

## Application and Instructions for Renewal of a Temporary License: 90 Days

### **For Persons Credentialed by ASHA, ABA or Other State:**

You can only renew a temporary license twice.

You will need to start this process 15 - 30 days before your temporary license expires.

### **Instructions**

- You must submit a letter requesting a renewal. The letter must state the reason for the renewal by showing good cause. Good cause includes but is not limited to inability to take and complete the required practical exam for dispensing hearing instruments.
- You must complete and sign Part I of the application and the Applicant Affirmation.
- **Audiology applicants only:**  
If you have not passed the Minnesota practical examination for hearing instrument dispensing, you must obtain a supervisor and complete Part II of the application in order to dispense hearing instruments with a temporary license. Part II is to be completed by the Audiologist that will be your supervisor and who is authorized to dispense.
- Make a copy of the completed forms for your records.
- **All Fees Are Non-Refundable**
- Mail the original completed forms to the address on the form with a check or money order for \$50.00, if applying for speech-language pathology license or \$79.00 if applying for audiology license, made payable to Treasurer, State of Minnesota.
- Once MDH has received the completed application and fee, your payment check is immediately deposited and then your application is reviewed and processed. This process takes 1- 14 days. A new wallet card showing the temporary license period will be mailed to you.
- To check if your credential has been renewed, you can go to our website at: [Health Occupations Program Credential Lookup](#)
- Any questions please call Gloria Rudolph at (651) 201-3726 or email me at: [gloria.rudolph@state.mn.us](mailto:gloria.rudolph@state.mn.us)

### **Forms:**

Print application form from link:

[Temporary License Application Form for Persons Credentialed by ASHA, ABA, or other States](#) (PDF:25.97kb/2 pages)