

# COLLEGE OF DUPAGE

## Hearing Instrument Dispensary (HIDP) Program

### Certificate

**Fall 2025**

#### **Registration Deadline:**

**Friday, August 15, 2025 by 5pm or until course fills**

**Registration is on a first-come, first serve basis.**

**Note:** Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, [CastleBranch.com](http://CastleBranch.com), insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

Students are not accepted into this program until they receive an official acceptance letter from College of DuPage Nursing & Health Science Division.

Dear Applicant:

Thank you for your interest in the Hearing Instrument Dispensary Program at College of DuPage. This packet of information has been developed to provide you with a complete overview of our program, including the process for registration.

We have made every effort to make the information in this packet complete, however, should you have further questions please contact me.

Sincerely,

Eve Malcolm, Au.D  
Instructor, Program Lead, Hearing Instrument Dispensary  
[leinoneng@cod.edu](mailto:leinoneng@cod.edu)

## **Hearing Instrument Dispensary (HIDP) Program**

HIDP certificate trains graduates for the various occupations, including hearing aid specialist, hearing instrument specialist and hearing aid dispenser. To qualify for employment as a Hearing Instrument Dispenser per Illinois Department of Public Health guidelines, the candidate must possess a minimum of an Associate's Degree, have completed specific coursework in audiology and hearing sciences, as well as pass the written and practical exams for the Illinois Department of Public Health's Hearing Instrument Dispenser Licensing Program.

### **Policies and Procedures**

All Nursing and Health Science Division policies and procedures are found on our [Division website](#). It is the students' responsibility to ensure they have reviewed and understand the policies and procedures. The Nursing and Health Science Division reserves the right to change, at any time, without notice, these policies and procedures.

### **Program Profile**

HIDP certificate prepares students for a career as a hearing healthcare provider and hearing instrument specialist. This program prepares hearing healthcare providers to administer and interpret hearing tests, select and fit hearing aids, adjust physical and electroacoustic parameters of hearing instruments and recommend assistive listening devices. Hearing instrument specialists work together with audiologists in medical settings, private practice, clinics and retail venues in order to meet the needs of the Hard of Hearing community. HIDP certificate is designed to provide students with didactic instruction and clinical practice skills in anatomy and physiology of the auditory mechanism, acoustics and hearing sciences, clinical audiometry, aural rehabilitation, professional ethics and hearing instrumentation. This program will prepare students for the Illinois Department of Public Health Hearing Instrument Dispenser Licensing Written and Practical Exams. This certificate includes twenty-two (22) credit hours.

### **Estimate of Program Cost**

Please visit the [Program Costs webpage](#) for estimated cost.

## **Graduate Outcomes**

- Describe the anatomy and physiology of the human auditory system including auditory pathways, peripheral and central
- Explain auditory sensations and interpret auditory perception of complex sounds
- Demonstrate the basic principles of audiological assessment across the lifespan
- Demonstrate interventions aimed at minimizing the communication difficulties associated with hearing loss in people of all ages
- Demonstrate knowledge of hearing aid components and systems, electroacoustic evaluation, methods of prescribing hearing aid gains and hearing aid signal processing
- Explain hearing healthcare provider scope of service, licensure, workplace skills, resume writing and interviewing skills, professional ethics, employment settings, team membership and conflict resolution, universal precautions, culturally sensitive practice and the psychosocial impact of hearing loss

## **Hearing Instrument Dispensary Program Curriculum Map**

\*Sequence subject to change\*

### **Fall (Semester 1):**

(7 credit hours)

- **HIDP 1101** The Auditory Mechanism (3)
- **HIDP 1103** Introduction to Audiology and Audiometry for the Hearing Sciences (4)

### **Spring (Semester 2):**

(7 credit hours)

- **HIDP 1102** Acoustics and Hearing Sciences (3)
- **HIDP 2101** Hearing Aids (4)

### **Summer (Semester 3):**

(3 credit hours)

- **HIDP 1104** Aural Rehabilitation Across the Lifespan (3)

### **Fall (Semester 4):**

(5 credit hours)

- **HIDP 2102** Professional Ethics (3)
- **HIDP 2112** Clinical Practicum (2)

- **Total: 22 credits**

## **Requirements after Registration**

Following registration to the HIDP program, students receive a copy of the College of DuPage HIDP Program Handbook. Students are expected to comply with the rules, regulations and procedures of College of DuPage, HIDP and the affiliating clinical sites as outlined in the handbook. Students are expected to sign an acknowledgment of the Discipline Procedure, Informed Consent and Verification of Receipt, Review and Comprehension the HIDP Handbook (following a review of the handbook). Noncompliance is grounds for dismissal from HIDP.

Once in to the program, students receiving below an 80% in any HIDP course are placed on academic probation for a period no shorter than one semester, although this duration may be substantially longer. Students receiving a "D" or an "F" in any HIDP course or practicum are dismissed from the program and the failed course must be repeated. Additional information regarding grade requirements, probation and dismissal is contained within the College of DuPage HIDP Program Handbook.

In order to ensure students acquire knowledge relevant to their clinical practice, students may be required to make up portions of failed exams or projects regardless of earning a passing grade in class.

Prior to being admitted into clinicals, which take place during the students' final fall term, students must complete and pass a pre-clinical examination. Students must sit for this examination on the last Thursday of July of the students' summer semester. Students who do not pass the exam will not be allowed to enter clinicals and will have the choice of either (1) exiting the program and reapplying at a later date if desired or (2) completing coursework and or self-study to remediate deficit areas and, pending successful performance on the exam the following January, enrolling in clinicals the following fall term.

**Please note:** *Registering into the HIDP does not guarantee successful program completion.*

### **Certification**

The certificate includes twenty-two (22) credit hours and will help prepare students for the Illinois Department of Public Health Hearing Instrument Dispenser Licensing Written and Practical Exams.

In order to be eligible for employment as a Hearing Instrument Dispenser in Illinois the following criteria must be met:

- Possess an Associate's Degree or higher degree (certificate program prerequisite)
- Be eligible for Licensure via Illinois Department of Public Health
  - Pass both written and practical exams
- Complete the prescribed college credit hours in the following didactic areas (included in certificate curricula design):
  - Anatomy and Physiology of the Auditory System
  - Hearing Science
  - Introduction to Audiology
  - Aural Rehabilitation
- Maintain IDPH Hearing Instrument Dispenser License with required continuing education

### **Clinical Education**

Student clinical experience is acquired during the **Clinical Practicum** course after completion of college courses in Audiology and Hearing Sciences, as well as a receipt of the Temporary Hearing Instrument Dispenser License via Illinois Department of Public Health (**written and practical exams do not have to be completed to receive the Trainee License**). College of DuPage is centrally located and population dense with a multitude of local hearing aid dispensaries throughout District 502 and surrounding areas, in which clinical affiliation agreements would be entered.

**Students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites.** *Non-compliance with rules, regulations and procedures is a basis for dismissal from the program. The Health and Sciences Program Standards for Professional Conduct is available upon request and will be presented to the students upon their acceptance into the program.*

## Hearing Instrument Dispensary Registration Requirements

The following are **REGISTRATION REQUIREMENTS** for the Hearing Instrument Dispensary program. These Registration requirements are a part of your **PACKET**. Your packet must be complete in order to be considered for **REGISTRATION** and allowed to **REGISTER** for the course. There is a **Registration Deadline** of **Friday, August 15, 2025 at 5pm** for this program.

**NOTE: Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described.**

1. Attend a mandatory **Hearing Instrument Dispensary Program [Advising Session](#)**. It is required that an applicant attend an advising session within a 12-month period prior to the application deadline.
2. If you have not been admitted to College of DuPage, please complete the non-refundable \$20 [College of DuPage General Admissions Application](#) online. **This application is for general admissions to College of DuPage only.**
3. To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in **ALL** official Transcripts from institutions that you have attended. Immediately:
  - a) Submit your official transcript(s) to College of DuPage, Office of Student Records. **If College of DuPage is the only institution you have attended, you do not need to request official transcripts.**
  - b) Verify receipt of your transcript(s). Login to your myACCESS account, click on 'myACCESS for Students', then select '**My Profile**'. The receipt status of your transcript will be listed under '**Transcript Institutions**'.

NOTE: If you have an international transcript from high school or college, it must first be evaluated. Please visit the following website <https://cod.edu/records/international-transcript-evaluation.aspx> for details

4. Completed an Associate's Degree or higher OR 60 hours of general education credits from an accredited college completed no later than the end of Summer 2025 semester. Proof of completion must be submitted to the Office of Student Records, SSC 2150 or [evaluations@cod.edu](mailto:evaluations@cod.edu).
5. Complete a **Criminal Background Check** through [CastleBranch.com](https://CastleBranch.com)
  - a) Go to [CastleBranch.com](https://CastleBranch.com) and enter package code: **OJ32bg**
  - b) **Payment Information** – At the end of the online order process, you will be prompted to enter your Visa or MasterCard information.
    1. You will receive a **Release Form** when placing your order and it will be in your CastleBranchTo-Do List
    2. **Complete and return the CastleBranch Release Form by e-mailing to [expedite@castlebranch.com](mailto:expedite@castlebranch.com) or faxing to 910-343-9731**
    3. Please note, that your background check will **not** get processed until the release form is received so please return to them asap.
  - c) **View your results:** Your results will be posted directly to your MyCB account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "**In Process**" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.
  - d) **If you need assistance, please contact CastleBranch** at 888-723-41263 and a Castle Branch Representative will be available.
6. Submit the completed Health Requirement Acknowledgement Form (page 6) to [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu)
7. Once all above steps are completed, please e-mail [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu) to notify them of your interest in registering for the program. You will then receive instructions to register for HIDP 1101 and HIDP 1103.

# College of DuPage

## Health Career Programs

### Health Requirement Acknowledgement

Part of this program is to complete health requirements prior to the first clinical rotation. Please see the [health requirement packet](#) for details. **Please do not complete these requirements until you are instructed to do so.** Along with the health requirements, you will also complete a drug test and background check.

Failure to submit the necessary paperwork, obtain the required examinations and vaccinations, and/or are obtain clearance to participate in all the program's clinical activities, without restrictions and/or precautions, you may be considered ineligible for the program and can be withdrawn from the program courses in which you are registered.

I, hereby, acknowledge that:

- a. I have reviewed the [Health Requirement packet](#) for the program and understand that the program has specific requirements that must be completed during specific time periods as directed.
- b. I have reviewed and understand that enrollment and participation in the clinical component of the program is subject to the practices and requirements of the clinical site, which may necessitate additional health requirements.
- c. I understand that my failure to complete the health requirements mandated by the program and/or the clinical site may prevent either my registration into the program or continuation in the program.

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Signature

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Date

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Print

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Program Name

Email to [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu) or return to:  
College of DuPage Nursing & Health Science Division Office, HSC 1220