



## Hearing Aid Temporary Permit (HTP) Report of Progress Bureau of Health Facilities Licensing

### General Information

HTP Name: \_\_\_\_\_ Permit Number: HTP- \_\_\_\_\_

HTP Sponsor Name: \_\_\_\_\_ License Number: HAS- \_\_\_\_\_

### Report of Progress

#### Phase 1

The trainee has observed my procedures in case history, evaluating, interpreting, selection, impression, and delivery of hearing aids. Under my personal supervision and observation, the trainee can take the required history and evaluation, and together we will proceed with interpretation, selection, ear impression, and delivery of hearing aids.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date



SOUTH CAROLINA  
DEPARTMENT OF  
PUBLIC HEALTH

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### Report of Progress

#### Phase 2

The trainee has an understanding of: basic physics of sound, anatomy and physiology of the ear and the function of hearing aids. The trainee is allowed to visit clients that have recently been fitted to re-evaluate them, as long as the purpose of the visit is not to sell hearing aids. The trainee has been instructed to explain to the client that his/her purpose is to gain experience and to compare his findings with his sponsors.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date



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### Report of Progress

#### Phase 3

The trainee has the following practical techniques:

1. Pure tone audiometry
  - a. Air conduction testing
  - b. Bone conduction testing.
2. Live voice or recorded speech
  - a. Audiometry
  - b. Speech reception threshold
  - c. Discrimination testing
3. Masking when indicated

4. Recording and evaluation of audiogram and speech audiometry to determine proper selection and adaption of a hearing aid.

It is my opinion that the trainee is now qualified to take case history, evaluations and ear impressions independently, but the final interpretation and selection of instrument, along with fitting and delivery, will be done jointly by the trainee and myself.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date



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### Report of Progress

#### Phase 4

The trainee has demonstrated knowledge and proficiency in each of the categories outlined in Section 202 of Regulation 61- 3. As his/her sponsor, I followed up within 15 days to verify that everything was done in accordance with Regulation 61-3. I attest that the trainee has been duly instructed and supervised and is knowledgeable of items listed in Section 202 of Regulation 61-3, The Practice of Selling and Fitting Hearing Aids.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date



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### Annual Report of Progress

I attest that the trainee is qualified to take the examination for a Hearing Aid Specialist license in accordance with Regulation 61-3, The Practice of Selling and Fitting Hearing Aids,

Other comments:

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\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date



## Hearing Aid Temporary Permit (HTP) Report of Progress Bureau of Health Facilities Licensing

Instructions for Completing 0223-ENG-DPH

### Hearing Aid Temporary Permit Holder Report of Progress

**PURPOSE:** In accordance with §40-25-120 (2) of the South Carolina Code of Laws, 1976, as amended, and Regulation 61-3, a person holding a valid hearing aid dealers and fitters license shall be responsible for the supervision and training of such applicant and maintain adequate personal contact and make annual reports to the Department about the performance of person holding the temporary permit.

#### **INSTRUCTIONS:**

A temporary permit holder must be reasonably supervised and trained for a period of one year by a currently licensed hearing aid dealer. Annual reports of progress must be maintained on each person with a temporary permit by a licensed dealer verifying adequate personal contact supervision and training, and all such reports shall be submitted to the Department to be kept on file. The phased training reports must be submitted quarterly to complete the annual reports of progress. By agreeing to sponsor a temporary permit holder, the sponsor is responsible for submitting reports quarterly. Sponsorship includes accepting responsibility for the temporary permit holder's conduct until such time that the sponsor notifies the Department via certified mail that he or she will no longer be responsible for the sponsored permit holder.

The reports are to be submitted as follows:

Phase 1 Report – complete and submit at the end of the first annual quarter.

Phase 2 Report – complete and submit at the end of the second annual quarter.

Phase 3 Report – complete and submit at the end of the third annual quarter.

Phase 4 Report – complete and submit at the end of the fourth annual quarter.

Annual Report of Progress – complete and submit after completing the last phase. This is not a separate phase.

**OFFICE MECHANICS AND FILING:** The original shall be placed in the master file of the activity in the Division of Health Licensing and maintained there in accordance with the most restrictive retention schedule assigned to this document or other documents contained in the file. The most restrictive retention schedule in the master files is SBH-F&S-17, which requires documents to be kept for six years within Health Licensing. Records are then shipped to a storage center for retention of not less than 24 years before destroying.