



2021 Course Approval Requirements and Guidelines

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INTRODUCTION

The International Hearing Society (IHS) is a professional association representing hearing healthcare professionals worldwide. IHS recognizes the need for promoting and maintaining the highest possible standards for its members and others engaged in the practice of hearing aid fitting and dispensing. To that effect, IHS approves continuing education courses relevant to hearing aid specialists and other hearing healthcare professionals. IHS' continuing education (CE) approval indicates that an educational activity has been reviewed by IHS and deemed educationally sound, relevant to professionals who fit and dispense hearing aids, and consistent with all IHS approval requirements. IHS approval of individual activities DOES NOT imply partnership or sponsorship of the activity. Use of the IHS logo in course promotion is not permitted, as IHS is acting only as the approver, not the provider, of the course. IHS approval does not imply any agreement regarding implementation of the activity and/or management of funds for activities approved for CE credit.

The purpose of continuing education is to ensure the professional development of an individual through expanding, enhancing, refining, or developing knowledge, skills, and/or competencies necessary for safe and effective practice. Continuing education also allows individuals to stay current with respect to advances in the profession or related fields and/or to implement changes in practice based on the information acquired. Finally, continuing education allows hearing care providers to maintain licensure, where required by law. Continuing education, by its very name, should go beyond that education which is necessary to achieve entry-level competence.

IHS reserves the right to reject any course application in which the content:

- Does not adhere to applicable laws and regulations
- Risks harm to participants and/or instructors
- Contradicts generally accepted clinical practice
- Fails to meet IHS' approval criteria

Failure to abide by the policies listed herein may result in denial or revocation of the course application and/or education provider registration.

IHS COURSE APPROVAL PROCESS

1. Education provider downloads and reads the [IHS Course Approval Requirements and Guidelines](#) document.
2. Provider completes the [Annual Education Provider Registration Form](#) and pays the annual registration fee.
3. IHS issues the Education Provider Number via email to the Provider. (Note: The Education Provider Number will not change year-to-year.)
4. Education provider submits the [online course application](#) at least 30 days before the first offering of the course. Note: Only apply once for a course being offered on numerous dates or in multiple locations during the calendar year.
5. IHS reviews the course application to determine if the educational content meets IHS Course Approval Criteria and verifies the number of contact hours.
6. IHS approves or denies the course for continuing education credit.
7. IHS assigns a Continuing Education Number (CEN) to each approved course. IHS emails an approval letter with the CEN to the applicant. At this point the course can be promoted as “approved for IHS continuing education credit.”
8. Once the course is approved, education providers **must** use the IHS CE Approval Stamp and Required Approval Statement on the course’s promotional materials.
Note: IHS can help you to promote the course in *The Hearing Professional* magazine and on the [IHS calendar of events](#).

IHS reserves the right to reject any course application in which the content:

- Does not adhere to applicable laws and regulations
- Risks harm to participants and/or instructors
- Contradicts generally accepted clinical practice
- Fails to meet IHS’ approval criteria

Failure to abide by the policies listed herein may result in denial or revocation of the course application and/or education provider registration.

IHS COURSE APPROVAL CRITERIA

Approved Categories of Instruction

IHS has approved categories of instruction relevant to hearing healthcare professionals. All courses approved by IHS must align with one or more of these approved categories, shown below. More detail related to the approved categories can be found on [IHS' website](#).

- Category I – Basic Science
- Category II – Audiometric Assessment
- Category III – Audiometric Interpretation
- Category IV – Patient Information and History
- Category V – Hearing Instrument Systems Technology
- Category VI – Ear Impressions
- Category VII – Selecting Amplification Systems
- Category VIII – Instrument Fitting Techniques
- Category IX – Patient Follow-Up Care
- Category X – Management Considerations in Instrument Dispensing

Course Approval Guidelines

There are key guidelines that all courses must follow in order to be eligible for approval by IHS.

- Audience: The audience for the course must be hearing healthcare professionals.
- Instructional Level: The content must be appropriate for the target audience.
- Content: The content taught in a given course must adhere to applicable laws and regulations; must not risk harm to participants and/or instructors; and must not contradict generally accepted clinical practices. Further, the content must align with one or more of IHS' Approved Categories of Instruction.

Upon review, and at the discretion of IHS, additional information beyond the course application may be requested before a course is approved.

Carry-Over Courses

At the discretion of the Director of Professional Development, courses for which the content has not changed from one year to the next may be allowed to “carry over.” That is, the provider may not be required to submit a new course application in the following year. Education providers should request carry-over courses in writing to lmorgan@ihsinfo.org, including the CEN(s) for the course(s) in question in the message.

Continuing Education Credit (CE Credit)

IHS awards Continuing Education Credit (CE Credit). Neither “CEUs” nor any other term other than “CE Credits” are appropriate to use to refer to IHS-approved courses. IHS calculates CE Credits by contact hour, where 1 contact hour (60 minutes) is equal to 1 CE Credit. The minimum amount of CE Credit IHS will award for a course is 0.25 CE Credit (15 minutes of instruction). All requested CE Credits must be accounted for in the course application. In the course agenda, breaks must be clearly accounted for. In the absence of indicated breaks, IHS will deduct 15 minutes (0.25 CE Credits) for every 4 hours (4 CE Credits) of instructional time.

Continuing Education Activities

Most activities will be approved for IHS Continuing Education provided all other criteria are met. For ease, a few examples of approved and unapproved activities are indicated below; this list is not all-inclusive.

Approved activities for continuing education credit include:

- Educational seminars and workshops
- Multi-session and/or multi-day conventions and other educational events
- Product training
- Recorded online courses
- Live online courses
- Self-study articles
- Association membership/business meetings
- Expo time with an educational component (i.e. IHS’ Walk, Learn, & Earn; or vendor questionnaires)
- Legislative updates or “State of the Profession” sessions

The following activities will NOT be approved for continuing education credit:

- Committee meetings
- Board or leadership service/meetings
- Mentorship/training of apprentices
- Networking
- Sales presentations/activities
- Expo time without an educational component (i.e. punch cards or signature cards)

ANNUAL EDUCATION PROVIDER REGISTRATION FORM

Below is an outline of information required in the Annual Education Provider Registration Form.

Contact and Billing Information: This is the company responsible for all course approval and processing fees, as well as the primary contact person.

Agreement: Education Providers must attest that they will abide by all IHS policies as outlined in the Course Approval Requirements and Guidelines document.

Annual Registration Fee: To pay via credit card (preferred), supply credit card information here. To pay via check, submit the form without credit card information. An invoice will be sent to the contact provided.

Step 1: Complete the Annual Education Provider Registration Form.

www.ihsinfo.org/courseapproval

Annual Education Provider Registration Form

This form should be completed once per calendar year by each continuing education course provider. Please complete this registration form prior to submitting any course applications.

Education Provider/Company *

Company Main Address *

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code Country

Company Website

Main Contact Person *

COURSE APPLICATION

Below is an outline of information required in the online [course application](#). For additional details refer to page 18.

Contact Information: Provide the Education Provider Number and full contact information for the application's main contact.

Course Information

- **Course Title:** The title listed is how it will appear on the official IHS Certificate of Attendance. Course titles should be descriptive, and representative of the material covered in the course.
- **# of CE Credits Requested:** IHS awards one (1) continuing education credit for every sixty (60) minutes of instruction. Thirty (30) minutes are equivalent to .5 credits. (e.g. 60 minutes = 1 credit, 90 minutes = 1.5 credits) NOTE: The minimum number of CE Credit that IHS grants is 0.25 (for fifteen (15) minutes of learning).
- **Website for more information:** A public site to find out more information about this course and/or its subject matter.
- **Course Format:**
 - Check all that apply:*
 - In-person
 - Live Online
 - Recorded Online
 - Self-Study e.g.: article with quiz
 - Other (Please describe)
- **Target Audience:**
 - Check all that apply:*
 - Audiologists
 - Hearing Aid Specialists
 - Other (Please describe)
- **Promotion (select one):**
 - This course will be offered to the public. [Course may be publicized free of charge in *The Hearing Professional* magazine and/or on the IHS website.]
 - This course is for invited participants only. Please do not publicize this course in *The Hearing Professional* magazine or on the IHS website.

- **Course Dates:** Provide the date(s) the course will occur. If the same course will be offered on multiple dates or will be online, indicate the date range. The start date should be the date of the first offering. Only apply once for a course being offered on numerous dates and/or in multiple locations in the same calendar year. End date cannot be beyond December 31 of the current year.

Start Date

End Date

- **Course Location:** Provide the location(s) of the course. If the same course will be offered in multiple locations in the same calendar year, write “various” under the facility name, city, and state. Only apply for such courses once. If the course is online or self-study, indicate as such instead of listing a location.

Facility Name where course is being hosted

City

State/Province

- **Course Description/Overview:** Provide a brief description of the program.
- **Time-ordered Agenda:** Provide a time-ordered agenda of the entire course in chronological time. Add a new agenda item for **EACH TOPIC** in the course. To add more topic fields, choose “Yes” to the final question on this page of the application. Include break times and meals. The agenda must be complete and must account for all CE Credits requested. If your agenda exceeds the 50 allowed agenda items on the application, please email a detailed agenda to education@ihsinfo.org. See the Appendix beginning on page 18 for detailed instructions on this portion of the application.

By Topic, in chronological order:

- Start time (XX: XX am/pm)
- End time (XX: XX am/pm)
- Topic (e.g. Real Ear Measurement)
- Topic Description
- Instructor
- Instructor Credentials (e.g. BC-HIS, PhD, AuD, MD)
- Instructor Job Title
- Instructor Company
- Instructor Biography
- Learning Objectives (*see below for further information*)
- Instructional Level (*see below for further information*)
- IHS Approved Categories of Instruction: (Check all that apply)
- Instruction Method (Check all that apply)

NOTE: If there is one or more specific topics that attendees need proof of for license renewal (i.e., ethics, infection control, etc.), DO NOT include that within the full course application. Submit a SEPARATE course application for each topic that must be broken out. This will ensure that attendees receive multiple certificates, with all required topics clearly accounted for.

- **Learning Objectives:** Learning Objectives should focus on anticipated learner outcomes for the topic area. Three learning objectives are required and should complete the sentence, “By attending the course, you will learn how to _____.”
- **Instructional Level:** Choose which Instructional Level best corresponds to the material presented on each topic.
Levels:
 - *Fundamental (less than 2 years in licensed practice):* Basic principles and concepts. Emphasis is placed on the development of fundamental knowledge, skills, and/or procedures. Previous knowledge of the content area is not essential.
 - *Intermediate (2-10 years in licensed practice):* Review of fundamentals with emphasis placed on new knowledge in application, skills, and or/procedures. Attendees will have some working knowledge and experience in this topic.
 - *Advanced (more than 10 years in licensed practice):* In-depth discussion of the practice area. Attendees desire to be updated and expand their current knowledge of this topic.
- **Assessment:** Select which method(s) will be used to assess if the stated learning objectives were met. *Check all that apply:*
 - Exam / Quiz / Test
 - Performance demonstration
 - Written report
 - Completion of a project
 - Self-assessment
 - Question and answer session
 - Other (Please describe)
- **Education Provider Agreement:**
By submitting this application, the Education Provider understands that IHS reserves the right to withdraw approved provider status and revoke course approval at any time for failure to abide by these requirements (*select each to acknowledge*):
 - All information submitted in any course application by a CE Provider must be true and correct and must not be false or misleading in any respect.
 - Thoroughly read all education provider information.
 - Abide by the Course Approval Requirements and Guidelines document.
 - Agree to fees and payment policies.

After submitting, a confirmation email containing a copy of the course application will be sent to the email address listed on the course application.

POST-APPROVAL REQUIREMENTS AND GUIDELINES

CE Approval Stamp and Required Approval Statement

IHS-Approved course providers will receive a link to a digital version of the stamp which **must be used** on promotional materials. The stamp may only be used in materials associated with the approved course. The International Hearing Society's logo may not be used alone. Once the course is approved, education providers must use both the stamp and statement on the course's promotional materials.

NOTE: Education providers should NOT state "CEU" or "units" when referring to continuing education credit approved by the International Hearing Society. However, it is appropriate to use the terms "credit(s)" or "CE credit(s)."

CE Approval Stamp

Once the course is approved, education providers **must use** this stamp on the course's promotional materials.



Required Approval Statement

Once the course is approved, education providers **must use** this statement on the course's promotional materials.

[Education Provider Name] is approved by the International Hearing Society to offer continuing education for this course. This course [CEN-xx-yy] is approved for up to ____ credit(s) of continuing education (1 CE Credit = 1 contact hour). IHS approval of this course is based on the course's adherence to IHS's course approval requirements only and does not imply endorsement of the course content, specific products, clinical procedure, instructor or adherence to the IHS Code of Ethics. Any views that are presented are those of the presenter/Education Provider and not necessarily of the International Hearing Society.

Promotion of IHS-Approved Courses

IHS can help you to promote the approved course in *The Hearing Professional* magazine and on the IHS [calendar of events](#). Please note your request for this on the course application.

Certificates of Completion

Many providers choose to issue Certificates of Completion to their course attendees. IHS recommends this as a good back-up to the roster being submitted for official IHS CE Credit. If a provider does grant a certificate, the IHS-issued Continuing Education Number (CEN) should be listed on the certificate, along with the full title of the course.

POST-COURSE REQUIREMENTS

1. **Within 30 days of the course offering date**, the education provider submits a complete [Roster of Attendees](#) (MS Excel) to IHS via email.
2. IHS posts the number of CE credits earned to each attendee's personal CE record in the IHS database.
3. IHS emails an [e-certificate](#) directly to the attendee as record of attendance. Note: IHS does NOT report CE Credit to licensing agencies; this is the responsibility of the licensee. IHS *does* report CE Credit to the National Board for Certification in Hearing Instrument Sciences (NBC-HIS).
4. IHS invoices the education provider based on the number of course attendees in the billing period and any applicable fees. Refer to the [course approval fees](#).

Submitting Rosters

A Roster of Attendees is due within 30 days of the completion of the course offering. If submitted after the 30-day deadline, there is a late fee. Education providers must use the [IHS Roster Template](#) (MS Excel). Failure to provide required data will delay processing of the roster.

Instructions for Completing the Roster of Attendees

Complete the IHS Roster of Attendees using the instructions below. The roster is due within 30 days of the course offering.

1. Create a new worksheet for each date/location the course is held. Use the date format: "MM-DD-YY"
2. Fill out information at the top of the form:
 - "**Education Provider**" is your company name and Education Provider Number.
 - "**Provider Contact Person**" is the person at your company that is coordinating the course and is responsible for submitting the attendee roster.
 - "**Course Title**" is the name of the course as you wish it to appear on the certificate.
 - "**Date**" is the date the course was held on. This date should match the name of the worksheet.
 - "**CEN #**" is the Continuing Education Number assigned by IHS for this approved course (found in the course approval letter).
 - "**Course Location**" is the physical place the course was held (e.g., Gaylord Opryland)
 - "**City, State**" is the city and state/province where the course was held.
 - "**Course Format**" indicates if the course was held as an in-person, live online, recorded online, self-study or another format.
3. The roster **MUST** contain the following data:
 - attendee name
 - address
 - email address
 - # of CE credits
 - last 4 digits of the attendee's U.S. Social Security Number or Canadian Social Insurance Number

Rosters that do not contain these complete data fields will not be processed. It is the responsibility of the education provider to submit all required data.

4. Send the completed roster via email to lmorgan@ihinfo.org

Submitting rosters continued

Please note:

- The Roster of Attendees should include all participants desiring IHS continuing education credit.
- For individuals who are board certified in hearing instrument sciences (BC-HIS) in the USA, all CEs obtained for re-certification must be approved by AAA, ASHA, or IHS.
- Note the distinction of in-person, live online, recorded online, self-study and other formats as this will impact what is printed on the certificate.
- IHS reserves the right to return any roster that is not complete.
- Handwritten rosters will not be accepted.
- When a provider's certificate of attendance is submitted to IHS for credit, IHS will seek verification of the participant's attendance from the course provider. An IHS e-certificate will not be issued to the attendee without verification from the course provider. If the verification is for a course for which the roster has already been processed, the course provider will be subject to an add-on fee. The late fee can be avoided by including all relevant attendees on the IHS Roster.
- Rosters for online courses should be submitted monthly. The course date on the certificate of attendance will be appear as the last day of the month. For example, for an online course taken in the month of April, the course date will appear as "4/30/2020".

IHS Certificate of Attendance

Once the Roster of Attendees is received and processed by IHS, each attendee will receive an email message from professionaldevelopment@ihinfo.org with a Continuing Education Certificate of Attendance attached. The certificate is sent to the participant's email address provided on the Roster of Attendees. Please inform your course attendees about this forthcoming certificate.



FEES AND PAYMENT

Fees

Fee	Definition	Amount	Example
Annual Registration Fee	This fee is due every year (and is based on the calendar year). No provider course applications will be approved prior to receipt of the Annual Registration Fee. Payment must be submitted with the Annual Provider Registration Form .	Education Provider: \$400 USD IHS Chapter: \$250 USD	
Late Application Fee	This fee is imposed for course applications submitted less than 30 days prior to a course offering.	\$100 USD	
Roster Processing Fee	Education providers are invoiced for IHS posting CE Credits to each attendee's record and issuing an IHS e-certificate.	\$5 USD per IHS member \$10 USD per IHS non-member This fee is WAIVED for IHS chapters.	
Add-On Fee	A fee charged to the education provider each time there is a participant "added on" to a roster that has already been processed.	\$20 USD per add-on (participant)	<p>Example #1: 30 days after a course is held, the provider submits a roster to IHS that contains 20 participants. Ten days later, a participant that attended your course now decides they want/need IHS CE credit, and faxes IHS the provider-issued certificate they received. After verifying attendance with the education provider, IHS will add-on this participant to the roster and charge the provider the \$20 add-on fee. IHS will send an IHS e-certificate to the attendee.</p> <p>Example #2: The education provider submits a roster to IHS containing 20 attendees. IHS processes the roster and sends IHS e-certificates to all participants. A week later, the provider realizes they forgot to include 8 names and sends these to IHS. IHS will add-on these 8 participants and charge the provider the add-on fee for the 8 additional participants (8 x \$20 = \$160).</p>
Late Roster Fee: More than 60 days	A fee charged to the education provider if an attendee roster is received more than 60 days after a course.	\$100 USD	
Late Roster Fee: After February 1 of following year	A fee charged to the education provider if an attendee roster is received after February 1 of the following year.	\$100 USD	

Payment

IHS generates invoices bi-monthly. Each invoice will include the roster processing fees for all rosters processed in that two-month period, as well as any applicable late fees. Invoices must be paid promptly (net 30) via check or credit card.

Mail payments to:

International Hearing Society
Professional Development Department
16880 Middlebelt Road, Suite 4
Livonia, MI 48154

Please include the invoice number for all payments.

To pay by credit card, call IHS at 734-522-7200 and have the invoice number(s) handy.

FREQUENTLY ASKED QUESTIONS

Q: My attendees are not IHS members. Do they need IHS CE Credit?

A: Often, yes! It is not just IHS members who need IHS CE Credit. Many states require CE Credits to be IHS approved for license renewal. Further, individuals who are Board Certified must have CE Credit that is approved either by IHS, the American Academy of Audiology (AAA), or the American Speech-Language-Hearing Association (ASHA). There are many great [benefits to IHS membership](#), which we encourage you to share with your course attendees.

Q: How do my participants know if they need IHS credit or not?

A: Many states require CE Credit to be IHS-approved for licensure renewal. Participants should check with their individual state for more information. Further, individuals who are Board Certified must have CE Credit approved by IHS, AAA, or ASHA.

Q: Our state requires 2 hours of ethics every year. Ethics is one of the topics in our multi-day, multi-topic annual conference. How do the ethics hours appear on the certificate?

A: In order to have a specific topic listed on the e-certificate, it is necessary to separate it from the other continuing education in the conference program. For example, if your program is 2 days and contains 10 topics, but only one of them (Ethics) needs to be listed on the certificate, you will submit one course application for the ethics topic and one course application for all the other topics together. Your attendees receive two e-certificates, one for the general program and one specifically for the ethics topic.

Q: Can students or trainees earn continuing education credit?

A: While most students/trainees don't need continuing education credit under their state/provincial laws, they can technically earn credit at IHS-approved course events. Remember, continuing education, by its very name, should go beyond that education which is necessary to achieve entry-level competence. IHS reserves the right to deny an application for a course or portion of a course which is deemed to teach entry-level material.

Q: My company gives each course attendee a certificate of attendance on our letterhead. Should I include the IHS CEN#?

A: Yes.

Q: How can I avoid paying Add-On Fees?

A: There are two things that can be done to avoid paying Add-On Fees:

1. Clearly communicate to your attendees the importance of selecting that they need IHS credit at the time of registration and/or attendance.
2. Be sure all submitted rosters are complete.

Q: How can I avoid paying Late Fees?

A: There are two easy steps to avoid paying late fees:

1. Submit course applications more than 30 days in advance of the first course offering
2. Submit all attendee rosters within 30 days of the course event

Q: Who do I contact if I made an error on my application?

A: Email education@ihinfo.org and include as much information as possible (Provider ID and CEN).

Q: Who do I notify if there is a change in the contact person for a course?

A: Email education@ihsinfo.org and include as much information as possible (Provider ID and CEN).

Q: What is the difference between “CEU” and “CE Credit”? Are the two terms interchangeable?

A: The two terms are NOT interchangeable. “CEU” refers to a *Continuing Education Unit*, which is often defined as a unit other than 1 hour. For example, the American Academy of Audiology (AAA) defines 1 CEU as 10 contact hours of education. IHS approved CE Credit, at a ratio of 1 CE Credit for 1 contact hour of education. The term “CEU” should never be used in reference to IHS-approved CE Credit.

Q: How do I find my education provider number/Provider ID?

A: Your Provider ID can be found in the email sent from IHS when your Provider Registration was accepted. It can also be found on any continuing education-related invoice from IHS, in the box marked “Customer ID #.”

Q: When should I submit the Annual Provider Registration Form?

A: The Annual Provider Registration Form must be submitted each calendar year, prior to submitting any course approval applications. The Form may be submitted in the previous calendar year for courses occurring in the early part of the new year.

Q: Once my course is approved, how long is the approval good for?

A: All course approvals operate on a calendar-year basis. Therefore, course approvals expire December 31 of the year in which the course was approved.

Q: My attendee did not receive an email message from professionaldevelopment@ihsinfo.org with a certificate. What should they do?

A: First, the attendee should check their spam/junk folder for any emails from IHS. If the email with the e-certificate is not there, they should contact IHS by phone or email.

Q: How do I complete the agenda on the course application?

A: The Appendix beginning on page 18 includes instructions with screenshots and detailed explanations.

Q: What types of activities are approved for CE Credit?

A: Provided they align with IHS’ Approved Categories of Instruction and other course approval criteria, most activities are approved. See p. 6 of this document for a list of approved and unapproved activities.

APPENDIX: DETAILS OF THE COURSE APPLICATION

Course Description/Overview *

The course overview is a brief, general description of the course. Language you'd use for promotional purposes. For example, *"This two-day event is..."*

Time-Ordered Agenda

Provide a time-ordered agenda of the course including the time, by topic, description and instructor. To add more agenda fields, click the "Insert More Agenda" button below. Add a new agenda item for each topic in the course. Include break times and meal times in this agenda.

Topic 1

Start Time *

3 : 10 PM
Hour Minutes

End Time *

: PM
Hour Minutes

Topic *

Topic Description *

All the fields with an asterisk are required. List the start and end time for the particular TOPIC area. Provide the topic section title, which should be descriptive. Finally, provide a description of the content that will be covered within the topic.
Each individual topic must be completed separately in this manner.

Instructor *

First Name Last Name

Instructor Job Title *

Instructor Company *

Instructor Credentials *

Instructor Biography *

All the fields with an asterisk are required. Provide information for the instructor who is teaching this particular topic – name, company, job title, credentials, and biography. The biography should support that the instructor is qualified to teach this topic.

Learning Objectives: Learning Objectives should focus on the anticipated learner outcomes. For example: "By attending the course, you will learn how to _____." *

Learning Objective 1

*

Learning Objective 2

*

Learning Objective 3

Three (3) Learning Objectives are required for each topic. The Learning Objectives should be relevant to the topic and should complete the sentence *"By attending the course, you will learn how to _____."*

Instructional Level:

Fundamental (less than 2 years in licensed practice): basic principles and concepts. Emphasis is placed on the development of fundamental knowledge, skills, and/or procedures. Previous knowledge of the content area is not essential.

Intermediate (2-10 years in licensed practice): review of fundamentals with emphasis placed on new knowledge in application, skills, and/or procedures. Attendees will have some working knowledge and experience in this topic.

Advanced (more than 10 years in licensed practice): in-depth discussion of the practice area. Attendees desire to be updated and expand their current knowledge of this topic.

Instructional Level: *

- Fundamental (less than 2 years in licensed practice)
- Intermediate (2-10 years in licensed practice)
- Advanced (more than 10 years in licensed practice)

Indicate the Instructional Level of this topic.
Refer to page 10.

Categories of Instruction: Check all that apply. Visit bit.ly/IHSAApprovedCategories for a detailed list. *

- Category I - Hearing Science
- Category II - Audiometric Assessment
- Category III - Audiometric Interpretation
- Category IV - Patient Information and History
- Category V - Hearing Instrument Systems Technology
- Category VI - Earmold Impressions
- Category VII - Selecting Amplification Systems
- Category VIII - Instrument Fitting Techniques
- Category IX - Patient Follow-Up Care
- Category X - Management Considerations in Instrument Dispensing
- Other

Select which category or categories apply to this particular topic. Click [here to view the IHS Approved Categories of Instruction](#) in further detail on the IHS website.

Instruction Method (Select all that apply) *

- Lecture
- Open discussion
- Practicum or hands-on instruction
- Case study
- Online presentation with instructor (webinar)
- Video, audio, or online pre-recorded presentation (self-study)
- Other

Select the instructional method(s) that will be used for this particular topic.

Do you have additional topics? *

- Yes
- No

Finally, if you have additional topics on the agenda, select "Yes." Complete the same information as above for the next topic.

EACH topic on the agenda must be documented in this manner.



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www.ihinfo.org