ABA Recertification Requirements

Board Certified in Audiology - Cochlear Implant Specialty Certification - Pediatric Audiology Specialty Certification

The American Board of Audiology (ABA) requires that each audiologist who holds the Board Certified in Audiology and/or the Pediatric Audiology Specialty Certification and/or the Cochlear Implant Specialty Certification be recertified every three years. The recertification requirements are designed so that ABA Certificants continue to expand their knowledge and stay up to date with best practices in the field of audiology.

Summary of Recertification Requirements
At the conclusion of each three-year certification cycle, certificants must meet the recertification requirements which include:

1. Completion of 60 contact hours of continuing education with a minimum of 15 hours of Tier I continuing education and 3 hours of Ethics.
2. Cochlear Implant Specialty Certification: 30 of the total 60 hours must pertain to cochlear implants.
3. Pediatric Audiology Specialty Certification: 30 of the total 60 hours must pertain to pediatrics.
4. If multiple certifications are held, the required recertification hours for each three-year certification period must be earned. Certification hours may overlap.
5. Adherence to the ABA Code of Ethics and state licensure/registration regulations for the practice of audiology.
6. Hours earned in excess of the hours required in each three-year certification period may not be carried over for credit to the next recertification period.
7. Maintaining and recording accurate records of continuing education is the certificant’s responsibility.
8. Payment of the three-year certification fee.

Approved Content Areas for ABA Recertification
Continuing Education activities must be those directed toward professionals in the field of audiology and must focus on increasing knowledge and skills in the practice of audiology in one or more of the following approved content areas:

- Amplification
- Audiologic Rehabilitation
- Diagnostics
- Ethics
- Hearing Conservation
- Hearing Science
- Practice Management
- Professional Issues
- Technology Issues
- Vestibular Assessment & Management
Ethics Education Required for ABA Recertification
Of the 60 total hours required for ABA recertification, 3 must be in professional ethics. Continuing education activities that directly pertain to ethics may be counted toward the ABA 3 hour ethics requirement per three-year certification period. Presentation abstracts must clearly indicate that audiology ethics are a significant part of the subject matter. Likely candidates include activities such as:
- Scope of practice
- Fair billing practices
- Confidentiality
- HIPAA
- Other topics directly related to professional codes of ethics
(Deemed appropriate by ABA)

Approved Providers for Continuing Education
The ABA considers the following organizations to be approved providers: American Academy of Audiology, the American Medical Association, International Association for Continuing Education and Training (IACET) and the American Speech-Language Hearing Association.

Does the ABA Offer Tier 1 Continuing Education Hours?
No. ABA does not offer CE Hours as it is not a CE provider. Typically, associations or private entities provide continuing education through conferences, journals or distance learning programs. The ABA is a certification body that encourages lifelong learning by requiring its certificants to pursue continuing education – but it is not a CE Provider. The ABA office does, however, provide information regarding Tier 1 providers.

What are Tier 1 Continuing Education Hours (CE Hours)
Tier 1 activities are more intensive and encourage active, rather than passive, learning and involvement in the educational activity. There are two types of Tier 1 CE hours offered:

- Tier 1 CE activities with a minimum duration of three (3) hours followed by the administration of a learner assessment that gauges the learner’s understanding of the presented material. They are of a high-level, focused on one subject-area or various aspects of one subject.

- Tier1 Interactive CE Hours are real-time continuing education activities with a minimum duration of three (3) hours and that incorporate an interactive on-demand assessment, i.e., Poll Everywhere. Tier 1 Interactive activities are of a high-level, focused on one subject-area or various aspects of one subject, with the interactive assessment gauging the learner’s understanding of the material in real time.

How Do I Know If a Particular Course is a Tier 1 Activity?
Educational offerings from CE providers clearly state:
This activity adheres to the Guidelines for ABA Tier 1 CE Providers and Presenters Guidelines set forth by the American Board of Audiology.
The following activities enable ABA certificants to earn CE hours for recertification:

- **eAudiology**, the online learning community of the American Academy of Audiology, offers a variety of distance education Web seminars that meet Tier-1 guidelines. To earn credit for the Tier-1 CE Hours, a certificant must participate in the activity that incorporates interactive learning assessment. If the certificant has registered on the Academy Online CE Registry, the activity will be listed on the certificant’s continuing education transcript. This is the verification a certificant should submit if they are selected for a random audit at the time of recertification. For those certificants who are not Academy members, they may submit a Tier 1 certificate of participation.

- **AudiologyNOW!**, the annual conference of the American Academy of Audiology, provides educational offerings that are approved Tier 1 activities. To earn credit for the Tier 1 CE Hours, a certificant must participate in the activity that incorporates interactive learning assessment or the certificant must participate in the activity and take a paper and pencil learning assessment. Academy members are Online CE Registry members and the activity will be listed on the certificant’s continuing education transcript. This is the verification a certificant should submit if they are selected for a random audit at the time of recertification. For those certificants who are not Academy members, they may submit a Tier 1 certificate of participation.

- **State Audiology Conferences**

- **Seminars in Hearing**, by Thieme Publishing, is a thematic journal that allows the learner to complete self-assessments that are approved for Tier 1 CE Hours. Either current issues or those published within three years preceding the certificants’ use count toward Tier 1 CE Hours. Each issue counts for approximately 10 contact hours (1 CEU). Provided a certificant passes with 80% correct or better, and participates in a continuing education registry (AAA or ASHA), a certificant may use Seminars in Hearing to count toward 15 hours of Tier 1 CE Hours during a three-year period.

- **Ethics in Audiology** – "The Green Book", published by the American Academy of Audiology. A certificant must complete at least three (3) CE Hours for this activity to count toward ABA Tier 1 CE Hours. A certificant may earn up to 11 Tier 1 CE Hours (1.1 CEUs) through participating in the “Green Book” CEU program. This constitutes most of the Tier 1 continuing education hours a certification will need for one three-year recertification period.

- The **Journal of the American Academy of Audiology** (JAAA) Online CEU Program Registration includes learning assessments, some of which meet Tier 1 guidelines. Participants submit assessment examinations for scoring and CEU credit. Submissions may be completed individually or all at once. The JAAA Online CEU Program offers instantaneous grading, correct answer feedback and automatic reporting of your CEUs.
to the Academy. To participate in this CEU program, you must be a member of the American Academy of Audiology.

- **Authorship of a publication:** A certificant may earn Tier 1 CE Hours by authoring or co-authoring a peer-reviewed article for a major journal, or by authoring a book or a chapter of a book. For each peer-reviewed article authored and published in a major journal or for each chapter of a book, 3 Tier 1 CE Hours are awarded. For authoring or co-authoring a book in a professional area of practice, 6 Tier 1 CE hours are awarded. To qualify for authorship, a contributor must have fulfilled each of the following criteria:
  1. substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
  2. drafting the article or revising it critically for important intellectual content;
  3. final approval of the version to be published.

All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should have participated sufficiently in the work to take public responsibility for its content.

- **College or university courses:** College or university courses may also be taken for Tier 1 credit provided that the course is taken for a grade and the certificant earns a “B” or higher. There is no limit on the number of hours that may be used for recertification credit by passing graduate or undergraduate courses. Certificants shall not have taken the course previously unless they can demonstrate that there has been a substantial change in the course content since they first took the course. A transcript or grade report from the university is required for documentation.

- **Teaching activities:** The maximum credit that is allowed for teaching activities in the three-year certification period is 5 contact hours. Teaching activities such as academic instruction, presentations at professional meetings, or the provision of other types of instructional programs are eligible for recertification credit. A particular presentation may be used only once in a three-year period. Only actual presentation time may be counted. No hours are granted for preparation. A letter from the sponsor or a professional colleague which includes the course title, course description, description of the target audience, dates and the number of clock hours instruction took place, and a summary of the evaluations from the event are the required documentation for teaching programs.

- **Leadership activities:** The maximum credit that is allowed for leadership activities in a three-year certification period is 5 contact hours. Leadership activities must provide justifiable professional learning experiences in order to qualify for recertification credit. Activities such as service on audiology-related boards, committees, or task forces fall into this category. Credit may only be claimed for local, state, national, or international organizations that address issues related to hearing, hearing loss, or individuals with hearing loss. A letter from the organization which documents the purpose of the organization, the capacity of the leadership role, the dates of participation and type of service is the required documentation for leadership activities.
Process for Recertification and Audit
Approximately 120 days prior to their certification expiration date, certificants are sent a recertification email reminder. A recertification invoice/statement is sent 60 days prior to the certification expiration. Ten percent of Certificants will be randomly selected for a Continuing Education Audit. These certificants will be required to submit their Continuing Education Tracking Form, Academy transcript and documentation verifying participation in the activities. In addition to the required documentation, certificants who are audited will need to submit Special Review forms that provide a brief summary of the activities that they have taken from non-approved providers, audited university coursework, and publications. They will need to submit a signed statement that attests that they have conducted their audiology practice in accordance with the ABA Code of Ethics. Additional detailed instructions for the completion of the audit process will be provided to those selected for the audit. All other certificants will be required to submit a signed statement that attests that they have conducted their practice of audiology in accordance with the ABA Code of Ethics and they have met the continuing education recertification requirement. No audiologist certified by ABA will be recertified without receipt of this signed document.

Maintaining and recording accurate records of continuing education is the certificant’s responsibility. The recording form and all documentation should be retained by certificants.

Certificants who are unable to complete the recertification continuing education requirement due to extenuating circumstances should contact the ABA offices.

Appeals
Certificants who disagree with a ruling regarding their recertification status may apply to the Recertification Committee for a review within thirty (30) days of the initial ruling. If the applicant does not agree with the ruling of the Recertification Committee, the certificant may appeal to the ABA Appeals Committee.

Appealable Issue
An adverse certification decision may be appealed on the grounds that the ABA did not properly apply specified certification eligibility criteria or the decision was based on a factual error that affected the outcome. Adverse certification decisions include: denial of eligibility for initial certification, denial of certification, suspension of certification or revocation of certification.

Appeal Procedure: Initiating the Appeal
An individual wishing to appeal an adverse decision, must submit a Notice of Appeal to the ABA Managing Director, within 21 calendar days of receipt of the adverse decision. The Notice of Appeal will include:
   a. The grounds for appeal;
   b. The envelope from ABA showing the postmark of the adverse decision;
   c. Any new or additional information to be considered; and
   d. Mailing address and email address where Applicant can receive communications regarding the appeal.
FAILURE TO FILE THE NOTICE WITHIN THE 21 DAY TIME PERIOD WILL RESULT IN DISMISSAL OF THE APPEAL.

Certification Pending Appeal
An individual who appeals from a decision to suspend certification, revoke certification or deny recertification will retain the certification held at the time the appeal was filed.

Review of Appeal
The Appeals Committee will conduct and complete the appeal within 45 days after receipt of the Notice of Appeal. The Appeals Committee, in its discretion, may extend the time for completing the appeal.

The Appeals Committee will either affirm or overrule the decision from which the individual appeals. The written decision of the Appeals Committee, including a statement of the reasons for its decision, is reported to the individual and the ABA. The decision of the Appeals Committee is final and binding upon the individual, the ABA and all other persons.

Communication
Written communication to the Appeals Committee must be sent in a manner that confirms receipt (e.g. certified mail with return receipt requested or express mail with signature or delivery confirmation required), and addressed to:
American Board of Audiology
11480 Commerce Park Drive, Suite 220
Reston, VA 20191 USA

Written communication to the individual may be sent by email, regular U.S. mail or in a manner that confirms receipt (e.g., e-mail, certified mail, express mail with signature required) at the address indicated on the Notice of Appeal.

Policy on Non-Discrimination
The ABA does not discriminate against any person on the basis of race, color, ethnic ancestry, national origin, religion, creed, age, gender, sexual orientation, marital status, medical condition or physical disability.

Credential Verification
Credential verification for third parties is available upon submission of a completed Release of Information form.