Board of Examiners for Audiologists, Hearing Aid Dispensers, Speech-Language Pathologists, and Music Therapist 4201 Patterson Avenue, Baltimore, Maryland 21215-2299 Phone:

4201 Patterson Avenue, Baltimore, Maryland 21215-2299 Phone: 410-764-4725 Fax: 410-358-0273

TTY ó Maryland Relay Service: 1-800-735-2258

Audiologist – Application for Limited License

Application Checklist

I. All Applicants Must Submit:
\$100.00 Fee (make check or money order payable to the Board of AUD)
Recent 2x2 passport size color photo
Application Signed
Application Notarized
Law Exam Completed
Application fee is non-refundable.
Note: The Law and Regulation Examination is an open book examination. An applicant must score at least 75 percent to pass the open book law examination. Applicants who submit their applications online will be sent a link to complete the required law exam electronically. To complete the examination, use the Law and Regulation links on the Boardos web site. Refer to the law and regulation reference number included with the questions to get the correct answer If you are unable to complete your application online, you may request a paper exam by emailing Monica Wright. A limited license will not be issued unless the law examination is passed.
II. Documents To Be Submitted:
Official Transcript: Request college to send the transcript directly to the Maryland Board.
Clinical Training Plan (Form AS2)
Note: A Form AS2 (Verification of Supervision for Limited Licensure/Clinical Training) must be submitted for each place of employment during the period of limited licensure. III. Praxis Examination Scores:
Praxis Exam Score Report: Official Praxis score report must be sent to the Board when available.

Renewal of Limited License as an Audiologist

If an individual that holds a limited license as an audiologist is unable to obtain the minimum required time of supervised practice as a full time limited licensee, or obtain the specified months of supervised practice as a part-time limited licensee the individual may renew the limited license for an additional year. The renewal form and the \$25.00 renewal fee must be submitted at least 30 days prior to the expiration of the limited license. An individual with a renewed limited license is eligible for transfer to a full license provided the minimum number of supervised months has been completed.

If an individual fails to obtain the minimum of 9 months of supervision within the two years of limited licensure the individual must wait an additional year after the expiration of the renewed limited license before the individual can reapply for a limited license as a audiologist.

Transfer of Limited License to Full License

An individual holding a limited license as an audiologist will be transferred to a full license provided the individual has met all the requirements full licensure and the limited licensee has been supervised for the appropriate amount of time. The Form SA3 must be received by the Board no sooner than the required time of supervised practice ends and no later than 60 days prior to expiration of the limited license. The limited license should submit all required documentation in order to be transferred to a full license ,and submit the full license fee to the Board, in order to be approved by the Board to do so.

TOEFL Scores

English as a Second Language (ESL) applicants are required to have a minimum combined Test of English as a Foreign Language (TOEFL) score of 80% within the previous two years from the date of the application. A copy of you exam scores must be submitted with your application.

Board of Examiners for Audiologists, Hearing Aid Dispensers, Speech-Language Pathologists, and Music Therapist

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Application for Audiologist- Limited License

Please Read The Application Checklist Before Completing Application Below:

Last	First	Middle/Maide	
Last	гия	Wilddie/Wiaide	311
. Home Address:	g,		
	Street		Apt.
City	Stat	e Zip (Code
3. Phone #:	Alternate #:		
	5. Social Security		
. Have you previously been l	icensed in the State of Maryla	nd? If	yes,
icense # l	Date Expired	_	
	Date Expirede? English Other _		
7. What is your first language 3. Have you ever been convict			
7. What is your first language 8. Have you ever been convict turpitude?	e? English Other_		
7. What is your first language 8. Have you ever been convict turpitude? Yes No	e? English Other _ ted of a felony or a misdemean	or involving m	oral
7. What is your first language B. Have you ever been convict curpitude? Yes No Fyes, please provide detailed ex	e? English Other _ ted of a felony or a misdemean	or involving m	oral
7. What is your first language 8. Have you ever been convict turpitude? Yes No 6 yes, please provide detailed ex	e? English Other _ ted of a felony or a misdemean	or involving m	oral
7. What is your first language 8. Have you ever been convict turpitude? Yes No 6 yes, please provide detailed ex	e? English Other _ ted of a felony or a misdemean	or involving m	oral
7. What is your first language 8. Have you ever been convicted turpitude? Yes No 6 yes, please provide detailed explication as well as court documents. 9. Education Graduate School	e? English Other _ ted of a felony or a misdemean	or involving m	oral
7. What is your first language 8. Have you ever been convict turpitude? Yes No f yes, please provide detailed ex pplication as well as court documents.	e? English Other _ ted of a felony or a misdemean	or involving m	oral

Undergraduate School: _			
Attended	to I	Major	
Date Degree Awarded			
9. Department Chair L	etter In Lieu of Official	Doctorate Transc	ript
This section is to be comproof of the education red			
I hereby affirm that I hav Article of the Annotated 10.41.03.03A(2)(a) and to minimum educational receivant I am solely responsibility my Doctorate degree with affirm that I will be subjective of the committee	Code of Maryland and C hat I understand a Doctor quirement to hold a limited ble for ensuring that the I hin 60 days of the issuance to the grounds for discional act in the practice of	ode of Maryland Re rate degree in audiological license in audiological receives an office of the limited license in audiology.	egulations logy is the ogy. I hereby agree ficial transcript of ense. I hereby Section 2-314(10) the Board does not
Signature of Applicant		Printed Name of	Applicant
10. Employment for Cli	nical Training		
Date:	Title of Position:		
Facility/Company Name			
Street Address	City	State	Zip Code
Brief description of dutie	es		
		-	

11. Affidavit (Must Be Completed by a Notary Public)

I hereby affirm that I have read Sections 2-101 to 2-502 of Title 2 of the Health Occupations Article of the Annotated Code of Maryland and fully understand that in receiving a license from the Board, I bind myself to be governed by the Board.

I understand that in submitting this application that the accompanying fee is for administrative purposes and is not refundable. The fee includes licensure fee.

STATE OF	CITY O	R COUNTY OF
executed this application, that	at the statements he has not suppres	nd says that he/she is the person who herein contained are true to the best of seed any information that might affect this stands this affidavit
Signed before me on the	day of	, by Name of Applicant
		Name of Applicant
Signature of Applicant		Signature of Notarial Officer
		Title of Office
		Stamp:
********	******	******************

In accordance with Executive Order 01.01.1093-18, the Board is required to advise you as follows regarding the collection of personal information:

Personal information requested by the Board is necessary in determining your eligibility for licensure. Such personal information is also intended for use as an additional means of verifying the licensee identity or to enable the Board to communicate, in a timely manner, with the licensee should the need arise. The licensee has a right to inspect his personal record and to amend or correct the personal data if necessary. Your Social Security Number is needed on the application. It will be used for identification purposes and may be released to the Department of Public Safety and Correctional Services to check for any criminal convictions.

Race/Ethnic Identification

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AUD Limited

Requirements for Clinical Fellowship Year (CFY)

CFY Time Requirements:

The clinical training must be started within two years after completion of the academic coursework and clinical practicum requirements and must then be completed within 24 months. The CFY can be completed either by full-time or part-time professional employment. See the requirements on this sheet for full-time or part-time employment to meet the supervised practice requirement.

To complete a clinical training, the applicant shall be employed as a professional in the field of audiology under appropriate on-site supervision for not less than 9 months with a minimum of 36 hours of work per week. This requirement may also be met with

Part-Time Requirements Are As Follows:

- 25-35 hours per week ó must work a minimum of 12 months
- 21-24 hours per week ó must work a minimum of 15 months
- 17-20 hours per week ó must work a minimum of 18 months
- 14-16 hours per week ó must work for 24 months

At least 80% of the applicant employment during the clinical training shall be in direct contact which includes assessment/diagnosis/evaluation; screening; habilitation and rehabilitation; and activities related to client management.

Form AS2:

An applicant for a Limited License shall submit a Form AS2, Verification of Supervision for Limited License/Clinical Training with the application to the Board. The applicant may not begin practicing until the Limited License application is approved by the Board. A Limited License authorizes the applicant to practice only in the setting and under the supervision of the person specified on the AS2. Pursuant to COMAR 10.41.03.03A(7) a new Form AS2 must be submitted to the Board for each change in supervisor and/or practice setting. The limited licensee may not begin working in the new setting or under the supervision of another individual unless a revised limited license has been issued to the limited licensee.

Clinical Training Supervision Requirements:

An individual serving as a supervisor:

(a) Shall hold a valid license issued by the Board in audiology, or if the supervisor is employed by a facility whose employees qualify for an exemption from licensure the Certificate of Clinical Competence of the American Speech-Language-Hearing Association in Audiology or Board Certification in Audiology from the American Board of Audiology;

- (b) Shall have been in practice for a minimum of 3 years after completion of the clinical training;
- (c) Shall supervise not more than three limited licensees at one time; and
- (d) May not have been formally disciplined by the Board within the previous 5 years. On-site direct supervision is required.

Form AS3:

Upon completion of the CFY, the Limited Licensee shall submit to the Board an AS3, Verification of Satisfactory Completion of CFY, completed by the supervisor and a copy of the scores on the National exam, if not previously submitted. If the CFY was done in more than one setting, or under more than one supervisor, a separate AS3 must be submitted for each setting or supervisor.

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Verification of Supervision for Limited Audiologist License Clinical Training

I. Applicant (Please Type or Print) A. Name: First Middle/Maiden Last B. Address: Street Apt. City State Zip Code Phone: ______ Alternate #: _____ Email: _____ C. Academic Status: College Degree Date Awarded D. Employment Setting: Facility Name: Street Address: City State Zip Code Phone: Fax: Beginning date of employment: Day Month Year Hours per week spent in Audiology? Is applicant completing a CFY? _____Yes ____No

Form AS2

A. Name:			NC111 04:1	
Last		First	Middle/Maiden	
B. Street Address:				
City		State	Zip Code	
C. Place of Employme	ent:			
Facility Name				
Street				
City		State Zip Code		
Phone:	Alte	ernate #:		
III. Clinical and Supe	ervisory Responsibili	ty		
Applicant Activity	Hours/Week Spent by Applicant	Hours/Month S	pent by Supervisor	
		On-Site Observation (at least 4 hour per month)	Other Monitoring Activities (optional)	
Assessment, diagnosis and/or evaluations				
Screening Habilitation/ rehabilitation				
4. Staff Meetings				
5. Supervisory Conferences				
6. In-Service Training				
7. Record Keeping				
8. Other (Must Specify)				
Total				
Signature of Applicant	t	Date		
Signature of Superviso	or	Date		
Supervisor:				
() Holds ASHA CCC	S-SLP, ASHA Certifica	ate #		
() Holds Maryland Li	icense in Audiology, L	License #		
() Holds License in A Form AS2	audiology in State of _			

Board of Examiners for Audiologists, Hearing Aid Dispensers, Speech-Language Pathologists, and Music Therapist 4201 Patterson Avenue, Baltimore, Maryland 21215-2299

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Verification of Satisfactory Completion of Audiology Clinical Training

I hereby declare that					
Name of Applicant					
Street Address		City	State	Zip Code	
an applicant for Maryland licensure that field from to			-		
The place of employment was:					
Facility Name					
Address	City	State		Zip Code	
I further declare that the applicant w	as supervised	by:			
Name of Supervisor					
At that time the CFY supervisor hele	d:				
() Maryland License in Aud	iology, Licens	se #			
() ASHA Certification in Au	udiology, Cert	ificate #			
() A license in Audiology fr whose licensure requirement		lent to ASHA			
I verify that during the employment competence in the area in which licer		•	a satisfacto	ry level of	
Signature of Supervisor		Typed or Print	ed Name		
Title	Date	Curre	ent Phone Nui	mber	
Form AS3					

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.²
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.ciis.gov.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy
 of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the FBI criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

Name:	
 Date:	

¹ Written notification includes electronic notification, but excludes oral notification.

² See https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).



MARYLAND Department of Health

Larry Hogan, Governor • Boyd K. Rutherford, Lt. Governor • Robert R. Neall, Secretary

BOARD OF EXAMINERS FOR AUDIOLOGISTS, HEARING AID DISPENSERS, SPEECH-LANGUAGE PATHOLOGISTS, AND MUSIC THERAPIST

Jennifer L. Mertes, Board Chair • Candace G. Robinson, Executive Director

Criminal History Records Check - In Maryland

A full Criminal History Records Check is a requirement to obtain a license issued by the Maryland Board of Examiners for Audiologists, Hearing Aid Dispensers, Speech-Language Pathologists and Music Therapist. This includes all initial licenses, transfers from limited to full licensure, and all renewal licenses. Each individual only needs to complete the process once for this Board.

These instructions are for individuals who reside in Maryland or reside near Maryland. It is best to obtain fingerprints in Maryland. If it is not convenient to get fingerprinted in Maryland please follow the procedure in the Out-of-State instructions.

The Department of Public Safety and Correctional Services, Criminal Justice Information System (CJIS) oversees Criminal History Records Checks. The criminal history records check is initiated by the applicant/licensee being fingerprinted.

CJIS Authorization#:

1600003672

FBI ORI#:

MD920528Z

Reason Fingerprinted:

Audiology license

Hearing Aid Dispenser license

Speech-Language Pathology license

Speech-Language Pathology Assistant license

Type of Check:

Governmental Licensing/Certification

Electronic Fingerprinting

It is best to have your fingerprints taken electronically in the State of Maryland.

Electronic fingerprinting is available at CHS-approved private providers, most Maryland MVA locations and most local law enforcement offices.

Please note that the cost of fingerprinting services from private providers may vary. The total fee must be paid to the provider and the cost is borne by the applicant for initial licensue and renewal candidates. Private providers in Maryland do not accept cash or money orders.

For additional information regarding fingerprinting in Maryland please contact CJIS:

via telephone at 410-764-4501; or via their website at http://www.dpscs.marvland.gov/publicservs/:fingerprint.shtml.

Applicants for Initial Licensure, Reinstatement, or Reactivation

Effective October 1, 2016 all initial applicants for full or limited licensure in Maryland will be required to submit: fingerprints. All applicants for reinstatement or reactivation who have not previously fulfilled this requirement must submit: fingerprints. This is a requirement of the application process and cannot be waived for any reason. An initial license will not be issued unless proof of the CHRC is on file with the Board.

Maryland residents and individuals who reside near Maryland may have fingerprints taken prior to mailing an application to the Board. Maryland residents and individuals who reside near Maryland must use the pre-filled form specific to this Board (link at end of this document and also available on this Board 's Forms page). If an individual is unable to use the pre-filled form the individual must have the CJIS Authorization number and FBI ORI numbers to ensure that the required reports are issued to the Board (on the first page of this document and on the Board's homepage). Please note that these numbers are specific to this Board.

After your fingerprints are taken you will be given a receipt for payment that includes a tracking number; the tracking number is unique to you. Include a copy of the receipt with the tracking number when submitting the initial application to the Board. Hand-write the professional license you are applying for and specify either full license or limited license.

Once the results of the background check are received by the Board the application process will be completed in accordance to Board regulations and policies.

Renewal Applicants

Individuals who obtained a full license before October 1, 2016 will be required to submit evidence of the CHRC to the Board prior to the issuance of a renewal license. Additional information has been provided to renewal applicants via e-mail.

General Information

Pursuant to federal law a criminal history records check is only effective for one purpose. Accordingly, any prior fingerprinting and criminal history records check was only good for the educational institution, employer, licensing entity, etc. that it was completed for.

When getting fingerprinted please ensure the following:

that the fingerprint operator spells your name correctly; and

that the proper OIR and authorization numbers are used.

A list of private providers that have electronic fingerprinting services are provided on the State of Maryland's Department of Public Safety & Correctional Services website. Click below for immediate access to fingerprinting locations in Maryland. Call ahead to make sure the provider is open and has the October 1, 2016 software update.

https://www.dpscs.state.md.us/publicservs/fingerprint.shtrnl

Print LiveScan Pre-Registration Application

https://health.maryland.gov/boardsahs/DocumentsaudLiveScan.pdf

All applicants must print the LiveScan Pre-Registration Application and take it to the fingerprinting location in Maryland.

Please **do not** call the Board's offices for an update on a background check. The background check is completed by a separate state agency. The Board has no control over the amount of time it takes to complete the check. If you have not received the results of the criminal history background check after thirty days, you may contact CJIS directly at 410-764-4501.

Please refer to § 2-303.1 Criminal History Record Checks of the Maryland Board of Examiners for Audiologists, Hearing Aid Dispensers and Speech-Language Pathologists for a full description of the requirements.



STATE OF MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES CRIMINAL JUSTICE INFORMATION SYSTEMS – CENTRAL REPOSITORY

LIVESCAN PRE-REGISTRATION APPLICATION					
APPLICANT INFORMATION (PLEASE TYPE OR PRINT CLEARLY)					
Name:					
Date of birth:	SSN:		Gender: Mal	e 🗌 Female (Please check)	
Height: ft. inches Weight	: lbs.	Eye Color:		Hair Color:	
Race: Black White Asian/Pacific Islander Native American Other (Please check)					
Place of Birth: Citizenship:					
Current address:					
City:		State:		ZIP Code: -	
Daytime Phone:	Evening Phone:		Driver's License #	#:	
	AGENCY I	NFORMATI	ON		
Agency Authorization #: 160000367	' 2				
ORI # (if required): MD920528Z		Reason fingerprinted? Licensing			
Position Applied for: Board of AUD I	HAD and SLP				
Request Type: (Choose one ONLY) Adult Dependent Care Attorney/Client Child care Criminal Justice Gold Seal/ Adoption Gold Seal/Letter/VISA Government Employment		Government Licensing or Certification Immigration/VISA Individual Challenge Individual Review MSP Licensing Private Party Petition Public Housing			
Mail Response to: (Mailing option only available for Visa Gold Seal and/or Individual Review)					
Name: Do Not Mail This Form To The Board					
Address: Do Not Mail This Form To The Board					
City, State, Zip code: Do Not Mail This Form To The Board					



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BOARD OF EXAMINERS FOR AUDIOLOGISTS, HEARING AID DISPENSERS, SPEECH-LANGUAGE PATHOLOGISTS & Music Therapist

Jennifer L. Mertes, Board Chair • Candace G. Robinson, Executive Director

Criminal History Records Check - Out of State Applicants

A full Criminal History Records Check is a requirement to obtain a license issued by the Maryland Board of Examiners for Audiologists, Hearing Aid Dispensers, Speech-Language Pathologists and Music Therapist. This includes all initial licenses, transfers from limited to full licensure, and all renewal licenses

(including reinstatement of a license or reactivation of a license). Each individual only needs to complete the process once for this Board.

These instructions are for individuals who reside outside of Maryland where it is inconvenient to come to Maryland to complete the fingerprinting process. Please note that it is best to obtain fingerprints in Maryland. If fingerprints are able to be completed in Maryland please follow the procedure in the In-State instructions.

The Department of Public Safety and Correctional Services, Criminal Justice Information System (CJIS) oversees Criminal History Records Checks. The record checks are conducted by the applicant/licensee being fingerprinted.

CJIS Authorization #:

1600003672

FBI ORI#:

MD920528Z

Reason Fingerprinted:

Audiology license

Hearing Aid Dispenser license Speech-Language Pathology license

Speech-Language Pathology Assistant license

Type of Check:

Governmental Licensing/Certification

In order to comply with the Criminal History Records Check requirement and to not delay the issuance of a license, please abide by these instructions. Please note that it may take up to five weeks for CJIS to issue the required reports to the Board.

Out-of-state residents may use a location outside the State of Maryland, but must use the CJIS fingerprint card that has pre-printed Board-specific information.

Call the Board at 410-764-4725 to request a fingerprint card. Applicants for an initial license should request a fingerprint card at least six weeks in advance of the anticipated date that licensure is required. License renewal candidates should request a fingerprint card no later than April 15,

2018 to ensure sufficient time to complete the process and complete the online renewal process. These timeframes assume an individual mails the fingerprint card to Maryland CJIS within a week of receiving the fingerprint card and having the fingerprints taken.

Once the fingerprint process is complete you must mail the fingerprint card to the following address with a check for \$31.25 payable to the "CJIS Central Repository."

CJIS Central Repository PO Box 32708 Pikesville, MD 21282-2708

Make a copy of the receipt with the tracking number that was issued to you. Legibly write your full name and profession on the copy being mailed to the Board (may be included with the application for licensure). Mail a copy of the receipt for fingerprinting to:

Maryland Board of AUD HAD SLP ATTN: Background Check 4201 Patterson Avenue, 3rd Floor Baltimore, MD 21215

For applicants for initial licensure: Once the results of the background check are received the application process will be completed in accordance with Board regulations and policies.

For renewal applicants: Once the results of the background check are received the Board will make the necessary changes to allow access to the online renewal process within 48 hours (notice will be provided via e-mail).

For additional information contact CJIS:

via telephone at 410-764-4501; or

via their website at http://www.dpscs.maryland.gov/publicserv//fingerprint.shtml.

Effective October 1, 2016

Every new applicant submitting an application on or after October 1, 2016 for a license issued by the Board must submit a criminal history records check (CHRC) to the Board. This includes license reinstatement and license reactivation when this requirement has not previously been fulfilled.

This is a requirement of the application process and it is a one-time requirement. All fees associated with the criminal history records check requirement must be borne by the applicant/licensee.

A license will not be issued unless proof of the CHRC is on file with the Board.

Individuals with an incomplete application as of October 1, 2016, with the Board must submit a CHRC to the Board. This is a requirement prior to the issuance of a license.

Individuals holding a full license on or after October 1, 2016 will be required to submit evidence of the CHRC to the Board prior to the issuance of a renewal license.

Please **do not** call the Board's offices for an update on a background check. The background check is completed by a separate state agency. The Board has no control over the amount of time it takes to complete the check. If you have not received the results of the criminal history background check after thirty days, you may contact CJIS directly at 410-764-4501.

Please refer to § 2-303.1 Criminal History Record Checks of the Maryland Board of Examiners for Audiologists, Hearing Aid Dispensers and Speech-Language Pathologists for a full description of the requirements.