dates and the number of clock hours instruction took place, and a summary of the evaluations from the event are the required documentation for teaching programs.

▲ **Leadership activities:** The maximum credit that is allowed for leadership activities in a three-year certification period is 5 contact hours. Leadership activities must provide justifiable professional learning experiences in order to qualify for recertification credit. Activities such as service on audiology-related boards, committees, or task forces fall into this category. Credit may only be claimed for local, state, national, or international organizations that address issues related to hearing, hearing loss, or individuals with hearing loss. A letter from the organization that documents the purpose of the organization, the capacity of the leadership role, the dates of participation and type of service is the required documentation for leadership activities.

Does the ABA Offer Tier 1 Continuing Education Hours?

No, the ABA does not offer CE Hours. Typically, associations or private entities provide continuing education through conferences, journals or distance learning programs.

The ABA is a certifying body that encourages lifelong learning by requiring its certificants to pursue continuing education — but it is not a CE Provider.

Maintaining and recording accurate records of continuing education is the certificant's responsibility.

Inactive Status

In cases of temporary disability or extraordinary circumstances resulting in extreme hardship, an ABA certificant can petition for inactive status of their certification. The individual is required to notify the ABA offices in writing of the request and the inactive status for the length of the temporary disability not to exceed 12 months. The ABA specifically reserves the right to independently corroborate issues underlying the request. Certificants may not use the term PASC, CISC, or Board Certified in Audiology during inactive status.

Process for Random Audit

Five (5) percent of certificants are randomly selected for a Continuing Education Audit. These certificants are required to submit:

- documentation verifying participation in the activities. Certificants who are audited who have participated in non-approved provider CE activities, for example audited university coursework and publications, must provide a brief summary of the activities.
- a signed statement that attests that they have conducted their practice of audiology in accordance with the ABA Code of Ethics and they have met the continuing education recertification requirement. *No audiologist certified by ABA will be recertified without receipt of this signed document.*

Maintaining and recording accurate records of continuing education is the certificant's responsibility. All documentation should be retained by certificants.



FORM A: Board Certified in Audiology Application

This complete application form also is available online at www.boardofaudiology.org.

I have enclosed a fully completed Board Certified in Audiology application with all required forms and the appropriate application and examination fees. Forms that will be sent directly to the ABA with the required postmark, such as transcripts, must be denoted on the application.

- ▲ Transcript
- ▲ Copy of Audiology License
- ▲ Form A: Board Certified in Audiology Application
- ▲ Form 1: Documentation of Mentored Experience
- ▲ Payment of Application Fee

Applicant Information

Applicant First Name: _____ Last Name _____

Maiden Name/Other Name _____

Print your name as you wish it to appear on your Board Certified in Audiology certificate:

Preferred Mailing Address: Business Home

Please note: If a home address is used as the preferred address, your certification cannot be listed in the ABA Certificant Directory.

Business Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Street Address: _____

City: _____ State: _____ Zip Code: _____

Note: 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

E-mail: _____

Note: All correspondence, invoicing, renewals, etc. will be sent to this email address.

Business Phone: _____ Fax: _____

Home Phone: _____ Cell phone: _____

**Submit application form, necessary documentation, and fees to:
American Board of Audiology – Certification, 11480 Commerce Park Drive, Suite 220, Reston, VA 20191**



FORM A (continued): Board Certified in Audiology Application

Education (List most recent degree first)

| Degree | Major | University | Graduation Year |
|--------|-------|------------|-----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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.

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 your audiology doctoral degree.

Affirmations

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.)

Affirmation 1: 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: _____

Affirmation 2: 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: _____

Affirmation 3: This signature affirms that I have read and agree to adhere to my state's licensure 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: _____



FORM A (continued): Board Certified in Audiology Application

Applicant First Name: _____ Last Name _____

Fees

Fees may be paid by credit card, cashiers check, or money order made payable to American Board of Audiology in U.S. dollars. All fees are subject to change and non-refundable. **Both application fee and certification fee must be included.**

| Certification Fees <small>All fees are due at the beginning of each three-year certification cycle.</small> | Member <small>American Academy of Audiology</small> | Non-Member |
|--|--|------------|
| Application Fee (due upon application submission) | \$100 | \$145 |
| Three-Year Certification Fee (due upon application submission) | \$450 | \$600 |
| Recent AuD Graduate Application Fee (within six months of graduation date) | \$35 | \$35 |
| Three-Year Certification Fee Recent AuD Graduate | \$300 | \$300 |

Payment Method — All fees must accompany the application. Both application and 3-year certification fee are due upon submission.

Check enclosed for _____ made payable to American Board of Audiology
A \$40 charge will be made for any check returned for nonsufficient funds.

Credit card — Please charge my VISA MasterCard American Express Discover

If payment is made by credit card, complete the following:

Cardholder Name: _____

Credit Card Account #: _____ Expiration Date: _____

Zip Code of Billing Address _____ Total Amount to be Charged: _____

Signature: _____



FORM 1: Documentation of Mentored Professional Experience

Applicant First Name: _____ Last Name _____

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 2,000 hours of mentored professional experience must be documented.

Total number of years practicing as an audiologist: _____

Current Employment

Organization/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

Organization/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 _____

Continued on next page



FORM 1: (continued)

Documentation of Mentored Professional Experience

Previous Employment

Organization/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 _____

Mentored Clinical Clock Hours

Organization/Employer: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Dates of Internship/Externship: Start (mo./yr/) _____ End (mo./yr.) _____

Total number of hours worked: _____

Job Title: _____

Types of Audiology Activities Performed: _____

Supervising Audiologist's Name/Title _____

Organization/Employer: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Dates of Internship/Externship: Start (mo./yr/) _____ End (mo./yr.) _____

Total number of hours worked: _____

Job Title: _____

Types of Audiology Activities Performed: _____

Supervising Audiologist's Name/Title _____

Code of Ethics:

Statement of Principles and Rules

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. Certificants who are ABA certified agree to abide by the following principles and rules:

PRINCIPLE 1:

Certificants shall provide professional services 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.

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 would violate 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.

Rule 3a: Certificants shall not reveal to unauthorized third parties 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 interests 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 shall not accept compensation for supervision or sponsorship beyond reimbursement of expenses.

PRINCIPLE 5:

Certificants shall provide accurate information about the nature and management of communicative disorders and about the 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, or products provided.

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

Rule 5c: 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 5d: Certificants shall maintain reasonable documentation of all professional services rendered.

PRINCIPLE 6:

Certificants shall comply with the ethical standards of the ABA with regard to public statements.

Rule 6a: Certificants shall not misrepresent their educational degrees, training, credentials, or competence. Only degrees earned from regionally accredited colleges and universities in which training was obtained in audiology may be used in public statements which make reference to such degrees.

Rule 6b: Certificants' public statements about professional services and products 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 mislead or limit services to persons served professionally.

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

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 this Code of Ethics, nor attempt to circumvent it in any manner.

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

Rule 8c: Certificants shall inform the Ethical Practice Board when there are reasons to believe that a certificant of the ABA may have violated the Code of Ethics.

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



Copyright © 2016 by the American Board of Audiology®. All rights reserved. Any duplication or reproduction of all or any portion of these materials without the express written permission of the American Board of Audiology is prohibited.



11480 Commerce Park Drive, Suite 220
Reston, VA 20191 USA
Phone: +1.800.881.5410
Fax: +1.703.485.3555
Email: aba@audiology.org
Twitter: @AmerBoardofAuD

www.boardofaudiology.org