

# COLLEGE OF DUPAGE

## Hearing Instrument Dispensary (HIDP) Program

### Certificate

**Fall 2022**

#### **Registration Deadline:**

**Friday, August 19, 2022 by 5pm or until course fills**

**Registration is on a first-come, first serve basis.**

**Note:** Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, [CastleBranch.com](http://CastleBranch.com), insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

Students are not accepted into this program until they receive an official acceptance letter from College of DuPage Nursing & Health Science Division.

COLLEGE OF DUPAGE  
Nursing and Health Sciences Division  
425 Fawell Blvd.  
Glen Ellyn, IL. 60137-6599  
[www.cod.edu](http://www.cod.edu)  
PHONE 630 942-8331 FAX 630 942-4222

Dear Applicant:

Thank you for your interest in the Hearing Instrument Dispensary Program at College of DuPage. This packet of information has been developed to provide you with a complete overview of our program, including the process for registration.

We have made every effort to make the information in this packet complete, however, should you have further questions please contact me.

Sincerely,

Eve Malcolm, Au.D  
Instructor, Program Lead, Hearing Instrument Dispensary  
[leinoneng@cod.edu](mailto:leinoneng@cod.edu)

## **Hearing Instrument Dispensary (HIDP) Program**

HIDP certificate trains graduates for the various occupations, including hearing aid specialist, hearing instrument specialist and hearing aid dispenser. To qualify for employment as a Hearing Instrument Dispenser per Illinois Department of Public Health guidelines, the candidate must possess a minimum of an Associate's Degree, have completed specific coursework in audiology and hearing sciences, as well as pass the written and practical exams for the Illinois Department of Public Health's Hearing Instrument Dispenser Licensing Program.

### **Program Information Disclaimer:**

This program information is published for that purpose only; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the program. The program reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in the Program information packet in accordance with College of DuPage policies and procedures.

### **Statement of Health**

If accepted, the health requirements must be completed prior to the first clinical rotation. Please see the [health requirement packet](#) for details. **Please do not complete these requirements until you are instructed to do so.** The health examination is completed at the student's expense. Students will still need to be "cleared" by Edward Corporate Health. Once given a "clearance form", students will go to [CastleBranch.com](http://CastleBranch.com) to upload their health documents to the medical document manager piece. Students will have unlimited access to personal health records beyond program completion. Along with the health record piece, the Drug Test and Background Check is completed through [CastleBranch.com](http://CastleBranch.com).

If applicants do not submit the necessary paperwork, do not obtain the required examinations and vaccinations, and/or are unable to obtain clearance to participate in all the program's clinical activities, without restrictions and/or precautions, they may be considered ineligible for the program and can be withdrawn from the program courses in which they are registered.

### **Statement on Medical Care and Health Insurance**

Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the [Student Health Insurance](#) website for additional details.

Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

### **Statement on Medical Malpractice Insurance**

Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for HIDP 2112. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

### **Statement on Transportation**

Students are responsible for finding their own transportation to and from the College and Clinical Site. No special accommodations will be made for students with transportation problems. Students who accept a position in the program should be willing and able to travel to any site to which they may be assigned including those outside of District #502.

## **Non-Discrimination Policy**

The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual's right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College's prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).

## **Student E-Mail Policy**

College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check out your COD email to get the message about:

- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order Important messages from instructors

<http://www.cod.edu/academics/email.aspx>

## **Citizenship/Visa Status**

If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to participate in health sciences programs, please contact the [International Student Office](#), SSC 2225, (630) 942-3328, e-mail: [intlstdt@cod.edu](mailto:intlstdt@cod.edu).

Qualified applicants will be considered out-of-district in the admissions ranking process if they are **not** a:

- U.S. citizens
- Permanent residents

## **Statement on Drug Testing and Criminal Background Testing**

A drug test and criminal background check are required prior to starting a clinical rotation in the Hearing Instrument Dispensary program. Several clinical affiliates may also require finger printing. The costs of these requirements are the responsibility of the student. You will be informed by the Program Coordinator when you will need to complete these requirements. **Please do not complete them until instructed to do so.** Results of testing may result in inability to attend clinical experiences and therefore dismissal from the program.

## **Criminal Background Check Information**

All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with a positive background check containing disqualifying conditions as defined by Illinois State Law ([225ILCS46/25](#)) and 77 Ill Adm. Code 955 Section [955.160](#) will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

**NOTE: You may have been convicted and not sent to jail.** People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk's office, State's Attorney's office or your attorney.

## **Technical Standards of Acceptance**

### **Standard Skills in Health Career Programs**

To participate in any Health Career program at College of DuPage that has a direct patient care or clinical education component, applicants must possess additional non-academic skills. These occupational standards are consistent with the duties of the entry-level professional in that field and are set by the individual program. These skills, which protect the health and well-being of patients, may include but are not limited to the ability to the list below. Please refer to the Health Science programs' [Essential Functions](#).

- Lift, push, pull and/or carry greater than 100 pounds
- Lift and transfer patients to and from wheelchairs, stretchers, beds and imaging tables
- Move, adjust and manipulate equipment
- Position patients for exams
- Respond appropriately to sounds such as the patient's voice and movements at a normal conversational volume
- Respond appropriately to equipment signals such as sound and light
- Manipulate the necessary hospital equipment for patient care such as dials, switches, push buttons & keyboards
- Perform for a prolonged period without breaks in a typical shift of eight hours
- Communicate orally and in writing with patients, doctors and other personnel clearly and effectively, and have the ability to follow verbal and written directions

## **Program Profile**

HIDP certificate prepares students for a career as a hearing healthcare provider and hearing instrument specialist. This program prepares hearing healthcare providers to administer and interpret hearing tests, select and fit hearing aids, adjust physical and electroacoustic parameters of hearing instruments and recommend assistive listening devices. Hearing instrument specialists work together with audiologists in medical settings, private practice, clinics and retail venues in order to meet the needs of the Hard of Hearing community. HIDP certificate is designed to provide students with didactic instruction and clinical practice skills in anatomy and physiology of the auditory mechanism, acoustics and hearing sciences, clinical audiometry, aural rehabilitation, professional ethics and hearing instrumentation. This program will prepare students for the Illinois Department of Public Health Hearing Instrument Dispenser Licensing Written and Practical Exams. This certificate includes twenty-two (22) credit hours.

## **Estimate of Program Cost**

Please visit the [Program Costs webpage](#) for estimated cost.

## Graduate Outcomes

- Describe the anatomy and physiology of the human auditory system including auditory pathways, peripheral and central
- Explain auditory sensations and interpret auditory perception of complex sounds
- Demonstrate the basic principles of audiological assessment across the lifespan
- Demonstrate interventions aimed at minimizing the communication difficulties associated with hearing loss in people of all ages
- Demonstrate knowledge of hearing aid components and systems, electroacoustic evaluation, methods of prescribing hearing aid gains and hearing aid signal processing
- Explain hearing healthcare provider scope of service, licensure, workplace skills, resume writing and interviewing skills, professional ethics, employment settings, team membership and conflict resolution, universal precautions, culturally sensitive practice and the psychosocial impact of hearing loss

## **Hearing Instrument Dispensary Program Curriculum Map**

\*Sequence subject to change\*

### **Fall (Semester 1):**

(7 credit hours)

- **HIDP 1101** The Auditory Mechanism (3)
- **HIDP 1103** Introduction to Audiology and Audiometry for the Hearing Sciences (4)

### **Spring (Semester 2):**

(7 credit hours)

- **HIDP 1102** Acoustics and Hearing Sciences (3)
- **HIDP 2101** Hearing Aids (4)

### **Summer (Semester 3):**

(3 credit hours)

- **HIDP 1104** Aural Rehabilitation Across the Lifespan (3)

### **Fall (Semester 4):**

(5 credit hours)

- **HIDP 2102** Professional Ethics (3)
- **HIDP 2112** Clinical Practicum (2)

- **Total: 22 credits**

## Requirements after Registration

Following registration to the HIDP program, students receive a copy of the College of DuPage HIDP Program Handbook. Students are expected to comply with the rules, regulations and procedures of College of DuPage, HIDP and the affiliating clinical sites as outlined in the handbook. Students are expected to sign an acknowledgment of the Discipline Procedure, Informed Consent and Verification of Receipt, Review and Comprehension the HIDP Handbook (following a review of the handbook). Noncompliance is grounds for dismissal from HIDP.

Once in to the program, students receiving below an 80% in any HIDP course are placed on academic probation for a period no shorter than one semester, although this duration may be substantially longer. Students receiving a "D" or an "F" in any HIDP course or practicum are dismissed from the program and the failed course must be repeated. Additional information regarding grade requirements, probation and dismissal is contained within the College of DuPage HIDP Program Handbook.

In order to ensure students acquire knowledge relevant to their clinical practice, students may be required to make up portions of failed exams or projects regardless of earning a passing grade in class.

Prior to being admitted into clinicals, which take place during the students' final fall term, students must complete and pass a pre-clinical examination. Students must sit for this examination on the last Thursday of July of the students' summer semester. Students who do not pass the exam will not be allowed to enter clinicals and will have the choice of either (1) exiting the program and reapplying at a later date if desired or (2) completing coursework and or self-study to remediate deficit areas and, pending successful performance on the exam the following January, enrolling in clinicals the following fall term.

**Please note:** *Registering into the HIDP does not guarantee successful program completion.*

### **Certification**

The certificate includes twenty-two (22) credit hours and will help prepare students for the Illinois Department of Public Health Hearing Instrument Dispenser Licensing Written and Practical Exams.

In order to be eligible for employment as a Hearing Instrument Dispenser in Illinois the following criteria must be met:

- Possess an Associate's Degree or higher degree (certificate program prerequisite)
- Be eligible for Licensure via Illinois Department of Public Health
  - Pass both written and practical exams
- Complete the prescribed college credit hours in the following didactic areas (included in certificate curricula design):
  - Anatomy and Physiology of the Auditory System
  - Hearing Science
  - Introduction to Audiology
  - Aural Rehabilitation
- Maintain IDPH Hearing Instrument Dispenser License with required continuing education

### **Clinical Education**

Student clinical experience is acquired during the **Clinical Practicum** course after completion of college courses in Audiology and Hearing Sciences, as well as a receipt of the Temporary Hearing Instrument Dispenser License via Illinois Department of Public Health (**written and practical exams do not have to be completed to receive the Trainee License**). College of DuPage is centrally located and population dense with a multitude of local hearing aid dispensaries throughout District 502 and surrounding areas, in which clinical affiliation agreements would be entered.

**Students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites.** *Non-compliance with rules, regulations and procedures is a basis for dismissal from the program. The Health and Sciences Program Standards for Professional Conduct is available upon request and will be presented to the students upon their acceptance into the program.*

## **Hearing Instrument Dispensary Registration Requirements**

The following are **REGISTRATION REQUIREMENTS** for the Hearing Instrument Dispensary program. These Registration requirements are a part of your **PACKET**. Your packet must be complete in order to be considered for **REGISTRATION** and allowed to **REGISTER** for the course.

***NOTE: Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described.***

Use this **Registration Requirements checklist** to assure that you have everything you need to complete your packet. There is a **Registration Deadline** of **Friday, August 19, 2022 at 5pm** for this program. Be sure all items below are completed in advance of that deadline.

1. Attend a mandatory **Hearing Instrument Dispensary Program [Advising Session](#)**. **It is required that an applicant attend an advising session within a 12 month period prior to the application deadline.** A Photo ID is required for attendance at advising sessions.
2. If you have not been admitted to College of DuPage, please complete the **non-refundable \$20 [College of DuPage General Admissions Application](#)** online. **This application is for general admissions to College of DuPage only.**
3. To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in **ALL** official Transcripts from institutions that you have attended. Immediately:
  - a) Submit your official transcript(s) to College of DuPage, Office of Student Records. **If College of DuPage is the only institution you have attended, you do not need to request official transcripts.**
  - b) Verify receipt of your transcript(s). Login to your myACCESS account, click on 'myACCESS for Students', then select '**My Profile**'. The receipt status of your transcript will be listed under '**Transcript Institutions**'.

NOTE: If you have an international transcript from high school or college, it must first be evaluated. Please visit the following website [http://cod.edu/registration/records/trans\\_eval\\_listing.aspx](http://cod.edu/registration/records/trans_eval_listing.aspx) for details

4. Completed an Associate's Degree or higher degree no later than the end of Summer 2022 semester. Proof of completion must be submitted to the Office of Student Records, SSC 2150 or [evaluations@cod.edu](mailto:evaluations@cod.edu).
5. Submit the completed Health Requirement Acknowledgement Form (page 9) to [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu)
6. Once all above steps are completed, please e-mail [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu) to notify them of your interest in registering for the program. You will then receive instructions to register for HIDP 1101 and HIDP 1103.



# College of DuPage

## Health Career Programs

### Health Requirement Acknowledgement

Part of this program is to complete health requirements prior to the first clinical rotation. Please see the [health requirement packet](#) for details. **Please do not complete these requirements until you are instructed to do so.** Along with the health requirements, you will also complete a drug test and background check.

Failure to submit the necessary paperwork, obtain the required examinations and vaccinations, and/or are obtain clearance to participate in all the program's clinical activities, without restrictions and/or precautions, you may be considered ineligible for the program and can be withdrawn from the program courses in which you are registered.

I, hereby, acknowledge that:

- a. I have reviewed the [Health Requirement packet](#) for the program and understand that the program has specific requirements that must be completed during specific time periods as directed.
- b. I have reviewed and understand that enrollment and participation in the clinical component of the program is subject to the practices and requirements of the clinical site, which may necessitate additional health requirements.
- c. I understand that my failure to complete the health requirements mandated by the program and/or the clinical site may prevent either my registration into the program or continuation in the program.

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Signature

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Date

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Print

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Program Name

Email to [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu) or return to:  
College of DuPage Nursing & Health Science Division Office, HSC 1220