



BOARD OF EXAMINERS IN OPTOMETRY

STATE OF HAWAII
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
P.O. BOX 3469
HONOLULU, HAWAII 96801
www.hawaii.gov/dcca/pvl

2013 OPTOMETRISTS RENEWAL INFORMATION

Renewal Applications:

Renewal notices will be mailed to all currently licensed optometrists at their address of record. It is the licensee's responsibility to notify the Board of Examiners in Optometry ("Board") of their current address. If a licensee did not notify the Board of a change in address, they may not receive the renewal notice. Licensees who renew by mail will need to submit their completed renewal application with the renewal fee and proof of completion of the continuing education ("CE") requirement. Renewal applications will be available for download in early November 2013 from our website at:

<http://hawaii.gov/dcca/pvl/boards/optometry/>.

Online Renewal:

Online renewal applications will be accessible in early November 2013. Optometrists who renew online will be asked to attest that they have completed the CE requirement and shall submit proof of their CE hours by mailing in their certificates of completion upon submission of their online renewal.

Continuing Education Requirements for Optometrists:

Upon renewal (mail or online), all licensees are required to submit proof of completion of the CE requirement by submitting their CE certificates of completion. The Board will conduct a 100% audit of licensees and an audit review of all CE courses.

Non-Therapeutic - 32 hours in approved programs or if initially licensed in the first year of the biennium (2012), submit certification of having earned sixteen (16) CE hours for the biennium. A person who obtains licensure in the second year of the biennium (2013) need not obtain any CE hours for the first renewal of their license.

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TPA Certified - 36 hours of Board approved courses in the diagnosis, treatment, and management of ocular and systemic diseases regardless of initial date of licensure.

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 "Verification of One Hundred (100) Hours of Education To Be Used To Satisfy The Requirement For Thirty-Six (36) Hours of Approved Continuing Education" form (form available on the Board's website). This form may be accepted in lieu of the 100 hour Board-approved course or the 36 hours of CE required per biennium.

For both non-therapeutic and TPA certified optometrists, the number of online or correspondence CE hours may not constitute more than 25% of the total number of CE hours required per biennium for license renewal, e.g. 32 hours total required, not more than 8 hours of online or correspondence courses may be counted.

Proof of completion of the CE Requirement

All certificates must be mailed to: Board of Examiners in Optometry, P.O. Box 3469, Honolulu, HI 96801. Please note that the Board does not accept any CE certificates via facsimile or email.

Also, please note that the Board will accept a copy of your original certificate. If you submit an original certificate, it will not be returned to you.

Failure to complete or provide proof of completion of the CE requirement and 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 their license.

Please allow at least 15 to 20 business days for a renewal application to be processed, provided that the licensee has submitted a completed application and that all other requirements are received and satisfied (i.e. fees, CE certificates, etc.).

If you have any questions, please contact the Board of Examiners in Optometry at optometry@dcca.hawaii.gov