



Texas Department of Licensing and Regulation

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**HEARING INSTRUMENTS FITTERS AND DISPENSERS LICENSE APPLICATION FOR
OUT-OF-STATE LICENSE HOLDERS INSTRUCTIONS**

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. All information provided must be typed or printed in black ink. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples.**

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.

All out-of-state applicants must submit fingerprints to the Texas Department of Public Safety (DPS). Instructions are included with this application.

1. FULL LEGAL NAME – Write your legal name in the spaces provided. (Last Name, First Name, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.)
2. DATE OF BIRTH – Write your birthdate.
3. SOCIAL SECURITY NUMBER – Social security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code in order to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the Texas Attorney General at:
www.oag.state.tx.us/child/index or call (512) 460-6000 or (800) 252-8014.
4. STATE OF CURRENT LICENSURE – Write the state in which you are currently licensed.
5. CURRENT LICENSE NUMBER – Write your current license number.
6. CURRENT LICENSE ISSUANCE DATE – Write the date your current license was issued.
7. CURRENT LICENSE EXPIRATION DATE – Write the expiration date of your current license.
8. EMAIL ADDRESS – Write your email address. By providing my email address I authorize TDLR to send licensing communications and required notices to me by electronic mail. I understand that I may revoke this authorization in writing and that I must update my email address or I will not receive these notices. I understand that the email address I have provided in this application will remain confidential except as permitted or required by law.
9. PERSONAL PHONE NUMBER – Write a telephone number, including the area code, where we can reach you during the day. This may be your office phone number where we can leave a message.
10. MAILING ADDRESS – Write your current mailing address.
11. CURRENT EMPLOYMENT – Please list the contact information for your current employer.
12. ACADEMIC TRAINING - List all high schools, colleges and universities attended and attach additional pages if necessary.
13. POSSESS A PROFESSIONAL LICENSE, OR CERTIFICATE, OR REGISTRATION ISSUED BY ANOTHER STATE, JURISDICTION OR TERRITORY - Indicate by checking box Yes or No. If yes, a license verification form must be completed by the state regulatory agency in each state from which you hold or ever held a license to practice. Give license or certificate number(s), title(s), and the name(s) and address (s) of the jurisdiction(s) issuing the license(s), or certificate(s), or registration(s).
14. DISCIPLINARY ACTION HISTORY – Indicate if you have ever had a professional license, certification, or registration suspended, canceled, revoked, or denied in any state. If you have, complete and attach a Disciplinary Action Questionnaire for each disciplinary action. This form can be obtained from the TDLR website at www.tdlr.texas.gov/misc/Disciplinary_Action_Questionnaire.pdf.
15. VOLUNTARILY SURRENDERED ANY PROFESSIONAL LICENSE, OR CERTIFICATE, OR REGISTRATION – Indicate by checking the box Yes or No. If yes, briefly describe.
16. CRIMINAL HISTORY – Indicate if you have ever been convicted of, or placed on deferred adjudication for, any Misdemeanor or Felony, other than a minor traffic violation. If YES, complete and attach a Criminal History Questionnaire for each offense. This form can be obtained from the TDLR website at www.tdlr.texas.gov/MISC/lic002.pdf.

If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a Criminal History Evaluation Letter, a completed Criminal History Questionnaire form for each crime you were convicted of, or placed on deferred adjudication for, and a \$25 fee. You can find more information on the process and download the necessary forms on the TDLR website at www.tdlr.texas.gov/crimHistoryEval.htm.

REQUIRED FOR ALL NEW APPLICANTS:

Fingerprinting: All new applicants must submit fingerprints for a national criminal history record review. The applicant is responsible for paying the fee associated with this review to the fingerprint service vendor used by Texas Department of Public Safety. Once your completed application is received by TDLR, instructions on how to schedule an appointment to be fingerprinted will be emailed to you. Be sure your email address is current and legible to receive the fingerprinting information. To be eligible for licensing, you must successfully pass a criminal history background check.

17. STATEMENT OF APPLICANT - Carefully read the statement before dating and signing your application

CHECKLIST OF REQUIRED DOCUMENTATION TO BE SUBMITTED WITH APPLICATION AND FEE:

- A certificate of calibration, completed within the last year, for each audiometer used by the licensee, both portable and stationary.
- Employer's Surety Bond: A sole proprietor, partnership, corporation, or other legal entity engaged in the fitting and dispensing of hearing instruments shall file a bond or a surety in lieu of bond in the amount of \$10,000 with TDLR.
- Full licensure fee of \$205.00 made payable to the Texas Department of Licensing and Regulation.
- Written verification that the applicant is licensed in good standing as a fitter and dispenser of hearing instruments in another state.
- Written verification that:
 - (A) the requirements to obtain a license to fit and dispense hearing instruments in the state in which the applicant is licensed include passing the International Licensing Examination for Hearing Instrument Dispenser (ILE) written examination; **or**
 - (B) the applicant holds a certification issued by the Board of Certification for Hearing Instrument Sciences (BC-HIS).
- A written statement from the licensing entity in the state in which the applicant is licensed that details any disciplinary action taken by the entity against the applicant.
- Receipt of submission of fingerprints using Fast Pass to Texas Department of Public Safety.

If the department approves an application, the applicant must take the practical examination and the jurisprudence examination required under §112.22 and §112.26. If the applicant passes the examinations required under this section, the department shall issue to the applicant a hearing instrument fitter and dispenser license under this chapter.

APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES

The Texas Department of Licensing and Regulation recognizes the contributions of our active duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the **Military Service Member, Military Veteran or Military Spouse Supplemental Application (TDLR form MIL001)** and attach it with your license application. The form is located on the TDLR website at: <http://www.tdlr.texas.gov/misc/militarysupplemental.pdf>.

If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the TDLR Military Information web page at: <http://www.tdlr.texas.gov/military.htm>.

DEFAULT ON STUDENT LOANS

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGSLC)** unless the licensee has entered into a repayment agreement with TGSLC. **YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed ATTN: Collections, PO Box 83100, Round Rock, TX 78683-3100, Telephone: (800) 222-6297, <http://www.tgslc.org> or email: cust.assist@tgslc.org.**

ACADEMIC TRAINING

12. Academic Training: (List all high schools, colleges, and universities attended and attach additional pages if necessary)

• Name of High School/College/University/Institution:

• Location (city, state, zip):

• Inclusive dates attended,
Begin (Mo/Yr.):

• End (Mo/Yr.):

• Type of Degree
Granted:

• Major
Field:

• Name of High School/College/University/Institution:

• Location (city, state, zip):

• Inclusive dates attended,
Begin (Mo/Yr.):

• End (Mo/Yr.):

• Type of Degree
Granted:

• Major
Field:

• Name of High School/College/University/Institution:

• Location (city, state, zip):

• Inclusive dates attended,
Begin (Mo/Yr.):

• End (Mo/Yr.):

• Type of Degree
Granted:

• Major
Field:

13. Do you possess professional license(s), certificate(s), or registration(s) issued by another state(s), jurisdiction, or territory? Yes No

If yes, a license verification form must be completed by the state regulatory agency in each state from which you hold or ever held a license to practice. Give license, or certificate, or registration number(s), title(s), and the name(s) and address(s) of the jurisdiction(s) issuing the license(s), or certificate(s), or registration(s).

14. Have you ever had a professional license, certification or registration suspended, canceled, revoked or denied in any state? Yes No
If YES, complete and submit a Disciplinary Action Questionnaire (DAQ) with this application.
 This does not include your driver license.

15. Have you ever voluntarily surrendered any professional license, or certificate, or registration? Yes No
 If answer is yes, briefly state the type of license, or certificate, or registration, the name and address of the agency that issued the license, or certificate, or registration, and the reasons.

16. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation? Yes No
If YES, complete and submit a Criminal History Questionnaire (CHQ) for each offense.
Once your completed application is received, instructions on how to schedule an appointment to be fingerprinted will be emailed to you. Be sure your email address is current and legible to receive the fingerprinting information. See instructions sheet for more information.

17. STATEMENT OF APPLICANT

I certify that I have read and will comply with all applicable provisions of the Hearing Instrument Fitters and Dispensers Act; Texas Occupation Code, Chapter 402 and Chapter 51; and the Hearing Instrument Fitters and Dispensers Administrative Rules; Texas Administrative Code, Chapter 112. I understand that providing false information on this application may result in denial of this application and/or revocation of the license I am requesting and the imposition of administrative penalties.

Signature _____

Date _____