



Application for NZAS Provisional Membership Audiometrist

November 2023

Audiometrist

Thank you for applying for provisional audiometrist membership of the NZAS.

This application comes in two parts. For further information to assist your completion of this application, please refer to the Provisional Member Application Handbook.

Part One: This part can be submitted before you have an employer and supervisor in New Zealand. If your application is accepted, you will be provided with confirmation that you are eligible for provisional audiometrist membership of the NZAS, subject to successful submission of Part Two.

Please ensure you complete all sections in full to enable us to promptly process your application. Failure to complete all information may result in delays of the processing of this application.

Part Two: This part can be submitted after you have an employer and supervisor in New Zealand.

It is possible to submit both Part One and Part Two at the same time. A maximum of one year may elapse between submission of Part One and Part Two.

Please include everything from the checklists provided when you submit your application.

If you have any questions, please contact admin@audiology.org.nz prior to proceeding.

PART ONE

- 1. Country of Qualification
- 2. English Language Requirement
- 3. Personal Information
- 4. Academic and Clinical Qualifications
- 5. Qualification Equivalency (to be completed by applicants who do not have a TAFE Audiometry qualification or are not a HCPC registered Hearing Aid Dispenser)
- 6. Professional Experience
- 7. Background and Verification Checks
- 8. Code of Ethics and Conduct Declarations
- 9. Application and Membership Fees
- 10. Provisional Membership Application Checklist Part One



PART TWO

- 11. Clinical Certification Period and Supervision
- 12. Supervision Plan
- 13. Nomination for Provisional NZAS Membership
- 14. Application, Membership and Examination Fees
- 15. Provisional Membership Application Checklist Part Two

Please note this application is for Provisional Audiometrist membership status only. You must obtain a NZAS Certificate of Clinical Competence (CCC) to be entitled to apply to be a MNZAS Audiometrist.

You will find further information regarding Audiometrist membership requirements and the CCC process on the NZAS website (www.audiology.org.nz).



Application for Provisional Audiometrist Membership PART 1

COUNTRY OF QUALIFICATION

Country of Audiometry/Audiology Qualification

My audiometry/audiology qualification was obtained in the following country:

ENGLISH LANGUAGE REQUIREMENTS

If you completed your audiometry/audiology qualification in a country other than New Zealand, Australia, Canada or the USA, you need to provide one of the following forms of evidence of your ability to communicate and understand English (please tick the one that applies to you and provide the required evidence):

Ш	international English Language Testing System (IELTS) Academic with a score greater than or equal
	to 7.5 in Speaking, 7.5 in Listening, 7.0 in Writing, 7.0 in Reading and an average score of 7.5 or
	higher.
	TOEFL (iBT) with a score greater than or equal to 26 in Speaking, 26 in Listening, 24 in Writing and
	22 in Reading
	Completion of an Accredited Audiology qualification where the medium of instruction was
	English*, have a current CCC/Practicing Licence from AND have practiced in Australia, Canada,
	Republic of Ireland, United Kingdom, or United States of America.

*If your institution is in a non-English speaking country you will need to submit a letter on official letterhead from the Academic Registrar or a suitable delegate confirming that your degree was entirely taught and assessed in English (applies to both the awarding institution and the institution you studied at, if different).

Note: Applicants may combine the results of more than one attempt for each English language test to achieve the results required; however, the standard must be achieved within 12 months of sitting the first test and results from IELTS and TOEFL cannot be combined. Test results must be no older than 24 months when submitted. You can take the test in your country of residence.



PERSONAL INFORMATION

Full name:	
Note: A certified¹ copy	of your proof of identity is required (ie. passport, drivers licence, or birth certificate
are all accepted as pro	of of identity). If your name has changed from the name of any of your supporting
documentation (either	through marriage or some other event), please attach a certified 1 copy of the official
document registering y	our change in name.
Personal Address:	
Current Workplace:	
Current Work address:	
Current Work phone: _	Mobile:
Email (work):	(personal):
Preferred email:	Work / Private (delete one)
	mmunicates with members via email, it is vital that you update your contact email ebsite should it change. The NZAS recommends that your personal email be used as
If you are not currently	employed, please indicate by writing "none"

¹ When a certified copy of a document is required, the document must be a photocopy of the original document which has then been stamped or endorsed by a person who confirms that the copy is a true copy of the original document. The person certifying your documents (the "certifying officer") must be authorised by the law where you live to administer an oath for a judicial proceeding (refer to Appendix 1 of the Provisional Member Application Handbook).



-

ACADEMIC AND CLINICAL QUALIFICATIONS

Please list your qualifications (relevant to audiology / audiometry). Please attach a <u>certified copy of your audiometry/audiology qualification(s)</u> and <u>academic transcripts</u>.

Degree or Diploma	University	Country of Origin	Dates studied

All applications must also have their qualifications verified by Double Check.

A New Zealand Qualifications Authority (NZQA) Assessment Report may be required to confirm the qualification level of your degree. A list of degrees that have been previously assessed by NZQA is available on the NZAS website. If your degree is listed, only a Double Check assessment is required. Please indicate which applies for you and provide the appropriate evidence of this having been completed:

New Zealand Qua	alifications Authority (NZQA) and DoubleCheck NZ	
DoubleCheck NZ ((because qualification is listed on NZAS website as being previously	assessed

Occasionally we may need to discuss your Assessment report with NZQA or DoubleCheck and we require your permission to do this. This could allow your application to be processed in a shorter time, therefore we would appreciate it if you could sign the permission statement below:

I give NZQA/DoubleCheck permission to discuss my details and application with the New Zealand Audiological Society. Such information will be regarded as confidential, with storage and use only in accordance with the Privacy Act 2020.

Candidate's Signature:	 Date:	
_		



QUALIFICATION EQUIVALENCY

This section is to be completed by applicants who <u>did not</u> complete a TAFE Diploma (Australia) in Audiometry or were not registered in the United Kingdom as a Hearing Aid Dispenser with the Health and Care Professions Council (HCPC).

To practice as an Audiometrist in New Zealand you must be able to demonstrate how your audiology/ audiometry education and credentials are academically equivalent to the TAFE Diploma or HCPC Hearing Aid Dispenser registration.

Please provide:

<u>A course handbook</u> (or equivalent) that gives a detailed description of your programme of study and clinical practice. The course descriptions should include:

- 1. Course content, objectives and required reading
- 2. Total number of taught hours
- 3. Course format and method of assessment

<u>Evidence of clinical practice hours</u> during course of study, including signed and dated by your Course Director. If your Course Director is unable to sign the application form, certified copies of your logbooks or a certified letter from the university may be accepted.



PROFESSIONAL EXPERIENCE

1. Curriculum vitae (CV)

Please provide a **copy of your curriculum vitae** (CV) indicating your qualifications, work experience and recency of clinical practice.

2. Membership with an Audiology regulatory or professional body

Do you have a currently valid Certificate of Clinical Competence or licence to practise Audiology?

YES / NO

If so, from which country and organisation?	
What date did you obtain the Certificate of Clinical Competence or licence to practise? _	

Please provide a certified copy of your Certificate of Clinical Competence or licence to practise.

If your membership or registration with your regulatory or professional body has lapsed, please request a **letter of good standing** to be sent directly from that organisation to admin@audiology.org.nz.

Please list all regulatory or professional bodies with which you have been registered or, of which you have been a member:

Name of organisation	Registration Number	Date registered to/ from	Email	Organisation's Website

Did you have greater than 2 years post-qualification supervised experience during your time as a member of the professional body/regulatory authority?

YES / NO

If yes, please submit evidence of this along with your application. This may include a <u>logbook/letter</u> from the supervising clinician/employer confirming the details of your supervised practice.



3. Professional Reference

Please ask someone who is familiar with your recent practice to complete the <u>Professional Reference</u> <u>form</u> (Appendix 1). The referee must send the completed form directly to NZAS at <u>admin@audiology.org.nz.</u>



BACKGROUND AND VERIFICATION CHECKS

Have you ever been convicted of a criminal offence, or an offence related to the practice of audiology?	YES / NO
Have you been the subject of a finding of professional misconduct, incompetence or incapacity by your university, professional/regulatory body or employer?	YES / NO
Have you ever been disciplined or sanctioned, or are there any disciplinary proceedings pending against you before any university, professional/regulatory body or employer?	YES / NO
If you answered yes to any of the above, please provide details. Include the nature of the of the offence; the nature of any penalties or rehabilitation requirements imposed; and a factors you would like the NZAS to consider. NOTE: A criminal conviction, disciplinary act will not automatically preclude membership. The NZAS will consider all relevant factors.	any other relevant
Have you ever been the subject of a complaint to any university, professional/regulatory	YES / NO
body or employer?	123 / 110
If so, to whom was the complaint made and when?	
What were the grounds stated within the complaint?	
Please give details of the outcome of the complaint (e.g. complaint was dismissed or uph censure actions taken against you (e.g. suspension, financial penalty or membership structure)	
Telescond taken against you (e.g. suspension, maneral penalty or membership structure)	

Please note that NZAS may approach universities, past employers and other audiological agencies when deciding upon membership applications.



CODE OF ETHICS AND CONDUCT DECLARATIONS

The applicant applying to be a NZAS Provisional member needs to acknowledge each statement below and indicate agreement in the check box.

I, ______ (please print full name)

of (please print add	ress)
	Yes
I authorise NZAS to obtain information and disclose information from regulatory bodies,	
professional bodies, educational institutes, present and former employers, qualification	
verification services for the purposes related to my registration and qualifications	
I certify that the statements made by me in this form are complete and correct	
I have read and understand the Member Policies relevant to a Provisional Membership	
application (in the Provisional Member Application Handbook)	
If I am granted provisional membership of NZAS:	
I understand I must refer to myself as a 'Provisional Audiometrist' and can not use the	
honorific 'MNZAS Audiometrist' until I have successfully completed my CCCs and hold a	
current annual practicing certificate	
I agree to abide by all standards to maintain membership including prompt payment of	
fees	
I agree to abide by the NZAS Code of Ethics	
I understand that NZAS is required to implement a complaints process if I am alleged to	
have breached the NZAS Code of Ethics	
I agree to comply with the complaints process, and if a breach is proven or established,	
I agree to comply with the required disciplinary actions	
I understand that disciplinary action against me for a proven or established breach may	
include revocation of my membership to the NZAS depending on the seriousness of the	
breach	
I understand that if I am the subject of a complaint my supervisor will be informed.	
I agree and understand that I must notify NZAS in writing of any change to my name, home	
address, telephone, e-mail	
I will advise NZAS in writing should I be charged or convicted of any criminal offence	
I understand that making a false or misleading statement or representation in respect to my	
application will be considered to be in breach of NZAS Code of Ethics and will be considered an	
act of professional misconduct and may lead to discipline and other proceedings	
I understand that NZAS will ensure that all personal information about me is stored in a secure	
password-protected database, and that only those who require this information for the	
purposes of their role for NZAS will be able to access this.	
Signature: Email: Date:	



APPLICATION AND MEMBERSHIP FEES

Application fee

The current <u>application fee</u> applies and must be paid prior to your application being processed.

You can make payment via online banking. The NZAS account number is 02 0280 0149095 00. Please use your full name as the reference. On receipt of the application and the fee the NZAS Administration team will send you an invoice and receipt via email. Please note this application fee is non-refundable.

Please also indicate the date and which method you have used to pay your application fee below:

Online banking	(date paid)
Please invoice my employer	(company name)

Future Fees

Becoming a provisional member of the NZAS will lead to fees required for the provisional membership and those for the CCC examination. The application fee is only to enable us to process your application. See the NZAS website for the full Fees List.

Provisional Membership Fee

Should your application for Provisional Membership be accepted, you will be invoiced Provisional Membership fees. The fee will be adjusted to reflect the number of months left in the NZAS financial year (ends 31st December).

Certificate of Clinical Competency (CCC) and OSCE Examination Fee:

For details of the current fees for completing the Certificate of Clinical Competence see the NZAS website.

The OSCE fee will be invoiced to you when you apply to sit OSCE. You must pay this fee before your place is confirmed. Should you be required to re-sit all or part of the OSCE CCC exam, a re-sit fee will be charged.



PROVISIONAL AUDIOMETRIST MEMBERSHIP APPLICATION CHECKLIST – PART ONE

Please use this checklist to ensure you have completed the requirements for Part One of the application form and have the appropriate supporting documentation ready to send with your application, as well as your non-refundable application fee.

Note: When a certified copy of a document is required, the document must be a photocopy of the original document which has then been stamped or endorsed by a person who confirms that the copy is a true copy of the original document. The person certifying your documents (the "certifying officer") must be authorised by the law where you live to administer an oath for a judicial proceeding (refer to Appendix 1 of the Provisional Member Application Handbook).

Ш	English Language Test results
	Personal details completed
	Certified copy of proof of identity (ie. passport, drivers licence, or birth certificate are all accepted
	as proof of identity).
	A certified copy of the official document registering your change in name if your name has changed
	from the name of any of your supporting documentation
	Certified copy of your audiometry/audiology qualification
	Certified copies of all course transcripts and descriptions, if applicable
	NZQA Assessment report (if qualification is not listed on NZAS website)
	DoubleCheck NZ Assessment Report
	Course Handbook (or equivalent) with detailed description of course of study (for non-TAFE
	trained or non-HCPC registered audiometrists)
	Certified record of Clinical Practice Hours
	Curriculum Vitae
	Certified copy of Certificate of Clinical Competence or licence to practise (if current)
	Letter of good standing has been sent directly from your previous organisation to
	admin@audiology.org.nz, if your membership or registration with that regulatory or professiona
	body has lapsed
	Evidence (logbook or letter) of more than two (2) years post-qualification supervision experience
	during your time as a member of the professional body/regulatory authority (if applicable)
	Professional Reference
	Read and signed Declarations
	Application fee ready to send or paid via internet banking (use your name as reference)

If you have completed all the relevant parts listed above, your application should be ready to send.

Please scan and email to the NZAS Administration team on admin@audiology.org.nz.

NEW ZEALAND Audiological Society

Application for Provisional Audiometrist Membership

Part 2

Supervisor's Declaration:

CLINICAL CERTIFICATION PERIOD & SUPERVISION

You are required to be supervised throughout your CCC by a MNZAS Audiologist. Your supervisor should be familiar with the CCC requirements. The NZAS expects that your supervisor will be your first port of call if you have any queries throughout your CCC, although it is up to you to drive the process. Please have your supervisor access the NZAS website for further information on the CCC process. Please have your supervisor read and sign the supervisor's declaration below.

1	horoby agree to provi	do
l,,		
with, and accept responsibility for, supervision		
am familiar with the current CCC requiren		
required and will assist and mentor		to the best of my abilities whilst
they are under my supervision. I understan	d it is my responsibility	to ensure the candidate is exam ready
prior to signing that they have completed	the supervision require	ments of the CCC period and prior to
recommending them for clinical examination	٦.	
I have completed the attached Supervision	Plan with	I agree to
undertake the supervision as planned, to adv	vise the NZAS of any cha	nges to the Plan and to ensure that the
candidate submits supervision logs as requir	ed.	
Supervisor's Signature:	Email:	Date:
Information sharing: At times the NZAS ma	y need to share informa	tion regarding your CCC programme
and OSCE with your CCC supervisor and supp	•	
such information with your CCC supervisor a		
Applicant's signature of approval:	Email:	Date:



SUPERVISION PLAN AND AGREEMENT

This agreement is made between: and (Supervisor) (Candidate)

We both:

- Agree to uphold the confidentiality of supervision, and as such the content of supervision will not be discussed outside the supervisory session unless agreed upon by both parties with the exception of unsafe, unethical or illegal practice
- Understand the goals of the supervision and expectations of each other as supervisor and supervisee
- Understand the importance of discussing the supervision plan (as below) prior to signing, for the purposes of having a supportive and facilitative approach to supervision

Name of Provisional Audiometrist	
Provisional Audiometrist contact details	
Phone/Mobile: Email:	
Best method of contact	
Name of MNZAS Supervisor	
Supervisor contact details	
Phone/Mobile: Email:	
Best method of contact	



Method to review clinical files e.g. remote access log in; secure email	
Goals of Supervision - what do you want to achieve (Consider learning needs, and discuss each other's expectations as supervisor and supervisee)	
Supervision content & processes - how will each party prepare for meetings, what sorts of issues should be bought to supervision meetings, what type of supervision will occur, discuss different methods pros/cons	
Direct Supervision (face to face only): Provide details of how regular direct supervision is to be achieved and how direct supervision will be maintained during absences of supervisor	
Indirect Supervision: Supervisor is on site and available for consultation Provide details of how indirect supervision is to be achieved during onsite supervision requirements — please refer to the handbook. e.g. Daily meetings at 4.30pm, in person or by phone. Email GP letters to supervisor daily.	



Indirect Supervision: Supervisor is off-site and available for online tele-supervision (OTS) consultation Provide details of how indirect supervision is to be achieved during any OTS supervision – please refer to the handbook for maximum allowable OTS.	
Online Tele-supervision plan: How will you ensure OTS meets requirements for visibility and communication in accordance with the Audiologist CCC Handbook? e.g. OTS using Teams. Second monitor to run Otosuite with screen-sharing. Mobile phone available if audio is unclear.	
Record Keeping - Who will be responsible for writing records? How regularly will notes be taken, how will feedback on direct supervision sessions be provided?	
Additional learning procedure, eg. Follow-up on actions from previous supervision; in-depth case review; expectations regarding learning and development	



Additional support procedure e.g. Include day to day support; liaison with employer and/or NZAS; identifying or requiring additional training opportunities; plan for unplanned supervisor absences	
Monitoring of effectiveness of supervision - how will you know if supervision is meeting its purpose and goals	
Boundaries - if you have a dual line management role & supervisor role discuss the boundaries within the supervision role	
Process for resolving conflict/tensions within supervisory relationship	
Signed:	(Supervisor)
Signed:	(Provisional Member)
Date:	



NOMINATION FOR PROVISIONAL MEMBERSHIP

Provisional member applicants must be proposed by at least two MNZAS members who have personal knowledge of the candidate and will be prepared to furnish information as to the candidate's qualifications, as per the NZAS constitution. Please have the MNZAS members who support your application sign below.

Nominated by:	(signature)	(print name)
Seconded by:	(signature)	(print name)
Applicant's signature:		Date:
EMPLOYMENT DETAILS		
Start date of employment in NZ:		
Clinic / Workplace:		
NZ contact details including mobile, ho		



APPLICATION, MEMBERSHIP AND EXAMINATION FEES

The current application fee applies and must be paid prior to your application being processed.

You can make payment via online banking. The NZAS account number is 02 0280 0149095 00. Please use your full name as the reference. On receipt of the application and the fee the NZAS Administration team will send you an invoice and receipt via email. Please note this application fee is non-refundable.

Please also indicate the date and which method you have used to pay your application fee below:

Online banking	(da	te paid)
Please invoice my employer	(co	mpany name)

Future Fees

Becoming a provisional member of the NZAS will lead to fees required for the provisional membership and those for the CCC examination. The application fee is only to enable us to process your application. See the NZAS website for the full Fees List.

Provisional Membership Fee

Should your application for Provisional Membership be accepted, you will be invoiced Provisional Membership fees. The fee will be adjusted to reflect the number of months left in the NZAS financial year (ends 31st December).

Please note that there may be additional costs associated with completing the supervision requirements of the CCC such as attending secondments outside of your usual workplace. It is up to the seconding centre to determine costs and you must discuss this with them directly.

Chart, Module & OSCE Examination Fees

For details of the current fees for completing the Certificate of Clinical Competence see the NZAS website.

The OSCE fee will be invoiced to you when you apply to sit OSCE. You must pay this fee before your place is confirmed. Should you be required to re-sit all or part of the OSCE CCC exam, a re-sit fee will be charged.



PROVISIONAL AUDIOMETRIST MEMBERSHIP APPLICATION CHECKLIST – PART TWO

Please	use this checklist to ensure you have completed all the requirements for Part 2 of the application.
	Supervisor's Declaration signed by supervisor.
	Information sharing approval signed by applicant.
	Completed Supervision Plan and Agreement
	Nomination for provisional membership signed by two MNZAS members
	Employment Details
If you h	nave completed all the relevant parts listed above, part 2 of your application should be ready to

Please scan and email to the NZAS Administration team on admin@audiology.org.nz.



APPENDIX 1: PROFESSIONAL REFERENCE

What dates did you work with or supervise the

applicant (month and year):

REFERENCE REQUEST FORM Please ask someone who is familiar with your recent practice to complete this reference form. They should send the completed form directly to NZAS at admin@audiology.org.nz 1. Applicant Information (please complete this section prior to forwarding to your referee) Given Name: Surname: Email address: Phone Number: This form has been created to assist NZAS in determining if the applicant is qualified to be registered as a professional audiologist in New Zealand. Audiologists who are members of NZAS are entitled to practice independently and provide professional health services to the public. They are bound by a Code of Ethics, Standards of Practice and Best Practice Guidelines. Your responses will be reviewed by the NZAS application review panel and may be shared with the applicant as needed. Please answer all the questions in this form to the best of your knowledge 2. For reference: in order to complete this form you must (a) Be recognized as a qualified audiologist by the appropriate authority in the state/country where (b) Must have direct knowledge of the applicant's clinical practice and employment history for the period that you are referencing. 3. Reference Information Name of Reference: Email address: Phone Number: Are you recognized as a qualified Audiologist by the appropriate authority in the country/state where you practice? ☐ Yes ☐ No Please provide the name of the authority (regulatory body, professional society or association) that recognises your audiology qualifications in in the country/state where you practice: Your Registration Number: How many years have you practiced as an audiologist:



Start date:

End date:

How familiar are you with the applicant's practice Not very familiar Familiar Very familiar	e for the time period you are referencing (choose one):
What were the applicant's clinical responsibilities	
student, worked in an assistant role during this ti	me, etc.)
Where was the applicant employed during this tin	me (please indicate "N/A" if student clinician)?
During this time was the applicant working:	
☐ Casually (few hours here and there) ☐ Part-tim	e □ Full-time □ Student Clinician
, , , , , , , , , , , , , , , , , , , ,	tice, would you have any concerns with having them
practice audiology independently and without su	pervision? ☐ YES ☐ NO
	re information about your concerns, or you can provide
	n a separate sheet of paper.
Based on your knowledge of the applicant, do you reputation? ☐ YES ☐ NO	u have any concerns with their <u>professional character or</u>
	re information about your concerns, or you can provide n a separate sheet of paper
Please provide any additional feedback that you	would like to provide to NZAS: (more information can be
provided on a separate sheet of paper.)	
Signature	Date

