

<b>Association of Hearing Instrument Practitioners of Ontario</b>	
Section	<b>Education</b>
Sub-Section	<b>Continuing Education Units Policy</b> <b>August 2025</b>

## OVERVIEW

In order to maintain membership in the Association, a minimum of 12 hours of approved continuing education units (CEUs) must be obtained per calendar year. The member is required to submit to the Association evidence of obtaining approved CEUs. The Board of Directors may approve exceptions in cases of illness or other incapacity.

- 1.0** No more than six (6) of the twelve (12) CEUs may be obtained from any one manufacturer of hearing aids.
- 2.0** It is the responsibility of the individual member to notify and present proof to the Association that the minimum CEUs has been obtained for that year.
- 3.0** To obtain approval, all providers of continuing education hours must submit a completed CEU Application Form, 30 days in advance of the training session to the Chair of Continuing Education (via the AHIP Office). Closed Sessions as defined in 4.0 will be considered for up to two (2) hours of the twelve (12) CEUs. The Board of Directors may approve a specified number of hours upon recommendation of the Chair of Continuing Education. The Board holds the unconditional right to approve or deny any submissions.
- 4.0** Closed Sessions are defined as sales representatives' visits or in-office training as well as company only sessions.
- 5.0** Members attending training seminars need not request prior approval if the provider has already requested and obtained that approval.
- 6.0** If a member wishes to attend a training course that has not had prior approval by the Association, the member must submit his/her request to the Chair of Continuing Education (via the AHIP office) 30 days in advance of the training session. This submission must be done in writing and include the name, address, telephone number and website (if available) of the provider, course syllabus, identify the number of hours requested and the dates. If the member does not submit for approval before the event occurs the hours will not be considered for CEU approval.

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- 7.0** Members attending Association approved seminars within the 30 days moratorium period before the AHIP Symposium will be credited with the approved CEU hours only if they attend the Symposium. Otherwise, there will be no accreditation during the moratorium period.
- 8.0** Members in attendance of a “full membership” meeting such as the AHIP Annual General Meeting, Semi-Annual or Special Meeting will be allowed to obtain a maximum 2 hours of CEUs regarding each such meeting.
- 9.0** A member attending the same seminar twice will be awarded CEU hours for only one seminar.
- 10.0** A maximum of 2 CEU hours can be earned per calendar year for only one of the following:
- 10.1** Mentoring H.I.S. students during college clinical placements (regardless of the number of students). Any AHIP member who mentors one or more students is eligible to earn these CEU hours. A completed *CEU Mentoring Student Application* must be submitted.
- 10.2** Monitoring Interns adhering to the Hearing Instrument Specialist (H.I.S.) Internship Program & International Licensing Exam (ILE) Policy for at least 300 of the Interns hours. Please remember, section 3.0 of this policy, *a Monitor can monitor no more than two (2) Interns at any given time*. The member must submit a completed *CEU Monitoring Intern Application*.
- 10.3** Faculty members of any of the recognized Colleges are allowed to obtain a maximum of 2 CEU hours per calendar year for teaching. The member must submit a completed *CEU Teaching Application*.
- 11.0** Audiology OnLine, AHIP approved seminars, will be accepted upon successful completion & submission of certificate to AHIP.
- 12.0** Any member who has not completed the educational requirements as determined by the Education Committee and approved by the Board of Directors will have his or her membership automatically suspended on February 1<sup>st</sup>.