



Michelle Baass | Director

May 20, 2025

TO: ALL SUPERINTENDENTS OF COUNTY SCHOOLS, ELEMENTARY, MIDDLE AND HIGH SCHOOLS, PUBLIC SCHOOL NURSES, HEALTH EDUCATORS, AND THOSE PERSON(S) RESPONSIBLE FOR HEARING TESTING IN THE SCHOOL DISTRICT

SUBJECT: HEARING CONSERVATION PROGRAM (HCP) FOR SCHOOL YEAR 2024-25

The purpose of this letter is to serve as a reminder to all school districts that the Annual Report of Hearing Testing (PM 100) is due to the Department of Health Care Services (DHCS) Integrated Systems of Care Division (ISCD) on or by June 30<sup>th</sup> of each school year. Per California Code of Regulations, title 17, section 2951(e), each school shall prepare an annual report of the school hearing testing program using the [Annual Report of Hearing Testing form \(PM 100\)](#) provided by DHCS with copies to the district and the county school superintendent.<sup>1</sup> Please forward on to the schools within your district.

It is the responsibility of each school district office to **submit one PM 100 form** with combined results from all the schools within their district, including charter schools. A school location within that district is responsible for submitting hearing testing results to their district office, not directly to DHCS. Each school district is required to submit a PM 100 form regardless of if a waiver for the 10<sup>th</sup> and/or 11<sup>th</sup> grade was requested.

California Code of Regulations, title 17, section 2951, permits a school district to request a waiver for 10<sup>th</sup> and/or 11<sup>th</sup> grade students once each school year.<sup>2</sup> To obtain a waiver, the school district must provide an alternate testing plan ensuring each student at risk of a hearing loss will receive testing services. For school districts requesting a waiver, please submit the [Hearing Screening Request Waiver \(PM 359\)](#) to ISCD by May 31, 2025 for review and approval.<sup>3</sup>

If a school district chooses to contract with a private screening agency, please ensure the agency and its hearing screener(s) meet the requirements listed in California Code

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<sup>1</sup> Annual Report of Hearing Testing form (PM 100) <https://www.dhcs.ca.gov/services/hcp/Pages/AnnualReportPM100.aspx>

<sup>2</sup> California Code of Regulations 2951, Title 17 <https://govt.westlaw.com/calregs/Document/IA8B6FA635A2011EC8227000D3A7C4BC3?viewType=FullText&ext&o>

<sup>3</sup> Hearing Screening Request Waiver (PM 359) <https://www.dhcs.ca.gov/services/hcp/Documents/FRMpm359.pdf>



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of Regulations, title 17, section 2950, and California Code of Regulations, title 17, section 2951, pertaining to School Audiometric and Hearing Testing.<sup>4,5</sup>

The completed single copy of form PM 100 must be submitted from each school district to DHCS by June 30, 2025 via:

**Email:** [HearingConservationProgram@dhcs.ca.gov](mailto:HearingConservationProgram@dhcs.ca.gov)  
**Fax:** (916) 440-5316; or  
**Mail:** Hearing Conservation Program  
Integrated Systems of Care Division  
1501 Capitol Avenue, MS 4502  
P.O. Box 997437  
Sacramento, CA 95899-7437

Each school district is responsible for collecting and combining hearing data from all of their active schools, including charter schools. Kindergarten through the 12<sup>th</sup> grade is to be recorded only, pre-school is not. **Only the PM 100 (revised 05/2024) form will be accepted.**

The following fillable forms are available on the DHCS website:<sup>6</sup>

- Hearing Screening Request Waiver (PM 359)
- Application for Registration as School Audiometrist (PM 101)
- Registration of Agency Intending to Provide Hearing Testing Services (PM 210)

Each school district's "CDS code number" and address/contact information can be obtained from the California Public School Directory at [www.cde.ca.gov/SchoolDirectory](http://www.cde.ca.gov/SchoolDirectory).<sup>7</sup>

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<sup>4</sup> California Code of Regulations 2950, Title 17  
[https://govt.westlaw.com/calregs/Document/IA8B6FA635A2011EC8227000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/IA8B6FA635A2011EC8227000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

<sup>5</sup> California Code of Regulations 2951, Title 17  
[https://govt.westlaw.com/calregs/Document/IA8B6FA635A2011EC8227000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/IA8B6FA635A2011EC8227000D3A7C4BC3?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

<sup>6</sup>California Hearing Conservation Program Forms  
<https://www.dhcs.ca.gov/services/hcp/Pages/HCPFORMS.aspx>

<sup>7</sup> California Department of Education School Directory  
[https://www.cde.ca.gov/SchoolDirectory](http://www.cde.ca.gov/SchoolDirectory)

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The HCP appreciates your continued support in providing high quality services to California's children. If you have any questions regarding the HCP or this letter, please send an e-mail to [HearingConservationProgram@dhcs.ca.gov](mailto:HearingConservationProgram@dhcs.ca.gov).

Sincerely,

### Original Signed By

Janeen Newman, Health Program Manager I  
Special Programs Unit  
Integrated Systems of Care Division