



Scott Walker, Governor
Dave Ross, Secretary

HEARING AND SPEECH EXAMINING BOARD
Room 121A, 1400 E. Washington Avenue, Madison
Contact: Brittany Lewin (608) 266-2112
July 14, 2014

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions of the Board.

AGENDA

1:00 P.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes from April 14, 2014 (4-7)

C. APPEARANCE - 1:05 P.M. – Secretary Dave Ross and Assistant Deputy Secretary Tom Engels – Department Update and Questions and Answers (8)

D. Administrative Matters

E. Education and Examination Matters – Discussion and Consideration

- 1) **APPEARANCE – 1:15 P.M. – Ryan Zeinert, Office of Education and Examinations – Update on Written Exam Item Review (9-10)**

F. Legislative and Administrative Rule Matters – Discussion and Consideration

- 1) Proposals for Amending HAS 6, 7 Relating to Licensure and Renewal **(11-18)**
- 2) Updates on Pending and Possible Rulemaking Projects

G. Practice Matters – Discussion and Consideration

- 1) Hearing Aid Purchase Agreements **(19-20)**
- 2) Thirty (30) Day Return Policy **(21)**
- 3) Mail Order and Internet Sales of Hearing Instruments
- 4) Calibration of Equipment
- 5) CFY Supervisory Responsibilities

H. Items Added After Preparation of Agenda

- 1) Introductions, Announcements and Recognition
- 2) Presentations of Petition(s) for Summary Suspension
- 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 4) Presentation of Final Decisions
- 5) Disciplinary Matters

- 6) Executive Director Matters
- 7) Education and Examination Matters
- 8) Credentialing Matters
- 9) Practice Matters
- 10) Legislation/Administrative Rule Matters
- 11) Liaison Report(s)
- 12) Informational Item(s)
- 13) Speaking Engagement(s), Travel or Public Relation Request(s)

I. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.)

J. Deliberation on Proposed Final Decision and Order and Consideration of Objections

- 1) 13 HAD 001/DHA Case No. SPS-13-0047, Scott C. Chase (22-32)

K. Presentation and Deliberation on Proposed Stipulations, Final Decisions and Orders by the Division of Legal Services and Compliance (DLSC)

- 1) 14 HAD 002, Lisa M. Leanna (33-38)
 - o Case Advisor – Scott Larson

L. DLSC Matters

- 1) Case Status Report (39)
- 2) Case Closing(s)
 - a. 13 HAD 012 (T.L.O.) (40-42)
 - b. 14 HAD 003 (K.M.) (43-45)

M. Deliberation of Items Received After Preparation of the Agenda

- 1) Disciplinary Matters
- 2) Education and Examination Matters
- 3) Credentialing Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petition(s) for Summary Suspensions
- 7) Petition(s) for Extension of Time
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Administrative Warnings
- 10) Proposed Decisions
- 11) Matters Relating to Costs
- 12) Motions
- 13) Petitions for Rehearing
- 14) Case Closings
- 15) Appearances from Requests Received or Renewed
- 16) License Ratification

N. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION
Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

O. APPEARANCE – 2:00 P.M. – Jane Briske, Kelley Sankbeil, Kelley Foster-DLSC Staff; Matthew Niehaus, DSPS Webmaster – DLSC Paperless Screening Panel Initiative (46-52)

ADJOURNMENT

**HEARING AND SPEECH EXAMINING BOARD
MEETING MINUTES
APRIL 14, 2014**

PRESENT: Doreen Jensen, Barbara Johnson, Steven Klapperich, Thomas Krier, Scott Larson, Thomas Sather, Patricia Willis

EXCUSED: Samuel Gubbels

STAFF: Brittany Lewin, Executive Director; Karen Rude-Evans, Bureau Assistant; Sharon Henes, Rules Coordinator

CALL TO ORDER

Doreen Jensen, Chair, called the meeting to order at 1:19 p.m. A quorum of seven (7) members was confirmed.

ADOPTION OF AGENDA

MOTION: Steven Klapperich moved, seconded by Thomas Krier, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JANUARY 13, 2014

MOTION: Steven Klapperich moved, seconded by Thomas Krier, to approve the minutes of January 13, 2014 as published. Motion carried unanimously.

EDUCATION AND EXAMINATION MATTERS

Exam Process

MOTION: Thomas Sather moved, seconded by Thomas Krier, to appoint Doreen Jensen, Steven Klapperich and Scott Larson to work with DSPS Exams Staff to review the written exam and report recommendations back to the Board by the next meeting. Motion carried unanimously.

LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS

Scope Statement Amending HAS 6 and 7 Relating to Licensure and Renewal

MOTION: Scott Larson moved, seconded by Thomas Sather, to approve the scope statement for submission to the Governor's Office and for publication. Further, the Chair is the Board's designee to approve the statement 10 days after publication. Motion carried unanimously.

Illinois Legislation Regarding Definitions of Limits of Internet and Mail Order Hearing Instruments

MOTION: Steven Klapperich moved, seconded by Scott Larson, to have Thomas Krier work with DSPS staff to research the issue of mail order and internet sales of hearing instruments and to report back to the Board at the next meeting with a status update. Motion carried unanimously.

CLOSED SESSION

MOTION: Steve Klapperich moved, seconded by Doreen Jensen, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and, to confer with legal counsel (s. 19.85(1)(g), Stats.). Doreen Jensen, Chair; read the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Doreen Jensen - yes; Barbara Johnson - yes; Steven Klapperich - yes; Thomas Krier - yes; Scott Larson - yes; Thomas Sather - yes; Patricia Willis - yes. Motion carried unanimously.

The Board convened to Closed Session at 2:46 p.m.

RECONVENE TO OPEN SESSION

MOTION: Steven Klapperich moved, seconded by Thomas Sather, to reconvene to Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 3:54 p.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Thomas Sather moved, seconded by Doreen Jensen, to affirm all motions made in closed session. Motion carried unanimously.

PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

MOTION: Barbara Johnson moved, seconded by Thomas Krier, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the matter of disciplinary proceedings against **James J. Gillis (12 HAD 010)**. Motion carried unanimously.

The matter of disciplinary proceedings against **Lindsey Jacob (13 HAD 008)** was withdrawn.

PROPOSED ADMINISTRATIVE WARNINGS

The Administrative Warning in the matter of **case 13 HAD 002 (A.G.)** was withdrawn.

The Administrative Warning in the matter of **case 13 HAD 006 (M.R.H.)** was withdrawn.

PROPOSED FINAL DECISION AND ORDER AND CONSIDERATION OF OBJECTIONS

The matter regarding **Scott C. Chase (13 HAD 001/SPS-13-0047)** was postponed to the next meeting.

CASE CLOSINGS

MOTION: Thomas Krier moved, seconded by Scott Larson, to close **case 13 HAD 004 (R.S.D.) for prosecutorial discretion/compliance gained (P2)**. Motion carried unanimously.

MOTION: Steven Klapperich moved, seconded by Scott Larson, to close **case 13 HAD 013 for respondent C.N. for L2 and for respondent S.S. for no violation**. Motion carried unanimously.

EXAM SCORES

MOTION: Steven Klapperich moved, seconded by Barbara Johnson, that the Board ratify the scores from the April 14, 2014 exams and give Doreen Jensen the authorization to grant the licenses. Motion carried unanimously.

ADJOURNMENT

MOTION: Scott Larson moved, seconded by Steven Klapperich, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 4:00 p.m.

DRAFT

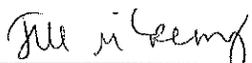
**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Brittany Lewin		2) Date When Request Submitted: 6/24/2014 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Hearing and Speech Examining Board			
4) Meeting Date: July 14, 2014	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Appearance by Secretary Dave Ross	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Secretary Ross will address the Board.			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)			
Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Ryan Zeinert Licensing Examination Specialist		2) Date When Request Submitted: 06/23/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: <ul style="list-style-type: none"> ▪ 8 business days before the meeting for paperless boards ▪ 14 business days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Hearing and Speech Examining Board			
4) Meeting Date: 07/14/14	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Update on Written Exam Item Review.	
7) Place Item in: <input type="checkbox"/> Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Update regarding Written Examination Item Review.			
11) Authorization			
Ryan Zeinert		06/23/14	
Signature of person making this request		Date	
		6/23/2014	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

BOARD APPEARANCE REQUEST FORM

Appearance Information

Board Name: Hearing and Speech Examining Board

Board Meeting Date: 07/14/14

Person Submitting Agenda Request: Ryan Zeinert

Person(s) requesting an appearance: Ryan Zeinert

(NOTE: Contact information is not required for Department staff.)

Reason for Appearance: Discussion of Agenda Item

Appearance Contact Information

(NOTE: If the appearing party is represented by an attorney skip the "Appearance Contact Information" section and complete the "Attorney Contact Information" section.)

Mailing address:

Email address: ryan.zeinert@wisconsin.gov

Telephone #: 608-267-3280

Attorney Contact Information

Attorney Name:

Attorney's mailing address:

Attorney's e-mail address:

Attorney's telephone #:

Chapter HAS 6

LICENSURE OF SPEECH–LANGUAGE PATHOLOGISTS, AUDIOLOGISTS AND TEMPORARY LICENSEES

Subchapter I – Speech–Language Pathologists and Audiologists

HAS 6.01	Authority and purpose.
HAS 6.02	Definitions.
HAS 6.03	Applications for licensure; speech–language pathologist.
HAS 6.04	Applications for licensure; audiologist.
HAS 6.05	Examinations.
HAS 6.07	Reciprocal license.
HAS 6.08	Limited permit.
HAS 6.085	Accommodations relating to a disability.

Subchapter II – Temporary Licensees

HAS 6.09	Definitions.
HAS 6.10	Application for temporary license.

HAS 6.11	Supervision.
HAS 6.12	Use of titles.
HAS 6.13	Discipline.

Subchapter III – Unlicensed Individuals

HAS 6.14	Definitions.
HAS 6.15	Direct supervision.
HAS 6.16	Prohibited practice and use of titles.
HAS 6.17	Discipline.

Subchapter IV – Discipline

HAS 6.175	Definitions.
HAS 6.18	Grounds for discipline.

Note: Chapter HAS 6 as it existed on May 31, 1993, was repealed and a new chapter HAS 6 was created effective June 1, 1993.

Subchapter I – Speech–Language Pathologists and Audiologists

HAS 6.01 Authority and purpose. The rules in this chapter are adopted by the hearing and speech examining board under the authority of ss. 227.11 (2) and 459.24 to 459.34, Stats., to govern the licensure of speech–language pathologists, audiologists and temporary licensees.

History: Cr. Register, May, 1993, No. 449, eff. 6–1–93; CR 01–043; am. Register October 2001 No. 550, eff. 11–1–01.

HAS 6.02 Definitions. In this chapter and in ch. 459, Stats.:

(1) “ASHA” means the American speech–language hearing association.

(1m) “Au.D.” means a doctor of audiology degree.

(2) “Audiologist” has the meaning given in s. 459.20 (1), Stats.

(3) “Audiology” has the meaning given in s. 459.20 (2), Stats.

(4) “Board” means the hearing and speech examining board.

(4t) “Hearing aid” has the meaning given in s. 459.20 (3g), Stats.

(5) “NESPA” means the national examination for speech–language pathology and audiology.

(6) “Postgraduate clinical fellowship” means a program approved by the board consisting of a minimum of 9 months of supervised clinical practice in speech–language pathology or audiology provided in the work setting to which an applicant is seeking licensure.

(6a) “Practice of fitting and dealing in hearing aids” has the meaning given in s. 459.20 (3p), Stats.

(7) “Speech–language pathologist” has the meaning given in s. 459.20 (4), Stats.

(8) “Speech–language pathology” has the meaning given in s. 459.20 (5), Stats.

(9) “Supervised clinical practicum” means a program required by a college or university for completion of a master’s degree that consists of supervised applications of speech–language pathology or audiology.

(10) “Verification of clinical competence” means written confirmation submitted directly to the board by ASHA stating that an applicant holds a certificate of clinical competence in speech–language pathology or audiology.

History: Cr. Register, May, 1993, No. 449, eff. 6–1–93; cr. (4m), Register, August, 1995, No. 476, eff. 9–1–95; cr. (4r), Register, July, 1997, No. 499, eff. 8–1–97; cr. (10), Register, July, 1998, No. 511, eff. 8–1–98; am. (intro.), (2) and (3), cr. (4o), (4), (6a), (6b) and (8a), Register, February, 1999, No. 518, eff. 3–1–99; CR 01–043; cr.

(1m), r. (4o), (4r) and (8a), am. (7) to (9), Register October 2001 No. 550, eff. 11–1–01; CR 03–025; cr. (4g) and (5g) Register January 2004 No. 577, eff. 2–1–04; CR 05–026; am. (1m), r. (4g), (4m), (5g) and (6b) Register September 2005 No. 597, eff. 10–1–05.

HAS 6.03 Applications for licensure; speech–language pathologist. Every applicant for licensure as a speech–language pathologist shall submit:

(1) An application on a form provided by the board.

Note: Application forms are available upon request to the board office at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(2) The fee specified in s. 440.05 (1), Stats.

(4) Subject to ss. 111.321, 111.322 and 111.335, Stats., evidence satisfactory to the board that the applicant does not have a conviction record.

(5) Evidence satisfactory to the board that the applicant has satisfied one of the following:

(a) Completed a supervised clinical practicum and received a master’s degree in speech–language pathology from a college or university approved by the board.

(b) Completed education or training that the board determines is substantially equivalent to the requirements under par. (a).

(6) Written verification forwarded directly to the board by the NESPA examination administrator, ASHA, course providers or trainers, as appropriate, stating that the applicant has satisfied one of the following:

(a) Passed the NESPA examination required under s. HAS 6.05.

(b) Completed education or training that the board determines is substantially equivalent to passing the NESPA examination that may include verification that the applicant has been granted a certificate of clinical competence in speech–language pathology by ASHA.

(7) Evidence satisfactory to the board that the applicant has satisfied one of the following:

(a) Completed a postgraduate clinical fellowship in speech–language pathology approved by the board.

(b) Completed education or training that the board determines is substantially equivalent to the completion of a postgraduate clinical fellowship in speech–language pathology.

History: Cr. Register, May, 1993, No. 449, eff. 6–1–93; emerg. am. (6), eff. 12–6–93; am. (6), Register, April, 1994, No. 460, eff. 5–1–94, r. (3), Register, July, 1998, No. 511, eff. 8–1–98; CR 01–043; am. (5), r. and recr. (6), Register October 2001 No. 550, eff. 11–1–01; CR 05–026; renum. (7) to be (7) (intro.), cr. (7) (a) and (b) Register September 2005 No. 597, eff. 10–1–05.

HAS 6.04 Applications for licensure; audiologist. Every applicant for licensure as an audiologist shall submit:

(1) An application on a form provided by the board.

Note: Application forms are available upon request to the board office at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(2) The fee specified in s. 440.05 (1), Stats.

(4) Subject to ss. 111.321, 111.322 and 111.335, Stats., evidence satisfactory to the board that the applicant does not have a conviction record.

(5) Evidence satisfactory to the board that the applicant has satisfied one of the following:

(a) Completed a supervised clinical practicum and received a master's degree in audiology from a college or university approved by the board.

(b) Completed education or training that the board determines is substantially equivalent to the requirements for licensure under par. (a), that may include evidence that the applicant has been granted an Au.D. degree from a college or university approved by the board.

(6) Written verification forwarded directly to the board by the NESPA examination administrator, ASHA, course providers or trainers, as appropriate, stating that the applicant has satisfied one of the following:

(a) Passed the NESPA examination required under s. HAS 6.05.

(b) Completed education or training that the board determines is substantially equivalent to passing the NESPA examination that may include evidence satisfactory to the board that the applicant has received one of the following:

1. A certificate of clinical competence in audiology granted by ASHA.

2. An Au.D. degree granted by a college or university approved by the board.

(7) Evidence satisfactory to the board that the applicant has satisfied one of the following:

(a) Completed a postgraduate clinical fellowship in audiology approved by the board.

(b) Completed education or training that the board determines is substantially equivalent to the completion of a fellowship that may include written verification that the applicant has been granted an Au.D. degree from a college or university approved by the board.

(8) Evidence satisfactory to the board that the applicant has passed the practical examination required under s. 459.26 (2) (b), Stats., or has completed education or training that the board determines is substantially equivalent to the completion of the examination.

History: Cr. Register, May, 1993, No. 449, eff. 6-1-93; r. (3), am. (7), Register, July, 1998, No. 511, eff. 8-1-98; cr. (8), Register, February, 1999, No. 518, eff. 3-1-99; CR 01-043: am. (5) and (8), r. and recr. (6) and (7), Register October 2001 No. 550, eff. 11-1-01.

HAS 6.05 Examinations. (1) An applicant for licensure as a speech-language pathologist shall satisfy one of the following:

(a) Pass the NESPA examination required by ASHA for certification as a speech-language pathologist.

(b) Submit written evidence satisfactory to the board that he or she has completed education or training that the board determines is substantially equivalent to passing the NESPA examination that may include written verification that the applicant has been granted a certificate of clinical competence in speech-language pathology by ASHA.

(2) An applicant for licensure as an audiologist shall satisfy all of the following:

(a) Submit written evidence satisfactory to the board that he or she has satisfied one of the following:

1. Passed the NESPA examination required by ASHA for certification as an audiologist.

2. Completed education or training that the board determines is substantially equivalent to passing the NESPA examination that may include evidence satisfactory to the board that the applicant has received one of the following:

a. A certificate of clinical competence in audiology granted by ASHA.

b. An Au.D. degree granted by a college or university approved by the board.

(b) Submit written evidence satisfactory to the board that he or she has passed the practical examination required under s. 459.26 (2) (b), Stats., or submit evidence of completion of education or training that the board determines is substantially equivalent to completing the practical examination.

Note: The board accepts Certificates of Clinical Competence (CCC) in speech-language pathology and audiology granted by ASHA, as well as Au.D. degrees granted by colleges and universities approved by the board, as evidence of completion of education and training that is substantially equivalent to passing the NESPA examination.

History: Cr. Register, May, 1993, No. 449, eff. 6-1-93; emerg. am. eff. 12-6-93; am. Register, April, 1994, No. 460, eff. 5-1-94; renum. and am. to be (1) and cr. (2), Register, February, 1999, No. 518, eff. 3-1-99; CR 01-043: r. and recr., Register October 2001 No. 550, eff. 11-1-01.

HAS 6.07 Reciprocal license. (1) An applicant seeking licensure on the basis of a license in another jurisdiction shall do all of the following:

(a) Submit an application on a form provided by the board.

Note: Application forms are available upon request to the board office at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(b) Pay the fee specified in s. 440.05 (2), Stats.

(c) Submit evidence to the board that the applicant holds a current speech-language pathologist or audiologist license in another state or jurisdiction of the United States.

(2) In determining whether to grant a reciprocal license, the board shall determine whether the requirements for licensure in the other state or jurisdiction are substantially equivalent to the requirements for licensure under s. 459.24 (2) or (3), Stats.

History: Cr. Register, May, 1993, No. 449, eff. 6-1-93; CR 01-043: am. (1) (intro) and (c), Register October 2001 No. 550, eff. 11-1-01.

HAS 6.08 Limited permit. (1) A nonresident applicant applying for a limited permit under s. 459.32 (1), Stats., to practice speech-language pathology or audiology in association with a speech-language pathologist or audiologist licensed in this state shall submit all of the following:

(a) An application on a form provided by the board.

Note: Application forms are available upon request to the board office at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(b) The fee specified in s. 440.05 (6), Stats.

(d) Subject to ss. 111.321, 111.322 and 111.335, Stats., evidence satisfactory to the board that the applicant does not have a conviction record.

(e) Evidence satisfactory to the board that the applicant has completed one of the following:

1. If applying for a permit to practice speech-language pathology, evidence that the applicant has completed a supervised clinical practicum and received a master's degree in speech-language pathology from a college or university approved by the board, or has completed education or training that the board determines is substantially equivalent to the completion of those requirements.

2. If applying for a permit to practice audiology, evidence satisfactory to the board that the applicant has satisfied one of the following:

a. Completed a supervised clinical practicum and received a master's degree in audiology from a college or university approved by the board.

b. Completed education or training that the board determines is substantially equivalent to the requirements for licensure under par. (a), that may include evidence that the applicant has been granted an Au.D. degree from a college or university approved by the board.

(2) A nonresident applicant applying for a limited permit under s. 459.32 (2), Stats., to practice speech-language pathology or audiology shall submit all of the following:

(a) An application on a form provided by the board.

Note: Application forms are available upon request to the board office at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(b) The fees required under s. 440.05 (1) (b) and (6), Stats., as appropriate.

(c) Evidence satisfactory to the board that the applicant holds a current speech–language pathologist license or audiologist license in another state or jurisdiction of the United States.

(3) A permit granted to an applicant applying under sub. (1) shall be valid for a period not to exceed 10 days in any calendar year. A permit granted to an applicant applying under sub. (2) shall be valid for a period not to exceed 45 days in any calendar year. In determining whether to grant a permit under sub. (2), the board shall determine whether the requirements for licensure in the other state or jurisdiction are substantially equivalent to the requirements for licensure under s. HAS 6.03 or 6.04, as appropriate.

History: Cr. Register, May, 1993, No. 449, eff. 6–1–93; am. (1) (b) and (2) (b), Register, January, 1994, No. 457, eff. 2–1–94; r. (1) (c), cr. (1) (d) and (e), am. (2) (b) and (3), Register, July, 1998, No. 511, eff. 8–1–98; am. (2) (b), Register, February, 1999, No. 518, eff. 3–1–99; CR 01–043: r. and recr. (1) (e) 2., am. (2) (b), (c) and (3), Register October 2001 No. 550, eff. 11–1–01.

HAS 6.085 Accommodations relating to a disability.

A qualified applicant with a disability shall be provided with reasonable accommodations requested in connection with the completion of an application for a credential.

History: Cr. Register, July, 1998, No. 511, eff. 8–1–98.

Subchapter II – Temporary Licensees

HAS 6.09 Definitions. In this subchapter and in ch. 459, Stats.:

(1) “Hardship” means serious illness or some other personal adversity, as determined by the board.

(1m) “Sufficient cause” means illness or other hardship.

(2) “Supervision” means any of the following:

(a) A face–to–face meeting, at least monthly, between the supervisor and the temporary licensee and other on–going communications by mail, telephone, pager, e–mail or other electronic means.

(b) On–site, in–view observation and guidance by the supervisor while an assigned activity is performed by the temporary licensee.

(3) “Temporary licensee” means an individual who has been granted a temporary license by the board under s. 459.24 (6), Stats., to engage in the practice of speech–language pathology or audiology during the completion of a postgraduate clinical fellowship.

History: CR 01–043: Cr. Register October 2001 No. 550, eff. 11–1–01; CR 05–026: renum. (1) to be (1m), cr. (1) Register September 2005 No. 597, eff. 10–1–05.

HAS 6.10 Application for temporary license.

(1) Before commencing a postgraduate clinical fellowship in speech–language pathology or audiology, an individual shall obtain a temporary license under s. 459.24 (6), Stats. The applicant shall submit all of the following:

(a) An application on a form provided by the board.

Note: Application forms are available upon request to the board office at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(b) The fee specified in s. 440.05 (6), Stats.

(c) Subject to ss. 111.321, 111.322 and 111.335, Stats., evidence satisfactory to the board that the applicant does not have a conviction record.

(d) Evidence satisfactory to the board that the applicant has completed one of the following:

1. A supervised clinical practicum and received a master’s degree in speech–language pathology or audiology, as appropriate, from a college or university approved by the board.

2. Education or training that the board determines is substantially equivalent to the completion of the requirements under subd. 1.

(e) If applying for a temporary license to practice speech–language pathology, an application to take the next available examination for licensure as a speech–language pathologist required under s. 459.26 (2) (a), Stats.

(f) If applying for a temporary license to practice audiology, an application to take the next available examinations for licensure as an audiologist required under s. 459.26 (2) (a) and (b), Stats.

(2) A temporary license granted by the board to practice speech–language pathology is valid for a period designated by the board, not to exceed 18 months and may be renewed once for 18 months or longer, at the discretion of the board.

(3) Except as provided in sub. (5), a temporary license granted to practice audiology is valid for a period designated by the board, not to exceed 12 months.

(4) A temporary license granted under sub. (3) may be renewed once for 12 months or longer, at the discretion of the board, if the applicant fails an examination for licensure under s. 459.26 (2) (a) or (b), Stats., and applies to take the next available examination or if the applicant shows, to the satisfaction of the board, sufficient cause for the renewal.

(5) If an individual who is granted a temporary license under sub. (3) to practice audiology fails to take the next available examination under s. 459.26 (2) (a) or (b), Stats., for reasons other than inaction by the board or hardship, the temporary license granted under sub. (3) automatically expires on the one–hundredth calendar day following the date the individual failed to take the examination.

(6) The application and documents required for a temporary license may be reviewed by 2 members of the board to determine eligibility. The board may issue a temporary license prior to regular licensure to an applicant who meets the requirements under sub. (1).

Note: The board accepts an Au.D. degree that has been granted by a college or university approved by the board as evidence of completion of education and training that is substantially equivalent to the completion of a supervised clinical practicum and receipt of a master’s degree in audiology, passing the NESPA examination and completion of a postgraduate clinical fellowship in audiology.

History: CR 01–043: cr. Register October 2001 No. 550, eff. 11–1–01; CR 05–026: am. (1) (intro.) and (2), renum. (3) to be (6), cr. (3) to (5) Register September 2005 No. 597, eff. 10–1–05.

HAS 6.11 Supervision. Supervision during the period of temporary licensure shall be face–to–face, at least monthly, with a speech–language pathologist or audiologist who shall once a month provide written approval in the client files of the clinical services provided.

History: CR 01–043: Cr. Register October 2001 No. 550, eff. 11–1–01.

HAS 6.12 Use of titles. An individual who holds a temporary license under s. 459.24 (6), Stats., may use the title “audiology intern,” “speech–language pathology intern,” “clinical fellow in audiology,” or “clinical fellow in speech–language pathology.”

History: CR 01–043: cr. Register October 2001 No. 550, eff. 11–1–01.

HAS 6.13 Discipline. Temporary licensees and speech–language pathologists and audiologists who supervise temporary licensees may be subject to discipline under s. HAS 6.18.

History: CR 01–043: cr. Register October 2001 No. 550, eff. 11–1–01.

Subchapter III – Unlicensed Individuals

HAS 6.14 Definitions. In this chapter and in ch. 459, Stats.:

(1) (a) “Assist in the practice of speech–language pathology” means providing speech–language pathology services, while under direct supervision, that include any of the following:

1. Assisting the speech–language pathologists with speech–language screenings.

2. While in the presence of the speech–language pathologist, providing assistance during client evaluations.

3. Helping with informal documentation such as taking a written language sample; organizing test materials; preparing treatment materials; developing communication boards and performing assigned clerical duties.

4. Scheduling activities, preparing charts, records, graphs or displaying data related to client performance.

5. Performing calibration and regular maintenance of equipment.

6. Participating in research projects, in–service training and public relations programs.

7. While in the presence of the speech–language pathologist, providing assistance during a treatment session conducted by the speech–language pathologist that may include any of the following:

a. Structured speech–language drills; oral motor exercises; practice and reinforcement of established speech–language skills and applications to communication activities of daily living.

b. Informal documentation of the client’s response to treatment.

8. Providing treatment to clients selected by the speech–language pathologist by adhering to the treatment plans established by the speech–language pathologist who is available on site for consultation, as needed.

(b) “Assist in the practice of speech–language pathology” does not include any of the following:

1. Performing formal or informal speech–language pathology evaluations.

2. Interpreting screening or test results.

3. Participating in client conferences or interdisciplinary team meetings or communicating with a client’s family or other individuals outside of the presence of the supervising speech–language pathologist unless authorized by the speech–language pathologist.

4. Writing evaluation consultation reports.

5. Counseling or consulting with the client, the client’s family or other individuals regarding the client’s status or service.

6. Writing, developing or modifying a client’s individualized treatment plan.

7. Deviating from the treatment plan.

8. Working with clients without direct supervision by the speech–language pathologist.

9. Signing formal client documents such as evaluations or progress notes.

10. Selecting clients for service or discharging clients from service.

11. Disclosing confidential client information to anyone other than the supervising speech–language pathologist unless authorized by the supervising speech–language pathologist.

12. Referring a client to another health care provider.

13. Representing himself or herself as a speech–language pathologist.

14. Using a checklist to tabulate results of feeding or swallowing evaluations.

15. Demonstrating swallowing strategies or precautions to a client, the family of a client or staff.

(2) (a) “Assist in the practice of audiology” means providing audiology services that include any of the following:

1. Conducting hearing screenings including pure tone thresholds.

2. Servicing hearing instruments including applying lubrication, making tube changes on ear molds, cleaning and repairing cases or ear mold surfaces, checking battery status and returning hearing instruments to clients after servicing.

3. Preparing informal documentation of clients’ responses to treatment or service.

4. Performing biological checks, calibrations and regular maintenance of equipment.

5. Preparing charts and records, scheduling activities and performing assigned clerical duties.

(b) “Assist in the practice of audiology” does not mean any of the following:

1. Performing diagnostic audiological evaluations.

2. Interpreting screening or test results.

3. Writing evaluation consultation reports.

4. Providing counseling to the client or the client’s family.

5. Signing formal client documents including evaluations and progress notes.

6. Disclosing confidential client information unless authorized by the supervising audiologist.

7. Referring a client to another health care provider.

(3) “Direct supervision of unlicensed individuals” means:

(a) For purposes of monitoring unlicensed individuals who assist in the practice of speech–language pathology, providing direct observation and supervision of the clinical services provided by the individual to clients at least 50% of client contact time during the first 90 days of employment and no less than 10% thereafter. Direct supervision shall be scheduled and documented. Documentation of direct supervision shall include all of the following:

1. Identifying specific roles and tasks for the individual.

2. Ensuring that the tasks performed by the individual do not require the exercise of professional judgment or entail interpretation of results or the development or modification of treatment plans.

3. Providing appropriate training that is competency–based and specific to job performance.

4. Maintaining a record of direct supervision provided by the speech–language pathologist over the unlicensed individual who assists in the practice of speech–language pathology.

(b) For purposes of monitoring unlicensed individuals who assist in the practice of audiology, providing comprehensive, periodic and documented supervision that includes:

1. Identifying specific roles and tasks for the individual.

2. Ensuring that the tasks performed by the individual do not require the exercise of professional judgment or entail interpretation of results or the development or modification of treatment plans.

3. Providing appropriate training that is competency–based and specific to job performance.

(4) “Full–time equivalent individual” means an unlicensed individual who, alone or in conjunction with other unlicensed individuals, assists in the practice of speech–language pathology or audiology for a combined total of 40 hours per week.

History: CR 01–043: cr. Register October 2001 No. 550, eff. 11–1–01; CR 03–025: am. (1) (a) 1. and 2., (b) 5. and 7., (2) (a) 2., (3) (a) (intro.), and 4., renum. (1) (a) 2. a. to d. and 3. (intro.) to be (1) (a) 3., 4., 5., 6. and 7., renum. and am. (1) (a) 4. to be (1) (a) 8., cr. (1) (b) 13., 14. and 15. Register January 2004 No. 577, eff. 2–1–04.

HAS 6.15 Direct supervision. (1) An unlicensed individual may assist in the practice of speech–language pathology or audiology only under the direct supervision of a speech–language pathologist or audiologist, as appropriate.

(2) For purposes of supervising unlicensed individuals who assist in the practice of speech–language pathology or audiology:

(a) A speech–language pathologist may supervise up to 2 full–time equivalent individuals at any given time.

(b) Except as provided in par. (c), an audiologist may supervise up to 5 full–time equivalent individuals at any given time.

(c) In industrial settings, an audiologist may supervise up to 10 full-time equivalent individuals at any given time.

History: CR 01-043: cr. Register October 2001 No. 550, eff. 11-1-01.

HAS 6.16 Prohibited practice and use of titles. No person may engage in the practice of speech-language pathology or use the title “speech-language pathologist” or any similar title or engage in the practice of audiology or use the title “audiologist”, “clinical audiologist” or any similar title, unless the person holds a current speech-language pathologist or audiologist license, as appropriate, granted by the board.

History: CR 01-043: cr. Register October 2001 No. 550, eff. 11-1-01.

HAS 6.17 Discipline. A speech-language pathologist or audiologist who supervises an unlicensed individual may be subject to discipline under s. HAS 6.18.

History: CR 01-043: cr. Register October 2001 No. 550, eff. 11-1-01.

Subchapter IV – Discipline

HAS 6.175 Definitions. In this subchapter and in subchapter II of ch. 459, Stats.:

(1) “Cerumen management” means the removal of cerumen from the external auditory canal by the utilization of methods and techniques performed in accordance with minimum standards and procedures established in the audiological profession.

(1m) “Deceptive advertising” means creating, using, or promoting the use of any advertising material, promotional literature, testimonial, guarantee, warranty, label, brand, insignia, or other representation, however disseminated or published, which is misleading, false, or untruthful.

(2) “Full terms of sale” means the conditions of a sale agreed to by an audiologist and the purchaser of a hearing instrument.

(3) “Personal guarantee” means a promise made by an audiologist to a hearing instrument purchaser to provide the minimum product warranty offered by a manufacturer.

(4) “Sell” or “sale” has the meaning given in s. 459.20 (3t), Stats.

(5) “Unprofessional conduct” means the violation of any standard of professional behavior, which through experience, state statute or administrative rule has become established in the practice of speech-language pathology or audiology.

History: CR 05-026: cr. Register September 2005 No. 597, eff. 10-1-05; CR 12-050: cr. (1m) Register August 2013 No. 692, eff. 9-1-13.

HAS 6.18 Grounds for discipline. (1) The board may reprimand a speech-language pathologist, audiologist, temporary licensee or a permittee, or deny, limit, suspend or revoke a license or permit, if it finds that the applicant, licensee or permittee has done any of the following:

(a) Made a material misstatement in an application for a license or permit or for renewal of a license.

(b) Engaged in conduct in the practice of speech-language pathology or audiology which evidences a lack of knowledge or ability to apply professional principles or skills.

(c) Subject to ss. 111.321, 111.322 and 111.335, Stats., been convicted of an offense the circumstances of which substantially relate to the practice of speech-language pathology or audiology.

(d) Engaged in deceptive advertising.

(e) Advertised, practiced, or attempted to practice under another individual’s name.

(f) Subject to ss. 111.321, 111.322 and 111.34, Stats., practiced speech-language pathology or audiology while the person’s ability to practice was impaired by alcohol or other drugs.

(g) Violated ch. 459, Stats., subchapter II, or any rule promulgated by the board under that subchapter.

(h) Engaged in unprofessional conduct.

(2) In this subchapter and in s. 459.34 (2) (h), Stats., the following, without limitation because of enumeration, are violations

of standards of professional behavior that constitute unprofessional conduct:

(a) Subject to ss. 111.321, 111.322 and 111.34, Stats., practicing or attempting to practice speech-language pathology or audiology while the person’s ability to practice is impaired by a mental or emotional disorder.

(b) Using the title “speech-language pathologist,” “audiologist” or any similar title unless the individual holds a current speech-language pathologist or audiologist license granted under s. 459.24 (2) or (3), Stats.

(c) Violating the conditions or limitations placed upon a license or permit by the board.

(d) Engaging in conduct likely to deceive, defraud, or harm an individual or the public in the course of the practice of speech-language pathology or audiology.

(e) Having a license, certificate, permit or registration issued by another jurisdiction to practice as a speech-language pathologist or audiologist limited, suspended or revoked.

(f) Aiding or abetting an unlicensed person, knowingly conspiring with an unlicensed person, or allowing one’s license to be used by an unlicensed person to evade the use of a title prohibited under s. 459.24 (1) or (1m), Stats.

(g) Engaging in sexual intimacies in connection with the practice of speech-language pathology or audiology.

(h) Failing to fully inform persons served of the nature and possible adverse effects of services rendered and products dispensed.

(i) Failing to evaluate the effectiveness of services rendered or products dispensed.

(j) Providing services or dispensing products when benefits cannot reasonably be expected.

(k) Guaranteeing the results of any treatment or procedure, directly or by implication, except that a reasonable statement of prognosis may be made.

(L) Evaluating or treating speech, language, or hearing disorders except in a professional relationship.

(m) Treating solely by correspondence.

(n) Failing to maintain adequate records of professional services rendered and products dispensed for a period of 5 years.

Note: Speech-language pathologists and audiologists are also required to maintain patient health care records in accordance with ss. 146.81 to 146.84, Stats.

(o) Failing to provide access to records of professional services rendered and products dispensed when requested by the board or its representative in connection with an investigation of a complaint filed against the applicant, licensee or permittee.

(p) Failing to record all of the following information in each client record:

1. The name of the licensee.

2. The date of entry of pertinent information.

3. Information sufficiently legible to allow interpretation by other individuals for the benefit of the client.

(q) Misrepresenting diagnostic information, services rendered, or products dispensed or engaging in any scheme to defraud in connection with obtaining reimbursement.

(r) Using persons in research or as the subject of a teaching demonstration without obtaining their informed consent.

(s) Failing to practice speech-language pathology or audiology within the scope of the licensee’s competence, education, training and experience.

(t) Delegating the provision of clinical services to an unlicensed individual for whom the licensee does not provide direct supervision.

(u) Delegating the provision of clinical services to a temporary licensee for whom the licensee does not provide supervision.

(v) Knowingly permitting any professional staff or unlicensed individual to provide clinical services that exceed that person’s competence, education, training and experience.

(w) Failing to assign credit to persons who have contributed to clinical services, a publication, presentation or product in proportion to their contribution.

(x) Violating any federal or state statute, rule or regulation that relates to the practice of speech–language pathology or audiology, as appropriate.

(3) In addition to the bases for unprofessional conduct set forth under sub. (2), the board may reprimand an audiologist, or deny, limit, suspend or revoke a license or permit, if it finds that the applicant, licensee or permittee has engaged in the following unprofessional conduct:

(a) Violated any federal or state statute, rule or regulation that relates to the practice of fitting and dealing in hearing aids.

(b) Failed to conduct a direct observation of the ear canal of a person for whom a hearing aid is purchased.

(c) Sold a hearing aid for use by a person who was not given tests by a hearing instrument specialist or an audiologist licensed under ch. 459, Stats., or in another state using appropriate procedures and instrumentation or without proper measurement of the functional intensity and range of the person's hearing.

(d) Failed to calibrate audiometric equipment at least once every 12 months.

(e) Failed to maintain adequate records of certification of calibrations of audiometric equipment for a period of 5 years or failed to provide access to those records when requested by the board or its representative.

(f) Failed to clearly state the full terms of sale on a receipt, as required in s. 459.24 (3m), Stats., or failed to comply with those terms. The full terms of sale shall include all of the following:

1. The amount and method of payment.
2. The date and place of delivery.
3. The terms of any personal guarantee.
4. The nature and duration of the trial period and extension, if any.
5. The refund policy and amount, if any.
6. The product return and exchange policy, if any.
7. The product repair policy, if any.

(g) Failed to perform cerumen management in a competent manner.

History: CR 01–043; cr. Register October 2001 No. 550, eff. 11–1–01; CR 03–025; cr. (1) (h), (2) (d), (e) and (f) Register January 2004 No. 577, eff. 2–1–04; CR 05–026; renum. (2) and (3) to be (3) and (2) and am. Register September 2005 No. 597, eff. 10–1–05; CR 112–050; am. (1) (d) Register August 2013 No. 692, eff. 9–1–13.

Chapter HAS 7

REQUIREMENTS FOR RENEWAL

HAS 7.01 Definitions.
 HAS 7.02 Licenses.
 HAS 7.03 Renewal of license.

HAS 7.04 Failure to renew.
 HAS 7.05 Late renewal.

HAS 7.01 Definitions. As used in this chapter:

- (1) “Board” means the hearing and speech examining board.
 (2) “Department” means the department of safety and professional services.

History: Cr. Register, January, 1994, No. 457, eff. 2-1-94; correction in (2) made under s. 13.92 (4) (b) 6., Stats., Register February 2012 No. 674.

HAS 7.02 Licenses. Hearing instrument specialist licenses granted under ss. 459.05 and 459.06, Stats., expire on February 1 of each odd-numbered year. Except as provided in s. 459.24 (6), Stats., speech-language pathologist and audiologist licenses granted under ss. 459.24 and 459.28, Stats., expire on February 1 of each odd-numbered year.

History: Cr. Register, January, 1994, No. 457, eff. 2-1-94; CR 05-026: am. Register September 2005 No. 597, eff. 10-1-05.

HAS 7.03 Renewal of license. (1) In order to renew a hearing instrument specialist license on or before the renewal date, the licensee shall submit the following:

- (a) A renewal application on a form provided by the department.
 (b) Certification of calibration of audiometric equipment as required under s. 459.085, Stats.
 (c) The renewal fee specified in s. 440.08 (2) (a) 38., Stats.
 (d) Except as provided in par. (e), certification that the applicant has completed, within the 2 years immediately preceding the date of his or her application, 20 hours of continuing education programs or courses of study approved by the board.
 (e) A new licensee is not required to report continuing education hours until the second renewal date following the initial grant of his or her license.

(2) In order to renew a speech-language pathologist or an audiologist license on or before the renewal date, the licensee shall submit the following:

- (a) A renewal application on a form provided by the department.
 (b) The renewal fee specified in s. 440.08 (2) (a) 15. or 68v., Stats., as appropriate.
 (c) Except as provided in par. (d), certification that the applicant has completed, within the 2 years immediately preceding the date of his or her application, 20 hours of continuing education programs or courses of study approved by the board, as provided under s. HAS 8.03.
 (d) A new licensee is not required to report continuing education hours until the second renewal date following the initial grant of his or her license.

History: Cr. Register, January, 1994, No. 457, eff. 2-1-94; am. (1) (intro.), (2) (intro.) and (b), Register, July, 1998, No. 511, eff. 8-1-98; cr. (1) (d) and (2) (c), Register, February, 1999, No. 518, eff. 3-1-99; CR 05-026: am. (1) (d) and (2) (c), cr. (1) (e) and (2) (d) Register September 2005 No. 597, eff. 10-1-06.

HAS 7.04 Failure to renew. A licensee who fails to renew a license by the applicable renewal date shall not practice as a

hearing instrument specialist, speech-language pathologist or audiologist until the license is restored under s. HAS 7.05.

History: Cr. Register, January, 1994, No. 457, eff. 2-1-94.

HAS 7.05 Late renewal. (1) A hearing instrument specialist who fails to renew his or her license by the renewal date may renew the license by satisfying the following requirements:

(a) If applying less than 5 years after the renewal date, submitting to the department:

1. An application for renewal on a form provided by the department.
2. The applicable renewal fee specified in s. 440.08 (2) (a) and (3), Stats.
3. Certification of calibration of audiometric equipment as required under s. 459.085, Stats.
4. Certification that the applicant has completed, within the 2 years preceding the date of his or her application, 20 hours of continuing education programs or courses of study approved or required by the board, as provided under s. HAS 8.03.

(b) If applying 5 years or more after the renewal date, satisfying the requirements in par. (a), and submitting proof of all of the following:

1. Successful completion of educational coursework required by the board to ensure protection of the public health, safety and welfare.
2. Successful completion of an examination required by the board to ensure protection of the public health, safety and welfare.

(2) A speech-language pathologist or audiologist who fails to renew his or her license by the renewal date may renew the license by satisfying the following requirements:

(a) If applying less than 5 years after the renewal date, submitting to the department:

1. An application for renewal on a form provided by the department.
2. The applicable renewal fee specified in s. 440.08 (2) (a) and (3), Stats.
3. Certification that the applicant has completed, within the 2 years immediately preceding the date of his or her application, 20 hours of continuing education programs or courses of study approved or required by the board, as provided under s. HAS 8.03.

(b) If applying 5 years or more after the renewal date, satisfying the requirements in par. (a), and submitting proof of all of the following:

1. Successful completion of educational coursework required by the board to ensure protection of the public health, safety and welfare.
2. Successful completion of an examination required by the board to ensure protection of the public health, safety and welfare.

History: Cr. Register, January, 1994, No. 457, eff. 2-1-94; am. (1) (intro.), (b) (intro.), 1., (2) (intro.), (b) (intro.) and 1., Register, July, 1998, No. 511, eff. 8-1-98; cr. (1) (a) 4. and (2) (a) 3., Register, February, 1999, No. 518, eff. 3-1-99.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Karen Rude-Evans, Bureau Assistant, on Behalf of Executive Director Brittany Lewin		2) Date When Request Submitted: 6/23/2014 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Hearing and Speech Examining Board			
4) Meeting Date: July 14, 2014	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Practice Matters - Discussion and Consideration: Hearing Aid Purchase Agreements	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Review correspondence from Melanie Burh-Lawler regarding the language in Hearing Aid Purchase Agreements.			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)			
Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Subject: Question about statement in hearing aid purchase agreements

Dear Doreen,

I am an audiologist at UW Madison, and I coordinate the audiology portion of the UW Speech and Hearing Clinic. I am currently revising our forms, and I am creating a new hearing aid purchase agreement. I am hoping that you can provide me with some guidance with regards to whether I can leave this statement out of our new version of the form: "The examination and recommendation made in conjunction with this purchase has not been completed by a person who is licensed to practice medicine in the state of Wisconsin nor is it intended to be regarded as a medical opinion or advice."

I have been reading chapter 459 closely and talking with Ryan Gregg (who recommended I contact you), and from my interpretation, it appears that the statement only is required for those who are licensed as Hearing Instrument Specialists. Am I correct in that interpretation? And in that case, it is appropriate for WI audiologists to use a purchase agreement that do not have that statement?

I would greatly appreciate your input on this matter. Thank you so much for your time.
Take care,
Melanie

--

Melanie Buhr-Lawler, Au.D., CCC-A
Audiologist and Clinical Associate Professor
Department of Communication Sciences and Disorders
University of Wisconsin-Madison

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Karen Rude-Evans, Bureau Assistant, on Behalf of Executive Director Brittany Lewin		2) Date When Request Submitted: 6/23/2014 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Hearing and Speech Examining Board			
4) Meeting Date: July 14, 2014	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Practice Matters - Discussion and Consideration: Thirty Day Return Policy	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Discussion of Thirty Day Return Policy.			
11) Authorization			
Signature of person making this request			Date
Supervisor (if required)			Date
Executive Director signature (indicates approval to add post agenda deadline item to agenda)			Date
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Matthew C. Niehaus, DSPS WebMaster		2) Date When Request Submitted: 05/16/14 Items will be considered late if submitted after 4:30 p.m. on the deadline date: <ul style="list-style-type: none"> ▪ 8 business days before the meeting for paperless boards ▪ 14 business days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Hearing and Speech Examining Board			
4) Meeting Date: 07/14/14	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? DLSC Paperless Screening Panel Initiative - APPEARANCE	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Jane Brischke: Program & Policy Analyst – Advanced Cortney Keo: Records Management Supervisor Kelley Foster: Medical Examining Board Intake Specialist Matthew C. Niehaus: DSPS WebMaster The above staff will be appearing before the Board to present the DLSC Paperless Screening Panel Initiative.			
11) Authorization			
 Signature of person making this request		04/07/14 Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

BOARD APPEARANCE REQUEST FORM

Appearance Information

Board Name: Hearing & Speech Examining Board

Board Meeting Date: 07/14/14

Person Submitting Agenda Request: Matthew C. Niehaus: DSPP WebMaster

Persons requesting an appearance:

Jane Brischke: Program & Policy Analyst – Advanced

Cortney Keo: Records Management Supervisor

Kelley Foster: Medical Examining Board Intake Specialist

Matthew C. Niehaus: DSPP WebMaster

Reason for Appearance:

The above DSPP staff are appearing before the Board to present the DLSC Paperless Screening Panel.

Medical Examining Board > Legal Services and Compliance > All Documents >

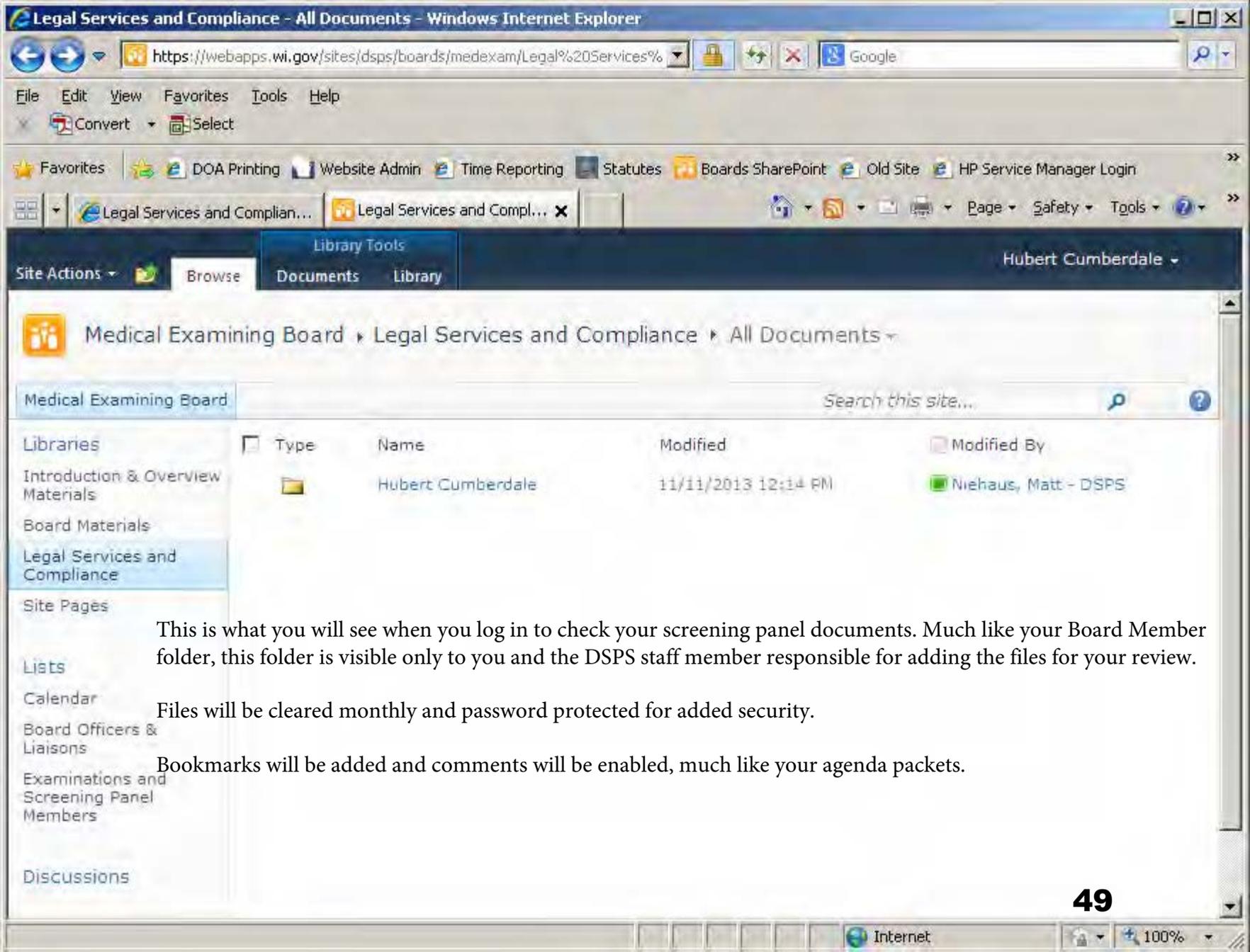
This is what DSPS Intake Staff will see when they upload your screening panel files.

Medical Examining Board

Search this site...

- Libraries
- Introduction & Overview Materials
- Board Materials
- Legal Services and Compliance**
- Credentialing
- Board Member Folders
- Site Pages
- Lists
- Calendar
- Board Officers & Liaisons
- Examinations and Screening Panel Members
- Discussions

<input type="checkbox"/>	Type	Name	Modified	<input type="checkbox"/>	Modified By
		Carolyn Ogland Vukich	9/24/2013 3:00 PM		Niehaus, Matt - DSPS
		Gene Nusser	9/24/2013 3:00 PM		Niehaus, Matt - DSPS
		Greg Collins	9/24/2013 3:00 PM		Niehaus, Matt - DSPS
		Hubert Cumberlanddale	11/11/2013 12:14 PM		Niehaus, Matt - DSPS
		Jim Barr	9/24/2013 3:00 PM		Niehaus, Matt - DSPS
		Jude Genereaux	9/24/2013 3:00 PM		Niehaus, Matt - DSPS
		Kenneth Simons	9/24/2013 3:00 PM		Niehaus, Matt - DSPS
		Mary Jo Capodice	9/24/2013 3:00 PM		Niehaus, Matt - DSPS
		Rodney Erickson	9/24/2013 3:01 PM		Niehaus, Matt - DSPS
		Russell Yale	9/24/2013 3:01 PM		Niehaus, Matt - DSPS
		Screening Attorney	9/24/2013 3:23 PM		Niehaus, Matt - DSPS
		Sridhar Vasudevan	9/24/2013 3:01 PM		Niehaus, Matt - DSPS
		Suresh Misra	9/24/2013 3:01 PM		Niehaus, Matt - DSPS
		Timothy Swan	9/24/2013 3:01 PM		Niehaus, Matt - DSPS
		Timothy Westlake	9/24/2013 3:01 PM		Niehaus, Matt - DSPS



This is what you will see when you log in to check your screening panel documents. Much like your Board Member folder, this folder is visible only to you and the DSPS staff member responsible for adding the files for your review.

Files will be cleared monthly and password protected for added security.

Bookmarks will be added and comments will be enabled, much like your agenda packets.

One set of Medical Examining Board
Screening Panel Materials
(Four of these were mailed every month)



50

PAPERLESS SCREENING PANELS

TOTAL POTENTIAL SAVINGS

★ **\$2,397.57 printing + \$2,582.30 shipping + \$10,200 Canon IR 7086 + \$22,509.24 staff time = \$37,689.11 ANNUALLY¹**

★ **In addition to the monetary savings:**

- ✓ This process introduces enhanced security for screening panel documents. Under the new system, these documents are carefully controlled and protected by multiple layers of authentication.
- ✓ Environmental impact: save 90 trees annually, landfill space, kilowatts of energy
- ✓ Real time updates and delivery of documents.
- ✓ Document management – ability to recreate misplaced/lost documents, locate/search/distribute files quickly and efficiently

1. COPIER/PAPER/MAILING (postage, envelopes) SAVINGS

- ✓ DLSC currently obtains paper for \$33.40 per box. Each box contains 5,000 sheets of paper. Each individual sheet of paper thus costs DSPS \$0.00668.
 - 100 sheets of paper weighs approximately 1 pound, meaning it costs \$0.668 to purchase one pound of paper.
 - Toner costs are covered by our lease on the printing equipment.
 - Print jobs after we surpass the 40,000 monthly page limit permitted in our lease cost us \$0.50 extra per 100 pages
- ✓ Adding in one internal packet for screening panel attorneys every month, DLSC printed approximately 206,500 pages of paper for Screening Panels over 210 calendar days (May 9 – November 26), not factoring in any erroneous print jobs.
- ✓ From May 9 to November 26, DLSC spent \$1,008.05 to ship Tyvek envelopes for large screening packets.
- ✓ \$51.52 is spent on regular envelopes for mailings that are light enough to send through the postal service. Mailing these envelopes costs \$414.96 in postage annually. \$365.82 is spent purchasing white Tyvek envelopes that must be sent through a courier service, for a total of \$832.30 annually on miscellaneous mailing materials.
- ✓ Based upon the above data, shipping costs for screening panels add up to \$2,582.30 annually, with estimated annual printing costs of \$2,397.57.

2. STAFF TIME/SAVINGS

- ✓ DLSC staff currently spends an average of 12 hours per Medical Examining Board screening panel packet copying and mailing. The average intake staff salary with fringe is \$24.44 per hour which costs out to \$293.28 of staff time per packet. This results in a \$7,038.72 expenditure in staff time annually. As the paperless scanning process only necessitates one run through the scanner, this will cut down the amount of time spent at the copier to ¼ its current level, a \$5,279.04 savings.
- ✓ Other Boards typically take considerably less time to prepare their screening panel packets. Assuming an average of 5 hours of staff processing time per packet, with 188 meetings that are not representative of the Medical Examining Board per year², there is an additional staff time savings of \$17,230.20 for a grand total of \$22,509.24 in staff expenses that can be reallocated.
- ✓ The time currently spent compiling the printed packets for mailing may be shifted to improving the quality of the materials through bookmarking, page numbering, and running text recognition. This will aid the screening panel in its efforts, potentially saving time screening panel attorneys spend in meetings with screening panel members.

3. OTHER FACTORS

- ✓ By drastically reducing the amount of time needed for DLSC staff to physically stand at the copier and as it is possible to print to a copier that is being used to scan documents, we could cease leasing one of our two DLSC copiers. We currently lease the more expensive copier Canon IR 7086 (Mickey) on a 6-month basis for \$850/month (\$10,200 annually.)

¹ This is achieved with virtually no cost, as the SharePoint Site has already been purchased for the Policy Development paperless initiative.

² 332 screening panel meetings are scheduled for 2014. Approximately 40% of all screening panel meetings from 2013 were cancelled due to lack of business, meaning there would be 200 total meetings. The estimate of 5 hours per packet (and 12 hours per Medical Examining Board packet) was taken from interviews with DLSC staff.

Initiatives for Improving Service

Division of Legal Services & Compliance – Paperless Screening Panels

- ✓ Drives Wisconsin to the cutting edge of state government technology solutions
- ✓ No potential for loss or damage in the mail
- ✓ Text recognition
 - Adobe can recognize typed (and usually handwritten) notes and allow for searching for specific words and phrases
- ✓ Enlarge text
 - Ability to enlarge the document for easier readability
- ✓ Accessibility of documents
 - No need to transport large files to screen materials
 - SharePoint is accessible anywhere you have a computer, tablet or smart phone and the internet
- ✓ Convenient notes and comments
 - Members have the ability to create a document in Microsoft Word directly from the SharePoint site to keep track of notes
 - This document is also accessible anywhere you can use SharePoint
 - Make comments directly in your electronic copy of each complaint on specific pages or places
 - Easy access to all comments, or specific comments, via a list in Adobe
- ✓ Pages will be numbered and bookmarked so members may easily reference points in the document
- ✓ Transition process
 - First sets of screening materials will be sent via **paper** and **electronic** formats, to ease the transition to paperless panels
- ✓ Financial impact
 - Paperless screening will save approximately \$40,000 on paper, ink, printer maintenance and shipping costs annually (\$240,000 by 2020)
 - There is also time savings in preparing, sorting, copying and mailing
 - Elimination of costs related to destroying screening panel documents
 - Reduction of file space requirements
- ✓ Technical support
 - Intake staff members are available to answer any questions you have regarding paperless screening
 - Kelley Foster – Intake for MED & MED Affiliates
(608) 267-1818 kelly.foster@wi.gov
 - DLSC staff will follow-up in the months after implementation to obtain feedback and input on the paperless screening process