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October 11, 2019

MEMORANDUM

TO: Physicians Selected for Random Audit

FROM: Hawaii Medical Board

SUBJECT: 2020 License Renewal/Continuing Medical Education (“CME”) Random Audit

LICENSE RENEWAL

The Hawaii Medical Board (“Board”) would like to advise you that medical licenses expire on January 31, 2020, unless renewed. In order to renew your license, physicians must meet the CME requirement as described on the subsequent pages 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 when you renew your license.

RENEWAL NOTICE

In November 2019, you will receive a notice of renewal. Because you are being audited and 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

1. Complete the enclosed renewal application; and
2. Submit your completed renewal application, renewal fee and CME documentation to the Hawaii Medical Board, P.O. Box 3469, Honolulu, HI 96801.

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**, which:

- Requests a waiver/modification of the CME requirement;
- Provides an explanation as to why you were unable to meet the CME requirement; and
- Is notarized.

PLEASE NOTE: The Board has determined that that if a waiver/modification is granted, the licensee will be required to submit 80 hours of CME for the next renewal period.

RENEWAL DEADLINE

The deadline to renew is **January 31, 2020**. However, to ensure that your license is renewed on/before that date, we strongly encourage you to renew as early as possible due to the anticipated volume of renewals. Effective April 18, 2019, you must retrieve and print your pocket ID card and wall certificate via your MyPVL account. No other notice will be provided. To establish a MyPVL account, please go to: <https://pvl.ehawaii.gov/mypvl>.

Thank you for your kind attention to this matter. If you have any questions regarding this memo, please call the Board's office at (808) 586-2699, between the hours of 7:45 a.m. – 4:30, p.m., Hawaiian Standard Time.

CME REQUIREMENT & DOCUMENTATION

The CME requirement may be met and documented by:

1. Completing or participating in an ACGME accredited residency or fellowship program in **2018 or 2019**.

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 M.D. in **2018 or 2019**.

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 board to which the physician belongs provided that the CME requirements are equal to or greater than the Board's CME requirements (See CME requirements below under the section "You will need").

Documentation may consist of a:

- Letter or
- Copy of transcripts

verifying that the physician is a member of the medical society or certified with the specialty board and has met its CME requirements.

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 category 1 or 1A CME hours in the following activities during the years **2018 or 2019**:

- 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 and providing the physician's name, and the dates, title and number of hours of the CME. (Documentation of CME must total 40 or 20 hours. (See below section "you will need")

You will need:

- **40 category 1 or 1A CME hours** if you initially received your license in Hawaii prior to 2/1/18; or
- **20 category 1 or 1A CME hours** if you initially received your license in Hawaii between 2/1/18 – 1/31/19. Only 20 hours are required for the initial renewal. Beginning with the 2020 renewal and thereafter, 40 hours will be required.

The hours may be obtained at any time during the years **2018 or 2019**. As such, obtaining all CME hours in a single month (for instance, 40 hours in February of 2018) would be acceptable.

THE CME REQUIREMENT MAY NOT BE MET BY:

- Certification with a specialty board;
- Passing a specialty board certification exam;
- Membership in a medical organization (such as a medical society or association); or
- Teaching.