



STATE OF ALABAMA HEARING INSTRUMENT DEALERS BOARD

400 S. Union Street, Suite 235B
Montgomery, AL 36104
(334) 593-3777

MEMORANDUM

TO: Licensees
FROM: Sandra Bice, Executive Secretary
DATE: December 6, 2023

It is that time again to submit the renewal of your license for the 2023 licensure year. Renewals are due no later than **January 30, 2024**.

You must fill out the application **completely** and return it with the necessary documentation. Please fill out your request for any duplicate license you made need and submit the required fee for each duplicate license.

Note: Per our rule change regarding CEU submission, you will submit all 20 hours that you earned from 2022, 2023 ...(6 of those hours must be the required, directed hours.) Remember that CEUs will be submitted only in even-numbered years.

The board's website is dedicated to the Alabama Hearing Instrument Dealers Board where you will have access to all forms needed. Whether you are applying for your first Apprentice Permit, Hearing Aid Specialist or Hearing Aid Dispenser License, as well as Renewal Forms and Business Statement of Compliance. These forms are available on our website: alabamahidb.us and you will be required to print these forms from the site, fill them out completely with all necessary paperwork, and submit to the Hearing Instrument Dealers Board.

It also will be from our site: alabamahidb.us where the most current information will be available regarding testing dates for the Practical and State Law Exams and our State Board Meetings dates.

ALL APPLICATIONS THAT ARE INCOMPLETE AND/OR DO NOT HAVE THE REQUIRED DOCUMENTATION AND PROPER FEES WILL BE RETURNED TO THE APPLICANT. THIS COULD RESULT IN ADDITIONAL FEES TO BE PAID BY THE LICENSEE, OR AN EXPIRED LICENSE.

If you should have any questions, please contact us at the address/telephone listed above.