



## Montana Hearing Aid Dispensers Program

PO Box 200513

301 S Park, 4<sup>th</sup> Floor

Helena, MT 59620-0513

Phone: (406) 444-6880

Email: [dlibsdlhelp@mt.gov](mailto:dlibsdlhelp@mt.gov) Website: [hearingaid.mt.gov](http://hearingaid.mt.gov)

## Licensing Requirements and Application Checklist Hearing Aid Dispenser

### License Requirements for Hearing Aid Dispenser

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Applicant must have a high school diploma or equivalent [[MCA 37-16-402](#)]
2. Applicant must complete 1,000 hours of supervised training as a licensed Hearing Aid Trainee [[MCA 37-16-402](#) and [ARM 24.151.504](#)]
3. Applicant must pass the International Licensing Exam (ILE) through the International Hearing Society (IHS) or its equivalent [[MCA 37-16-402](#) and [ARM 24.182.501](#)] Note: The distance learning course exam is not accepted.
4. If you have not completed the training and exam requirements above, you can be issued a provisional (trainee) license when you apply for the Hearing Aid Dispenser license [[MCA 37-16-402](#) and [ARM 24.152.504](#)]
5. Provisional (trainee) license only: Name and license number of the Montana Hearing Aid Dispenser providing direct supervision [[MCA 37-16-402](#) and [ARM 24.151.504](#)]

### Checklist of Required Documents to Submit for Application for Hearing Aid Dispenser

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the Department directly from the source.

- ☐ Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- ☐ If you answered yes to any personal history question on the application, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgment documents, etc.).
- ☐ Proof applicant completed the 1,000-hour training program.
- ☐ Proof applicant passed the IHS written exam.
- ☐ Provisional (trainee) license only: Name and license number of supervisor.

Note 1: DO NOT apply again if you hold a current MT Provisional (trainee) License. Once you have completed your 1,000 hours of training that are approved, we will make you eligible to test.

Note 2: If training hours and/or exam are not completed when applying for the Hearing Aid Dispenser license, we can issue a provisional (trainee) license. This is valid for one year and may be renewed once without department approval.

All license applications expire within 1 year of initial submission to the department.

### **Application Fee(s) for Hearing Aid Dispenser**

The following fee(s) must be submitted with your application. You can apply and pay online using a debit/credit card or bank account.

- ☐ \$300 Hearing Aid Dispenser and \$5 Contingent Litigation Fee
- ☐ \$600 Provisional (Trainee) and \$5 Contingent Litigation Fee

All license applications expire within 1 year of initial submission to the department.

**You can apply for a license online at: [aca-prod.accela.com/POL](http://aca-prod.accela.com/POL)**

**Please include a valid email address with your application. Email is the Department's primary form of communication.**