

## FREQUENTLY ASKED QUESTIONS: PHYSICIANS (MDs)

### APPLICATION & REQUIREMENTS

- **Where can I get an application?**

You can download the application at the Medical and Osteopathy website [www.hawaii.gov/dcca/pvl/boards/medical/application\\_publication/](http://www.hawaii.gov/dcca/pvl/boards/medical/application_publication/) .

- **How much are the fees?**

Information regarding the fees can be found on the instruction sheet attached to the application.

- **What are the licensing requirements for a physician who has graduated from a medical school in the United States or Canada?**

In general, the physician must have the following:

1. Medical degree from a school or college accredited by the Liaison Committee on Medical Education;
2. One year of residency in a training program accredited by the Accreditation Council for Graduate Medical Education (ACGME), the Royal College of Physicians and Surgeons of Canada (RCPSC) or the College of Family Physicians of Canada (CFPC); and
3. Completion of a U.S. or Canadian national licensing examination.

- **What are the licensing requirements for a foreign medical school graduate?**

There are two pathways for graduates of foreign medical schools. The first pathway requires that the physician have the following:

1. Medical degree;
2. Two years of residency in a training program accredited by the ACGME, RCPSC or CFPC;
3. Completion of a national licensing examination; and
4. Educational Commission for Foreign Medical Graduates (ECFMG) certificate, completion of the American Medical Association's (AMA) Fifth Pathway Program, or the Medical Council of Canada Evaluating Examination (MCCEE) if the applicant went through an RCPSC or CFPC accredited residency program.

The second pathway requires that the physician have the following:

1. Medical degree;
2. Three years of experience or medical training in a hospital that has been approved by the AMA for internship or residency;

3. Passage of the FLEX or the USMLE, or a Board-approved combination of both; and
4. Passage of the Educational Commission for Foreign Medical Graduates (ECFMG) qualifying examination prior to 1984.

- **I need to fulfill the residency training requirement. How can I get into a residency program in Hawaii?**

Contact the Hawaii Residency Program at (808) 528-1495, write to: Hawaii Residency Program, 1356 Lusitana Street, University Tower, #510B, Honolulu, HI 96813, or online at: [www.hawaiiresidency.org](http://www.hawaiiresidency.org) .

- **Does Hawaii recognize a medical license from another state?**

We are not reciprocal with any other State. All applicants for a medical license must meet the requirements above.

- **How can I check on the status of my application?**

Please call the Licensing Branch at (808) 586-3000 between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

## **EXAMINATION**

- **What are the U.S. or Canadian national licensing examinations accepted by the Board?**

The examinations are:

1. United States Medical Licensing Examination (USMLE);
2. National Board of Medical Examiners examination (NBME);
3. Federation of Licensing Examination (FLEX);
4. Approved combinations of the USMLE, NBME and FLEX;
5. Special Purpose Examination (SPEX), if the applicant took a state-developed examination to become licensed in another state; and
6. Medical Council of Canada Qualifying Examination (MCCQE) of the LMCC.

- **I did not take any of these examinations. The exam I took was developed by the State that licensed me. Will you accept that exam?**

We are only able to accept national licensing examinations. Physicians who have taken state-developed examinations may take the Special Purpose Examination (SPEX) to meet our examination requirement. If interested,

please contact the Federation of State Medical Boards at (817) 868-4000 or go to: [www.fsmb.org](http://www.fsmb.org) and click on Examination Services.

- **Where do I apply for the USMLE?**

You may apply with the Federation of State Medical Boards. The application and information is available at their website: [www.fsmb.org/](http://www.fsmb.org/). Alternatively, you may call them at (817) 868-4000.

- **What is the passing score?**

75 is the passing score for each part or Step of the examinations.

- **What is the timeframe in which to pass all three Steps of the USMLE?**

All Steps of the USMLE must be passed within seven years. In rare instances, it may mean having to retake a Step in order to meet this requirement. One way to determine whether a Step needs to be retaken is to go back seven years from the date of the most recent Step passed. As an example, if Step 3 was passed on June 30, 2001, any Step passed before June 30 1994 would need to be retaken.

- **There are extenuating circumstances that prevented me from completing all three Steps within seven years. Can I get a waiver of the seven-year time limit?**

The seven-year time limit is set by law and therefore, cannot be waived under any circumstance.

- **When may I take USMLE Step 3?**

If you are a graduate of an U.S. or Canadian medical school, you may take it as early as the first year of your (accredited) post-graduate training (residency). If you are a foreign medical school graduate, you may take it as soon as the second year of your (accredited) post-graduate training (residency).

- **How many times am I allowed to take an examination?**

There is no limit to the number of times an examination may be taken.

## **LICENSURE**

- **How quickly will I receive my license?**

Provided that an application does not require Board review, we advise applicants that it usually takes 3-4 weeks from the time we receive a **completed** application.

- **What do you mean by a completed application?**

An application is considered to be complete when we have received the physician's application form, all supporting documents (i.e., state verifications, hospital affiliations, reports, etc.) and the required fees.

- **What kinds of applications are reviewed by the Board?**

Applications containing questionable, derogatory or disciplinary information are reviewed by the Board

## **TEMPORARY LICENSES**

- **What types of temporary licenses does the Board issue?**

There are a variety of limited and temporary licenses, including those for state or county government employment, post-graduate training, public emergencies and shortages of physicians in a particular locality.

A limited and temporary license may also be issued to a qualified applicant who:

1. Intends to take the national licensing examination within eighteen months of receiving the temporary license; and
2. Practices medicine while under the direction of a Hawaii-licensed physician.

- **What about locum tenens?**

There is no limited and temporary license for physicians on locum tenens.

- **I don't intend to set up practice in Hawaii, but have been invited to teach a surgical procedure. What type of license will allow me to do this?**

An educational teaching license (valid for twelve months) may be issued for this purpose.

- **Where can I get an application for a temporary license?**

To obtain an application, please call our Licensing Branch at (808) 586-3000 or e-mail us at [medical@dcca.hawaii.gov](mailto:medical@dcca.hawaii.gov).

### **How much are the fees?**

Information regarding the fees can be found on the instruction sheet attached to the application.

## **PRESCRIBING**

- **Will I be able to call in prescriptions?**

To call in prescriptions, you will need an oral code number from the Department of Public Safety's (DPS) Narcotics Enforcement Division (NED). Call (808) 837-8470 or write: DPS, NED, 3375 Koapaka Street, D-100, Honolulu, HI, 96819.

- **What do I need to do to prescribe controlled substances?**

To prescribe controlled substances, you will need to register with the U.S. Drug Enforcement Agency (DEA) and the State Department of Public Safety's (DPS) Narcotics Enforcement Division (NED).

The DEA may be reached at the Registration Call Center: (800) 882-9539. Or online at: [www.deadiversion.usdoj.gov](http://www.deadiversion.usdoj.gov).

The NED may be reached at DPS, NED, 3375 Koapaka Street, D-100, Honolulu, HI, 96819. Or, you may call (808) 837-8470.

## **RENEWAL**

- **How often must I renew my license?**

Licenses are renewed every two years on January 31 of each even-numbered year. Renewal applications are sent out in November of the odd-numbered year. If you do not receive it by the end of November, please call (808) 586-3000.

- **How much are the fees?**

Renewal fees are \$240.00

- **What are the requirements for renewal?**

Physicians must submit a renewal application, pay the renewal fee and meet the continuing medical education (CME) requirement.

- **Am I required to submit documentation of CME with my renewal?**

You are not required to submit documentation unless you are randomly audited and notified by the Board to do so.

- **Can I renew my license online?**

You may renew online unless you are randomly audited and required by the Board to submit documentation of your CME with your renewal.

- **Can I renew my license after the renewal date?**

Licenses may not be renewed after the renewal date. However, you may restore your license if, within two years of your last renewal, you mail in:

1. the renewal form;
2. \$290.00; and
3. if audited, documentation of your CME.

Licenses may not be restored online.

## **CONTINUING MEDICAL EDUCATION (CME)**

- **How can the CME requirement be met?**

For the 2006 renewal, it can be met by:

1. Completing, in the year 2004 or 2005, an ACGME accredited residency or fellowship program;
2. Completing, in the year 2004 or 2005, a full academic year of education in a medically related field leading to an advanced degree other than M.D.;
3. Meeting the CME requirements of a medical society to which you belong;
4. Meeting the CME requirements of an American Board of Medical Specialties (ABMS) specialty board with which you are certified;
5. Having a current American Medical Association Physician Recognition Award (PRA); or
6. During the years 2004-2005, obtaining 40 hours of category 1 CME hours if you were first licensed in Hawaii prior to 2/1/04 or 20 hours of category 1 CME if you're first licensed in Hawaii between 2/1/04-1/31/05.

- **What are examples of category 1 CME activities?**

Examples include:

1. Attending activities that provide category 1 CME hours;
2. Participating in internet activities that provide category 1 CME hours;
3. Reading/responding to articles in journals that provide category 1 CME hours;
4. Participating in an ACGME accredited residency or fellowship program during the years 2004-2005; or
5. Participating in academic study of a medically related field leading to an advanced degree other than M.D. during the years 2004-2005.

- **Can the CME requirement be waived; and how do I apply for the waiver?**

The Board may waive or modify the CME requirement if the physician:

1. Practices in an isolated geographical area with an absence of opportunities for CME; or
2. Is unable to devote sufficient hours to CME because of incapacity, undue hardship, or any other extenuating circumstances.

To have the CME requirement waived or modified, at the time of renewal, send in the renewal form, renewal fee and an affidavit which:

1. Requests a waiver/modification of the CME requirement;
2. Provides an explanation as to why you were unable to meet the CME requirement; and
3. Is notarized.

## **MISCELLANEOUS**

- **Is there an inactive status for physicians who aren't actively practicing in Hawaii?**

We do not have an inactive category.

- **I recently moved and would like to know how I can file a change of address with your agency.**

To file a change of address, you will need to provide us with your name, license number and new address. You may send it through e-mail ([medical@dcca.hawaii.gov](mailto:medical@dcca.hawaii.gov)) or mail it to: DCCA, PVL, Licensing Branch, P.O. Box 3469, Honolulu, HI 96801.

- **Where can I obtain licensing information on a physician?**

Licensing information may be found at the Professional and Vocational License Search: [www.ehawaii.gov/org/serv/pvl](http://www.ehawaii.gov/org/serv/pvl). Should you need further assistance, we invite you to call the Licensing and Business Information Section at (808) 587-3295, between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

- **How can I find out if a physician has been disciplined?**

Complaints information may be found at the Licensee and Business Complaints History Search: [www.ehawaii.gov/org/serv/cms](http://www.ehawaii.gov/org/serv/cms).

- **Who do I contact to file a complaint against a physician?**

To file a complaint, please contact the Regulated Industries Complaints Office (RICO) at (808) 587-3222 (menu option #3) or at: [www.hawaii.gov/dcca/areas/rico/forms](http://www.hawaii.gov/dcca/areas/rico/forms).

- **I'm applying for licensure in another State and they need a verification of my Hawaii license. How can I arrange to have one sent to them?**

Mail a request for verification to: DCCA, PVL, Licensing Branch, P.O. Box 3469, Honolulu, HI, 96801. Provide the name and mailing address of the State Board and enclose a check in the amount of \$15.00 made payable to Commerce and Consumer Affairs.

- **Can you tell me where I can find the statute and rules relating to physicians?**

The Department website contains information on the statute and rules at: [www.hawaii.gov/dcca/areas/pvl/boards/medical/statute\\_rules/](http://www.hawaii.gov/dcca/areas/pvl/boards/medical/statute_rules/).