

Association of Hearing Instrument Practitioners of Ontario	
Section	Membership
Sub-Section	Inactive Member November 2017

1.0 Policy & Criteria

Association of Hearing Instrument Practitioners of Ontario - By-Laws, Article III, Section 3.2, defines **Inactive Member** as; “A person who has been an active certified member who became inactive in his/her respective field and has, in writing requested inactive membership. Inactive members may remain inactive for a maximum of two (2) years. If, within two (2) years such an inactive member wishes to become actively engaged in the practice of providing hearing instruments, and has continued in the interval to meet the continuing education requirements as set out in Article IX 9.1.1, the inactive member shall apply in writing to the Membership Committee to be reinstated as an active certified member. The Committee shall consider on such application at its next meeting and if approved acceptable, the applicant shall be required to pay full dues as imposed on each member, such payment to be due at once and to be pro-rated from the date of granting such active membership to the end of the current fiscal year. Failure to apply for reinstatement as an active member within the two (2) years from the time inactive status was granted shall be reason for revocation of certification. Inactive members have no voting privileges.”

2.0 Process (Requesting Inactive Status)

- 2.1 Active certified members are required to request inactive membership status in writing, addressed to the Chair of Membership and sent to the AHIP office.
- 2.2 The AHIP office will forward the request to the Chair of Membership.
- 2.3 The Chair of Membership will review the request. If the Chair requires additional information, the AHIP office will contact the member to obtain such information.
- 2.4 The Chair of Membership will, at the next scheduled Board of Directors meeting, make the appropriate motion.
- 2.5 If the motion is passed the AHIP office will issue correspondence to the member verifying this fact on behalf of the Chair of Membership.
- 2.6 Inactive members may remain inactive for a maximum of two (2) years and are required to obtain twelve (12) hours of AHIP approved continuing education units per calendar year.
- 2.7 If the motion is denied the AHIP office will issue correspondence to the member verifying this fact on behalf of the Chair of Membership.

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3.0 Process (Re-instatement as an Active Certified Member)

- 3.1 If within two (2) years, an inactive member would like to be re-instated as an active certified member he/she must apply, in writing, to the AHIP office along with providing the following:
- a) Proof of professional liability insurance for a minimum of \$2,000,000
 - b) Proof of twelve (12) hours of AHIP approved continuing education units per calendar year
 - c) Payment in the amount as determined by the Board
- 3.2 The AHIP office will confirm the supporting documentation and forward the request to the Chair of Membership.
- 3.3 If the Chair of Membership requires additional information, the AHIP office will contact the member to obtain such information.
- 3.4 The Chair of Membership will, at the next scheduled Board of Directors meeting, make the appropriate motion.
- 3.5 If the motion is passed the AHIP office will issue correspondence to the member verifying this fact on behalf of the Chair of Membership.
- 3.6 If the motion is denied the AHIP office will issue correspondence to the member verifying this fact on behalf of the Chair of Membership.