

## Application for registration as a dispenser of hearing aids

Individuals trained in the UK



Registrar  
Hearing Aid Council  
70 St Mary Axe  
London, EC3A 8BE



[www.thehearingaidcouncil.org.uk](http://www.thehearingaidcouncil.org.uk)  
[hac@thehearingaidcouncil.org.uk](mailto:hac@thehearingaidcouncil.org.uk)  
020 3102 4030

### Completing this form

We recommend:

- before submitting this form, you photocopy it and all of the supporting documents for your own records; and
- you send your application by registered or recorded delivery.

Please make sure you have included the documents outlined below with your application. Failure to do so will result in your application being returned to you.

You should not complete this form if:

- you have previously been registered with the Hearing Aid Council;
- you trained outside the UK; or
- you cannot make the declarations set out in section 4 of this form.

### Checklist

Please check that you have enclosed the following items with your application:

1. A completed and signed application form
2. A cheque, made payable to the Hearing Aid Council, for the registration and retention fees
3. Two passport photographs (both with your name on the reverse)
4. A copy of one of the following your passport, national identity card, DVLA/EEA driving licence or EU photo identity card (just the page with the identity details and photograph is required)
5. Certified evidence of any change in name (if applicable)
6. A certified copy of your birth certificate/adoption certificate
7. **Either:**
  - your certificate of eligibility to register as a hearing aid dispenser OR
  - a copy of:
    - your degree (for individuals holding an approved degree)
    - your clinical competency certificate (for individuals holding an approved MSc degree)

**Please complete this form in BLOCK CAPITALS using a black pen.**

### Section 1 - personal details

Your title	
Your first name	
Your Surname	
Your date of birth	
Your address (this must be your normal place of residence and must include the post code)	

## Section 2 – employment details

### ***If you are employed***

If you are a director of a limited company you are an employee of that company and your company is legally required to be registered as an employer of dispensers.

Name of employer	
Address (this must be the branch address at which you work and must include the post code)	

### ***If you are self employed***

Name of business	
Address (this must be the address at which you work and must include the post code)	

## Section 3 – payment details

Date you wished to be registered from .....

I enclose a cheque made payable to the Hearing Aid Council for the sum of  
£.....

You must register with the Hearing Aid Council within sixty days of eligibility for registration i.e. within sixty days of the date given on your certificate of eligibility.

You must send a cheque, made payable to the Hearing Aid Council, to cover the cost of the one-off registration fee and the pro rata retention fee. In all circumstances, you will be registered from the first day of the month in which you submit your application. Information on how much you need to pay is included in the guidance notes.

You are legally required to ensure your annual retention fee is paid to the Hearing Aid Council on or by 1<sup>st</sup> April each year. Failure to make such payments may result in your name being removed from the Register of Hearing Aid Dispensers.

**Section 4 - declaration**

**As a dispenser of hearing aids, you are required at all times to comply with the standards set out in the Hearing Aid Council's Code of Trade Practice (2008) and with any relevant laws and regulations. Failure to comply with these requirements may result in disciplinary action being taken against you.**

I (please write your name)

.....

- declare that the details set out above are correct
- declare that I have read, understand and will comply with the Hearing Aid Council's Code of Trade Practice (2008)
- declare that I have read, understand and will comply with the Hearing Aid Council's Registration Rules (2007)
- declare that I have read, understand and will comply with the Hearing Aid Council's requirements for Continuing Profession Development
- consent to the Hearing Aid Council processing my personal data for the purposes of maintaining its registers in line with its legal duties under the Hearing Aid Council Act 1968 (as amended) and the Data Protection Act 1998
- understand that fraudulently procuring an entry in the HAC register may result in criminal proceedings being taken against me
- know of no reason that would preclude my name being entered on the Register of Hearing Aid Dispensers

Signature.....

Date.....

<b>FOR OFFICE USE ONLY:</b>	
Date Received: _____	Date acknowledged: _____
Cheque No: _____	Amount:£ _____
Photos received: <input type="checkbox"/>	
Date of First Registration: _____	Initials: _____
Allocated Register No: _____	Initials: _____

## Processing your application

The average processing time for applications is between seven and ten working days. This time may vary depending on the volume of applications received. We will return your application to you and ask you to resubmit it if it is incomplete.

Your application may be rejected if we believe that you do not meet our standards of competence or are unable to comply with the standards set out in our Code of Trade Practice (2008). You can appeal against a decision by the Registrar not to register you.

## Registration and retention fees

Use this table to find out how much you should pay. The first time you register you must pay a one off fee of £125. In addition, you must pay your 2008-9 registration fee. As this is the first time you are registering you only need to pay for the part of the year you want to register for. This is calculated on a pro rata basis. Our year begins in April. The fee for the whole of 2007-8 is £695. You must pay for the whole of any month you wish register for. For example, if you wish to register from July then you must enclose a cheque for £646.25.

### 2008-09 Fees for first registrations

**You must register from the 1st of your chosen month.**

First registration occurs in:	Registration fee	Retention fee	Total fee payable is
April	£125.00	£695.00	£820.00
May	£125.00	£637.08	£762.08
June	£125.00	£579.17	£704.17
July	£125.00	£521.25	£646.25
August	£125.00	£463.33	£588.33
September	£125.00	£405.42	£530.42
October	£125.00	£347.50	£472.50
November	£125.00	£289.58	£414.58
December	£125.00	£231.67	£356.67
January	£125.00	£173.75	£298.75
February	£125.00	£115.83	£240.83
March	£125.00	£57.92	£182.92