



*Commitment to Excellence*

# **MAINTAINING YOUR CERTIFICATION**

How to Maintain Your  
BC-HIS Designation



NATIONAL BOARD FOR  
CERTIFICATION IN HEARING  
INSTRUMENT SCIENCES

# Maintaining Your Certification



Congratulations! Through your outstanding commitment to excellence, you have achieved the Board Certified in Hearing Instrument Sciences (BC-HIS) designation. You have demonstrated to yourself, your peers, and your clients that you are one of an elite group of hearing healthcare professionals who have met the highest standard of competency in service to the hearing impaired.

## GET STARTED

- ✓ Put your credential to work. Use the *Certificant Branding Guide* to promote your BC-HIS designation and grow your practice/business.
- ✓ Review the three-year maintenance cycle so that you are prepared for each year's requirements.



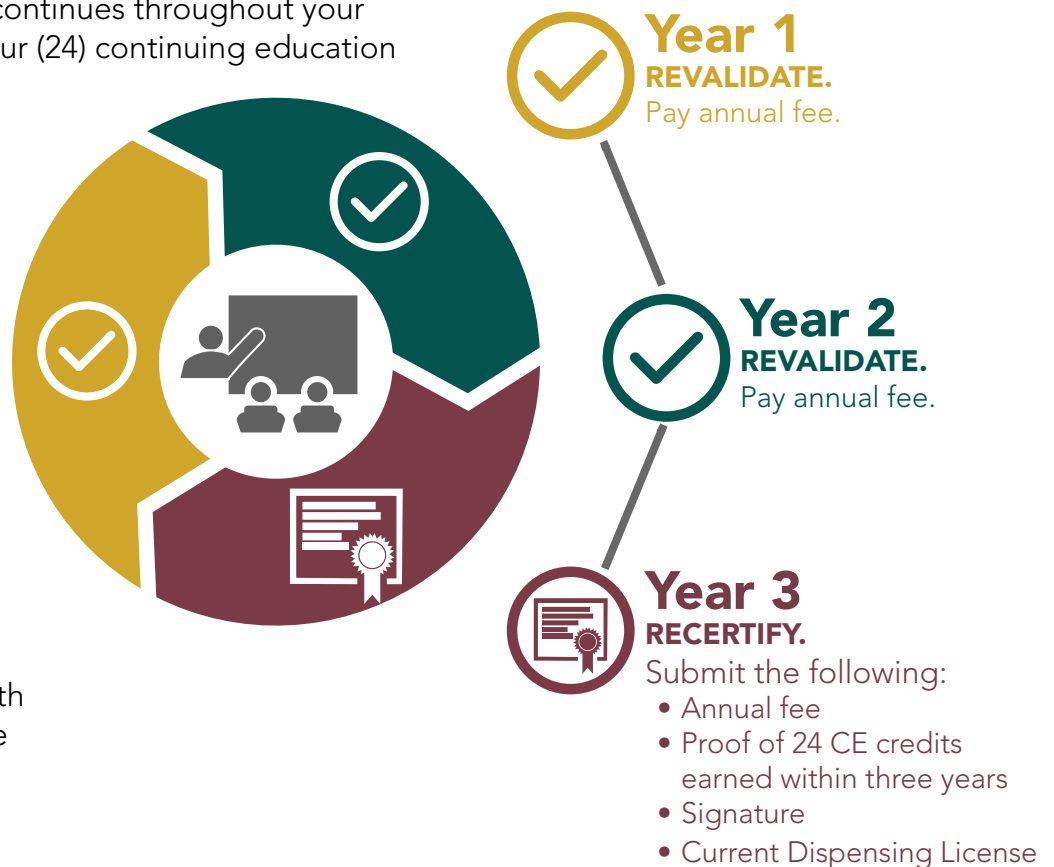
## THE THREE-YEAR CYCLE

Certification maintenance is on a three-year cycle as illustrated here. Continuing professional development is important because it ensures your continued excellence in the hearing healthcare profession.

It is an ongoing process and continues throughout your professional career. Twenty-four (24) continuing education credits are required in each three-year recertification cycle.

When you **revalidate your credential annually** and then **recertify every three years**, you demonstrate your continued commitment to your professional development and growth and assure your clients that you are maintaining your knowledge base.

Please use the worksheet in this packet to stay on track with your certification maintenance requirements.



**Year 1**  
**REVALIDATE.**  
Pay annual fee.

**Year 2**  
**REVALIDATE.**  
Pay annual fee.

**Year 3**  
**RECERTIFY.**

Submit the following:

- Annual fee
- Proof of 24 CE credits earned within three years
- Signature
- Current Dispensing License

# Certificate Maintenance Worksheet



Use this worksheet to plan each stage of your certificate maintenance cycle.

## START HERE:



\_\_\_\_\_ Certification Date/Your Originating Year

**Requirement:  
Due by June 30**

Complete 24 CE credits within each three-year cycle.



**Year 1:**

6/30/20\_\_\_\_\_  
(Add one year to your originating year)

**REVALIDATE.**  
Pay annual fee.



**Year 2:**

6/30/20\_\_\_\_\_  
(Add two years to your originating year)

**REVALIDATE.**  
Pay annual fee.



**Year 3:**

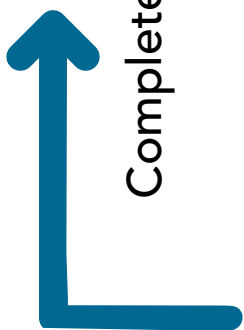
6/30/20\_\_\_\_\_  
(Add three years to your originating year)

**RECERTIFY.**

1. Pay annual fee.
2. Prior to the June 30 deadline, make sure you have 24 CE credits on record with NBC-HIS to be eligible to recertify.
3. Sign and date the recertification criteria statement.
4. Submit proof of current dispensing licensure status.

*Note: The three-year CE window runs from July 1 - June 30 of each year. The window is fixed regardless of originating certification date. Your first three-year cycle runs from:*

*July 1, 20\_\_\_\_ to June 30, 20\_\_\_\_\_.*



Remember that the cycle starts over every three years.

# Sources for Approved CE Credits

Your first recertification window is from July 1, 20\_\_\_\_ - June 30, 20\_\_\_\_. All continuing education (CE) credits must be completed within these dates.

## IMPORTANT NOTES

1. We are unable to allow any exceptions to this requirement. If your CE credits are not completed within your three-year cycle, you will not maintain your certification. We are not able to offer any extensions, exceptions, or a grace period.
2. Any additional CE credits earned during a particular cycle cannot be applied to your next three-year recertification period.

## RESOURCES TO OBTAIN CONTINUING EDUCATION CREDITS

- IHS webinars: [ihsinfo.org/webinars](https://ihsinfo.org/webinars)
- IHS self-study: [ihsinfo.org/self-study](https://ihsinfo.org/self-study)
- AudiologyOnline: [ihsinfo.org/audiologyonline](https://ihsinfo.org/audiologyonline)
- IHS-approved events, including chapter events: [ihsinfo.org/calendar](https://ihsinfo.org/calendar)

All CE credits obtained for recertification by U.S. certificants must be approved by **AAA** ([audiology.org](https://audiology.org)), **ASHA** ([asha.org](https://asha.org)), or **IHS** ([ihsinfo.org](https://ihsinfo.org)). Check with your CE providers and make sure they have applied for course approval from one of these organizations before taking courses. This applies to self-study programs, webinars, conferences, training seminars, and online education. For international certificants, CE credits granted by other hearing healthcare organizations are reviewed on an individual basis.

➔ To include **AudiologyOnline** or other **IHS-approved courses** on your record, send a request to the International Hearing Society (IHS) to post the CE credit and issue an IHS certificate of attendance. Send an email to [professionaldevelopment@ihsinfo.org](mailto:professionaldevelopment@ihsinfo.org), and include the following:

- Proof of attendance, certificate, or AudiologyOnline transcript
- Last four digits of your Social Security number
- Your mailing address

➔ To submit **AAA and ASHA approved courses** that are not also approved by IHS, send verification to [info@nbc-his.com](mailto:info@nbc-his.com).

