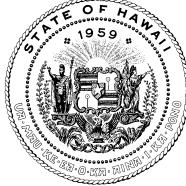


DAVID Y. IGE  
GOVERNOR

JOSH GREEN  
LIEUTENANT GOVERNOR



CATHERINE P. AWAKUNI COLÓN  
DIRECTOR

CHARLENE L.K. TAMANAHĀ  
LICENSING ADMINISTRATOR

## HAWAII MEDICAL BOARD

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

October 11, 2019

### **MEMORANDUM**

TO: Physician Assistants Selected for Random Audit

FROM: Hawaii Medical Board

SUBJECT: 2020 License Renewal/Continuing Medical Education ("CME") Audit

### **LICENSE RENEWAL**

The Hawaii Medical Board ("Board") would like to advise you that physician assistant certificates expire on January 31, 2020, unless renewed. In order to renew your certificate, physician assistants must meet the CME requirement as described in the subsequent pages of this memorandum.

### **RANDOM AUDIT**

Act 181, Session Laws of Hawaii 2019, requires, among other things, that a physician assistant submit CME to renew their license. This Act also allows the Board to 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 certificate.

### **RENEWAL NOTICE**

In November 2019, you will receive a renewal notice and renewal application. Please disregard that information as you are receiving this notice and renewal application. You do not have to submit two renewal applications.

### **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.**

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:

Obtaining **40 hours of CME** in the following activities between February 1, 2018 and January 31, 2020:

- Category 1 CME accredited by the American Medical Association (AMA);
- Category 1A CME accredited by the American Osteopathic Association (AOA); or
- Category 1 CME accredited by the American Academy of Physician Assistants (AAPA)

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 assistant's name, the dates, title and number of hours of the CME.

The hours may be obtained at any time during February 1, 2018 through January 31, 2020. As such, obtaining all CME hours in a single month (for instance, 40 hours in February 2018) would be acceptable. Further, CME may be obtained in-person, online, etc., provided it meets the requirements above.

**THE CME REQUIREMENT MAY NOT BE MET BY:**

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