



## Guidelines for Documentation of Hearing Disabilities

Documentation of a Hearing Disability must come from a licensed professional on their official letterhead; and must contain their name, address, credentials, and a signature. The following professionals are considered qualified:

- Licensed Audiologist, certified by the American Speech Language Hearing Association, or
- Licensed Medical Doctor with certification in Otolaryngology (Ear, Nose and Throat).

The documentation should be recent (in most cases, no more than three years old) and should include:

- 1) A Statement of Condition or Diagnosis, including a clear diagnostic statement describing how the condition was diagnosed and detailing the anticipated and/or typical progression or prognosis of the condition.
- 2) Diagnostic Methodology, including a description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results. At minimum, an audiogram containing verification (for both ears) of hearing sensitivity by pure-tone frequency, speech thresholds, and discrimination must be included.
- 3) Information regarding how the Condition Substantially Limits Major Life Functions, including a clear sense of the severity, frequency and pervasiveness of the condition.
- 4) Current Treatment.
- 5) Specific Recommendations for Reasonable Accommodations and an Explanation of the need for Specific Recommendations.

Please forward the requested information to:

Office of Disability Services, Craig-Lee 127  
Rhode Island College, 600 Mount Pleasant Avenue  
Providence, RI 02908  
Voice: 401-456-8061, Fax: 401-456-8702

**NOTE:** If you have NOT yet registered with the Office of Disability Services, please DO NOT MAIL (or FAX) your documentation. Please bring it with you to your first appointment.