



BOARD OF EXAMINERS IN OPTOMETRY

STATE OF HAWAII
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
P.O. BOX 3469
HONOLULU, HAWAII 96801
<http://cca.hawaii.gov/pvl>

2017 OPTOMETRISTS RENEWAL INFORMATION

Courtesy renewal reminders will be mailed to all currently licensed optometrists at their mailing address of record in early November. It is the licensee's responsibility to notify the Board of Examiners in Optometry ("Board") of their current address*. If a licensee did not notify the Board of a change in address, they may not receive the courtesy renewal reminder.

**To change your current mailing address, please submit an original completed "Address/Name Change/Duplicate License Request" form (form available on our website) to the mailing address listed above. Please allow at least 20 business days from receipt of your request for your change of address to be posted in our database.*

Renewal by Mail (i.e. Hard Copy Renewal Application)

Licensees who renew by mail will need to submit their completed renewal application with the renewal fee and proof of completion of the continuing education ("CE") requirement.

Please note: Renewal applications will **not** be available online. If you would like to request a hard copy renewal application, please email (optometry@dcca.hawaii.gov) or call (808-586-2693) our office and provide the following information:

- Licensee's name (as it appears on your Hawaii OD license);
- License number; and
- Mailing address where the application should be sent.

Renewal applications will be available in early November 2017. Please allow the Licensing Branch at least 5 business days from receipt of your request for your request to be processed.

Please allow at least 15 to 20 business days after receipt for a complete renewal application (including all requested supporting documents and required fees) to be processed. To check on the status of a hard copy renewal, please contact the Licensing Branch directly at (808) 586-3000, Monday through Friday (excluding state holidays) between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

Online Renewal

All online renewals will need to be submitted through the “MyPVL” online service at: <https://pvl.ehawaii.gov/mypvl>

For more information regarding “MyPVL” and Renewal FAQs, please visit: <http://cca.hawaii.gov/pvl/mypvl-and-renewal-faqs/>

Licensees may create their “MyPVL” account at any time, however, please note that you will not be able to renew your license online until early November 2017.

Optometrists who renew online will be asked to attest that they have completed the CE requirement and shall submit proof of their CE hours by mailing in a copy of their online renewal confirmation and their certificates of completion after submission of their online renewal (all required renewal documents including the certificates of completion must be submitted no later than 12/31/17 to be considered “on time”).

Continuing Education Requirements for Optometrists

Upon renewal (mail or online), all licensees are required to submit proof of completion of the CE requirement. The Board will conduct a 100% audit of licensees and an audit review of all CE courses.

All CE hours must be taken within the two years prior to the date the application for license renewal is received by the Board.

Non-Therapeutic Licensees:

- If licensed before 2016, 32 hours of Board approved CE.
- If licensed in 2016, 16 hours of Board approved CE.
- If licensed in 2017, no CE hours are required (for the first renewal of the license).

TPA Certified Licensees

Regardless of initial date of licensure, TPA certified licensees are required to submit 36 hours of Board approved CE in the diagnosis, treatment, and management of ocular and systemic diseases.

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The one hundred (100) hour Board-approved course in the treatment and management of ocular disease shall satisfy the 36 hour CE requirement provided that the course was taken within the two years prior to the date the application of license renewal is received by the Board, and credits for the course were not used for a previous license renewal.

For TPA-certified optometrists who recently graduated, please note: If you completed the 100 hours of education in the treatment and management of ocular diseases while enrolled in an accredited optometry school, college or university AND it was accumulated within the two years prior to the date the application of license renewal is received by the Board, please submit an original "Continuing Education Verification" form (available on the Board's website: <http://cca.hawaii.gov/pvl/boards/optometry/>).

For both non-therapeutic and TPA certified optometrists, the number of online or correspondence CE hours may not constitute more than 25% of the total number of CE hours required per biennium for license renewal (e.g. if 32 CE hours are required, not more than 8 hours of online or correspondence courses may be counted towards the CE requirement).

Proof of completion of the CE Requirement

Proof of completion of the CE requirement may be submitted no later than December 31, 2017:

- In person: 335 Merchant Street, Room 301, Honolulu
Monday through Friday, excluding state holidays
7:45 a.m. – 4:30 p.m.
- By mail: Board of Examiners in Optometry
P.O. Box 3469
Honolulu, HI 96801

Please note that the Board does not accept any CE certificates via fax or email. Please submit either your original renewal application or a copy of your online renewal confirmation with your CE documents. The Board will not return any CE documents submitted.

Failure to complete or provide proof of completion of the CE requirement by December 31, 2017 and/or submitting false information by attesting that the licensee has fulfilled the CE requirement at the time of renewal will be referred to the Regulated Industries Complaints Office ("RICO") for disciplinary action against the licensee's Hawaii optometrist license.

If you have any questions, please contact the Board of Examiners in Optometry at optometry@dcca.hawaii.gov