



Certificate Program

CH-TM

Certificate Holder–Tinnitus Management

A comprehensive tinnitus management education program for audiologists

Participant Handbook

November 2018

CH-TM Program Overview

The ABA's *Certificate Holder–Tinnitus Management (CH-TM™)* training program is for any licensed audiologist who wants to learn:

- 1) the different types and characteristics of tinnitus
- 2) prevalence of tinnitus in the United States and Globally
- 3) the different theories of tinnitus etiology
- 4) assessment approaches
- 5) intervention techniques
- 6) practice management and business considerations
- 7) how to assess the results of a comprehensive audiological evaluation as a basis for clinical decision-making for a patient with tinnitus
- 8) the varied approaches that may be used as intervention for patients with tinnitus
- 9) how to educate and collaborate with patients and other providers to develop a management plan for a patient with tinnitus
- 10) the characteristics and prevalence of DST along with assessment approaches, treatment techniques, and practice management consideration for these patients.

No previous knowledge of tinnitus, or holding a credential, is needed to take this certificate program.

Program Description

The CH-TM is an assessment-based certificate program that uses evidence-based instructional design principles to ensure efficient learning and retention of the information. It is an online self-study program where the learning is supplemented with a toolbox of resources.

The certificate program was developed by the ABA to

- a) bridge the gap between formal audiology education and tinnitus focused training;
- b) create a comprehensive and unbiased tinnitus management program; and
- c) develop a greater pool of tinnitus trained audiologists to care for the significant tinnitus population.

All ABA credentials are voluntary and independent. An audiologist does not need to be a member of any particular professional membership organization to obtain, or be eligible for, an ABA credential.

Eligibility

While audiologists and other healthcare professionals can learn from the program, you must be a licensed audiologist (or become a licensed audiologist within the program subscription period) to earn the CH-TM credential.

To earn the CH-TM certificate, learners must

- 1) successfully complete, and pass the assessments of all seven education modules (Part 1 & Part2);
- 2) maintain current licensure;
- 3) submit appropriate training fees; and
- 4) agree to five *Affirmations*, which are included on the last page of this Handbook

Scope

The CH-TM Certificate Training Program was developed to provide audiologists with evidence-based foundational knowledge related to the management of patients with tinnitus or decreased sound tolerance.

Additional education and practical experience is recommended to prepare practitioners with the competencies needed for clinical practice with tinnitus patients.

Continuing Education Opportunity (CE)

Participants who successfully complete the CH-TM™ *Certificate Training Program* will earn Tier I CEUs. Completion of *Part 1 Foundations of Tinnitus Management* (Modules 1, 2, and 3) will earn 0.6 CEUs. Completion of Part 2: *Tinnitus Management Principles in Practice* (Modules 4, 5, 6 and 7) will earn 0.8 CEUs.

Program Format

There are seven (7) online training modules to complete to earn the CH-TM certificate. The content is presented in two parts of relevant information and is sequenced logically. All modules are available online at eAudiology.

Part 1: Foundations of Tinnitus Management

Module 1- Tinnitus Definitions & Theoretical Foundations, identifies the different types and characteristics of tinnitus, its prevalence in the US and globally, and different theories of its etiology.

Module 2 – Management of the Patient with Tinnitus, provides a snapshot of the experience of tinnitus, along with a broad synopsis of assessment approaches, intervention techniques, and practice management considerations.

Module 3 – Business Management Considerations, discusses the unique demands and business factors associated with integrating tinnitus and DST services into an audiology practice.

Part 2: Tinnitus Management Principles in Practice

Module 4- Audiological Evaluation of the Patient with Tinnitus, teaches how to assess the results of a comprehensive audiological evaluation as a basis for clinical decision-making for a patient with tinnitus.

Module 5 – Tinnitus Intervention Techniques reviews varied approaches that may be used as intervention for patients with tinnitus, including indications for use, benefits, and limitations of each technique.

Module 6 – Management Plan for the Patient with Tinnitus, teaches how to educate and collaborate with patients and other providers to develop a management plan for a patient with tinnitus

Module 7 – Management of the Patient with Decreased Sound Tolerance summarizes the characteristics and prevalence of DST along with assessment approaches, treatment techniques, and practice management considerations for these patients.

Training Sequence

The participant must complete each module in sequence and must complete all 7 modules to earn the CH-TM credential. The length of time of each module varies. Each module is at minimum 60 minutes in length; however, some modules, particularly module 2, may take longer depending on the depth of information and the learner’s pace. Some participants may spend time reviewing the additional training resources or templates, and take notes.

Training Window

The purchaser of the program has an 18-month subscription to the program and within this time frame must complete both Part 1 and Part 2 to receive the credential. The participant may navigate forward and backwards through the modules to review content; however, as noted above, the participants must complete each module sequentially. After the 18-month period, the subscription to the program closes and the user will no longer be able to access the online modules or toolbox materials.

Assessments

Each training module includes a “knowledge check”, or assessment, to determine if the participant has met the learning objectives and learning of the materials. The assessment includes a set of single answer, multiple-choice test questions for each module of training. Assessments remain open until passed, allowing the learner to go back to review materials and test again.

Each assessment is tightly linked, and designed around, the education program’s learning objectives. Learners must pass all seven education module assessments to earn the CH-TM certificate.

Additional Training Resources

Each module includes a number of resources beyond the online training. Throughout the courses, there are links to various publications and websites for further reading. Using the

following resources will enhance the learning experience for the participant:

1. “Word to the Wise” – Advice from experienced audiologists
2. “Toolbox Resources” – Related documents, templates, and forms
3. “Think About It” – Applying CH-TM content to your clinical setting
4. “Terminology Alert” – Terms that can have multiple or confusing meanings
5. “Check Your Knowledge” – Questions to help you self-assess your learning

The CH-TM Certificate

Participants who complete the education program and pass all assessments within the 18-month training window will earn the *Certificate Holder—Tinnitus Management* certificate.

The recipient of this credential may use the term “Certificate Holder—Tinnitus Management” and may use the acronym “CH-TM” similar to degrees and other professional credentials (e.g., S Smith, AuD, CH-TM).

Certificate Validity

The CH-TM Certificate expires five (5) years after successful completion of the entire education program, after which time the individual would need to complete a refresher course to retain the credential.

Training Fees and Registration

CH-TM training modules are offered through eAudiology – the online on-demand continuing education source of the American Academy of Audiology. To register, visit www.eaudiology.org.

Registration Fees

- ✓ **One Registration Subscription– Part 1: Foundations of Tinnitus Management
Modules 1, 2, & 3**
\$275 (American Academy of Audiology Member; or ABA Certificant)
\$375 (Non-Academy Member)
- ✓ **One Registration Subscription– Part 2: Tinnitus Management Principles in Practice
Modules 4, 5, 6 & 7**
\$275 (American Academy of Audiology Member; or ABA Certificant)
\$375 (Non-Academy Member)

Successful completion of Part 1 AND Part 2 within 18-months is required to earn the CH-TM certificate.

REGISTRATION SAFE-SENDER EMAIL

Participants should make sure that aba@audiology.org is recognized as a safe-sender so that their access instructions/notifications do not filter to spam folders.

Program Development/History

In building the CH-TM Certificate Program, the ABA aligned the development of the training program to *ASTM E2659-15 Standard Practice for Certificate Programs*. ASTM International is one of the largest voluntary standards developing organizations in the world. Training and assessments are tightly linked, and designed around the training program’s learning objectives.

ASTM Development Standards provide guidelines for quality program development and administration; distinguishes qualified workers with industry-recognized credentials; differentiates certificate programs from non-assessment-based programs that award “certificates of attendance” or “certificates of participation”.

In 2013, the ABA conducted the industry’s first large-scale job analysis in Clinical Audiology, to identify the responsibilities and duties of today’s audiology professional. The results of this job analysis were re-validated by a group of subject matter experts from the Steering Committee and *Practice Analysis in Clinical Audiology* Task Force. This work identified topic areas in which audiologists could benefit from the availability of training material to supplement formal educational preparation. Tinnitus management was identified as a priority topic area, among others. The ABA then moved forward in developing a model for a certificate training program. The first certificate training program – Certificate Holder-Audiology Preceptor – launched in 2016.

For the development CH-TM, the ABA convened a work group of tinnitus management subject matter experts to develop objectives and content outlines for a set of modules to provide a s a foundation in comprehensive tinnitus management. The ABA also formed a verification panel of additional content experts to review and validate the content developed for the modules. A professional instructional designer worked with both the subject matter experts and validation panel to confirm the evidence and to develop detailed content story boards for the modules. Through this rigorous process, the ABA sought broad input and varied perspectives into framing a common perspective on tinnitus management.

The CH-TM was designed from the beginning with the active learner in mind. The modules take advantage of e-learning features that group together materials in logical fashion, using sound instructional design principles to reinforce learning and retention. The online design accommodates different learner styles and allows the participant to set his or her own pace for completion.

CH-TM Contributors

The ABA is pleased to recognize the many contributors to the CH-TM certificate program. Contributions varied in length and breadth, ranging from outline development to detailed review.

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Certificate Program Online Course Subscription Agreement

ACCEPTANCE OF TERMS

The services that ABA provides to you are subject to the following Course Subscription Agreement ("CSA") for the Certificate Program. ABA reserves the right to update the CSA at any time without notice to you. The most current version of the CSA can be reviewed below.

DESCRIPTION OF SERVICES

"Services" means the content of the Program, including all of the content of the Course slides in any form.

ABA provides you with access to a variety of resources, and product information (collectively "Services"). The Services, including any updates, enhancements, new features, and/or the addition of any new Web properties, are subject to the CSA.

SUBSCRIPTION GRANTED

ABA grants a non-exclusive, non-transferable subscription of one initial user name and login per purchase. User names are not transferrable. After the 18-month period, the subscription to the program is terminated, and users will no longer have access to the online courses.

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American Board of Audiology (ABA) approval of this continuing education activity is based on course content only and does not imply endorsement of course content, specific products, or clinical procedure, or adherence of the event to the ABA’s Code of Ethics. Any views that are presented are those of the presenter and not necessarily of the American Board of Audiology.

Part 1 and Part 2 of the CH-TM program combined is worth a maximum of 1.4 AAA/Tier 1 CEUs. Academy Approval of this continuing education activity is based on course content only and does not imply endorsement of course content, specific products, or clinical procedure, or adherence of the event to the Academy’s Code of Ethics. Any views that are presented are those of the presenter and not necessarily of the American Academy of Audiology.

Ownership of Module Education Materials

The ABA owns and will continue to own all rights, title and interest to the CH-TM™ name and Modules, including but not limited to the online course versions made available on ‘eAudiology’ and developed by ABA.

These are protected by both U.S. and international copyright laws.

Users agree not to use, copy, distribute, modify or make derivative works of any Modules or the Module Materials.



CODE OF ETHICS:

ASSESSMENT-BASED CERTIFICATE HOLDERS

Statement of Principles and Affirmations

The *Assessment-Based Certificate Holders Code of Ethics* of the American Board of Audiology specifies professional standards that provide for the proper discharge of audiologists' responsibilities to those served and protects the integrity of the profession.

Those who hold an ABA assessment-based certificate agree to abide by the following principles:

PRINCIPLE 1: Certificate holders shall provide professional services with honesty and compassion, and shall respect the dignity, worth, and rights of those served.

PRINCIPLE 2: Certificate holders shall maintain high standards of professional competence in rendering services, providing only those professional services for which they are qualified by education and experience.

PRINCIPLE 3: Certificate holders shall provide appropriate supervision and assume full responsibility for services delegated to supportive personnel. Certificate holders shall not delegate any service requiring professional competence to unqualified persons.

PRINCIPLE 4: Certificate holders shall not accept compensation for supervision or sponsorship beyond reimbursement of expenses.

PRINCIPLE 5: Certificate holders shall not provide services except in a professional relationship, and shall not discriminate in the provision of services to individuals on the basis of sex, race, religion, national origin, sexual orientation, or general health.

PRINCIPLE 6: Certificate holders shall not permit students and/or coworkers and/or faculty to engage in any practice that would violate the Code of Ethics.

PRINCIPLE 7: Certificate holders shall not reveal to unauthorized third parties any professional or personal information obtained from the person served professionally, unless required by law.

PRINCIPLE 8: Certificate holders shall not misrepresent their educational degrees, training, credentials, or competence. Only degrees earned from regionally accredited colleges and universities in which training was obtained in audiology may be used in public statements that make reference to such degrees.

PRINCIPLE 9: Certificate holders shall not engage in dishonesty or illegal conduct that adversely reflects on the profession.

PRINCIPLE 10: Certificate holders shall not violate this Code of Ethics, nor attempt to circumvent it in any manner.



AFFIRMATIONS

Affirmation 1: Abide by Code of Ethics

This affirms that I have read and agree to abide by the *Assessment-Based Certificate Holders Code of Ethics* of the American Board of Audiology.

Affirmation 2: Truthful Application

This affirms that the information contained in this application is true.

Affirmation 3: Current State Audiology License

This affirms that I hold a current state license, and have read and agree to adhere to my state's licensure regulation for the practice of audiology keeping the welfare of the persons I serve of paramount importance.

Affirmation 4: Validity of Certificate

This affirms that I have read and understand that assessment-base certificates are valid for five (5) years, after which time the certificate expires.

Affirmation 5: Expiration of Training Window

This affirms that I understand that Part 1 and Part 2, totaling of 7 modules, of the CH-TM training program must be completed with 18 months. After the 18-month period, the subscription to the program is closed and users will no longer be able to access the online courses or toolbox materials.

ABA MISSION

The American Board of Audiology® (ABA) creates, administers, and promotes rigorous credentialing programs that elevate professional practice and advance patient care.

ABA VISION

ABA credentials are earned by leading audiologists, respected by other healthcare providers, and trusted by patients.

CONTACT

If there are any questions about the Certificate Program or the information provided in this document, please contact ABA at 703.226.1030 or aba@audiology.org.

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