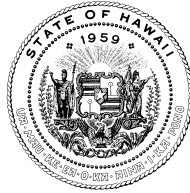


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## BOARD OF NURSING

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

October 2020

### Governor Ige's Emergency Proclamations in Response to COVID-19 and Nursing Practice and License

Effective June 1, 2020, due to COVID-19 and for the health and safety of both consumers and staff, walk-in services at the Department of Commerce and Consumer Affairs offices are available during abbreviated hours between 7:45 a.m. to 12 p.m., Monday through Friday (except for any state/federal holidays), until further notice. Please observe proper safety protocols (e.g., face covering and social distancing) when visiting. Limited staff will be available during normal hours to meet the needs of the public while others remain teleworking from home. The public is strongly encouraged to continue calling in at 586-3000 and utilize the available online services at [cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl) or email us at <http://cca.hawaii.gov/pvl/contact/> and search for the appropriate Board/Program/Commission.

For a full listing of online services please go to <https://cca.hawaii.gov/covid19>.

Due to COVID 19, our offices are complying with the social distancing requirements and we must limit the number of staff in our office. This situation is unfortunately having an impact on the processing times for nurse applications.

However, the Governor has issued Emergency Proclamations and Orders to "waive" certain licenses. You may review these Emergency Proclamations at <https://governor.hawaii.gov/emergency-proclamations>.

#### **Working Without a Hawaii Nurse License**

One of the "waivers" include Chapter 457, HRS, **nurses**, and Chapter 16-89, HAR, **nurses**, to the extent necessary to allow out-of-state licensed practical nurses, registered nurses, advanced practice registered nurses, and advance practice registered nurses with prescriptive authority with a current and active license, or those previously licensed pursuant to Chapter 457, HRS, but who are no longer current and active, to practice in Hawai'i without a license; provided that they have never had their license revoked or suspended and are hired by a state or county agency or facility, or by a hospital, including related clinics and rehabilitation hospitals, nursing home, hospice, pharmacy, clinical laboratory, or other health care entity.

The facilities who hire out-of-state nurses are responsible for vetting the nurse to ensure that the nurse is currently licensed in another jurisdiction and that license has not been suspended or revoked.

Also, due to the quarantine restrictions for anyone entering Hawaii, nurses traveling to Hawaii should apply to [covidexemption@hawaii.gov](mailto:covidexemption@hawaii.gov) for an exemption from the mandatory self-quarantine. To apply, they should provide the following information for each traveler:

- Name
- Date of arrival
- Flight information
- Point of origin and 14-day travel history prior to arrival in Hawaii
- Where each traveler will be staying in Hawaii
- A contact number for each traveler in Hawaii
- Date of departure (if any)
- A description of the emergency response or critical infrastructure service each traveler will be providing in Hawaii

Once this information is received the request can be processed.

These waivers shall remain in effect unless terminated or extended by a separate proclamation, whichever shall occur first.

Nurses practicing under the Emergency Proclamation should also apply for a Hawaii nurse license to continue working should the Emergency Proclamation be terminated.

#### **License by endorsement:**

If you currently hold an unencumbered license in another state and would like to apply for a Hawaii nurse license, you may go to [cca.hawaii.gov/pvl/](http://cca.hawaii.gov/pvl/).

You may apply either by mailing in the application, fees and other required documentation **OR** you may file your application electronically. Please read the instructions and requirements carefully and if possible, refrain from submitting your application by mail **and** electronically as it is not necessary and will delay processing of both applications. Applications received by mail or electronically submitted will be processed. We do NOT accept emailed applications.

#### **Mail:**

You may download the application, instructions and requirements at [cca.hawaii.gov/pvl/boards/nursing](http://cca.hawaii.gov/pvl/boards/nursing). Please read through the instructions and requirements. Incomplete applications will take longer to process.

#### **Electronic:**

Go to [cca.hawaii.gov/pvl/](http://cca.hawaii.gov/pvl/) and create a MyPVL account. Read the instructions and requirements so that you can submit your application online. Follow the prompts for submitting the application. You will also be able to upload documents required for the submission of your application.

#### **Temporary nurse permits:**

Please be advised that due to the limited access for staff to work from the office, we are not issuing temporary licenses for nurses while the Governor's Emergency Proclamation is in effect as we are unable to process these requests in a timely manner.

#### **In-state nurses:**

See information above under **Working Without a Hawaii Nurse License.**

## **Restoring or Reactivating Your Hawaii Nurse License**

If your Hawaii LPN or RN license expired on 6/30/2019 or is “current” but inactive, you may apply to restore or reactivate your Hawaii nurse license.

### Restoration:

If your Hawaii nurse license expired on 6/30/2019\*, you may restore your license by sending an email request to [nursing@dcca.hawaii.gov](mailto:nursing@dcca.hawaii.gov) for the restoration application. Please include your name, address and phone number and your nurse license number.

\*If your Hawaii nurse license expired prior to 6/30/2019, you may be required to reapply as a new applicant and meet the current license requirements.

Once you receive the restoration application, you will complete and mail it back to our office with a check for the fees and proof of completion of the continuing competency requirement and if applicable, the date you were fingerprinted for a criminal history check.

- **Continuing Competency**  
All Hawaii nurses, renewing, restoring or reactivating a nurse license is required to comply with the continuing competency requirements.

Go to [cca.hawaii.gov/pvl/boards/nursing](http://cca.hawaii.gov/pvl/boards/nursing) and click on the “Continuing Competency” tab on the left for information, including the “Continuing Competency Booklet” and the 2019 Renewal Requirements and FAQs.

- **Criminal Records History Check**  
If your original license was issued prior to July 1, 2017, you may have been randomly selected to be fingerprinted.

Go to [cca.hawaii.gov/pvl/boards/nursing](http://cca.hawaii.gov/pvl/boards/nursing) and click on the “Criminal Record History Check” on the left for information and to check the “list” for your name.

If your name appears on the “list”, you must be fingerprinted in order to restore your Hawaii nurse license. You may follow the instructions on how to make an appointment and the correct “code” to use so that we may retrieve your fingerprint results.

If your name does NOT appear on the “list”, then you don’t have to be fingerprinted for now, but may be required to do so in the future.

### Reactivation:

If your Hawaii nurse license is inactive, you may reactivate your license by sending an email request to [nursing@dcca.hawaii.gov](mailto:nursing@dcca.hawaii.gov) for the reactivation application\*\*. Please include your name, address and phone number and your nurse license number.

Once you receive the reactivation application, you will complete and mail it back to our office with a check for the fees and proof of completion of the continuing competency requirement and if applicable, the date you were fingerprinted for a criminal history check.

**\*\*Please note that depending on how many years your license was inactive, the fees may be large. At that point you will have the option of reapplying as a new applicant and meeting the current license requirements and should email the Board's office.**

- **Continuing Competency**  
All Hawaii nurses, renewing, restoring or reactivating a nurse license is required to comply with the continuing competency requirements.

Go to [cca.hawaii.gov/pvl/boards/nursing](http://cca.hawaii.gov/pvl/boards/nursing) and click on the "Continuing Competency" tab on the left for information, including the "Continuing Competency Booklet" and the 2019 Renewal Requirements and FAQs.

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If your name does NOT appear on the "list", then you don't have to be fingerprinted for now, but may be required to do so in the future.

Please email our office at [nursing@dcca.hawaii.gov](mailto:nursing@dcca.hawaii.gov) and make sure that the email includes your name as it appears on your license, license number, if known, current address, phone number and email address so that we can verify your license status and send you the appropriate application and calculated fees.

### **Applying for license by exam:**

If you would like to apply for a Hawaii nurse license by exam, you may go to [cca.hawaii.gov/pvl/](http://cca.hawaii.gov/pvl/).

You may apply either by mailing in the application, fees and other required documentation **OR** you may file your application electronically. Please read the instructions and requirements carefully and if possible, refrain from submitting your application by mail **and** electronically as it is not necessary and will delay processing of both applications. Applications received by mail or electronically submitted will be processed. We do NOT accept emailed applications.

#### **Mail:**

You may download the application, instructions and requirements at [cca.hawaii.gov/pvl/boards/nursing](http://cca.hawaii.gov/pvl/boards/nursing). Please read through the instructions and requirements. Incomplete applications will take longer to process.

#### **Electronic:**

Go to [cca.hawaii.gov/pvl/](http://cca.hawaii.gov/pvl/) and create a MyPVL account. Read the instructions and requirements so that you can submit your application online. Follow the prompts for submitting the application. You will also be able to upload documents required for the submission of your application, except for the transcripts since we still require that we receive your transcripts directly from the school.

- Transcripts  
We require transcripts come directly from the school, we will **NOT** accept any transcripts uploaded by the applicant if filing electronically.

We must receive the transcripts DIRECTLY from the school, electronically sent to [nursing@dcca.hawaii.gov](mailto:nursing@dcca.hawaii.gov), or by mail in order to be considered for your application.

- Exam - Pearson Vue:  
Pearson VUE Authorized Test Centers have been directed to follow guidance from local governments and health authorities, which could also have had an impact on your exam appointment.

Please visit Pearson Vue's web page for FAQs on how to schedule or reschedule your exam.

### **Recent nurse graduates applying for exam and working without a Hawaii nurse license**

Please be advised that on April 25, 2020, Governor Ige issued a Sixth Supplementary Proclamation Amending and Restating Proclamations and Executive Orders Related to the COVID-19 Emergency which suspended, as allowed by federal law, the following statutes and any related administrative rules, in order for state and county agencies to more effectively provide emergency relief and engage in emergency management functions, including, but not limited to, implementing social distancing measures, as a result of the COVID-19 pandemic:

Section 457-7, HRS, **registered nurses; qualifications; licenses; fees; title; existing licensed nurses; verification of licenses; eligibility**, to the extent necessary to waive the licensure and accompanying requirements so as to permit graduates of nursing education programs approved by the State Board of Nursing, within 180 days following graduation, to be employed to practice nursing under the supervision of a registered nurse, with the endorsement of the employing health care entity.

Section 457-8, HRS, **licensed practical nurse; qualifications; license; fees; title; existing licensed nurses; verification of licenses; eligibility**, to the extent necessary to waive the licensure and accompanying requirements so as to permit graduates of nursing education programs approved by the State Board of Nursing, within 180 days following graduation, to be employed to practice nursing under the supervision of a registered licensed practical nurse, with the endorsement of the employing health care entity.

Section 457-8.5, HRS, **advanced practice registered nurse; qualifications; licensure; endorsement; fees; eligibility**, to the extent necessary to waive the licensure and accompanying requirements so as to permit graduates of an accredited graduate-level education program preparing the nurse for one of the four recognized advanced practice registered nurse roles licensed by the State Board of Nursing, within 180 days following graduation, to be employed to practice as an advanced practice registered nurse, with the endorsement of the employing health care entity.

These waivers shall remain in effect unless terminated or extended by a separate proclamation, whichever shall occur first.