

# APD Referral Checklist

## Step 1

- Copy of Completed BVIU Referral Form (found on the BVIU Website) – PLEASE COMPLETE ALL SECTIONS!!!!
- Copy of current ER/RR/IEP/504 plan (if applicable)
- Copy of most recent Audiogram and associated Written Reports from Outside Agency (if available)
- or
- Statement from school nurse confirming passed hearing screenings with most recent dates
  - ★ IF neither of these is available, you should be referring for a regular individual audiological evaluation and not APD testing yet.

★ Send all documents via email as attachment(s) to [amy.hartle@bviu.org](mailto:amy.hartle@bviu.org)

★★★★ **WAIT** to receive further communication from Audiology Department for next steps★★★★

## Step 2 (After the audiology department gives the o.k. to get a PTE issued and signed)

- Copy of signed and dated (for appropriate timelines) PTE/PTR Form (\*our staff will have 60 days from date of parent signature to complete evaluations, if audiology department receives a PTE with less than 30 days, testing may not be feasible and arrangements will be made at that time.)

★ Send via email as attachment(s) to [amy.hartle@bviu.org](mailto:amy.hartle@bviu.org)

## What can I expect next?

- ★ **The BVIU Educational Audiologist will contact the student's teacher or school nurse to arrange for evaluations.**
- ★ **Reports will be written and shared with the LEA and any other pertinent people involved in the referral when completed.**
  - **This report is NOT meant to be shared with the family directly.**
- ★ **District will be asked to give access to the BVIU Educational Audiologist and Hearing Support Teacher(s) as contributors to the students ER/RR and/or IEP/504 through IEP Writer or PowerSchool.**
- ★ **Audiology/Hearing Support evaluation results/findings will be entered into the appropriate documents.**
- ★ **Once an IEP or 504 meeting is set (through the district) report of Audiology/Hearing Support evaluation results/findings will be discussed with the team at that meeting.**



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