

Hearing Instrument Dispensing Practical Examination

Candidate Information Guide

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College of

HEALTH AND CARE PROFESSIONALS OF BC



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Introduction and Examination Structure

The College of Health and Care Professionals of BC (CHCPBC) is mandated to protect the public by ensuring that new licensees meet the minimum competencies required for safe, independent, entry level practice. Part of that process is the registration requirement for candidates to pass specific examinations. For the purposes of this document, candidate refers to any provisional licensees who is eligible to sit the CHCPBC Hearing Instrument Dispensing Practical Examination.

The Licence Committee of the CHCPBC approves all examinations which are acceptable for licensure with the College. CHCPBC administers the Hearing Instrument Dispensing (HID) Practical Examination, which is one of the approved examinations for entry into the HID profession. All other licensure-related examinations are administered by third parties. Information on additional examination requirements can be found in the [Examination Number of Attempts](#) policy, the [Examination Withdrawal and Rescheduling](#) policy and schedule 6 of [CHCPBC Bylaws](#).

The HID Practical Examination is the final step in obtaining Full Licensure as a Hearing Instrument Practitioner (HIP), licensed to practice in British Columbia.

The HID Practical Examination requires the candidate to demonstrate proficiency with both verbal responses to competency-based questions and performance of clinical activities that are considered entry level requirements. The successful candidate will demonstrate appropriate techniques to ensure the client is provided with care that is effective and safe.

The HID Practical Examination is designed to assess entry to practice competencies in a controlled environment. The examination assesses only ‘must do’ aspects of HID practice and focuses on those skills and abilities that would be expected of a ‘just qualified candidate’, who has not yet practised independently.

The HID Practical Examination is a timed exam, administered in **eight (8)** scored sections designed to assess competency across key areas of Hearing Instrument Dispensing practice.

Some sections are grouped into larger continuous clinical stations referred to as “Series.” Within a Series, candidates will move continuously from one section to the next as part of a single clinical appointment flow. There are no scheduled breaks, pauses, or resets between sections within a Series.

Although sections within a Series are independently evaluated and scored by the examiner, candidates are encouraged to approach the Series as one continuous clinical interaction and proceed naturally through the assessment process in a safe, organized, and clinically appropriate manner. Candidates are expected to maintain appropriate clinical flow, professionalism, communication, infection prevention and control practices, consent procedures, and documentation standards throughout the entire Series.

The examination consists of the following:

Hearing Assessment Series (120 minutes)

- Hearing Assessment 1: Intake
- Hearing Assessment 2: Pure Tone Assessment



- Hearing Assessment 3: Speech Audiometry
- Hearing Assessment 4: Documentation and Records Management

Individual Clinical Sections

- Earmold Impressions **(30minutes)**
- Red Flags **(30minutes)**

Fitting and Verification Series (90 minutes)

- Fitting and Verification 1
- Fitting and Verification 2

1. Hearing Assessment Series (120 minutes)

The Hearing Assessment Series is designed to evaluate a candidate's ability to demonstrate safe, competent, and clinically appropriate hearing assessment skills across multiple focused clinical sections.

The Hearing Assessment Series consists of four scored sections completed continuously as part of one clinical appointment flow:

- Hearing Assessment 1: Intake
- Hearing Assessment 2: Pure Tone Assessment
- Hearing Assessment 3: Speech Audiometry
- Hearing Assessment 4: Audiogram Completion and Records Management

Although each section is independently evaluated and scored, candidates are encouraged to approach the Hearing Assessment Series as one continuous clinical interaction and proceed naturally through the assessment process in a safe, organized, and clinically appropriate manner.

The Candidate will demonstrate performance competency and practical understanding of:

- taking a case history;
- obtaining and maintaining appropriate consent throughout clinical interactions;
- infection prevention and control, sanitation, and hygiene procedures;
- otoscopy;
- tympanometry;
- pure tone audiometry, including air conduction (AC), bone conduction (BC), masking, and tolerance testing;



- speech audiometry, including speech reception threshold (SRT), word recognition (WR), most comfortable level (MCL) testing, and masking where clinically appropriate;
- interpretation of findings and clinical recommendations; and
- audiogram completion, documentation, and records management.

Hearing Assessment 1: Intake

CASE HISTORY

Candidates should demonstrate the ability to gather a relevant case history related to hearing and communication health. This includes identifying auditory, medical, communication, and lifestyle factors that may impact hearing care and clinical decision-making.

OTOSCOPY

Candidates are expected to perform otoscopy using safe and systematic technique. This includes demonstrating appropriate infection prevention and control procedures, safe handling of the client and otoscope, and recognizing findings that may impact testing or require further consideration.

TYMPANOMETRY

Candidates should demonstrate the ability to complete tympanometry in a clinically appropriate manner. This includes appropriate client instruction, safe and accurate completion of the procedure, interpretation of findings, consideration of possible underlying causes, and determination of appropriate next steps or recommendations.

TESTING ORDER AND EXAMINATION FLOW

Following this section, candidates will move on to the Hearing Assessment component of the examination. Candidates are expected to complete testing procedures in the following order:

- Air Conduction Testing
- Bone Conduction Testing
- LDL Testing
- SRT Testing
- MCL Testing
- WR Testing

The preferred testing order outlined above has been established to support examination consistency, candidate flow, and standardized marking throughout the assessment process. Candidates are therefore expected to follow this sequence during the examination wherever possible.

Hearing Assessment 2: Pure Tone Assessment

Candidates should demonstrate the ability to conduct pure tone audiometry in a safe, organized, and clinically appropriate manner.



All testing will be conducted using supra-aural headphones. Candidates must independently and correctly place all required transducers (e.g., headphones and bone oscillator) for all testing procedures, including masking. As this is considered a fundamental clinical skill, examiners will not assist with transducer placement, and candidates are expected to independently manage all required equipment setup.

For the purposes of the examination, testing will be limited to selected frequencies only. Candidates are expected to proceed as though conducting a complete assessment and demonstrate all required procedural steps using the frequencies provided within the examination scenario. The modified frequency range does not exclude any expected components of the hearing assessment.

THRESHOLD ADJUSTMENTS DURING EXAMINATION

Examiners will place an ear block in the exam client's ear. If the threshold identified by the candidate does not meet the predetermined required thresholds, the examiner will adjust the threshold on the audiogram without further explanation. Candidates are expected to accept this as the true threshold and proceed with the next steps of the test accordingly.

TOLERANCE TESTING

Candidates should demonstrate appropriate procedures for identifying frequency-specific tolerance thresholds using clinically accepted methods. This includes providing clear instructions to the client, using safe presentation levels, following appropriate procedures, confirming consistency of client responses, and ensuring client comfort throughout testing.

MASKING

Masking procedures should be performed according to the candidate's academic training. Candidates are expected to inform the examiner of the specific institutional protocol they are following. Examiners will have access to recognized masking formulas from academic programs commonly represented within our setting. If a candidate applies a procedure unfamiliar to the examiner, the examiner may request clarification or rationale, and the candidate should be able to explain their approach. The examiner will ultimately determine whether appropriate masking has been applied.

Hearing Assessment 3: Speech Audiometry

Candidates should demonstrate the ability to conduct speech audiometry procedures in a clinically appropriate manner while providing clear instruction, obtaining consent, following infection prevention and control protocols, and ensuring appropriate test setup.

Candidates are expected to appropriately administer and interpret speech audiometry measures, including speech reception threshold (SRT) testing, word recognition (WR) testing, and most comfortable level (MCL) testing where applicable within the examination scenario.

Candidates should demonstrate appropriate clinical judgment in selecting presentation levels, applying masking where clinically appropriate, and interpreting the relationship between speech and pure tone findings.



Hearing Assessment 4: Audiogram Completion and Records Management

Candidates are expected to maintain clear, accurate, and professional documentation throughout all procedures. This includes ensuring that audiograms, chart notes, interpretations, recommendations, and related documentation meet professional standards and contain all required elements. Candidates should demonstrate the ability to appropriately document assessment findings, summarize clinically relevant information, identify significant findings, and support appropriate next steps or recommendations based on the assessment results.

2. Fitting & Verification Series (90 Minutes)

Candidates are expected to maintain clear, accurate, and professional documentation throughout all procedures. This includes ensuring that audiograms, chart notes, interpretations, recommendations, and related documentation meet professional standards and contain all required elements. Candidates should demonstrate the ability to appropriately document assessment findings, summarize clinically relevant information, identify significant findings, and support appropriate next steps or recommendations based on the assessment results.

The Candidate will demonstrate performance competency and practical understanding of:

- hearing instrument verification procedures;
- ANSI hearing aid standards and electroacoustic analysis;
- test box setup and coupler selection;
- interpretation of electroacoustic analysis and verification results;
- troubleshooting and clinical decision-making related to hearing aid performance;
- real ear measurement (REM) procedures;
- hearing instrument fitting and verification;
- prescriptive targets and fitting adjustments;
- subjective needs assessment, counseling, and clinical recommendations;
- follow-up care and outcome measures;
- obtaining and maintaining appropriate consent throughout clinical interactions;
- infection prevention and control, sanitation, and hygiene procedures; and
- clinical documentation and records management.

Fitting & Verification 1: Test Box Measures, ANSI Standards, and Documentation

Candidates should demonstrate the ability to appropriately prepare hearing aids and verification equipment for electroacoustic analysis using a provided Behind-the-Ear (BTE) hearing aid.



This includes appropriate coupler selection, hearing aid positioning, microphone positioning, and preparation of the test environment.

Candidates are expected to demonstrate an understanding of ANSI standards, manufacturer specifications, tolerance limits, and the clinical purpose of electroacoustic analysis.

Candidates should be able to appropriately interpret electroacoustic analysis results, identify abnormal findings, troubleshoot potential causes of abnormal results, and determine appropriate next clinical steps.

Candidates are also expected to maintain clear, accurate, and professional documentation related to hearing aid verification, electroacoustic analysis, hearing aid servicing, and client communication.

Fitting & Verification 2: Real Ear Measurement (REM) and Hearing Instrument Fitting

Candidates should demonstrate the ability to appropriately prepare the client, equipment, and clinical environment for real ear measurement procedures.

This includes appropriate probe tube placement, hearing instrument setup, client preparation, appropriate otoscopy, and safe completion of REM-related procedures using a provided Behind-the-Ear (BTE) hearing aid.

While the actual measurement will not be run, candidates must demonstrate how they would proceed through the verification process and explain appropriate clinical reasoning throughout the fitting interaction.

Candidates are expected to demonstrate an understanding of:

- prescriptive targets;
- speech input levels;
- maximum output verification;
- interpretation of REM graphs; and
- fitting adjustments and troubleshooting.

Candidates should be able to identify over- or under-amplification concerns, describe appropriate programming or fitting adjustments, and demonstrate appropriate counseling, follow-up planning, and clinical decision-making related to hearing instrument fitting outcomes.

3. Red Flags (30 minutes)

The Red Flags section is designed to evaluate a Candidate's ability to recognize clinical findings, symptoms, case history information, audiometric results, and otoscopic findings that may indicate underlying pathology or contraindications to proceeding with hearing assessment, hearing instrument fitting, or related procedures. Candidates are expected to apply clinical judgment and determine appropriate next steps based on the information provided within the examination scenarios.



Red Flag Recognition and Clinical Decision-Making

Candidates are expected to appropriately recognize and interpret audiometric findings, otoscopic findings, symptoms, and case history information that may indicate potential red flags, contraindications, or the need for medical referral, further investigation, monitoring, or additional assessment.

Candidates should demonstrate the ability to determine whether it is clinically appropriate to proceed with hearing assessment, hearing aid fitting, ear impressions, or related clinical procedures based on the examination scenario.

Interpretation and Clinical Recommendations

Candidates should demonstrate the ability to determine appropriate recommendations, referral needs, follow-up considerations, and next clinical steps based on the information provided within the examination scenario.

Documentation Knowledge

Candidates are expected to demonstrate an understanding of appropriate documentation requirements related to findings, recommendations, referrals, consent, and follow-up planning within the context of the examination scenarios.

4. Ear Impressions (30 minutes)

Candidates should demonstrate the ability to appropriately prepare the client, equipment, and clinical environment for ear impression procedures. This includes obtaining ongoing consent, providing appropriate counseling and instructions, following infection prevention and control procedures, completing appropriate otoscopy, identifying contraindications where applicable, and performing safe and appropriate ear impression techniques.

Candidates are expected to demonstrate appropriate otoblock selection and placement, proper preparation and handling of impression materials, safe injection and removal techniques, and appropriate post-procedure otoscopy.

Candidates should also demonstrate the ability to assess the quality and usability of completed ear impressions, recognize deficiencies or concerns, and determine whether an impression is clinically acceptable or should be repeated.

Client Communication and Documentation

Candidates are expected to maintain clear and professional communication throughout the procedure, provide appropriate client instruction and counseling, and maintain accurate and professional documentation related to findings, procedures, consent, outcomes, recommendations, and follow-up planning where applicable.

General Clinical Expectations Throughout the Examination

Candidates are expected to demonstrate safe, competent, ethical, and professional practice



throughout all examination sections and series. Although certain competencies may be evaluated within specific sections, candidates should recognize that many clinical responsibilities are ongoing processes that continue throughout a client interaction and are not limited to a single point in the appointment.

This is not limited too but includes maintaining appropriate:

- infection prevention and control practices;
- safe handling of equipment and procedures;
- ongoing procedural and client safety considerations;
- repeated procedural assessments (ex. Otoscopy) as clinically indicated;
- documentation practices; and
- consent procedures.

Candidates should not assume that because a procedure, discussion, or process was completed earlier in the examination, it does not need to be revisited later when clinically appropriate within the context of the interaction being performed.

Consent

Consent should be approached as an ongoing clinical process rather than a single event. Candidates are expected to demonstrate appropriate consent practices throughout the examination where applicable to the procedure or interaction being performed.

Candidates should recognize that obtaining consent earlier in an appointment or procedure does not eliminate the responsibility to confirm ongoing client understanding, agreement, and willingness to proceed where clinically appropriate or when circumstances change.

This includes demonstrating the ability to:

- explain the nature and purpose of a procedure or assessment;
- provide appropriate instructions and relevant information;
- confirm client understanding and willingness to proceed; and
- respond appropriately if circumstances change during the appointment.

The level and form of consent may vary depending on the procedure being performed and the associated level of risk or invasiveness.

Documentation and Demonstration of Clinical Processes

Candidates are expected to maintain clear, accurate, and professional documentation throughout the examination. This includes ensuring that audiograms, chart notes, interpretations, recommendations, and related documentation meet professional standards and contain all required elements.

The examination is intended to evaluate a candidate's ability to independently demonstrate clinical competencies and professional processes. It is recognized that, in some clinical settings, certain processes may be partially automated, pre-populated, supported by clinic forms, or embedded within electronic medical record systems. However, during the examination, candidates remain responsible for demonstrating their understanding of these processes and should not overlook or omit clinical steps, explanations, or documentation elements that would otherwise be supported by clinic systems or workflows.



Equipment

The examination team will provide the primary clinical equipment and examination materials required for completion of the HID Practical Examination. A summary of equipment that may be utilized throughout the examination, including equipment names, models, reference images, and information regarding optional candidate-supplied materials permitted during the examination, can be found within **Appendix A: Equipment Examination Resources and Supplies & Materials** of this manual.

Candidates should be aware that equipment configurations may vary between examination rooms and examination sections, including differences in manufacturers, models, software platforms, interfaces, and physical equipment layouts. Requests for specific equipment, manufacturers, models, or configurations cannot be accommodated.

Prior information regarding the specific BTE hearing aid(s) used during the examination sections will not be provided in advance.

Candidates are not assessed on memorization of manufacturer-specific equipment functions, software systems, or button locations. Assessment is focused on clinical reasoning, procedural competency, interpretation, application of testing principles, and safe clinical practice consistent with entry-to-practice expectations.

It is important that candidates arrive on time for the examination to ensure adequate opportunity to familiarize themselves with the equipment prior to the start of their examination session. Candidates will be provided a short period of time during check-in procedures to review and orient themselves to the equipment available within their assigned examination room(s).

Candidates are not assessed on memorization of manufacturer-specific equipment functions, software systems, or button locations. Assessment is focused on clinical reasoning, procedural competency, interpretation, application of testing principles, and safe clinical practice consistent with entry-to-practice expectations.

During the examination, limited clarification related to basic equipment navigation or operation may be provided where appropriate. However, examiners will not provide assistance related to clinical decision-making, interpretation, procedural competencies, or the underlying principles being assessed.

Eligibility to Take the HID Practical Examination

To be eligible to take the HID Practical Examination, you must meet all of the following requirements as outlined in the **Examination Requirements (Conditional Registrants)** policy:

1. You must be registered with the College as provisional HIP or be a former provisional HIP who has been permitted by the College to take the exam as a non-licensee.
2. You must provide proof of successful completion of the ILE Written Examination.
3. You must submit a completed **Summary of RHIP** (PDF), unless you have been formally exempted.



Registration and Waitlist

How to Register for the HID Practical Examination

To register for the HID Practical Examination, please follow the steps below:

Assess your eligibility

Ensure that you meet the eligibility criteria outlined in the [Examination Requirements \(Conditional Registrants\)](#) policy before submitting your registration.

Download and Submit the Registration Form

Download the *HID Practical Examination Registration Form* from the College's [website](#) and submit the completed form to exams@chcpbc.org.

Eligibility verification

Once your form is received, College staff will review your file to confirm your eligibility to sit the exam.

Conflict of interest check

If you are eligible (or expected to become eligible before the final exam date), you will be asked to declare any potential conflicts of interest with the assigned examiners.

Declarations and Consent

At the end of the registration form, you will be required to review and provide your declaration and consent to the following documents: the Candidate Code of Conduct, Recording Consent, and Confidentiality Agreement (see *Appendix D for details*).

Submit payment

You will receive an email notification once your invoice for the exam fee, in accordance with the [CHCPBC Fee Schedule](#) (PDF), is ready. The email will also include the deadline to complete the payment.

Receive exam schedule

Exam sittings require one day only. Once all required steps are complete, you will be allocated an examination day and time and receive your official examination schedule by email.

Note: The College is responsible for assigning exam dates and times. While we understand that candidates may have preferences, personal scheduling requests may not be accommodated due to the complexity of the process, including the need to manage conflicts of interest and other logistical considerations.

Waitlist

Registration for the HID Practical Examination is processed in the order in which requests to take the exam are received and eligibility requirements are met, subject to availability. Once the exam is fully booked, or if you are not yet eligible at the time of registration but may become eligible before the final exam date, you will have the opportunity to join a waitlist.



You may indicate your interest in being added to the waitlist by selecting the appropriate option on the registration form.

- Individuals on the waitlist will be contacted should space become available and may be given scheduling priority for the next available session.
- Placement on the waitlist does not guarantee a seat in the current exam session. However, it allows for the possibility of being offered a spot if space becomes available due to a cancellation or other circumstances, provided you meet the eligibility requirements at the time the offer is made.
- Candidates who miss the registration deadline but wish to be considered for the current session may contact the College at exams@chcpbc.org to inquire about waitlist availability.

Requests for Accommodation

Candidates seeking accommodation must submit a completed Request for Accommodations form, including all required supporting documentation, by the deadline specified for the applicable Examination or assessment, as published on the [CHCPBC website](#).

Accommodations not disclosed beforehand cannot be considered during the appeal process. It is essential that any need for accommodation is communicated early to ensure proper arrangements are made.

Accommodation requests are reviewed on an individual basis to address barriers that may affect an individual's ability to demonstrate competence, without compromising the integrity, validity, reliability, or security of Examinations and assessments, or CHCPBC's responsibility to protect the public.

Depending on an individual's specific needs, examples of examination day, accommodation may include, but are not limited to:

- Additional time;
- A separate room;
- A reader;
- A sign language interpreter;
- Large font text.

If you believe you have met the accommodation criteria, download the *Accommodation Request Form* from the College's [website](#) and submit the completed form, along with any supporting documentation to exams@chcpbc.org by the deadline outlined on the [website](#).

Upon receiving an accommodation request, CHCPBC staff will conduct an initial review and may follow up to gather additional information to assess the appropriateness and feasibility of the requested accommodation. The College will only request information that is reasonably necessary for this purpose.

Candidates are responsible for providing sufficient documentation to support their request.



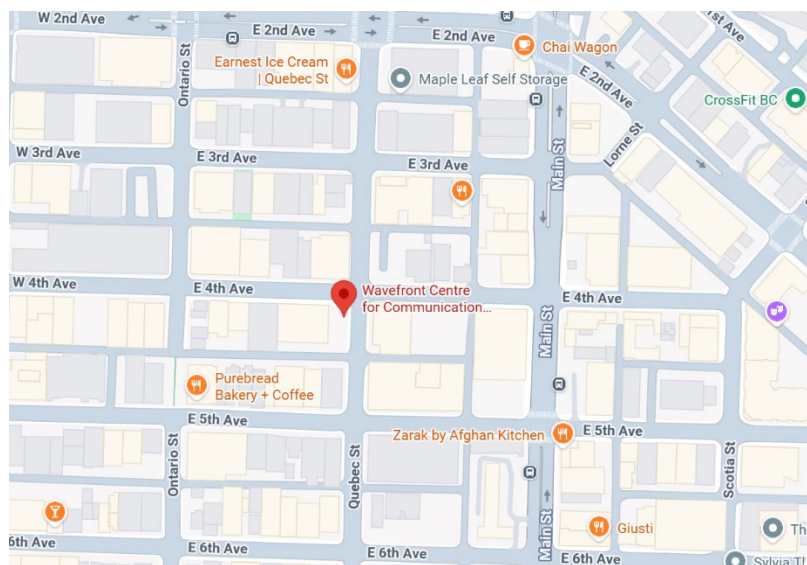
Examination Venue

The HID Practical Examination is administered by the College twice yearly, during the Spring and Fall, at the **Wavefront Centre for Communication Accessibility**. Prior to the examination day, Candidates will be notified of their assigned examination time and arrival instructions. Candidates are expected to arrive on time and complete registration upon arrival at the examination site.

Address:

2005 Quebec Street
Vancouver, BC V5T 2Z6

Please note that underground parking at the examination site is not available for Candidate use. Candidates who plan to drive are encouraged to allow additional travel time and utilize available street parking in the surrounding area. Candidates are responsible for reviewing all posted parking signage and applicable parking meters or payment requirements prior to leaving their vehicle.



Contact Information

If you have any questions, concerns, or requests for accommodation before the exam, please contact the CHCPBC Registration Office at **exams@chcpbc.org**.

For any questions or issues that arise on the day of the HID Practical Examination, please email **exams@chcpbc.org**. This inbox will be monitored during the exam period to ensure timely support.



Examination Attendance

In accordance with the [Examination Withdrawal and Rescheduling](#) policy, Candidates who are registered for a College-administered Examination may withdraw or reschedule their examination sitting to the next available administration.

Requests to withdraw or reschedule must be submitted in writing. Requests received less than **3 weeks** before the examination start time are subject to an administrative fee. Candidates who withdraw on the day of the exam or who do not appear for a scheduled examination (“no-show withdrawal”) do not receive a refund of their examination fee (see Table 1).

When a candidate withdraws from, reschedules, or doesn’t appear for a scheduled examination, that examination is not counted as an attempt.

Table 1: Withdrawal/Rescheduling Fees

Request received more than 3 weeks before examination	Request received less than 3 weeks before examination	No-show withdrawal
Examination fee refunded or deferred to next sitting	50% of examination fee forfeited	100% of exam fee forfeited

Notwithstanding Table 1, candidates who are unable to provide notice of withdrawal or rescheduling due to extreme and/or unforeseen circumstances may request to defer their examination fee to the next sitting. Requests must include a written explanation and supporting documentation.

Requests may be submitted by email to exams@chcpbc.org.

Preparing for the Examination

Resources

CHCPBC is currently updating profession-specific practice resources to align with the Health Professions and Occupations Act (HPOA), which came into effect on April 1, 2026. As part of this transition, a number of Hearing Instrument Dispensing resources developed under the former Health Professions Act (HPA) have been retired while updated HPOA-aligned resources are being developed and implemented.

Although retired documents are no longer considered current standards, guidance documents, or authoritative requirements under the HPOA, some remain publicly available during the transition period and may continue to provide useful clinical background, contextual information, and supplemental preparation support relevant to Hearing Instrument Dispensing practice and the HID Practical Examination.



Retired practice resources that remain publicly available and may support preparation for the HID Practical Examination include, but are not limited to:

- [Adult Ear-Related Red Flags: Referral Criteria for Medical Clearance](#) (PDF)
- [Client Abuse, Neglect, and Family Violence](#) (PDF)
- [Clinical Masking for Audiometric Testing in Adults](#) (PDF)
- [Competency Profile: Hearing Instrument Dispensing](#) (PDF)
- [Ear Impressions \(Protocol\)](#) (PDF)
- [Hearing Assessment & Hearing Instrument Fitting & Dispensing](#) (PDF)
- [Real Ear Probe Microphone Measurement Verification of Hearing Aids in Adults](#) (PDF)

IMPORTANT: note that these materials should not be your sole source of preparation. They do not replace the need for practical experience or academic training, nor do they offer step-by-step clinical instruction. Instead, these materials are intended to support understanding of the regulatory framework, professional expectations, and standards of safe, ethical, and competent practice expected of entry-to-practice Hearing Instrument Practitioners in British Columbia.

When used alongside your formal education and clinical experience, these resources can enhance your preparation by reinforcing the standards of safe and ethical practice.

Professional Conduct During the Examination

All CHCPBC licensees are expected familiarize themselves with the [regulatory framework governing Hearing Instrument Dispensing practice](#) in British Columbia and are required to comply with the [College Bylaws](#), [Ethics and Practice Standards](#) to support safe, ethical, and competent practice.

Relevant materials available on the [CHCPBC website](#).

Candidates are expected to demonstrate safe, ethical, and professional conduct throughout the HID Practical Examination. Examiners may pause or discontinue the examination where significant concerns are identified regarding patient safety, professionalism, or compliance with applicable [CHCPBC Bylaws](#), [Ethics and Practice Standards](#), or examination requirements.

Equipment At the Examination

The following equipment will be on site for the examination:

- [Madsen Astera² user guide](#) (PDF)
- [Titan user guide](#) (PDF)
- [Tympstar user guide](#) (PDF)
- [Verifit VF-2 user guide](#) (PDF)

IMPORTANT:

- It is very important to be on time for the examination to ensure there is adequate time to become familiar with the equipment prior to the start of the examination session. Thirty minutes is allotted to each candidate for equipment familiarization



prior to the start of their examination session. Equipment information can be found in **Appendix A**.

- Candidates should be aware that examination rooms and equipment assignments are randomized. There is no preference-based assignment of examination rooms or equipment, and Candidates may be required to utilize different equipment configurations throughout the examination process.
- The HID Practical Examination is not intended to assess advanced manufacturer-specific equipment knowledge or familiarity with the exact layout of a particular device or software system. Candidates are not evaluated on memorization of equipment interfaces, button locations, or manufacturer-specific workflows. However, candidates are expected to demonstrate safe and appropriate clinical use of standard audiology equipment consistent with entry-to-practice expectations. Candidates will be provided time prior to the start of the examination to orient themselves to the equipment available within their assigned examination room(s).

Supplies and Materials

The following table outlines supplies and materials candidates must bring to the examination, materials candidates may optionally bring, and supplies and materials that will be provided onsite by the examination team.



Must Bring (Required)	May Bring (Optional) ¹	Provided on site
<ul style="list-style-type: none"> • Government issued photo ID 	<ul style="list-style-type: none"> • Ear Impression syringe or gun impression 	<ul style="list-style-type: none"> • Disposable gloves (size S/M/L will be available)
<ul style="list-style-type: none"> • Appropriate Personal Protective Equipment 	<ul style="list-style-type: none"> • Speech testing wordlist 	<ul style="list-style-type: none"> • Equipment batteries
<ul style="list-style-type: none"> • Pen/pencil 	<ul style="list-style-type: none"> • Pen/pencil 	<ul style="list-style-type: none"> • Otoscope
	<ul style="list-style-type: none"> • Disposable gloves (size S/M/L will be available) 	<ul style="list-style-type: none"> • Otoscope tips
	<ul style="list-style-type: none"> • Audiogram² 	<ul style="list-style-type: none"> • Ear Impression syringe
		<ul style="list-style-type: none"> • Ear Impression gun
		<ul style="list-style-type: none"> • Ear impression material
		<ul style="list-style-type: none"> • Tympanometry tips
		<ul style="list-style-type: none"> • Audiogram
		<ul style="list-style-type: none"> • Blank paper
		<ul style="list-style-type: none"> • BTE hearing instrument
		<ul style="list-style-type: none"> • Manufacturer specifications
		<ul style="list-style-type: none"> • Slim tube and ear hook
		<ul style="list-style-type: none"> • Domes
		<ul style="list-style-type: none"> • Probe tubes
		<ul style="list-style-type: none"> • Assessment Equipment

¹ Any items brought by candidates under the "May Bring" category are subject to review by the Invigilator prior to the start of the exam. This is to ensure that all materials are appropriate and do not pose a risk to the integrity or fairness of the assessment. Items deemed unsuitable will not be permitted for use, and the College-issued equipment will be required instead.

² Candidates may optionally bring their own audiogram for use during the assessment. This is allowed only if the audiogram is approved by the Invigilator before the session begins. To be approved, the audiogram must contain all required information relevant to the assessment and must **not** include any case history questions. If the audiogram is missing required content or contains disallowed information, the College-issued audiogram must be used.



Standardized Patients

For all examinations, the College will assign and provide Standardized Patients (formerly referred to as "volunteers" or "Exam Clients"). Candidates are not permitted to bring their own Standardized Patients.

This approach ensures a standardized and consistent process, providing a close simulation to clinical practice, where professionals work with a variety of patients. Standardized Patients are selected to support an objective and structured assessment environment.

Candidates should prepare as they would for clinical practice, demonstrating their competencies in a controlled and standardized setting.

This process ensures fairness and consistency across all exam sessions.

Recording of Exam Sessions

All HID Practical Examination sessions will be audio recorded. This measure supports a standardized and transparent evaluation process while ensuring fairness in assessments and appeal procedures.

Candidates are required to provide written consent for recording at the time of submitting their registration form to the College. Those who do not provide consent will not be permitted to participate in the examination.

Recordings may be used for complaint resolution, and Quality Assurance reviews during appeals. Access to these recordings will be strictly limited to authorized personnel in accordance with privacy legislation and regulatory requirements. All recordings will be securely stored and deleted in accordance with CHCPBC record retention and record disposal policies once they are no longer required for review or regulatory purposes.

This recording process aligns with professional standards by maintaining an objective and verifiable record of candidate performance, and examiner conduct.

Examination Results, Retakes, and Appeals

Passing Criteria

Pass and fail outcomes for the HID Practical Examination are determined using psychometric evaluation and standard-setting methodologies.

To successfully pass the HID Practical Examination, Candidates must:

- successfully pass a minimum of 6 out of the 8 examination sections;
- meet the minimum passing standard established for each examination section; and
- meet the overall passing standard established for the examination.

Candidates who are unsuccessful in the HID Practical Examination are required to re-take the full examination. Partial rewrites or section-specific rewrites are not offered.



Receiving Results

Candidates will receive their results by email within **10 business days** after the **final day of the HID Practical Examination session**. Results will be sent via email directly from the College of Health and Care Professionals of BC (CHCPBC).

Please note that CHCPBC does not provide detailed information regarding specific (in)actions/behaviours that causes candidates to fail the Examination; doing so would compromise the integrity of the Examination and provide an unfair advantage to candidates when retaking it.

Important: *Examiners do not have your final results, and we ask that you refrain from requesting the examiners to advise how you have done on each section. Examiners are not at liberty to disclose any such information.*

Retakes

A candidate who fails the HID Practical Examination may be offered a space at the next available sitting of the examination, provided they remain eligible and have not exceeded the examination attempt limits set out in the [Examination Number of Attempts](#) policy.

Candidates must continue to practise under supervision until the examination has been successfully completed. Partial retakes are not permitted; a candidate must take an examination in its entirety each time they attempt it.

Appeals

Candidates who wish to appeal their HID Practical Examination result must submit a request within **fourteen (14) calendar days** of release of results. The appeal must clearly articulate the grounds for appeal and include any relevant supporting documentation.

Appeal Submission Process

- Review the Appeal Criteria (see Appendix B) to determine whether your circumstances meet the established grounds for submitting an appeal.
- Download the *HID Exam Appeal Form* from the College's [website](#) and submit the completed form to exams@chcpbc.org within the 14-day window.
- CHCPBC staff will review your submission and may request additional information to determine whether it meets the established grounds for appeal.
- Appeals are reviewed by designated College staff in accordance with the principles of procedural fairness. A written decision will be issued within 30 calendar days of receipt of a complete appeal.
- An administrative fee may apply in accordance with CHCPBC's published fee schedule. The administrative fee will be refunded for successful appeals.

Confidentiality

All appeal submissions and review processes will be handled with the utmost confidentiality and professionalism. For further questions regarding the appeal process, please contact exams@chcpbc.org.



Role of the Invigilator

The Invigilator for the CHCPBC HID Practical Exam is the CHCPBC staff member responsible for the integrity of the Examination before, during, and after the Examination. The Invigilator ensures that examiners remain neutral while fulfilling their role in administering the Examination.

Note: If you have concerns regarding the exam environment, examiner conduct, or the behavior of others during the exam, it is important that you report these issues to the invigilator immediately. Please be aware that any concerns not reported at the time of the exam may not be considered valid grounds for an appeal. Using such examples in an appeal could result in the appeal being invalidated.

Examiner Conduct and Communication

Examiners are required to maintain a neutral and professional demeanor throughout the examination process. They are not permitted to engage in personal conversations with candidates, ensuring that all interactions remain focused solely on the assessment.

To maintain fairness and consistency, examiners follow a strict script. They cannot deviate from this script, rephrase, or alter the wording of any questions or instructions. They may only repeat questions verbatim if needed. While this approach may feel impersonal, it is essential in preserving the integrity of the examination and eliminating any potential for real or perceived bias.

Candidates should be aware that examiner conduct is standardized to ensure equal treatment for all. Differences in perceived examiner demeanor do not reflect subjective attitudes but rather adherence to the structured format of the examination. This consistency allows for a fair and objective assessment process for all candidates.



Appendices

Appendix A: Equipment Examination Resources

Please find attached to this Candidate Information Guide the User Guide for the following pieces of equipment:

- **Audiometer:** [Madsen Astera2](#)

Note: not all assessment rooms will contain a physical audiometer interface/control panel. Some assessment rooms may utilize PC-controlled audiometry systems only. Candidates are expected to be prepared to conduct testing using either configuration.





- **Tympanometer Equipment**

- **Titan- Interacoustics**



- **AuDX PRO FLEX® Bio-logic®**





- **Real Ear Measurement: [Verifit VF-2v](#)**





Appendix B: HID Exam Appeal Criteria

Purpose

The appeal process allows Candidates to formally request a review of their exam results if they believe a procedural error, bias, or unfair practice influenced their performance or final outcome. The goal is to ensure transparency, fairness, and accountability in the exam process.

Grounds for Appeal

EXAMPLES OF GROUNDS FOR APPEAL INCLUDE, BUT ARE NOT LIMITED TO:

- Procedural Error: Evidence that the exam was not conducted according to established protocols, resulting in a disadvantage to the Candidate.
- Bias or Conflict of Interest: Evidence that an examiner demonstrated bias or had a conflict of interest that impacted the scoring or evaluation.
- Administrative Error: Candidate believes there are errors in the recording, reporting, or calculation of exam results.
- Unforeseen Disruption: Significant disruptions during the exam session (e.g., equipment malfunction, environmental disturbances) that were not adequately addressed and affected the Candidate's ability to perform.
- Inequitable Exam Conditions: If Candidates were not provided with the same resources, equipment, or time as others, creating an unfair testing environment.
- Failure to Accommodate Approved Needs: If reasonable accommodations for disabilities or medical conditions, approved in advance, were not provided during the exam.

EXAMPLES OF NON-APPEALABLE SITUATIONS

- Dissatisfaction with exam content or structure.
- Disagreement with an examiner's professional judgment unless tied to a procedural error.
- Concerns regarding examiner demeanor or conduct will not be addressed unless there is clear evidence of bias or a conflict of interest.
- Personal circumstances that are outside the scope of accommodations
- Requests to have previous results considered.
- Requests to consider performance in other sections of the exam
- Appeals seeking exemption from retaking the entire exam.
- Events or conflicts not reported to the invigilator on the day of the exam — retroactive claims cannot be considered.
- Employment Human Resources (HR) Issues resulting from candidates' results
- Suggesting alternative actions, such as enrolling in an additional course to address gaps in demonstrated knowledge, in an effort to request a passing outcome.
- Consideration of accommodation requests that were never formally submitted or approved prior to the exam.
- Nervousness, lack of preparation, or general dissatisfaction with individual performance.



Appendix C: Declarations and Consent

1. Candidate Code of Conduct

To ensure proper administration of CHCPBC’s HID Practical Examination (the “Exam”), Exam candidates are required to comply with the principles of the Candidate Code of Conduct.

Each candidate must:

- act in a professional manner, work cooperatively, and follow the directions of the Examiners, Invigilator(s), and CHCPBC staff at all times.
- be respectful of other volunteers and candidates.
- begin each section promptly, to ensure time limits for each section are met.
- maintain confidentiality of the examination questions at all times.
- avoid discussing any aspects of the Exam with other candidates and volunteers during the Exam.
- refrain from the use of alcohol and/or controlled substances during the Exam.
- turn off all electronic devices during the Exam, including while seated in the waiting area and between sections.
- ensure all personal items and clinical items not approved for the Exam are NOT brought into the Exam room.
- refrain from any distracting conversation or noise during the Exam, including while seated in the waiting area and between sections.
- contact an Invigilator immediately if unable to complete the Exam.

2. Candidate Confidentiality Agreement

In keeping with the College’s mandate of protecting the public, and in the interest of fairness and impartiality for all candidates, current and future, I will not divulge the contents of this examination, including specific questions, to other students, coworkers, supervisors, or employers.

3. Recording Consent

PURPOSE OF RECORDING

Beginning in Spring 2025, the College will implement audio recording of HID practical examination sessions. The purpose of recording is to support:

- Fair and consistent evaluation of candidate performance
- Quality assurance and training
- Review and resolution of candidate appeals or concerns
- Integrity of the examination process

Recordings will include interactions between the candidate, exam client, and/or examiners during the HID Practical Examination.

STORAGE AND PRIVACY

Recordings will be securely stored, accessed only by authorized College Licensure team, and retained only for the duration required to support the purposes listed above. After



this period, recordings will be securely deleted.

CONSENT

HID Practical Examination session will be audio recorded for the purposes described. Refusal to provide consent will result in ineligibility to participate in the examination.