Department of Licensing and Regulatory Affairs
Hearing Aid Dealer and Salesperson
State Licensing Examination

CANDIDATE INFORMATION BULLETIN
For exams October 1, 2017 and after.

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Please refer to our website to check for the most updated information at www.psiexams.com.

Copyright © 2017 by PSI licensure:certification                        Effective 10/1/2017
This Candidate Information Bulletin provides you with information about the examination process for obtaining a Hearing Aid license in the State of Michigan.

The Department of Licensing and Regulatory Affairs (referred to as the Department) has contracted with PSI to conduct the examination program. PSI works closely with the Department to make certain that these examinations meet the State’s as well as nationally established technical and professional standards for examination development and administration. PSI provides these examinations through a network of computer and practical examination centers in Michigan.

Following are the licensing examinations offered by PSI:
- Hearing Aid Dealer Theory Examination
- Hearing Aid Salesperson Theory Examination
- Hearing Aid Salesperson Practical Examination: Ear Impression

You do not need to take the Written examination prior to the Practical examination.

***VERY IMPORTANT***

PRIOR TO TESTING

Before applying to PSI to take your licensing examination(s) you must first apply for licensure. The license application is available at the State of Michigan’s website located at www.michigan.gov/hearingaiddealers under “Licensing Applications and Forms”.

Once the Department has approved you for testing, you will receive an authorization to test notification. This notification will be submitted to PSI allowing the authorized candidate to register, pay for and schedule the required licensure examination. Once you have passed your examination(s), the State of Michigan will be electronically notified by PSI so that your license can be issued and mailed to you. Only the State of Michigan may determine your eligibility for a license.

For information about licensure requirements, please access the State of Michigan Hearing Aid Dealers web page at www.michigan.gov/hearingaiddealers.

All questions concerning the requirements for licensing should be directed to:

Department of Licensing and Regulatory Affairs
Licensing Division - Hearing Aid Dealers
Bureau of Professional Licensing
P.O. Box 30670
Lansing, MI 48909
Phone: 517-241-9288 Fax: 517-373-7179
www.michigan.gov/hearingaiddealers
Email: BPLHelp@michigan.gov

Once you have received your authorization to test notice, you are responsible for contacting PSI to register for, pay your examination fee, and schedule an appointment to take the examination(s). You must pay for the examination(s) at the time you register. Please note: the Examination Registration Form is found at the end of this Candidate Information Bulletin. PSI will make every effort to schedule the examination site and time that is most convenient for you.

INTERNET REGISTRATION AND SCHEDULING

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. In order to register over the Internet, candidates will need to have a valid credit card (VISA, MasterCard, American Express or Discover). Candidates register online by accessing PSI’s registration website at www.psiexams.com. Internet registration is available 24 hours a day.

1. Log onto PSI’s website and select the link associated with the Michigan examinations. Complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date and location.

TELEPHONE

To register with a Customer Service Representative, call (800) 733-9267, Monday through Friday between 7:30 am and 10:00 pm, or Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. To register by phone, you need a valid VISA, MasterCard, American Express or Discover.

FAX

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI at (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

EMAIL

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at examschedule@psionline.com. Email registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.
STANDARD MAIL

Complete the PSI registration form (found at the end of this bulletin). You may pay fees by VISA, MasterCard, American Express, Discover, company check, money order or cashier’s check, made payable to PSI. Print your name in the memo section of the company check, personal check, money order or cashier’s check so we can ensure the payment is applied to your registration. CASH IS NOT ACCEPTED. Send the form with the appropriate examination fee to PSI.

PSI licensure: certification
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267  • Fax (702) 932-2666
www.psiexams.com

Please allow 2 weeks to process your Registration. After 2 weeks you may schedule your examination using a touch-tone phone, by calling PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday between 7:30 am and 10:00 pm and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. You may also schedule online by accessing PSI’s registration website at www.psiexams.com.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days prior to the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267 or use the PSI Website.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if:

- You do not cancel your appointment 2 days before the scheduled examination date;
- You do not appear for your examination appointment;
- You arrive after examination start time;
- You do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate’s needs. Candidates with disabilities requesting exam accommodations must fill out the exam accommodations form found at www.psiexams.com. Select Michigan, and the license type, and the form will be found under “Information Links” or click here Michigan Exam Accommodations. You will need to fax this form and supporting documentation to (702) 932-2666.

ALTERNATIVE TEST DELIVERY ARRANGEMENTS

The following options are available to all candidates seeking assistance taking the Hearing Aid examination for an additional fee.

Additional Time While Taking the Examination
Candidates may request to take the examination with extra time. The candidate will be given time & 1/2 and there will be an additional fee of $50 per examination.

Request for a Reader along with Additional Time
Candidates may request to have the examination read to them in English with extra time & 1/2 for an additional fee of $50 per examination. PSI will provide the reader.

Candidates applying for alternative test delivery arrangements must fill out the special arrangement request form found at www.psiexams.com. Select Michigan, and the license type, and the form will be found under “Information Links” or click here Special Arrangement Request Form. You will need to fax this form and supporting documentation to (702) 932-2666. Any costs associated with alternative test delivery arrangements must be paid by the candidate.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will be rescheduled at no additional charge.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination results to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

EXAMINATION REVIEW

PSI, in cooperation with the Department, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered during the theory examination by clicking the Comments link on the function bar of the test question screen. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Department may re-evaluate candidates’ results and adjust them accordingly. This is the only review of the examination available to candidates.
Dearborn Examination Center  
3200 Greenfield Road, Suite 253  
Dearborn, MI 48120  
From Detroit: Merge onto I-94 W. Take exit 209 (Rotunda Dr.) from I-94 W. Turn left onto Rotunda Dr. Follow Rotunda Dr to Commerce Drive South. Turn left on Commerce Dr S, then turn right onto Greenfield Rd. Site is on the right.

Holt-Lansing Examination Center  
4202 Charlar Drive, Suite 1  
Holt, Michigan 48842  
Follow I-496 E, which becomes US-127 S. Take the Holt Rd exit 70. Turn right onto Holt Rd. Turn left onto Cedar St. Turn right onto Charlar Dr.

Southfield-Crossroads Examination Center  
Crossroads Building  
16250 Northland Drive, Suite 361  
Southfield, MI 48075  
From I-75 North and South, exit West 8 Mile. Northland Drive is West of Greenfield Road. Do not go over the Bridge. Pass the Lodge Fwy (Hwy 10). Turn right on Northland Drive.  
From Southfield Fwy North and South, exit East 8 Mile. Go east on 8 Mile to Northland Drive. Northland Drive is next to the Northland Shopping Center.

Southfield-Lahser Road Examination Center  
26400 Lahser Road, Suite 150  
Southfield, Michigan 48033  
From I-96 E merge onto I-696 E. Then merge onto MI-10 S. Take the Lahser Road exit. Keep left at the fork in the ramp. Turn left onto Northwestern Hwy. Turn right onto Lahser Road.

Grand Rapids Examination Center  
4595 Broadmoor Ave SE, Suite 201  
Grand Rapids, MI 49512  
From I-96, exit East Beltline Avenue and proceed South approximately 4 miles. Once you pass 28th Street, Beltline becomes Broadmoor. Continue South an additional 2 miles.  
4595 Broadmoor is just South of 44th Street on the right. Use the North Entrance. Room 201 is at the top of the stairs.

From US-131, take exit 77 (M6 the new highway) East toward Lansing. Take exit 15 (M37/Broadmoor), head North (left) on Broadmoor. 4595 Broadmoor is just North of Barden street, South of 44th Street on the left. Use the North Entrance to the second floor. Room 201 is at the top of the stairs.

Gaylord Examination Center  
440 W. Main St., Suite D  
Gaylord, MI 49735  
From I-75 take exit # 282 / M-32 toward Alpena / Gaylord. From the exit ramp, turn east onto W Main (M-32) and go about half a mile.  
440 W Main is at the northeast corner of Main and Indiana, halfway between KFC and Subway. Suite D opens off the parking lot.

Marquette Examination Center  
Mid Towne Office Complex  
1229 W. Washington  
Marquette, MI 49855  
Complex is across the street from Shopko. Enter the building on the left, and go up the stairs. Go left at the top of the stairs; suite is at the end of the hall on the right.

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WWW.PSIEXAMS.COM

PRACTICAL EXAMINATION SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 26, 2018</td>
<td>Southfield-Crossroads</td>
</tr>
<tr>
<td>April 20, 2018</td>
<td>Grand Rapids</td>
</tr>
<tr>
<td>July 20, 2018</td>
<td>Gaylord</td>
</tr>
<tr>
<td>October 19, 2018</td>
<td>Southfield-Crossroads</td>
</tr>
</tbody>
</table>

Scheduling for practical examinations becomes available approximately 4 weeks prior to the examination date.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification. **If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.**

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You MUST present two (2) valid forms of identification before you may test:

1. One form of ID must meet ALL of the following criteria:
   ♦ be a current (not expired), valid and government-issued, photo identification (example: driver’s license, state-issued identification card, passport);
   ♦ show the name on the government-issued photo identification as the same name used to register for the exam (including designations such as “Jr.” or “III”, etc.) and
   ♦ have your current photo and your signature.

2. The second form of identification must contain a signature that matches the official photo ID (e.g., credit card, bankcard, military or school identification).

If you cannot provide the required identification, you must contact PSI at least two (2) weeks prior to your scheduled examination appointment to arrange a way to meet this security requirement. **Failure to provide the required identification at the examination center will result in your not being admitted to the examination and forfeiture of your examination fee. You will be required to re-register and pay another examination fee.**

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
- Bulky or loose clothing or coats that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.

Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.

- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.

Copying or communicating examination content is violation of a candidate’s contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.

- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

**IMPORTANT NOTICE FOR ALL CANDIDATES**

Due to many complaints from the buildings’ tenants, PSI (and the properties which house the PSI test centers) cannot accommodate any individual other than the person who is being tested and their model (when applicable).

PSI understands that test candidates are often comforted by having guests accompany them to their exams. It may also be necessary for a guest to drive the candidate to the test center. However, incidents from previous guests have prompted warnings from Property Management. For this reason, PSI has adopted the following policy concerning guests.

“Person(s) accompanying a test candidate may not wait in the test center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.”

There are facilities nearby such as shopping malls, stores or restaurants where guests may go while the candidate takes a test. Please take the time to visit those locations instead of waiting in or around the building.

Also of note, many candidates have been arriving hours before their scheduled exam time. This is not necessary. Please plan to arrive no earlier than 30 minutes before the start-time of your exam. This will provide plenty of time for check-in.

Thank you for your understanding and for your cooperation.

**PRACTICAL EXAMINATION**

The candidate is responsible for providing all materials required to complete an ear impression. Candidate must also provide a box for the retention of the final ear impression for the examination file.

**EAR IMPRESSION**

<table>
<thead>
<tr>
<th>Examination</th>
<th>Passing % Score</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salesperson</td>
<td>80%</td>
<td>60 minutes</td>
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</tbody>
</table>

This is a practical demonstration of the making of an ear impression, using a live model. The candidate will be allowed to take only ONE impression. Candidates MUST bring their own model for this part of the exam. See model requirements below. **NOTE:** Due to the nature of this part of the test, an examiner may stop the demonstration in the event that improper procedures, materials, or equipment may cause injury or discomfort to a model. An ear infection, occlusion of the ear canal, or other condition may also cause the examiner to stop the procedure.

**MODEL REQUIREMENTS**

Models are required for the Ear Impression portion of the Hearing Aid Dealers and Salespersons examinations. See Model Certification and Waiver at the end of the Candidate Information Bulletin for complete details. Bring the Model Certification and Waiver form to the test site on the day of the examination. The models’ licensure status will be verified by PSI following the examination administration. If it is determined that the model is or has been recently licensed (within the past 3 years), the examination will be invalidated.

**PROPER BRACING**

The examiner will be looking for bracing that is executed in the following manner. The hand that is bracing the model’s head, must also be in contact with the piece of equipment being inserted into the ear.
B. Otoscopic Examination
- Uses otoscope with proper positioning and handling
- Uses proper bracing

C. Indicate characteristics to look for during otoscopic exam.

F. Impression procedure
- Properly mixes impression material
- Demonstrates proper insertion of impression material
- Demonstrates proper bracing
- Allows for proper set-up time

G. Indicate things that would prevent the taking an impression

H. Explain to client the sensations they may experience during the taking of the impression

I. Removal of impression material from ear
- Removes impression in a safe manner
- Safely examines ear with otoscope after removal of ear impression (includes proper bracing)

J. Indicate things that determine a good outcome of an impression

K. General Appearance of Finished Impression
- Canal is adequately filled beyond the second bend
- No blow-by
- Helix and anti-helix areas are well filled
- Tragus, anti-tragus and bowl areas are well defined

PRACTICAL PORTION SCORE REPORTING
A written result report will be mailed to you by PSI within 7 business days following the examination. Candidates passing the exam will receive ONLY a score indication of PASS. The actual numerical scores on the exam are NOT available to the passing candidate. Candidates who do not pass will receive a diagnostic score report that details an individual score for each of the major categories in the Test Specifications and the overall numeric score. Please DO NOT call the Department or PSI, as results cannot be released over the telephone.

TAKING THE THEORY EXAMINATION
The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN
You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL
Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

TEST QUESTION SCREEN
The “function bar” at the top of the test question provides mouse-click access to the features available while taking the examination.

NON-SCORED QUESTIONS
In addition to the number of examination items specified in the “Examination Content Outlines”, a small number (5 to 10) of experimental questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time.

THEORY EXAMINATION PORTIONS
DEALER THEORY PORTION
Effective 10/1/2017
MI Hearing Aid Dealer Theory
65 Scored Questions; 5-10 Non-Scored Questions
Passing Score - 70%
90 Minutes

CONTENT OUTLINE

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<th>Topic</th>
<th># of Questions</th>
</tr>
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<tr>
<td>Michigan Regulatory &amp; Statutory Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Audiometric Assessment of Hearing and Hearing Aid Modifications</td>
<td>34</td>
</tr>
<tr>
<td>Contracts</td>
<td>4</td>
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<tr>
<td>Liability Insurance</td>
<td>2</td>
</tr>
<tr>
<td>Federal Regulation of the Hearing Aid Industry</td>
<td>10</td>
</tr>
</tbody>
</table>
SALESPERSON THEORY PORTION

Effective 10/1/2017
MI Hearing Aid Salesperson Theory
100 Scored Questions; 5-10 Non-Scored Questions
Passing Score - 70%
120 Minutes

CONTENT OUTLINE

<table>
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<tr>
<th>Topic</th>
<th># of Questions</th>
</tr>
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<tbody>
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<td>Client History and Information</td>
<td>7</td>
</tr>
<tr>
<td>Ear Examination</td>
<td>16</td>
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<tr>
<td>Audiometric Assessment of Hearing</td>
<td>18</td>
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<tr>
<td>Evaluation of Client/Patient Suitability for Hearing Instruments</td>
<td>11</td>
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<tr>
<td>Selecting and Evaluating Hearing Instruments</td>
<td>10</td>
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<tr>
<td>Fitting and Dispensing Hearing Instruments</td>
<td>10</td>
</tr>
<tr>
<td>Orienting and Educating Clients and Follow-Up Care</td>
<td>14</td>
</tr>
<tr>
<td>Repair of Hearing Instruments</td>
<td>6</td>
</tr>
<tr>
<td>Sales and Administrative Regulation</td>
<td>8</td>
</tr>
</tbody>
</table>

THEORY PORTION SCORE REPORTING

THEORY PORTION RESULT REPORTING

A written result report will be provided to you immediately after completing the theory examination. Examination results are confidential and will be given only to you and the Department. Candidates passing the examination will receive ONLY a result indication of PASS. Passing numeric results are not available. Candidates who do not pass will receive a diagnostic score report that details an individual score for each of the major categories in the Content Outline and the overall numeric score. Candidates should use this information to assist them in studying for the re-examination.

DUPLICATE SCORE REPORT

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or call 800-733-9267.

VERIFICATION OF FAILED SCORE

If you receive a failing score on the examination, you may request that the examination be re-scored for verification of the score.

Re-scoring of computer based examinations WILL NOT include any verification of the content of an examination, or the content or accuracy of specific items received by the candidate. Re-scoring of computer based examinations also will not include any investigation of comments about items entered by the candidate during administration of the examination.

You can write to PSI to request the re-scoring of your failing examination. Please include your name, social security number, and date of the test.

SUGGESTED REFERENCELISTS

DEALER AND SALESPERSON


Title 21 - Food and Drug Administration Department of Health and Human Services Subchapter H-Medical Devices, guidelines for compliance for Hearing Aids (Sec. 801.420-21), April 1, 2016, https://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?CFRPart=801


Professional journals, such as HEARING INSTRUMENTS, AUDECIBEL, or HEARING JOURNAL may also be helpful in preparing for the exam.

DEALER


Michigan Workforce Opportunity Wage Act, Public Act 138 of 2014, LARA Wage and Hour Division, P.O. Box 30476 Lansing.
Payment of Wages and Fringe Benefits, Act 390 of 1978, LARA Wage and Hour Division, P.O. Box 30476 Lansing MI 48909, Phone: (517) 284-7800 or Toll Free (855) 464-9243, www.michigan.gov/wagehour

Michigan Business Tax Frequently Asked Questions, State of Michigan, Department of Treasury, Treasury Building, P.O. Box 15128, Lansing, MI 48901, (517) 636-6925. http://www.michigan.gov/taxes/0,4676,7-238-43519_46621_47458_69295---,00.html (You may only access this reference via a download from this website. It is not available in hard copy.) Price: Free.


EXAMPLES OF PROPER BRACING

For purposes of the licensing examination for the State of Michigan, the examiner will be looking for bracing that is executed in the following manner.

The hand that is bracing the model’s head must also be in contact with the piece of equipment being inserted into the ear.

Examples of proper bracing follow.
**COMPLETING THE EXAMINATION REGISTRATION FORM**

1. **Legal Name**  
   Print your legal name in the boxes provided, using one box per letter. If your name is longer than the boxes allow, print as many letters as possible. **NOTE:** If you recently changed your name, or if your last name includes a generation indicator (e.g., Jr., III), be sure that your name is the same on your license application, examination registration form and your two forms of VALID identification.

2. **Social Security Number**  
   You must include your Social Security Number on the registration form. This number is required by the Department in order to issue you a license. Your Social Security Number is held in the strictest of confidence.

3. **Mailing Address**  
   Your license must include a mailing address. PO Box numbers alone are not acceptable. Print only one letter or number per box. Do not include punctuation marks; leave blank spaces to show spaces.

4. **Telephone**  
   Please provide both home and office telephone numbers (including area codes).

5. **Email Address**  
   Please provide your email address.

6. **Examination Type**  
   Check the box indicating the examination for which you are registering.

7. **Examination Fee**  
   You must include the correct examination fee(s).

8. **Special Accommodations Request**  
   If you will require special accommodations because of a disability, please check “YES.” If you have checked “YES,” follow the instructions on the Registration Form to obtain a special arrangement request form. (For more information, please refer to the Special Examination Arrangements section on page 2 of this Candidate Information Bulletin).

9. **Signature**  
   Sign and date this Examination Registration Form in the space provided.
Before you begin... Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Examination fees are not refundable. Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

1. Legal Name:  
   Last Name:  
   First Name:  
   Middle Name:  
   (Jr/Ill)

2. Social Security:  
   -  -  -  
   (FOR IDENTIFICATION PURPOSES ONLY)

3. Mailing Address:  
   Number, Street:  
   Apt/Ste:  
   City:  
   State:  
   Zip Code:

4. Telephone:  
   Home:  
   Office:  

5. Email:  
   ______________________________________ @______________

6. Examination:  
<table>
<thead>
<tr>
<th>SALESPERSON</th>
<th>Check Exam(s) to be Taken</th>
<th>Examination Fee</th>
<th>DEALER</th>
<th>Check Exam(s) to be Taken</th>
<th>Examination Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRITTEN/PRACTICAL: Ear Impression</td>
<td>☐</td>
<td>$72</td>
<td>WRITTEN</td>
<td>☐</td>
<td>$76</td>
</tr>
<tr>
<td>WRITTEN</td>
<td>☐</td>
<td>$72</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Fee</td>
<td></td>
<td>$36 Per Retake Examination</td>
<td>Total Fee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Total Fee $__________. You may pay by credit card, money order, company check or cashier’s check only. Cash and personal checks are not accepted.
   If paying by credit card, check one:  ☐ VISA  ☐ MasterCard  ☐ American Express  ☐ Discover
   Card No: ______________________________________ Exp. Date: ________________________________
   Card Verification No: ________________________________
   The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).
   Billing Street Address: ____________________________________________ Billing Zip Code: ____________
   Cardholder Name (Print): ____________________________________________ Signature: __________________________

8. I am requesting special accommodations due to a documented disability that falls under the Americans with Disabilities Act (ADA).  ☐ YES  ☐ NO
   If yes, you must fill out the special arrangement request form found at www.psiexams.com. Select Michigan, and the license type, and the form will be found under “Information Links”. A copy of this form may also be obtained by phoning 1-800-733-9267.

9. Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the candidate information bulletin.
   Signature: ____________________________________________ Date: __________________________

When you have finished this form in its entirety, please mail the form, along with the appropriate fees, to the address below.

PSI licensure:certification  * ATTN: Examination Registration MI HA
3210 E Tropicana * Las Vegas, NV 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com

WWW.PSIEXAMS.COM
HEARING AID DEALER/SALESPERSON
MODEL CERTIFICATION AND WAIVER

All Hearing Aid Earmold Impression models must agree to and sign the following certification/waiver. The model must present a current, government-issued photo identification, such as a driver’s license, at the exam site. The model’s name on the identification must match the name recorded on this form.

I certify that:
- I am at least 18 years of age.
- I will neither discuss nor divulge the content of the exam or the procedures involved in the exam with anyone.
- I will not assist the candidate in any way during the exam.
- I am not a current licensee in the field, nor a past licensee (within the last 3 years).
- I agree to provide my Social Security number below. (Your SSN will only be used to verify that you are NOT licensed now nor have been licensed in the past 3 years. Your SSN will be held in strict confidence.)
- The candidate has fully explained the procedures to take place during the practical exam.
- I have reviewed the Candidate Information Bulletin concerning the procedures to take place.
- I agree to permit the candidate to perform the procedures outlined in the Candidate Information Bulletin.
- I agree to hold harmless the State of Michigan, and PSI Services, LLC., the contracted vendor for the State of Michigan, in the event that any harm may come to me, due to participation as a model for the Earmold Impression portion of the Hearing Aid practical demonstration examination.

<table>
<thead>
<tr>
<th>Model’s Signature</th>
<th>Exam Date</th>
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Model’s printed name: 212

Printed name of candidate for Whom I am acting as the Model

<table>
<thead>
<tr>
<th>Candidate’s signature</th>
<th>Candidate ID #</th>
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Bring the Model Certification and Waiver form to the test site on the day of the examination. The models’ licensure status will be verified by PSI following the examination administration. If it is determined that the model is or has been recently licensed (within the past 3 years), the examination will be invalidated.
PSI licensure: certification
3210 E Tropicana
Las Vegas, NV 89121