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March 29, 2018

MEMORANDUM

TO: Osteopathic Physicians Selected for Random Audit

FROM: Hawaii Medical Board

SUBJECT: 2018 License Renewal/Continuing Medical Education Audit

LICENSE RENEWAL

The Hawaii Medical Board ("Board") would like to advise you that osteopathic medical licenses expire on June 30, 2018, unless renewed. In order to renew, osteopathic physicians must meet the continuing medical education ("CME") requirement as described on pages 3 – 4 of this memorandum.

RANDOM AUDIT

By law, the Board may conduct a random audit to determine whether the CME requirement has been met. Through a computer-generated program, you have been randomly selected for participation in the Board's audit. To this end, you are being asked to provide CME documentation (see pages 3 - 4) when you renew your license.

RENEWAL APPLICATION

In May 2018, all osteopathic physicians will receive a renewal application and notice of online renewal. When yours come in the mail, please disregard that information. Because you are being audited and are required to submit documentation of CME with your renewal application, **you will not be able to renew online**. Instead, please follow the instructions below to renew your license.

SUBMIT (IN ONE ENVELOPE):

1. Your completed renewal application (enclosed);
2. Renewal fee; and
3. CME documentation (see pages 3 - 4).

DO NOT SUBMIT THE ITEMS SEPARATELY AS IT WILL CAUSE A DELAY IN YOUR RENEWAL.

WAIVER/MODIFICATION OF CME

If you have not met the CME requirement, the Board is able to waive/modify the requirement if you:

- practice in an isolated geographical area with an absence of opportunities for CME; or
- are unable to devote sufficient hours to CME because of incapacity, undue hardship, or any other extenuating circumstances.

REQUEST FOR WAIVER/MODIFICATION OF CME

If the foregoing applies and you wish to request a waiver/modification, you may renew your license by **submitting (in one envelope) your completed renewal application, renewal fee, and an affidavit.** The affidavit has to:

- request a waiver/modification of the CME requirement;
- provide an explanation as to why you were unable to meet the CME requirement; and
- be notarized.

RENEWAL DEADLINE

The deadline to renew is **June 30, 2018**. However, in order to receive your identification card by that date, we strongly encourage you to renew as early as possible due to the anticipated high volume of renewals.

If you have any questions regarding this memo, please call the Board's office at (808) 586-2699. Thank you for your kind attention to this matter.

CME REQUIREMENT & DOCUMENTATION

The CME requirement may be met and documented by either one of the following:

1. Completing or participating in an accredited residency or fellowship program between **July 1, 2016 to June 30, 2018**.

Documentation may consist of a:

- letter from the program or school,
- copy of certificate or degree, **or**
- copy of transcripts

verifying completion of or participation in a residency/fellowship program.

2. Completing a full academic year of education in a medically related field leading to an advanced degree other than D.O. between **July 1, 2016 to June 30, 2018**.

Documentation may consist of a:

- letter from the program or school,
- copy of certificate or degree, **or**
- copy of transcripts

verifying completion of a full academic year of education.

3. Meeting the CME requirements of a medical society or specialty to which the osteopathic physician belongs, provided that the CME requirements are equal to or greater than the Board's CME requirements.

Documentation may consist of a:

- letter **or**
- copy of transcripts

from the medical society or specialty board verifying that the osteopathic physician is a member of the medical society or certified with the specialty board and has met its CME requirements (see page 4, Section "You will need").

4. Having a current American Medical Association Physician Recognition Award (PRA).

Documentation may consist of a:

- copy of the PRA certificate **or**
- letter from the AMA

verifying current status.

5. Obtaining 40 or 20 (depending on the date of initial licensure; see page 4, Section "You will need") category 1 or 1A CME hours in the following activities between **July 1, 2016 to June 30, 2018**:

- attending activities that provide category 1 or 1A CME hours;

- participating in internet activities that provide category 1 or 1A CME hours;
- reading/responding to articles in journals that provide category 1 or 1A CME hours.

Documentation may consist of a:

- letter,
- copy of transcripts or computer printout; **or**
- copy of certificates

from the CME provider designating the CME as category 1 or 1A, providing the dates, title, and number of hours of the CME, and stating the osteopathic physician's name. Documentation of CME must total 40 or 20 hours, depending on the date of your initial licensure (see below).

You will need:

- **40 category 1 or 1A CME hours** if you initially received your Hawaii **license prior to 7/1/16**; or
- **20 category 1 or 1A CME hours** if you initially received your Hawaii **license between 7/1/16 – 6/30/17**. Only 20 hours are required for the initial renewal. Beginning with the 2018 renewal and thereafter, 40 hours will be required.

The hours may be obtained at any time between **July 1, 2016 to June 30, 2018**. As such, obtaining all CME hours in a single month (40 hours in August 2016, for instance) would be acceptable.

THE CME REQUIREMENT MAY NOT BE MET BY:

- specialty board certification only, without meeting its CME requirements;
- passing a specialty board certification exam;
- membership in a medical organization (such as a medical society or association);
or
- teaching.