

**MARIN COUNTY
OFFICE OF EDUCATION
HEARING PORTABLE HEARING TESTING UNITS
PROCEDURES**

The Hearing Portable testing units are provided as a service of MCOE for hearing testing of all students in Marin County. Priority for service is: 1) Special Education students served by MCOE nurses, 2) Students in districts served by MCOE nurses; 3) Other public school students, 4) Private school students.

Scheduling

1. Phone MCOE Student Services Department (491-6621) to check availability of the equipment.
2. Complete the scheduling form and return it to MCOE Student Services Department at least **two weeks** before the first date that the equipment will be needed.

Portable Hearing Testing Units

- A. Pick up the portables from Student Services at MCOE
- B. Using the Portables:
 1. It is best to leave the earphones plugged into the main unit at all times.
 2. Check the earphones before use, if one doesn't work, clean the probe, re-insert it and rotate it in its socket. If this does not correct the problem, leave the non-functioning headset plugged in and label it.
 3. Call Electro-Acoustics for more help, if needed. (1-800-752-1431)
- C. Return the portables to Student Services or call ahead and deliver directly to next borrower.