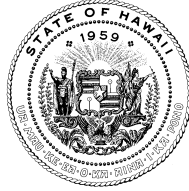


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HONOLULU, HAWAII 96801
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2023 OPTOMETRISTS RENEWAL INFORMATION

Upon renewal, all licensees are required to submit proof of completion of the continuing education ("CE") requirements. The Board of Optometry ("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.

CE REQUIREMENTS

Non-Therapeutic Licensees

- If licensed before 2022, 32 hours of Board approved CE.
- If licensed in 2022, 16 hours of Board approved CE.
- If licensed in 2023, no CE hours are required (for the first renewal of the license).

Therapeutic Pharmaceutical Agent ("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.

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/>).

Online Courses

The Board recognizes the following definitions provided by the Council on Optometric Practitioner Education ("COPE").

Synchronous In-Person: The course instructor is in the same room with the participants, even if other formats are used as audiovisual aids for teaching the course. The instructor is face-to-face with the audience and can touch the participants.

Synchronous Virtual: The course instructor is not physically present (not face-to-face) but is meeting with learners in real-time and can provide immediate feedback.

Examples: Interactive webinars in real time, Videoconferences, Interactive posters with authors presenting in real time. Once the event has taken place, learners may no longer participate in that activity.

Asynchronous: The course instructor and learner are not together at the same time, have no real-time communication, and the content is learner-paced.

Examples: Recorded webinar without instructor interaction, Journal article, Recorded Webcast/podcast. There is not just one time on one day to participate in the activity, rather, the learner determines when they participate.

Non-Therapeutic licensees may submit up to (8) hours of asynchronous CE, and TPA licensees (9) hours of asynchronous CE per HAR section 16-92-39(b).

RENEWALS

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 their current address*. If a licensee did not notify the Board of a change in address, they may not receive the courtesy renewal reminder.

**Information on address changes can be found on our website ([click here](#)). Please allow at least 5 business days for the processing of online requests, and at least 20 business days for the processing of hardcopy requests.*

Online Method

Online renewal may be submitted through the "MyPVL" online service at:
<https://pvl.ehawaii.gov/mypvl>

Licensees may create their "MyPVL" account at any time; however, you will not be able to renew your license online until the portal opens in early November 2023.

Optometrists who renew online will be asked to attest that they have completed the CE requirements and will need to mail in the following items as a packet:

- Copy of online renewal confirmation;
- Original CE certificates; and
- [CE Audit Form](#)

Hardcopy Method

Hardcopy renewal applications will **not** be available online, however, they may be requested 8 weeks before license expiration. If you would like to request a hardcopy renewal application, please email (optometry@dcca.hawaii.gov) or call (808) 586-3000, 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.

Please allow the Licensing Branch at least 5 business days from receipt of your request for processing.

Licensees who renew by hardcopy will need to mail in the following items as a packet:

- Original completed hardcopy renewal form;
- Renewal fee;
- Original CE certificates; and
- [CE Audit Form](#)

Please allow at least 15 to 20 business days after receipt for a complete renewal application (including all requested supporting documents and required fees) for processing. To check on the status of a hardcopy 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.

RENEWAL PACKET SUBMITTAL

Whether you renew using the online or hardcopy method, all items listed in the packets above must be submitted in-person or by mail no later than December 31, 2023 to be considered on-time:

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

Please note that any CE certificates submitted to the Board via fax or email will **not** be accepted. The Board will not return any CE documents submitted.

Failure to complete or provide proof of completion of the CE requirement by December 31, 2023 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 Optometry at optometry@dcca.hawaii.gov