

Dear Student,

**Welcome to the International Hearing Society's *Distance Learning for Professionals in Hearing Health Sciences* course!**

Properly used, this course will prepare you for licensure as a hearing aid specialist. The course is anchored by the *Professional Training Workbook in Hearing Health Sciences*. The workbook contains 40 lessons and will guide you through the course curriculum. The textbook, *Professional Training Textbook in Hearing Health Sciences*, provides 16 chapters for further exploration on foundational topics. An online learning system is an integral part of the course. The online learning system contains 39 lesson tests, a comprehensive final exam, digital flashcards, relevant articles aligned to the lessons, and recorded webinars.

To pass the course, students must complete all 39 tests and receive a minimum score of 75% on the final examination. A certificate of completion will be awarded upon completing the course. These materials, combined with practical experience guided by a mentor, are essential to your training.

Students and mentors should consider purchasing the IHS Trainer Manual which includes the online Trainer Toolbox. The Trainer Manual is aligned to the lessons in the workbook and offers hands-on activities that apply knowledge to specific skill sets in clinical scenarios. The Trainer Manual provides trainers a tool to measure student performance. For students, it offers guidance to help connect knowledge with practical skills development. Buy yours today at [www.ihinfo.org/trainermanual](http://www.ihinfo.org/trainermanual).

The hands-on experience you will get by actively working in a dispensing setting will help you to understand and apply the material presented in this course. **It is important to regularly discuss what you are learning with your sponsor or mentor, especially any concepts or topics you find difficult.** Use the course material wisely with an eye toward *career* focus rather than *exam* focus for greatest success.

Hearing instrument dispensing is a wonderful profession in which you can enhance your life and the lives of many others. We wish you the very best in your journey.

Sincerely,



Sierra C. Sharpe, MBA  
Professional Development Project Manager

**Ready to get started?  
Find enrollment instructions on the back of this letter.**

## Get Started!

Follow the brief instructions below to enroll in the Online Learning System. For more detailed instructions, go to <https://www.ihinfo.org/IhsV2/dlcourse/help-for-students.cfm>

First, open the workbook and follow the instructions on the sticker on the inside cover to access the online learning system. First time students begin at [ihs.haydenmcneil.com](https://www.ihinfo.org/IhsV2/dlcourse/help-for-students.cfm)

- 1) Complete the online **Student Information Form**.
  - You will need your personal Access Code located on the inside cover of your workbook. *Please fill out the Student Information Form only **ONCE**. Submitting this form more than once will create a duplicate student record.*
  - You will be instructed to click on the link: [ihs2.haydenmcneil.com](https://www.ihinfo.org/IhsV2/dlcourse/help-for-students.cfm).
    - Read all the steps BEFORE proceeding to the link in Step 2.
  - Click on the link [https://courses.hayden-mcneil.com](https://www.ihinfo.org/IhsV2/dlcourse/help-for-students.cfm) and bookmark this page for future access to the course.
- 2) Create an account on the Hayden-McNeil online learning system.
  - Confirm your new Hayden-McNeil account. You will receive an email message from [support@haydenmcneil.com](mailto:support@haydenmcneil.com) with the subject: “Hayden-McNeil Online Course: account confirmation.”
    - Click the link in the email message or copy and paste the link into a new browser window.
    - If you don’t see the email in your regular inbox, check your spam/junk folder.
- 3) Enroll
  - First time students should click on the “New User” box on the Hayden-McNeil online learning system.
  - Choose “International Hearing Society” from the dropdown list of Institutions.
    - Click the “Enroll” button under the International Hearing Society Course.
  - Enter your Access Code from the inside cover of your workbook and click “Submit.” **Your Access Code can only be used once, so be sure to enroll in the correct course.**
  - Click “Continue to Course.”
    - IMPORTANT - Next time you log in, go straight to [courses.haydenmcneil.com](https://www.ihinfo.org/IhsV2/dlcourse/help-for-students.cfm)

Questions? Please contact IHS at [education@ihinfo.org](mailto:education@ihinfo.org) or (734) 522-7200