



Hearing Conservation and Audiology Services

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VENTURA COUNTY OFFICE OF EDUCATION

Stanley C. Mantooth, County Superintendent of Schools

Central Auditory Processing (CAP) Scheduling Process

The following steps should be followed when referring a student for CAP testing:

- ☐ First, a *District Referral/Authorization for Hearing Services* must be submitted to request this service. An authorized administrative signature is required. An appointment will be scheduled after this form is received.
- ☐ Once the signed District Referral / Authorization for Hearing Services form is received, a reservation form with the date and time offered will be emailed to the district. The district will give the form to the parent/guardian to sign agreeing to the appointment. It is suggested that the parent sign an Assessment Plan at this time.
- ☐ The district is required to submit a recent psychoeducational assessment report along with the signed *Appointment Reservation* form and *Assessment Plan* prior to the scheduled appointment.
- ☐ An *Assessment Plan* is required. The "Reason for Assessment/Areas of Concern" should include "central auditory processing skills." Responsible personnel should state, "audiologist."
- ☐ FAX or email the completed reservation form, *CAP Assessment Referral, Referral/Authorization for Hearing Services*, and recent assessment reports, to Hearing Conservation as soon as the forms are signed.

It is the policy of Ventura County SELPA that students who are being considered for CAP assessment must already be identified as having a Special Education eligible disability. If the initial assessment for special education indicates certain "red flags" for CAP dysfunction, or if a student fails to show progress after receiving other special education services, a referral to the audiologist may be made. The referral should indicate the specific areas revealed in assessment which are of concern.