



REQUIREMENTS FOR RECERTIFICATION

Introduction

The American Board of Audiology® (ABA) requires that each audiologist who is Board Certified in Audiology be recertified every three years. The recertification requirements are designed such that audiologists who are Board Certified in Audiology continue to expand their knowledge in the field of audiology.

Recertification Requirements

At the conclusion of each three-year cycle, certificants must meet the recertification requirements that include:

- Completion of 60 contact hours of continuing education (a minimum of 15 contact hours of Category 1 (advanced) continuing education, and the balance of contact hours of Category 2 (standard) continuing education, including three contact hours in ethics.
- Adherence to the ABA Code of Ethics and state licensure/registration regulations for the practice of audiology, where applicable
- Payment of annual fees and recertification fee

Continuing Education Guidelines

Category 1 (advanced) CEUs are defined as those courses or activities that are at least three (3) hours in length and require some form of outcome measure (i.e. examination, self-assessment, etc.). To be recertified, certificants must complete a minimum of fifteen (15) contact hours of advanced level CEUs during their three-year certification period.

Category 2 (standard) CEUs are defined as those courses or activities of unspecified length that do not require any outcome measure but which meet acceptable standards.

Continuing Education activities must be those directed toward professionals in the field of audiology and must focus on increasing knowledge and skills in the practice of audiology in one or more of the following approved content areas:

- Amplification
- Audiologic Rehabilitation
- Diagnostics
- Ethics
- Hearing conservation
- Hearing science
- Practice management

Professional Issues
Technology Issues
Vestibular assessment & management

As part of the 60-contact hour requirement, a minimum of three (3) contact hours must fall within the area of professional ethics.

ABA tracks continuing education in contact hours. Contact hours are defined as the number of actual clock hours spent in direct participation in a structured educational format as a learner, exclusive of breaks and meals and other non-educational events. An activity needs to be at least sixty minutes in length in order to be used for recertification credit. Fractions of hours should be rounded down to the nearest half an hour. One (1) Continuing Education Unit (CEU) converts to 10 clock hours. In a college or university program, one semester credit is equivalent to 15 contact hours and one quarter credit is equivalent to 10 contact hours.

Approved Providers

ABA considers the following organizations to be approved providers: American Academy of Audiology, American Speech-Language-Hearing Association, and the American Medical Association. Activities sponsored by and/or approved by ABA approved providers must meet ABA recertification requirements. Activities sponsored by non-approved providers may qualify for recertification credit if they meet ABA continuing education guidelines.

Regulations & Limitations Governing Contact Hours and Documentation

ABA allows certificants to earn recertification credit by participating in a variety of activities. It is the responsibility of the certificant to obtain documentation from the sponsor of the activity or from an ABA approved provider that verifies participation in all continuing education activities that are to be used for recertification credit. All audiologists who are certified by ABA must comply with the following regulations and limitations:

COLLEGE OR UNIVERSITY COURSES: There is no limit on the number of hours that may be used for recertification credit by passing graduate or undergraduate courses. Certificants shall not have taken the course previously unless they can demonstrate that there has been a substantial change in the course content since they first took the course. A transcript or grade report from the university is required for documentation. Courses may be audited. A Special Review Form must be completed and a letter from the instructor must be submitted for audited courses that are being used for recertification credit. The letter must include the name of the course, the starting and ending dates of the course, the number of credits awarded for completion of the course for a grade, and confirmation that the certificant attended the class on a regular basis.

College or University courses may also be taken for Tier I credit provided that the course is taken for a grade and the certificant earns a "B" or higher.

CONFERENCES, SEMINARS OR WORKSHOPS: There is no limit on the number of hours that may be used for recertification credit by participating in conferences, seminars or workshops. Teleconferences that feature an interactive format that allows participants to have the opportunity to communicate directly with the instructor, or have a facilitator present can be used for recertification credit. A certificate, letter, or transcript from the sponsor or an ABA approved provider verifying your participation is required for documentation.

DISTANCE LEARNING ACTIVITIES: There is no limit on the number of hours that may be taken by participating in distance learning activities. These activities include journal and computer-based instructional programs as well as other types of distance learning such as teleconferences and videoconferences without an interactive format. Distance learning activities must require an examination or documentation of learning outcomes in order to qualify for recertification credit. A certificate or letter from the sponsor or a transcript from an ABA approved provider verifying the successful completion of the activity is required for documentation.

PUBLICATIONS: The maximum credit that is allowed for publications in a three-year certification period is 5 contact hours. Credit may be claimed for the authoring and the onetime publication of an audiology-related article in a refereed journal, a chapter in an edited book, or a published book. The document must have been written since the beginning date of the certification period during which credit is claimed. Credit for documents written in conjunction with other writers should be requested on a prorated basis, as follows: Lead author: 5 hours; second author: 4 hours; subsequent authors: 3 hours. Required documentation for publication credit is a copy of the cover page of the article or book. Required documentation for a chapter in an edited book is a copy of the table of contents. A Special Review Form must be completed for publications.

TEACHING ACTIVITIES: The maximum credit that is allowed for teaching activities in the three-year certification period is 5 contact hours. Teaching activities such as academic instruction, presentations at professional meetings, or the provision of other types of instructional programs are eligible for recertification credit. A particular presentation may be used only once in a three-year period. Only actual presentation time may be counted. No hours are granted for preparation. A letter from the sponsor or a professional colleague which includes the course title, course description, description of the target audience, dates and the number of clock hours instruction took place, and a summary of the evaluations from the event are the required documentation for teaching programs.

LEADERSHIP ACTIVITIES: The maximum credit that is allowed for leadership activities in a three-year certification period is 5 contact hours. Leadership activities must provide justifiable professional learning experiences in order to qualify for recertification credit. Activities such as service on audiology-

related boards, committees, or task forces fall into this category. Credit may only be claimed for local, state, national, or international organizations that address issues related to hearing, hearing loss, or individuals with hearing loss. A letter from the organization which documents the purpose of the organization, the capacity of the leadership role, the dates of participation and type of service is the required documentation for leadership activities.

Certificants often obtain more than 60 contact hours in a three-year certification period. These surplus hours may be listed when applying for recertification, but they may not be carried over for credit to the next recertification period.

Annual Statement

On an annual basis, all certificants are sent a mailing that consists of a bill for any annual fees that are due, a statement that must be signed which attests to knowledge of the fulfillment of continuing education requisite for recertification, and the opportunity to provide updated address information. It is the responsibility of each certificant to notify the ABA office of address changes, to be aware of the expiration date of their certification, and to know when to apply for recertification.

Process for Recertification

Upon being granted certification, certificants are sent information regarding the recertification requirements and instructions for maintaining continuing education records. Certificants are sent a Continuing Education Tracking Form on which to record the continuing education activities that they take to fulfill the 60 contact hour requirement during the three-year certification period. The form is to be maintained for the entire three-year certification period. Maintaining and recording accurate records of continuing education is the certificant's responsibility. The recording form and all documentation should be retained by certificants.

Approximately 30 days prior to their certification expiration date, certificants are sent a recertification packet. Applicants for recertification will be randomly selected for an audit. These certificants will be required to submit their Continuing Education Tracking Form and documentation verifying participation in the activities. In addition to the required documentation, certificants who are audited will need to submit Special Review forms that provide a brief summary of the activities that they have taken from non-approved providers, audited university coursework, and publications. They will need to submit a signed statement that attests that they have conducted their audiology practice in accordance with the ABA Code of Ethics. Additional detailed instructions for the completion of the audit process will be provided to those selected for the audit. All other certificants will be required to submit a signed statement that attests that they have conducted their practice of audiology in accordance with the ABA Code of Ethics and they have met the continuing education recertification requirement. No audiologist certified by ABA will be recertified without receipt of this signed document. The recertification packet will also include notification of outstanding annual fees that must be paid in order to be recertified as well as notice of the recertification fee that is due.

Certificants who are unable to complete the recertification continuing education requirement due to extenuating circumstances should contact the Director of Certification.

Notification of Recertification

Once the recertification material has been reviewed, certificants will be notified as to whether their recertification has been approved, deferred or denied. When it is determined that all of the requirements for recertification have been met, recertification will be granted for another three year period. If recertification is deferred, the specific reason(s) for that action will be made available to the certificant in writing. Certificants who have their recertification deferred will be given thirty days to submit additional material. If the certificant does not respond within thirty days, certification will not be renewed. If the certificant has not met the recertification requirements, recertification will not be granted. In addition, if it is determined that the certificant has provided false or misleading information when applying for recertification, members of the Recertification Committee or their designee may deny recertification and begin disciplinary proceedings in accordance with established policies of ABA.

Appeals

Certificants who disagree with a ruling regarding their recertification status may apply to the Recertification Committee for a review within thirty (30) days of the initial ruling. If the applicant does not agree with the ruling of the Recertification Committee, the applicant may appeal within thirty (30) days to the full ABA Board of Governors. The ABA Board has the final authority in ruling on all appeals.

Certificants should direct any questions regarding the recertification process and continuing education to the ABA Director of Certification at:

11730 Plaza America Drive, Suite 300
Reston, VA 20190
Phone: (703) 226-1060
Fax: (703) 790-8631

Policy on Non-Discrimination

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