

Association of Hearing Instrument Practitioners of Ontario	
Section	Education
Sub-Section	Hearing Instrument Specialist (H.I.S.) Internship Program & International Licensing Exam (ILE)
Revised: April 1, 2025	

1.0 Background and Scope of Practice

The requirement of Internship and the Licensing Exam for Hearing Instrument Specialists is outlined within the Association's By-Laws, Article III, Section 3.1.1. Hearing Instrument Specialist (H.I.S.) as follows:

“Those who have met the educational requirements leading to a provincial certificate or diploma in the field of audiometric evaluation and hearing instrument provision and have successfully completed the International Licensing Examination (ILE) effective July 1, 2007, and who abide by the Code of Professional Conduct. The applicant must furnish a copy of their certificate or diploma. The applicant shall have successfully completed one thousand (1,000) hours of Internship as established in policy and governed by the Association.

The Hearing Instrument Specialist (H.I.S.) shall be certified in the practice of testing hearing, selection, fitting, counseling, and dispensing of hearing instruments and associated devices, and the removal of cerumen from the external ear canal where a member's practice includes it.”

2.0 Internship Policy

The terms of reference for the Education Committee are outlined within the Association's By-Laws, Article XI “Mandatory Committees” Section 9.1.2. Sub-section (iii) which states: “To establish and maintain policies and procedures for the Hearing Instrument Specialist (H.I.S.) Internship program.”

3.0 Qualifications of Monitor and Restrictions

This clinical experience must be monitored by a Hearing Instrument Specialist (H.I.S.) who is an AHIP member in good standing; and/or an Audiologist, Reg. CASLPO member in good standing.

The above noted Monitors must also have a minimum of two consecutive years' experience as a Hearing Instrument Specialist or an Audiologist and can monitor no more than two (2) interns at any given time.

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4.0 Definition of Supervision

4.1 Close Supervision (300 hours)

During the first 300 supervised hours, the Monitor must be on site 100% of the time with the Intern. The Monitor must co-sign all written reports, audiograms, and verification measures. The Intern may not provide care to patients in the Monitors' absence from the clinic.

4.2 General Supervision (700 hours)

During the final 700 hours, the Monitor will provide general supervision, monitoring the actions performed by the Intern, co-signs all written reports, audiograms, and verification measures. The Monitor will be available for case discussions and will review case files at least weekly. The Intern may provide services to clients on occasions when the Monitor is not in the clinic provided:

- (a) the Intern previously demonstrated appropriate skill in the service to be provided.
- (b) the Monitor is available for consultation via telephone or electronic means, and
- (c) the Monitor is otherwise present in the clinic at least 60% of the time the Intern is providing clinical services.

5.0 Internship Criteria

Upon successful completion of a recognized Hearing Instrument Specialist (H.I.S.) Program, to obtain H.I.S. status the H.I.D. member must:

- Obtain and successfully complete a minimum 1,000 hours of supervised clinical experience within 36 months of graduation.
- Successfully complete and submit the AHIP Work Plan (**Appendix B**).

6.0 Enrollment Process

- 6.1** Full H.I.D. Members can obtain an Application for Internship Enrollment (**Appendix A**) from the By-Law and Policy Manual, the office of the Association or via the website.

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The Application must be fully completed by both the Intern and the Monitor and submitted to the office of the Association via mail, fax or email in PDF format.

***Note:** As an Intern, you must inform the Association and have another application completed and approved in advance of any proposed change of Monitor or work location.*

6.2 Upon verification that the Intern and Monitor comply with Section 3.0 of this policy the Intern will be sent via email:

- A letter outlining acceptance and the date at which the Internship can commence.
- A Work Plan Declaration (**Appendix B**) to be immediately signed and dated by both the Intern and the Monitor and submitted with your final log sheet.
- Monthly Log Forms
 - Logs must be received by the 15th of the following month to the AHIP office via mail, fax or email in PDF format.
 - Logs are to be properly completed with dates, signatures, and initials to be accepted.

7.0 Confirmation Process

During the first 300 hours of the internship process, the Chair of Internship will contact both the Intern and the Monitor to inquire how the process is proceeding and ask if either require any assistance or advice.

Upon completion and submission to the AHIP office of 1000 hours and the Work Plan Declaration, this information will be forwarded to the Chair of Internship for review. The Chair will contact the Monitor(s) and interview them in relation to each section of the Work Plan Declaration to ensure the competency of the Intern.

The Chair may also utilize a series of questions to the Monitor and/or Intern to assist in his/her assessment.

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Based on the assessment of the Chair of Internship:

- (a) If successful, and the Intern has passed the ILE exam, the Intern will be motioned as successfully completing the AHIP Internship Program. If passed a letter advising the Intern, he/she has successfully completed the AHIP Internship Program and obtained full H.I.S. status, will be emailed and the Monitor copied.
- (b) If the ILE exam is outstanding, the file will be held at the AHIP office until the exam is successfully passed. Once the exam is passed, the Intern will be motioned at the next available Board of Directors meeting. If passed a letter advising the Intern, he/she has successfully completed the AHIP Internship Program and obtained full H.I.S status, will be emailed and the Monitor copied.
- (c) If not successful, the Intern and Monitor will be emailed a letter advising that the Intern has not successfully completed the HIS Internship Program. The Chair will offer advice on what would be required to achieve a favorable outcome and upon completion the Intern will be re-assessed at a later date.

Out of Province Internship Requirements

Enrollment in the H.I.S. Internship program is accepted pending full membership with AHIP and proof that Monitor(s) are either qualified Hearing Instrument Specialists or Audiologists under the requirements of the prospective province and comply with Section 3.0 (Criteria) of this policy. All Internship criteria and processes as outlined in this policy will apply.

International Licensing Exam (ILE) Criteria and Process

Upon successful completion of an AHIP provincially recognized college or university program, the H.I.D. member must, in addition to successfully completing the AHIP Internship Program also successfully pass the International Licensing Exam, if he/she wishes to pursue H.I.S. status.

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The written examination was developed by the International Hearing Society (IHS). It is an objective, practicum based multiple choice examination comprised of five scales which are based on the five core areas of competency.

Upon H.I.D. membership status, the AHIP office provides the members' name and e-mail address to IHS who will then contact the member via email to create an account and arrange for the web-based examination. The member must pay IHS directly for the cost of the written exam. The member will be notified of their results immediately following their exam. There are several testing centres in Ontario to take the IHS written examination.

Members may choose to sit for the ILE written examination at any time upon full H.I.D. status. It is recommended that members obtain practical based experience before attempting the exam. If the member does not pass the written examination on his/her first attempt, they can rewrite the exam. Currently there is no limit to the number of attempts.

References/Notes:

Association of Hearing Instrument Practitioners of Ontario; 2021AHIP Survey "Hearing Instrument Specialist Students/Graduates". November 2021.

College of Denturists of British Columbia www.cd.bs.ca/site/registrations/intern. November 11, 2021.

College of Opticians of Ontario; Registration Policy – "Student and Intern Supervision." July 27, 2020.

College of Hearing Aid Practitioners of Alberta; "Supervising Declaration for Hearing Aid Practitioner Educational Student/Intern member." January 2019.

College of Speech and Hearing Health Professionals of BC; "Guideline – HIP Intern Practicum Training." June 15, 2018.

Note: This policy replaces "Hearing Instrument Specialist (H.I.S.) Internship Program" & International Licensing Exam (I.L.E.) dated January 1, 2022