

FREQUENTLY ASKED QUESTIONS

III. DEALER REGISTRATION & BRANCH REQUIREMENTS

1. **How do I apply for a Dealer Registration?**
 - Refer to our web application or contact the Department of Health/Hearing Aid Program for a dealer registration application.
 - Send check or money order for registration fee of \$200.00 or the adjusted fee of \$100.00 from October 15 through April 14.
 - Include copies of all current licenses of professional staff.

2. ***What are some other requirements for a dealer registration certification?***
 - You must be or have employed a Pennsylvania licensed physician, audiologist or registered fitter upon application.
 - You will be required to renew annually prior to the April 15 deadline for a current registration certification and pay the renewal fee of \$100.00 or \$150.00 delinquent fee, if not paid by May 15 of current year.

3. ***I want to open more branches or stores, what do I do?***
 - Contact the Department of Health/Hearing Aid Program in writing, requesting additional registration certificates for the stores you plan to open or use the web branch registration form.
 - The form or request letter you submit should include the name of the business, your current registration number, address, and phone number and Professional in charge at the new location. A \$10.00 check must be included for each office you wish to open. These offices will be registered as branch offices using your current registration number and a two-digit extension.
 - The definition of a branch office is anywhere a fitter/dispenser is fitting and selling hearing aids to the public on a regular basis. (Examples: physician office, store, hotels, malls, nursing homes, churches, etc.)
 - Branch offices must be renewed annually on April 15. The cost for renewal of each branch office is \$10.00.

4. ***What am I required to do if I sell my dealership or if there is a death of the owner?***
 - If you sell or closed your dealership or branch office, please notify the Department of Health/Hearing Aid Program, in writing within 15 days. In case of a death of owner, please have power of attorney or executor contact Department of Health/Hearing Aid Program in writing.
 - Closed Dealerships or branch offices must be removed from the ACTIVE list and placed on the INACTIVE list to avoid delinquent registration charges.