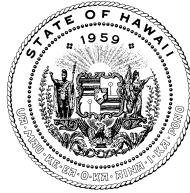


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October 23, 2023

MEMORANDUM

TO: Naturopathic Physicians

FROM: Hawaii Board of Naturopathic Medicine ("Board")

SUBJECT: Continuing Education Requirements for License Renewal

LICENSE RENEWAL

Prior to every biennial license renewal, Hawaii licensed Naturopathic Physicians ("ND") must meet the continuing education requirements set forth by Chapter 455, Hawaii Revised Statutes ("HRS") and provide proof of having met those requirements.

**Please note that only those ND's who graduated from a school, university, or college of naturopathic medicine pursuant to section 455-3 within one year of their first renewal period shall not be subject to the continuing education requirement for the first license renewal.*

CONTINUING EDUCATION REQUIREMENTS

Pursuant to the HRS 455-1 definition: "Continuing education courses", means courses approved by a professional association or organization representing a licensed profession whose program objectives are related to naturopathic medicine; provided that the professional association or organization is approved by the board".

ND's must complete at least (35) hours of continuing education ("CE") related to naturopathy, of which a minimum of (15) hours must be in the subject of pharmacology. Additionally, all courses must have been taken within the two-year period preceding the renewal date. For this renewal, the two-year period is **January 1, 2022-December 31, 2023**.

PROFESSIONAL ASSOCIATIONS OR ORGANIZATIONS

The Board will only accept CE courses approved by professional associations or organizations who are themselves **Board-approved**. The following represents an exhaustive list of each professional association or organization approved by the Board:

1. American Association of Naturopathic Physicians;
2. State naturopathic professional associations;
3. American Medical Association;
4. State medical professional associations;
5. American Osteopathic Association;
6. State osteopathic professional associations;
7. American Chiropractic Association;
8. State chiropractic professional associations;
9. American Physical Therapy Association;
10. State physical therapy associations;
11. American Psychological Association
12. State psychological professional associations;
13. National Certifying Commission for Acupuncture and Oriental Medicine;
14. American Academy of Family Physicians;
15. National Association for Alcoholism and Drug Abuse Counsellors;
16. Holistic Dental Association;
17. International Academy of Biological Dentistry and Medicine; and
18. International Academy of Oral Medicine and Toxicology

**Please note that online CE courses are acceptable so long as they have been approved by the foregoing professional associations and organizations. For example such online continuing education hubs like myCME provide access to CE courses but it is the responsibility of the ND to ensure that the individual courses taken on such platforms are approved by one of the Board-approved entities above.*

If you have taken CE courses approved, facilitated, or sponsored by associations or organizations not found on the above list either because they do not meet the statutory definition or have not been approved by the Board, the Hawaii Society of Naturopathic Physicians (“HSNP”) provides a CE review and approval service for a nominal fee. You can review the process by visiting HSNP’s website. **Be advised**, this service is provided solely by HSNP, and is not offered pursuant to any direction or endorsement by the Board. Therefore, the service is not to be viewed as binding on the Board or the Department of Commerce and Consumer Affairs.

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CE DOCUMENTATION

Certificates or letters from the CE course providers confirming course completion are acceptable documentation of CE, provided that the following information is included:

1. Name of the N.D. (Your name).
2. Title of the CE course.
3. Date of the CE course.
4. Name of the professional association or organization that approved the CE course (see list above); and
5. Number of hours of the CE course; **hours for pharmacology should be clearly identified separately from general hours by the course provider.**

Please note: If you are submitting hours for a continuing education course that has been reviewed by HSNP through their continuing education approval process, please attach the original approval letter provided by HSNP directly to the certificate it refers to.

RENEWAL APPLICATION

On November 3, 2023, you will be mailed a renewal application form. Once received, please read all information carefully and then submit the following items in one envelope to the return address found on the form.

1. Your completed renewal application.
2. Renewal fee; and
3. All CE documentation.

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

FYI: At this time Naturopathic Physicians are unable to renew online.

If you have any questions regarding this memo, please contact the Board's office at (808)586-2708 or by email naturopathy@dcca.hawaii.gov. Thank you for your kind attention to this matter.