

**Maryland Department of Health
Board of Examiners for Audiologists,
Hearing Aid Dispensers and Speech-Language Pathologists**

Walk-In Administrative Procedure

In order to meet the stringent document control requirements imposed by Maryland's Department of Health, the Board has instituted the following procedure regarding submission of applications, checks, and related documents.

Effective October 1, 2010 the Board requires that all submissions to the Board be in sealed envelopes. The Board encourages submission of applications, checks and related documents by United States Postal Service, overnight delivery service or courier service.

Applicants or licensees who elect to hand-deliver applications, checks and related documents must submit the materials to a Board staff member in a sealed envelope. The Board does not accept responsibility for materials given to someone other than a Board staff member. The Board accepts walk-in between the hours of 9:00 a.m. through 4:00 p.m. during days the office is open.

Exceptions to this policy may be made only in exigent circumstances. Contact the Board's Executive Director for more information.

Revised April, 2020