Office of Regulatory Management

Economic Review Form

Agency name	Board for Hearing Aid Specialists and Opticians
Virginia Administrative Code (VAC) Chapter citation(s)	18 VAC 80-20 18 VAC 80-30
VAC Chapter title(s)	Hearing Aid Specialists Regulations (18 VAC 80-20) Opticians Regulations (18 VAC 80-30)
Action title	Guidance Document 7524: Application Review Matrix
Date this document prepared	November12, 2025
Regulatory Stage (including Issuance of Guidance Documents)	Guidance Document (amended)

Cost Benefit Analysis

Complete Tables 1a and 1b for all regulatory actions. You do not need to complete Table 1c if the regulatory action is required by state statute or federal statute or regulation and leaves no discretion in its implementation.

Table 1a should provide analysis for the regulatory approach you are taking. Table 1b should provide analysis for the approach of leaving the current regulations intact (i.e., no further change is implemented). Table 1c should provide analysis for at least one alternative approach. You should not limit yourself to one alternative, however, and can add additional charts as needed.

Report both direct and indirect costs and benefits that can be monetized in Boxes 1 and 2. Report direct and indirect costs and benefits that cannot be monetized in Box 4. See the ORM Regulatory Economic Analysis Manual for additional guidance.

Table 1a: Costs and Benefits of the Proposed Changes (Primary Option)

<table>
<tr><td>(1) Direct & Indirect Costs & Benefits (Monetized)</td><td>The Board for Hearing Aid Specialists and Opticians (the Board) has reviewed and voted to amend the following guidance document.

1. Guidance Document 7524: Application Review Matrix. The document contains guidance that directs staff to approve certain applications disclosing certain types of criminal convictions without sending the application for Board review.

The Board’s existing guidance allows staff to approve applications that disclose the following criminal convictions:

• Felony convictions unless the conviction involved sexual offense, drug distribution, physical injury, or directly involved the practice of the profession.
• Misdemeanor convictions unless the convictions involved sexual offense, drug distribution, or physical injury.

As a result of changes to the Board’s regulations resulting from the Board’s (i) General Review of Hearing Aid Specialists Regulations (Action 6303 / Stage 10911); and (ii) General Review of Opticians Regulations (Action 6304 / Stage 10912), the existing guidance has been incorporated into regulation. Accordingly, the provisions of the existing guidance will be removed.

The guidance document will be revised to provide for a delegation of authority to DPOR staff to conduct predetermination fact-findings and license eligibility fact-findings (IFFs) in accordance with applicable portions of the Administrative Process Act (Code of Virginia § 2.2-4000 et. seq.). These delegation of authority provisions are being added to all DPOR regulatory board guidance documents that provide guidance regarding applicants who disclose criminal convictions on an application.

Direct Costs: There are no monetizable direct costs associated with this change.

Indirect Costs: There are no monetizable indirect costs associated with this change.

Direct Benefits: There are no monetizable direct benefits associated with this change.</td></tr>
</table>

	Indirect Benefits: There are no monetizable indirect benefits associated with this change.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) $0	(b) $0
(3) Net Monetized Benefit	$0	
(4) Other Costs & Benefits (Non-Monetized)	Costs: There are no anticipated non-monetizable costs associated with this change. - Benefits: - Decreased administrative and time costs for regulatory board members, DPOR staff, and applicants to complete the IFF process. (Direct) - Decreased wait times for applicants with applicable criminal convictions.	
(5) Information Sources	DPOR staff	

Table 1b: Costs and Benefits under the Status Quo (No change to the regulation)

(1) Direct & Indirect Costs & Benefits (Monetized)	Direct Costs: There are no anticipated monetizable direct costs associated with maintaining the status quo. Indirect Costs: There are no anticipated monetizable indirect costs associated with maintaining the status quo. Direct Benefits: There are no anticipated monetizable direct benefits associated with maintaining the status quo. Indirect Benefits: There are no anticipated monetizable indirect benefits associated with maintaining the status quo.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) $0	(b) $0

(3) Net Monetized Benefit	$0	
(4) Other Costs & Benefits (Non-Monetized)	There are no anticipated non-monetizable costs or benefits associated with maintaining the status quo.	
(5) Information Sources	DPOR srtaff	

Table 1c: Costs and Benefits under Alternative Approach(es)

(1) Direct & Indirect Costs & Benefits (Monetized)	See Box #4	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) N/A	(b) N/A
(3) Net Monetized Benefit	N/A	
(4) Other Costs & Benefits (Non-Monetized)	No alternative options were considered for this guidance document change, as any other additions or leaving the document unchanged would have resulted in a more burdensome process for applicants and would not be up-to-date.	
(5) Information Sources	N/A	

<u>Impact on Local Partners</u>

Use this chart to describe impacts on local partners. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 2: Impact on Local Partners

(1) Direct & Indirect Costs & Benefits (Monetized)	N/A – See Box #3	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits

	(a) N/A	(b) N/A
(3) Other Costs & Benefits (Non-Monetized)	There are no anticipated direct or indirect costs to local partners. There are no anticipated direct or indirect benefits to local partners.	
(4) Assistance	N/A	
(5) Information Sources	N/A	

Impacts on Families

Use this chart to describe impacts on families. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 3: Impact on Families

(1) Direct & Indirect Costs & Benefits (Monetized)	N/A – See Box #3	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) N/A	(b) N/A
(3) Other Costs & Benefits (Non-Monetized)	There are no anticipated direct or indirect costs to families. There are no anticipated direct or indirect benefits to families.	
(4) Information Sources	N/A	

Impacts on Small Businesses

Use this chart to describe impacts on small businesses. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 4: Impact on Small Businesses

(1) Direct & Indirect Costs &	N/A – See Box #3

Benefits (Monetized)		
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) N/A	(b) N/A
(3) Other Costs & Benefits (Non-Monetized)	There are no anticipated direct or indirect costs to small businesses. There are no anticipated direct or indirect benefits to small businesses.	
(4) Alternatives	N/A	
(5) Information Sources	N/A	

Changes to Number of Regulatory Requirements

Table 5: Regulatory Reduction

For each individual action, please fill out the appropriate chart to reflect any change in regulatory requirements, costs, regulatory stringency, or the overall length of any guidance documents.

Change in Regulatory Requirements

VAC Section(s) Involved*	**Authority of Change**	**Initial Count**	**Additions**	**Subtractions**	**Total Net Change in Requirements**
Guidance Document 7524[1]	**(M/A):**	0	0	0	0
	(D/A):	0	0	2	-2
	(M/R):	0	0	0	0
	(D/R):	0	0	0	0
				Grand Total of Changes in Requirements:	**(M/A): 0**
					(D/A): -2
					(M/R): 0
					(D/R): 0

1 – This guidance document became effective after 1/15/22.

Key:
Please use the following coding if change is mandatory or discretionary and whether it affects externally regulated parties or only the agency itself:
(M/A): Mandatory requirements mandated by federal and/or state statute affecting the agency itself
(D/A): Discretionary requirements affecting agency itself
(M/R): Mandatory requirements mandated by federal and/or state statute affecting external parties, including other agencies
(D/R): Discretionary requirements affecting external parties, including other agencies

Cost Reductions or Increases (if applicable)

VAC Section(s) Involved*	**Description of Regulatory Requirement**	**Initial Cost**	**New Cost**	**Overall Cost Savings/Increases**
N/A	N/A	N/A	N/A	N/A

Other Decreases or Increases in Regulatory Stringency (if applicable)

VAC Section(s) Involved*	**Description of Regulatory Change**	**Overview of How It Reduces or Increases Regulatory Burden**
N/A	N/A	N/A

Length of Guidance Documents (only applicable if guidance document is being revised)

Title of Guidance Document	**Original Word Count**	**New Word Count**	**Net Change in Word Count**

Guidance Document 7524: Application Review Matrix[1]	Zero words	66 words	-10 words
Total Change:			**words**

1 – This guidance document became effective after 1/15/22. The document became effective on 3/16/23. Total length of the current guidance document is 76 words. The length of the amended document will be 66 words.

*If the agency is modifying a guidance document that has regulatory requirements, it should report any change in requirements in the appropriate chart(s).