Dear CAOHC Course Directors:

It's summer, I can't believe that a whole school year has passed since our last issue. Now that the temperatures are heating up so too is CAOHC. This issue will provide updates on several exciting events launching this summer.

Kim Stanton, CAE
Executive Director

This issue will include:

- Anatomy, Physiology and Diseases of the Ear video program
- CD Policies and Procedures
- OHC Exam Results Reports for CDs
- Summer Administrative Staffing
- Future Changes

SECOND Printing:

Hearing Conservation Manual 5th Edition

CAOHC has depleted its supply of Hearing Conservation Manuals thanks to all of you. The second printing versions will be ready for mailing by July 10th. We apologize for any shipment delays.

We were able to correct known issues with the first printing and replace Appendix L, ANSI-ASA S12.6-2008 Methods for Measuring the Real-Ear Attenuation of Hearing Protectors, with the 2016 version.

CLICK HERE FOR COURSE DIRECTOR WORKSHOP INFORMATION

See the CAOHC website for registration details
I am happy to inform you that the long awaited video is ready for purchase. Thanks to the dedication of CAOHC Council and OHC/CD Committee members this dream is now a reality. The new product is available in two different formats:

**Purchase Option 1: DVD**

Disc One presents the VIDEO in two formats*:

1. **Video by Module**
   - Anatomy and Physiology of the Ear – Introduction
   - Effects of Hearing Loss
   - Anatomy of the Ear
   - Introduction to Ear Inspection and Otoscopy
   - Hearing Loss – Conductive
   - Hearing Loss – Sensorineural
2. **Video “Play All”**
   A 35 minute showing of the video with no interruptions.

Disc Two is the Instructor Resource Kit which includes a number of printable pdf informational handouts:

- Video User’s Manual
  - This pdf includes an outline of the entire video presentation by module
  - The manual also includes:
    - A glossary of terms used throughout the video
    - Test questions with an answer key
    - A diagram of the Ear Matching Exercise
    - Interactive proficiency exercises for each module

**Spanish translation:**

Disc 1 includes both format 1 and 2 with Spanish subtitles
Disc 2 is fully translated into Spanish
* Due to security issues, the HTML version cannot be added to the DVD version of the video.

**How to purchase**

The Anatomy, Physiology and Diseases of the Ear DVD or Jump Drive can be purchased on our website either from the Educational Resources section or via a link in CD Resources section. The DVD or Jump Drive can be purchased on the CAOHC website from the Educational Resources or Course Director sections. The cost of the Anatomy, Physiology and Diseases of the Ear program is **$355.00 for CAOHC Course Directors**, **$395.00 for non CAOHC Course Directors**

Place your order today! Note: Orders received at NHCA or AAA will be shipped the week of July 3rd.

---

**Purchase Option 2: Jump Drive**

The Jump Drive provides the program in three formats:

1. **HTML Interactive Presentation:**
   The HTML option is an interactive version of the video by module. This allows the CDs to present each module as a stand-alone presentation. Each module is followed by a series of questions to assess student comprehension. If students answer the question correctly the video will advance to the next question. If students answer incorrectly, the video will return to the section explaining the material, provide re-instruction, and return to the assessment screen.
   The HTML version also includes the Video User’s Manual and all of its contents. These documents cannot be downloaded from the HTML version.

2. **Full Video**
   This option is a continuous 35 minute version of the video.

3. **Video by Module**
   Similar to the HTML, this option allows the CD to present separate modules of the video. However, this option does not include the interactive questions.

**The Jump Drive also includes:**

**Instructor Supplementary Materials**

The materials included in this section of the Jump Drive mimic those included in the Instructor’s Resources disc from the DVD version described above. The pdf’s found in this section are downloadable.

**Materials on the Jump Drive are presented in both Spanish and English.**
Course Director (CD) Policies and Procedures

If you attended a CD workshop within the past two years you would have heard our instructors refer to the revisions being made to the existing CD policies. After several revisions and multiple Council reviews, the revised policies are ready for distribution. The Administrative office will mail hard copies of the policies to all Course Directors before the end of July. The new policies will become effective September 1, 2017.

Significant changes were made to:
- CD Renewal options
- CD Policy Violations and Consequences

Minor changes were made to:
- CD Eligibility Requirements
- CD Responsibilities and Quality Control
- CD Workshop Instructors

The new policies will also be posted to the CD Resources section.

OHC Standardized Exam Results Report

You spoke and we listened!

Several of you provided suggestions to enhance reporting system for CAOHC OHC Standardized Exam Results. I am happy to say that the NEW reporting system is live within the CD Resources/Standardized Exam section. You will now be able to search by date range as well as exam type (Certification or Recertification). We hope the changes made will help your quality control processes.

Summer Administrative Staffing

Ostaveeya Tye

You may have noticed that your registration count emails requests are now coming from Gabriela Haugen (CAOHC Marketing/Education Manager) instead of Ostaveeya. Ostaveeya is spending the summer in Denver, CO doing an internship to meet her college degree requirements. Ostaveeya will be back the first week in August to resume her OHC standardized exam duties. Chris and our temporary staff member, Ken Buesing, will be processing exam answer sheets in Ostaveeya’s absence.

Kim Stanton

From July 6th to August 14th I will be out of the office recovering from knee replacement surgery. In my absence Gabriela will be processing all Course Approval applications. She will also be fielding inquiries that I would normally address, if she cannot answer your question, Gabriela will find a Council member who can.

Future Changes

For the past year CAOHC has been working to combine all of your ID numbers into one. Most of you have a CD ID number and a CD certification number. If you have taken and passed the Professional Supervisor exam, you have yet another number. And if you started your career as an OHC you have at least one or two more ID numbers. Before we run out of numbers, we are consolidating all of your ID numbers into one.

For most, if not all of our CD’s, this number will be your CAOHC CD ID number (the number you use to log into the CD Resources Section on our website). As soon as our consolidation process is complete a letter will be sent explaining the process and providing your updated CAOHC ID number.

That’s all for now. Have a great summer.