

Application and Instructions for Renewal of a Temporary License:

For Clinical Fellowship or Doctoral Externship:

You can only renew a temporary license **once**.

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, the applicant affirmation and the Waiver form.
- The supervisor must complete Part II of the application and sign and date the supervisor affirmation.
- **Audiology applicants only:**
If you have not passed the Minnesota practical examination for hearing instrument dispensing, you must be supervised by a licensed Audiologist who is authorized to dispense hearing instruments in order for you to dispense instruments with a temporary license. The supervisor must complete and sign Part II of the application. If the Audiologist that will be your supervisor is not authorized to dispense, you can only provide audiology services.
- 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 made payable to Treasurer, State of Minnesota. Please call our office at the number listed below for a prorated application fee or visit our Speech Language Pathologist/Audiologist [Home page](#) .
- 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

Forms:

Print application form from link:

[Temporary License Application Form for Clinical Fellowship and/or Doctoral Externship](#)