

<b>Association of Hearing Instrument Practitioners of Ontario</b>	
<b>Section</b>	<b>Membership Fees</b>
<b>Sub-Section</b>	<b>Membership Fees &amp; Registration Renewal</b> <span style="float: right;"><b>November 2017</b></span>

## **1.0 Policy**

Association of Hearing Instrument Practitioners of Ontario – By-Laws, Article V – Members Fees, Section 5.1 states:

*“The fees payable by a Hearing Instrument Specialist H.I.S., Hearing Instrument Dispenser H.I.D., Inactive Member, Associate Member, Student Member, or Retired Member, shall be those fees established by the Board and set out in a schedule to these By-Laws from time to time.”*

## **2.0 Membership Fees**

The Association’s membership runs from January 1<sup>st</sup> to December 31<sup>st</sup>. A member can obtain a current listing of the amounts and categories of annual membership fees from the AHIP office or the AHIP website.

## **3.0 Registration Renewal**

- 3.1 Members will be sent a membership renewal application in the mail during the month of October. Please advise the AHIP office if you have any changes to your name, mailing address, e-mail address or phone number.
- 3.2 Members are required to submit to the AHIP office a completed membership renewal application along with supporting documentation and payment by December 31<sup>st</sup>.
- 3.3 Supporting documentation to be sent to the AHIP office with the completed membership renewal application are:
  - a) Payment in the amount specified on the application
  - b) Proof of professional liability insurance for a minimum of \$2,000,000
  - c) Proof of twelve (12) hours of AHIP approved continuing education units per calendar year (unless otherwise submitted to the AHIP office throughout the year)
- 3.4 Renewal applications that are incomplete, missing documentation or insufficient payment will not be processed.
- 3.5 Seals and receipts for membership payments will not be issued until all documentation and payment have been confirmed.

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- 3.6 If by December 31<sup>st</sup> payment and supporting documentation are not received then a late fee of \$100 will be issued. **No exceptions.**
- 3.7 Failure to submit a completed renewal form, the required documents or payment by February 1<sup>st</sup> will result in automatic membership suspension with AHIP.
- 3.8 On February 2<sup>nd</sup> notification of the suspension will be issued to the Ministry of Health and Long Term Care - Assistive Devices Program. The Assistive Devices Program upon receipt will suspend the authorizer and/or dispenser status with the program.
- 3.9 To be re-instated as a member in good standing of AHIP, suspended members will be required to submit missing documentation and/or required payment. A \$500 re-instatement fee will be charged. **No exceptions.**