



HAWAII MEDICAL BOARD
STATE OF HAWAII
PROFESSIONAL & VOCATIONAL LICENSING DIVISION
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
P.O. BOX 3469, HONOLULU, HAWAII 96801-3469

Licensee
Address

04/2026

MEMORANDUM

License Number: DOS-XXXX-0

Dear Licensee,

SUBJECT: 2026 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, 2026 unless renewed. In order to renew, osteopathic physicians must meet the continuing medical education ("CME") requirements as described on 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 APPLICATION

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:**

1. Submit your CME documentation to the Hawaii Medical Board, P.O. Box 3469, Honolulu, HI 96801.
2. Once your CME has been approved, you may renew through www.imlcc.com. **DO NOT RENEW UNTIL THEN.**

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 lieu of your CME documentation, 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 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 June 30, 2026. 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 create a MyPVL account, please go to: <https://mypvl.dcca.hawaii.gov/>.

Thank you for your kind attention to this matter. If you have any questions regarding this memo, please call the Board's office at 1-844-808-DCCA (3222), between the hours of 7:45 a.m. - 4:30, p.m., Hawaiian Standard Time, or email at medical@dcca.hawaii.gov.

CME REQUIREMENT & DOCUMENTATION

The CME requirement may be met and documented by:

1. Completing or participating in an accredited residency or fellowship program from **July 1, 2024 to June 30, 2026.**

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. in **July 1, 2024 to June 30, 2026.**

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 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 CME requirements below under the 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. Obtain category 1 or 1A CME hours in the following activities between **July 1, 2024 to June 30, 2026**:

- Attending activities that provide category 1 or 1A CME hours;
- Participating in internet activities that provide category 1 or 1A CME hours; or
- 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 osteopathic physician's name, and the dates, title and number of hours of the CME.

You will need:

- **40 category 1 or 1A CME hours** if you initially received your Hawaii license prior to **July 1, 2024**; or
- **20 category 1 or 1A CME hours** if you initially received your Hawaii license between **July 1, 2024 to June 30, 2025**. Only 20 hours are required for the initial renewal. Beginning with the 2028 renewal and thereafter, 40 hours will be required.

The hours may be obtained at any time between **July 1, 2024 to June 30, 2026**. As such, obtaining all CME hours in a single month (40 hours in August of 2025, 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 alone in a medical organization (such as a medical society or association); or
- Teaching.

Very truly yours,

/s/Elizabeth Kor

Executive Officer