

NORTH DAKOTA STATE BOARD OF EXAMINERS FOR HEARING INSTRUMENT SPECIALISTS

TO: North Dakota Hearing Instrument Specialists

FROM: Megan Thorson, NDSBE of HIS Executive Secretary

RE: 2026 License Renewal

DATE: October 12th, 2025

Hello!

Your current hearing instrument specialist license will expire on January 1, 2026. Attached is a renewal application.

The renewal fee for 2026 remains \$150.00 for those who apply before January 1, 2026. An additional \$50.00 fee will be assessed after January 1st and up to January 31st (renewal grace period). After January 31st, there will be an extra \$100.00 fee. (Meaning, if your application is postmarked and/or your renewal fee is received on February 1, 2026 or after, your total cost will be \$300.00). Because this renewal application was delivered in a timely manner, we will be **strict** on the fees this relicensing year. If your application, CEUs, and payment is not received during the renewal window (last date to renewal is February 1, 2026), your license will expire. You must cease dispensing in North Dakota as of February 1, 2026. Therefore, we ask that you please renew your license on or before January 1, 2025, to avoid any late fees. The US postal service postmark on your mailed envelope will act as documentation of date "received." *Please note that we are working towards an online submission system, but for this year, we will need to continue with physical mail as previous years.*

Please complete, sign, and date the renewal application and return it along with the following:

- 1) The proper FEE. Payment by check or cashier's check is the only acceptable method at this time. PLEASE make sure to provide your name and address on your cashier's check or it will not be valid, and we will need to return it to you for signature. This may delay your application and result in an additional fee (as described above).
- 2) Your approved C.E.U. certificates, from IHS, AAA and/or ASHA, for 10 clock hours from 2025. You may send certificates from the host entity of the continuing education course, such as various manufacturers or Audiology Online, IF they indicate the courses were approved by a national agency, such as IHS, AAA and/or ASHA.
 - a. Each specialist licensed in the state is required to complete TEN (10) hours of continuing education yearly. Subject matter for continuing education credit courses must include a minimum of six (6) hours related to hearing instruments, two (2) hours may be audiology, and two (2) hours of other subject matters relating to the hearing instrument dispensing operations.

- b. Licensees shall provide written proof of attendance and completion of approved courses for renewal of license. The board will accept continuing education credit courses approved and/or sponsored by the International Hearing Society, National Institute of Hearing Instrument Studies, American Academy of Audiology, and American Speech-Language Hearing Association.
- 3) The number of duplicated licenses that you need along with the address of each location. There will be a \$5.00 fee for any licenses requested over the quantity of 2 (meaning, two licenses will be supplied at no additional cost, but any certificate beyond 2 will cost \$5.00 per certificate. Please include the additional funds with your payment or it will not be sent out.).

(In the event that you do not plan to renew your license, please use the enclosed application to notify the board of your request to remove your name from our mailing list and/or listserv. Or email financendhis@outlook.com. We appreciate your assistance in keeping our records accurate.)

- 4) NO PHOTO is needed with the renewal of your 2026 license. The board approved in May of 2006, that your photo ID is no longer necessary.

It is your responsibility to notify the ND-Hearing Instrument Specialist licensing board of any address updates throughout the year. Please submit those in writing to our executive secretary, whose information is listed below.

Licensing renewal is being processed at the following address. Send all the required information to:

NDSBE of HIS Executive Secretary
Attn: Megan Thorson
PO Box 12266
Grand Forks, ND 58201

Please help expedite your renewal by having all necessary information enclosed as your license will not be renewed until all aspects are accounted for, and the delay in the renewal process may result in accrued late fees.

Thank you,

Megan Thorson

Megan Thorson
NDSBE of HIS Executive Secretary
financendhis@outlook.com