

Maryland Department of Health
**Board of Examiners for Audiologists, Hearing Aid Dispensers
and Speech-Language Pathologists**
4201 Patterson Avenue, Baltimore, Maryland 21215-2299
Phone: 410-764-4725 Fax: 410-358-0273
TTY – Maryland Relay Service: 1-800-735-2258

Audiology – Full Licensure – Application Checklist

All documentation must be original, on the forms currently in use by the Board, and submitted as a complete application packet. Incorrect and incomplete applications will delay the review and approval process. **The license must be approved and obtained prior to employment.**

All Applicants Must Submit

- Application fee of \$150.00 (check or money order payable to Board of AUD)
- Recent 2 inch x 2 inch color passport size photo (first page)
- Complete, signed application
- Application must be notarized
- Praxis Exam Score
- Proof of Fingerprinting for Criminal History Records Check
- Completed Law and Regulations Exam for Audiologists

Maryland regulations stipulate that all fees, including application fees, submitted to the Board are non-refundable.

Required Documents

For recent graduates:

- Department Chair Letter (in lieu of official transcript for 60 days)
- Form A2 (Clinical Externship Year)

For individuals licensed in another state:

Send one of the following:

- Letter of confirmation of CCC from ASHA; or
- Letter of confirmation of certification from the American Board of Audiology; or
- Copy of American Board of Audiology Certificate showing expiration date

and

- Professional Resumé

C. Education

____ Official Doctorate Transcript; **or**

____ Official Masters Transcript

Note: Applicants who have obtained a Doctorate in Audiology after having obtained a Master's in Audiology must submit official transcripts for both the Master's degree and the Au.D degree.

D. If Licensed in Another State

____ License affidavit(s) from any state in which the applicant is currently licensed or has ever been licensed.

The Board strongly encourages all prospective applicants to request license affidavits from other states as soon as possible to reduce delays in the issuance of a license in Maryland.

Submission of Application

The Board encourages all applicants to submit applications and related materials via United States Postal Service, overnight delivery service, or via courier. Applicants that wish to hand deliver an application to the Board may do so by adhering to the Board's Walk-In Procedure; review this Procedure on the Board's website.

Applicants that are recent graduates who wish to begin working prior to the Doctoral Degree conferred date being listed on their transcript must request a letter from Department Chair stating that all coursework and clinical practicum requirements have been **completed and date degree was conferred**. Additionally, any individual that is not licensed or has not been licensed for a full year must have their Au.D. program submit a letter along with the application that states that the academic coursework is consistent with the standards established by the Accreditation Commission for Audiology Education (ACAE) or the Council for Academic Accreditation (CAA). Applicants must request institution to send the transcript to the Board **after the degree conferred date is listed on transcript**. The Board must receive this transcript within 60 days of license being issued.

Law Examination: An applicant must score at least 75 percent to pass the open book law examination. The examination may be downloaded and printed from the Board's web site at <https://health.maryland.gov/boardsahs/>. Use the Forms Link to download and/or print a copy of the AUD law examination. To complete the examination, use the Law and Regulation links on the web site. Refer to the law and regulation reference number included with the questions to get the correct answer. A license will **not** be issued unless the law examination is passed.

Note: Criminal History Records Check

Effective October 1, 2016 an applicant for initial licensure must submit evidence to the Board of an application for a criminal history records check (CHRC).

Information and forms regarding the required CHRC is on the Board's Forms page (click on Forms in the Quick Links section).

An application for licensure will not be processed until the application is complete, including submitting evidence of a criminal history records fingerprint receipt.

All applicants should download, fill out, and print the Board's pre-filled LiveScan Pre-Registration Form. The form has relevant Board-specific information already on the form. This form must be presented to the fingerprinting service.

Application form found on the CHRC resources page on the Board's website.

In-state applicants and out-of-state applicants near Maryland may go to an authorized fingerprinting location in Maryland. The CHRC resources page on the Board's website provides a link to the Department of Public Safety & Correctional Services' list of authorized fingerprinting locations.

Out-of-state applicants must contact the Board's administrative assistant at 410-764-4725 to request an official out-of-state fingerprint card to be mailed directly to the applicant before submission of an application for licensure to this Board.

Please note that the CHRC requirement is in addition to answering the disciplinary questions in the application.

Note: Limited License in Audiology

Individuals who have completed an Au.D. degree, but have not passed the Praxis Examination in Audiology must apply for limited licensure. A full license will be issued after the evidence of passing the Praxis Examination has been received by the Board and all other requirements for full licensure have been met.

Individuals who have not practiced audiology for at least a minimum of 3 years out of 5 years must apply for a limited license. A full license will be issued after the limited licensee has practiced for at least nine months and the supervisor has determined that the limited license is competent for the full license.