LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN HEARING AID DEALER TRAINEE LICENSING GUIDE

OVERVIEW:

The hearing aid dealer trainee license allows the trainee to work for and under the direct supervision of a licensed dealer. The trainee license shall be valid for a 12-month period. The department may transfer a license of a trainee upon the filing of an application for a transfer.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code for this profession can be found at the end of this guide.

TABLE OF CONTENTS

LICENSURE REQUIREMENTS CHECKLIST 1
APPLICATION AND FEES 1
THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS 1
ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION 2
ADDITIONAL REQUIREMENTS FOR FOREIGN TRAINED APPLICANTS 2
ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE 2
RENEWAL REQUIREMENTS CHECKLIST 2
HELPFUL RESOURCES AND FORMS 3
FREQUENTLY ASKED QUESTIONS 3

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- ☐ Online Application for a Hearing Aid Dealer Trainee License - Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Online applications can be completed by visiting **www.michigan.gov/miplus**
- ☐ Application Fee + 1 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

  Hearing Aid Dealer Trainee New application: $50.00
  Transfer: $10.00

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ Good Moral Character Question – I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am

rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.

- ☐ Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining an SSN or you do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION
(These are in addition to the requirements stated above that apply to ALL applicants)

- ☐ Qualifying Education – Must have graduated from an accredited high school or secondary school.
- ☐ Supervision – Must verify the Michigan licensed Hearing Aid Dealer to whom the Hearing Aid Trainee will work for and under the direction and supervision of.

ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES
(These are in addition to the requirements stated above that apply to All applicants)

- ☐ Qualifying Education – Must have graduated from an accredited high school or secondary school.
- ☐ Supervision – Must verify the Michigan licensed Hearing Aid Dealer to whom the Hearing Aid Trainee will work for and under the direction and supervision of.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE
(These are in addition to the requirements stated above that apply to All applicants)

- ☐ Online application can be completed by visiting www.michigan.gov/miplus and selecting MiPLUS Login. Once logged in, click on the **"Licenses"** tab, select "**Modification**" next to your license number and this will start the relicensure process.
- ☐ 1 year Hearing Aid Dealer Trainee Relicensure Application and Fee: $70.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- ☐ Supervision – Must verify the Michigan licensed Hearing Aid Dealer to whom the Hearing Aid Trainee will work for and under the direction and supervision of.

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for Hearing Aid Dealer Trainee Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.

MICHIGAN HEARING AID DEALER TRAINEE LICENSING GUIDE

- Hearing Aid Dealer Trainee Renewal Application Fee: $40.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- Renewal Cycle: 1 year
- Accept Renewal Attestation – By accepting the renewal attestation, you as the licensee are certifying that all information provided on your renewal application is true and complete.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/occupationallicense and clicking on the Hearing Aid Dealers link you can access the following helpful resources:

  Resources:

  - Michigan Occupational Code

FREQUENTLY ASKED QUESTIONS

1. How do I register for the examination?

The department will review the application, and upon complete review the applicant will be made eligible for the exam. Once the applicant is made eligible for the exam, they will be notified and can contact PSI at (800) 733-9267 or www.psiexams.com for scheduling.

2. My license was lost/stolen/destroyed, how do I get a new one?

You may request a duplicate license online at www.michigan.gov/MiPlus. To request a hard copy of your license you will need to log in to your MiPlus account and pay a $10.00 fee.

3. How do I transfer my trainee license to another Hearing Aid Dealer?

If you wish to transfer your license from your current hearing aid dealer to another you may request a transfer online at www.michigan.gov/MiPlus. Please use the username or email, and password you created to access your account. Once you have logged in to your account you will click the "Licenses" tab near the top of the webpage above the welcome message. On the subsequent page and to the left of your active hearing aid trainee license click on the **word** *modification.* Next you will select *Hearing Aid Trainee Transfer.* During this request you will be required to upload a document titled "Hearing Aid Dealer Trainee Supervisor Verification Form", which can be found on our website at www.michigan.gov/hearingaiddealers. This form must be completed and signed by your new dealer.

4. How do I file a complaint against an occupational professional?

Information on how to File a Complaint with the Bureau of Professional Licensing can be found on the Bureau of Professional Licensing's website at www.michigan.gov/bpl.