



2020 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's 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 is not permitted, as IHS is acting as the approver, not the provider. IHS approval does not imply an 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, 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. In addition, 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, or contradicts generally accepted clinical practices.

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

DEFINITIONS

Applicant

Individual completing the course application.

Approval Period

The approval period for an IHS-approved course is from the date of the approval letter until December 31st of the same calendar year.

Approved Categories of Instruction

IHS's [Approved Categories of Instruction](#) are those topics that have been deemed relevant to professionals who fit and dispense hearing aids. All IHS-approved continuing education courses must fall into one or more of the Approved Categories of Instruction.

Carry-over Course

An IHS-approved course that will be offered without alteration in the next calendar year. A course application may not be required for such course at the discretion of the IHS Director of Professional Development. Registered course providers may email education@ihsinfo.org for consideration.

CE Approval Stamp and Required Approval Statement

Once the course is approved, education providers must use both the stamp and statement on the course's promotional materials.

Course Application

The Course Application is an online form that must be completed for each unique course given in a calendar year. All courses submitted to IHS for approval must adhere to the IHS Course Application Requirements and Guidelines. All applications must be submitted no later than 30 days before the first offering of the course. If a course is submitted after the 30-day deadline, there is a late fee.

Contact Hour

The IHS contact hour of continuing education credit is equivalent to 60 minutes of learning (1 contact hour = 1.0 CE Credit).

Course Approval

Once IHS verifies that the educational content meets the [IHS Approved Categories of Instruction](#) standards and verifies the number of contact hours, course approval will be issued. Only approved courses may be marketed as approved by IHS using the CE Approval Stamp and Required Approval Statement.

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, or contradicts generally accepted clinical practices.

Continuing Education (CE)

The purpose of continuing education is to ensure the professional development of an individual through expanding, enhancing, refining, or developing knowledge, skills, 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. In addition, 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 deny an application for a course or portion of a course which is deemed to teach entry-level material.

Continuing Education Credit (CE Credit)

Continuing Education Credit documents education contact hours, acknowledges that the activity has content, processes, and learning outcomes appropriate for the hearing aid dispensing field, and demonstrates that the activity meets the standards of the International Hearing Society. Credit is awarded only for the educational presentation and for time devoted to questions and answers, which allows for open dialogue on the topic.

IHS continuing education credit is not awarded for time spent in introductory remarks, breaks, exhibits, or post activity evaluation. Note: When no breaks are designated, IHS will deduct 15 minutes per segment of educational content exceeding four (4) hours.

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).

Continuing Education Credit and continuing education unit (CEU) are not interchangeable or synonymous; the term "CEU" should not be used in relation to IHS-approved CE Credit.

Continuing Education Number (CEN)

A Continuing Education Number (CEN) is a unique number that IHS assigns to each approved course. The CEN is based on the calendar year. The format is CEN-xx-yy.

xx represents the chronological number

yy represents the two-digit year, such as "20" representing 2020

e-Certificate or IHS Certificate of Completion

Refers to the electronic continuing education certificate. Each person receiving CE credit will receive an email message from IHS with a PDF certificate attached. Recipients should download, print and save each certificate until license renewal time.

Education Provider

The course's sponsor, host company and/or provider; the institution or organization providing the CE course. The Education Provider is not the instructor unless the instructor is the course's sponsor, host company or organization.

Education Provider Number

A unique number identifying the course's sponsor as an IHS approved provider of continuing education. This number will not change from year to year; once assigned, it will always be the company's provider number.

Education Provider Registration Form

Education providers must submit an annual registration form along with payment for an annual fee. The annual registration fee must be paid before the first course will be approved each year.

IHS Approved Categories of Instruction

- 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 (Please describe)

Instructional Levels

- Fundamental (less than 2 years in 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 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 practice): in-depth discussion of the practice area. Attendees desire to be updated and expand their current knowledge of this topic.

Instruction Method

- 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 (Please describe)

Learning Objectives

Learning objectives are clear statements of the anticipated results to be achieved through an educational activity. They should focus primarily on what participants are expected to learn as a result of attending that specific educational activity and how it relates to the practice of hearing aid fitting and dispensing. If a link between learning objectives and hearing aid fitting and dispensing cannot be shown, the activity will not be approved. Learning objectives describe an observable behavior that the learner will be able to demonstrate as a result of the learning experience. Learning objectives should complete the following sentence: "After this course, participants will be able to..." To complete this sentence, follow with a measurable action verb (based on Bloom's Taxonomy) such as: describe, demonstrate, solve, identify, compare, contrast, evaluate, prepare, summarize, or write. Verbs to avoid: know, understand, learn, comprehend, or believe.

If offering multiple sessions, each session is required to have learning objectives, including lectures, panels, and roundtables. They must be listed separately with each session.

Learning objectives should reflect the instructional level of the session. For example, a fundamental session may use more knowledge-based action verbs: list, identify, define, etc. An advanced session would include a higher-level action verb to describe the learning that is taking place: solve, analyze, classify, etc.

DO NOT start your learning objective with an immeasurable action verb such as understand, learn or know.

Minimum Credit

An IHS-approved CE activity will not provide less than .25 contact hours (15 minutes of learning).

Roster of Attendee(s)

A roster of attendee(s) must be submitted 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). Read more about submitting rosters on page 12. For courses with multiple offerings, a roster must be submitted within 30 days following each iteration of the course.

IHS COURSE APPROVAL PROCESS

1. Download and read the IHS Course Approval Requirements and Guidelines document.
2. Company completes the Annual Education Provider Registration Form and pays the annual registration fee.
3. IHS issues the Education Provider Number.
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 verifies that the educational content adheres to IHS's [Approved Categories of Instruction](#) and other standards 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 website's calendar of events at www.ihinfo.org.

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, or contradicts generally accepted clinical practices.

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

COURSE APPLICATION

Below is an outline of information required in the online course application.

Contact Information: Please include the Education Provider Number and complete contact information for the contact person for the course application.

Course Information

- Course Title: The title listed is how it will appear on the official IHS Certificate of Completion. 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)
- Website for more information: A public site to find out more information about this course and/or its subject matter.
- Course Format:
 - In-person
 - Online (Web-based / e-learning) e.g.: live streaming webinar or on-demand, recorded webinar
 - Self-Study e.g.: article with quiz
 - Other (Please describe)
- Would you like IHS to promote this course in *The Hearing Professional* and on the IHS [online events calendar](#)?
 - Yes
 - No
- Target Audience:
 - Audiologists
 - Hearing Aid Dispensers
 - Other (Please describe)
- Date Course will be held: If you will offer the same course on multiple dates or online, please 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: If you will offer the same course on in multiple locations in the same calendar year, you only need to apply once for the course. If the course will be offered in multiple locations, write "various" under the facility name, city, and state. If the course is online or self-study, indicate as such.
 - Facility Name where course is being hosted
 - City
 - State/Province

- **Course Overview:** A brief description of the program. The description should align with the title, approved categories of instruction, learning objectives, and instructional level.
- **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 agenda fields, click the “Insert More Agenda” button. Include break times and meals. If your agenda exceeds the 25 allowed agenda items on the application, please email a detailed agenda to education@ihinfo.org.

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
- IHS Approved Categories of Instruction: (Check all that apply)
- Instructional Level
- Instruction Method

- **Assessment:** Select which method(s) you will use to assess if the 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.

POST-APPROVAL PROCEDURES

1. Within 30 days of the course offering date, the education provider submits a completed 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 completion. Note: IHS does NOT report CE Credit to licensing agencies; this is the responsibility of the licensee.
4. IHS invoices the education provider based on the number of course attendees in the billing period and any applicable late fees. Refer to the [course approval fees](#).

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.

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 "credits" or "CE credit." If you have questions, please contact education@ihinfo.org.

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 website's [calendar of events](#). Please note your request for this on the course application.

Submitting Rosters

A Roster of Attendee(s) 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 the processing of the roster.

Instructions for Completing the Roster of Attendee(s)

The following are a few tips for successfully completing the IHS Roster of Attendee(s) electronically.

The roster is due within 30 days of the date 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. You may also indicate your company's 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.
 - "**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.
 - "**Live Event or Webinar/Online**" indicates if the course was held as a live in-person event or offered as an online course/webinar.
3. The roster MUST contain the following data – attendee name, address, **email address**, # of CE credits AND last four digits of the attendee's U.S. Social Security Number or Canadian Social Insurance Number.
4. Send the completed roster via email to lmorgan@ihsinfo.org

FEES AND PAYMENTS

Fees

- Annual Registration Fee: This fee is due every year (and is based on the calendar year) at the time your first course application is submitted. Payment must be submitted with the annual registration form.
 - Education Provider Annual Fee: \$400 USD
 - IHS Chapter Annual Fee: \$250 USD
- Late Application Fee: All applications must be submitted no later than 30 days before the first offering of the course. If a course application is submitted after the 30-day deadline, there is a \$100 late fee.
- Roster Processing Fee: Education providers are invoiced for posting continuing education credits to each attendee's record and for issuing an IHS certificate of completion. As a benefit to IHS chapters, this fee is waived.
 - Certificate Fee: \$5 per IHS Member/\$10 per IHS Non-Member
- Add on Fee: A \$20.00 per person fee charged to the education provider each time there is a participant "added on" to a roster that has already been processed.
 - Example #1: 30 days after your course is held you submit a roster to IHS that has 20 participant names on it. IHS processes the roster and sends the IHS certificate of completion to all 20 participants. Ten days later, a participant that attended your course now decides they want IHS continuing education credit. The participant faxes IHS proof that they attended the course (documentation issued by education provider). After verifying attendance with you as the education provider, IHS will "add-on" this participant to the roster and will charge you the \$20 "Add-on" Fee. IHS will send the certificate of completion to the participant.
 - Example #2: You submit a roster to IHS that has 20 participant names on it. IHS processes the roster and sends the IHS certificate of completion to all 20 participants. A week or so after the certificates are sent, you realize you forgot to include 8 participants on the original roster. You send an email asking IHS to add the 8 names. IHS will "add-on" these 8 participants and will invoice you the \$20 "Add-on" Fee per person (8 x \$20 = \$160).

To avoid being charged this fee, please be clear in your course announcements about the importance of choosing IHS CE credit at the time of the course.
- Late Roster Fees: There are two types of roster late fees. The fee is \$100.00 per roster.
 1. Late Fee for Rosters not sent to IHS within 60 days of the course date.

Rosters are due within 30 days of the course date. However, if you submit a roster that is more than 60 days past the course date (30 day deadline + 30 day grace period), you will be charged this late fee. The late fee will be included in the invoice with the per certificate fee after the roster is processed.
 2. Late Fee for Rosters sent in after February 1 for courses held the previous year.

For example, rosters are due within 30 days of the course date. However, if your course is offered in December 2020, but you don't submit the roster until February 20, 2021, you will

be charged this late fee. The late fee will be included in the invoice with the per certificate fee, after the roster is processed. This fee will be charged separate from the 60-day fee noted above.

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.