

HEARING INSTRUMENT CONSUMER PROTECTION PROGRAM

EXAMINATION REGISTRATION

PLEASE PRINT

NAME _____
(Last) (First) (MI)

HOME ADDRESS _____
(Street or P.O. Box)

(City) (State) (ZIP Code)

DAY TIME PHONE (_____) _____ FAX NUMBER (_____) _____

E-MAIL ADDRESS _____ Gender _____

DATE OF BIRTH _____ LAST FOUR DIGITS OF SOCIAL SECURITY # _____

REGISTRATION PROCEDURES

Applicants may take either the written or practical examination first. Candidates must register with the Illinois Department of Public Health Hearing Instrument Program in order to take the written and practical examinations. Registration information is available via phone at 217-524-2396 OR via email at dph.visionandhearing@illinois.gov

1. Written Examination Information

You must register with IDPH to take the written examination, which is administered via the International Hearing Society (IHS) computer-based testing format. Additional information about the computer-based testing format is included on page two of this form. If you are requesting only the written examination, email this form to:
dph.visionandhearing@illinois.gov

2. Practical Examination Information

You must register with IDPH in order to take the practical examination. Practical examinations are held at the **Illinois Department of Public Health, 535 W. Jefferson St., Third Floor, Springfield, IL 62761**. Registrations for the practical examination must be accompanied by check or money order with the appropriate amount made payable to **IDPH – Hearing Instrument Program** at least two weeks in advance of examination. **Fees are non-refundable.**

WRITTEN EXAMINATION

- ☐ I would like to take the written examination. Information explaining the IHS computerized system for the written exam will be emailed to you. Fees are paid directly to IHS through Webassessor©.
- ☐ I have taken the written examination previously. Date on which you took it: _____

PRACTICAL EXAMINATION (All fees are Non-refundable)

- ☐ I would like to take the practical examination. The \$300 practical exam fee is enclosed.
- ☐ I would like to retake the practical examination. The \$300 practical exam fee is enclosed.

Date of original practical exam _____.

Mail the Registration form – along with a check or money order for the correct amount made payable to the **IDPH Hearing Instrument Program**, to:

Illinois Department of Public Health
Hearing Instrument Program
535 W. Jefferson St., Third Floor
Springfield, IL 62761

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Examination Registration

Page Two

Written Examination

The International Licensing Examination for Hearing Healthcare Professionals (ILE) written examination is administered by the International Hearing Society (IHS) using a computer-based examination. You must register with the Illinois Department of Public Health in order to be approved to sit for the examination. The examination fee will be paid directly to IHS via Webassessor©. After you have registered with IDPH, the process is as follows:

1. IDPH will notify IHS when you are eligible to take the examination.
2. IHS will send you an “introduction” email message with instructions to create an account and schedule your examination using Webassessor©. The IHS study guide is attached to the introduction email message.
3. You will create an account in Webassessor©. Once your account is created, you will receive a “Welcome” email message containing your personal login and password.
4. You will then schedule the examination and pay the fee for the ILE examination directly to IHS via Webassessor®.
5. You will receive a “Transaction” email with your personal **Authorization Code**, instructions regarding the examination procedures at the testing center, and identification required at the test site.
6. Once you have taken the examination IHS will submit your score report to IDPH.
7. IDPH will notify you of your examination results.
8. An applicant who fails the written examination may retake the examination. The written examination fee shall be paid for each administration of the examination. An individual candidate may take the written examination no more than 4 times in any consecutive 12 month period.

Practical Examination

You must register with IDPH in order to take the practical examination. The process is as follows:

1. **Mail the Registration form** - All registration forms must be accompanied by a check or money order for the correct amount made payable to the **IDPH Hearing Instrument Program**.

Applications should be received by the Illinois Department of Public Health, Hearing Instrument Consumer Protection Program, 535 W. Jefferson St., Third Floor, Springfield, IL 62761, no later than 2 weeks prior to the examination administration date. Applications received after the 2 week cutoff date will be accommodated if possible. All applications must be complete and include the required fees. There is no limit on the number of times the practical examination may be taken. An examination registration form and fee are required for each administration of the examination.

2. **Test Admission Identification** – Applicants will receive a validated admission ticket confirming the time and location of the test administration no later than seven days prior to the scheduled examination date. Bring this admission ticket and a photo ID to the testing center.
3. **Handicap Notification** – Reasonable accommodations will be provided for applicants with acceptable documentation of handicapping conditions/disabilities which may hinder test performance. For further information, contact the Hearing Instrument Program at 217-524-2396.

FEES ARE NON-REFUNDABLE

Questions?

Telephone 217-524-2396

Fax 217-524-4201

E-mail dph.visionandhearing@illinois.gov