

## **Dentist & Dental Hygienist Licenses Renewal Requirements and FAQs** **For the 2024-2025 Licensing Biennium**

**Renew your license online at <https://mypvl.dcca.hawaii.gov>**

(If you have not already done so, you can create a MyPVL account)

### **RENEWAL LICENSURE REQUIREMENTS: CONTINUING EDUCATION**

**Requirement:** Unless you are approved for one of the exemptions or have received prior approval for an extension by the Hawaii Board of Dentistry, **ALL** Hawaii Dentist and Dental Hygienist licensees must complete their required continuing education requirements.

**Note:** If you do not renew your dentist or dental hygienist license by December 31, 2025, you may NOT practice as a dentist or dental hygienist in this State.

If you do not renew your dentist or dental hygienist license by December 31, 2025, you have two (2) years (until December 31, 2027) to restore your license. Restoration requires hard-copy submittals of a restoration application, restoration fee, and certificates of completion for the full CE requirements, regardless of time of licensure. Individuals who miss the renewal deadline may NOT practice until/unless their license is appropriately restored.

\*Only community service dental hygienists (CSDH) renew on an annual basis, pursuant to HRS §447-1.5(c). Contact the Board directly if you are a CSDH and unsure about your license renewal deadline.

*Please note that while the board sends a courtesy reminder, pursuant to HAR §16-79-3(a) it is each licensee's responsibility to ensure timely renewal, completion of CE requirements, and the satisfaction of renewal requirements provided by law.*

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## **General Renewal FAQs**

**1. When is the deadline to renew my license?**

All Dentist and Dental Hygienist licensees must renew their licenses by **December 31, 2025**, regardless of the date that the license was issued.

Only CSDH licensees have a different, annual renewal deadline.

**2. Can I renew online?**

You may renew online at <https://mypvl.dcca.hawaii.gov/>

Licensed dentists who hold a permit to administer general anesthesia, deep sedation, or moderate (conscious) sedation CANNOT renew online. All renewals must be submitted via hard-copy regardless of whether you are planning to renew your special privilege or not. **Additionally, you must complete a renewal facility inspection by December 31, 2025 if you wish to maintain your privilege to administer.**

If you are switching your license to active/inactive status you CANNOT renew online and must request a hardcopy renewal form.

**3. How do I request a hardcopy renewal form?**

Hardcopy renewal form may be requested 8 weeks before license expiration date by:

- a) Phone: Professional and Vocational Licensing Branch at (808) 586-3000
- b) Email: [dental@dcca.hawaii.gov](mailto:dental@dcca.hawaii.gov) – include your name, license number, and complete mailing address
- c) In-person: King Kalakaua Building, 335 Merchant Street, Rm. 301 Honolulu, Hawaii 96813

Hours of Operation: The DCCA will be open 7:45 AM – 4:30 PM (Hawaii Standard Time), Monday to Friday, except state holidays.

**4. How early can I submit my renewal application?**

Renewals will be accepted from November 5, 2025 to December 31, 2025. We encourage licensees to submit their renewals as early as possible during the renewal period to avoid delays.

**5. Can I email my renewal form?**

We do not accept application, renewal, or restoration forms via email. You must mail in hard-copies if not submitting online.

**6. I was recently issued a license; do I still need to renew and pay fees?**

All licenses, regardless of issuance date, are subject to renewal by December 31 of every odd-numbered year.

**7. Will I receive a reminder from the board to renew?**

The board will send a courtesy renewal reminder postcard mailed out by November 5, 2025 to the latest mailing address we have on file. It shall be the licensee's responsibility to provide written notice to the licensing authority of any change of address within thirty days of the change. (HRS §436B-17).

Please note that the reminder postcard is a courtesy. Pursuant to HAR §16-79-3(a), it is each licensee's responsibility to ensure timely renewal, completion of CE requirements, and the satisfaction of renewal requirements provided by law.

Please be advised that it is almost impossible for DCCA to verify whether or not a licensee has received the postcard reminder. It is not the board's responsibility to track postcard deliveries once they have been mailed out.

**8. Do I have to submit CEs to renew?**

At the time of renewal, each licensee shall certify on the renewal application that the licensee has satisfied all CE requirements pursuant to HAR §16-79-146.

Please see the CE Requirement section below.

Please do NOT send the board your CE records unless you are requested to do so. The board performs a random audit after the renewal period is closed and all on-time renewals have been processed. Those randomly audited will be contacted with instructions by mail.

**9. What are the renewal fees?**

**On-Time Cost to Renew:**

- Dentist (DT) - active status - \$308.00
- Dental Hygienist (DH) – active status - \$164.00

- Dentist (DT) w/Anesthesia Privilege - active status - \$388.00 (*must renew by hardcopy only and submit facility inspection form*)
- Dental Hygienist (DH) – inactive status - \$12.00
- Dentist (DT) - inactive status - \$12.00
- Community Service Dental Hygienist (CSDH) - \$105.00
- Community Service Dentist (CSDT) - \$200.00

**10. My license is currently on “inactive” status, do I still have to renew my inactive license by the renewal deadline?**

Yes, all “inactive” licenses must be renewed on “inactive status” by December 31<sup>st</sup> of each odd-numbered year to maintain inactive status. Continuing education is not required for inactive status licensees, unless applying to reactivate your inactive license.

Pursuant to HAR §16-79-12.7(c), “a licensee on inactive status shall be considered as unlicensed and shall not engage in the practice of dentistry or dental hygiene. Any person who violates this prohibition shall be subject to discipline.”

**11. How do I place my license on “Inactive” status?**

If you would like to place your current, active license on “inactive” status anytime outside the renewal window, please submit an “Inactivation” application available on our website, along with the inactivation fee: [https://cca.hawaii.gov/pvl/boards/dentist/application\\_publications/](https://cca.hawaii.gov/pvl/boards/dentist/application_publications/).

Please be advised that you must still RENEW your inactive license by the renewal deadline of December 31<sup>st</sup> of every odd-numbered year.

If you would like to place your current, active license on “inactive” status DURING the renewal window (November 5, 2025 – December 31, 2025), please request a hard-copy renewal form from our office by emailing [dental@dcca.hawaii.gov](mailto:dental@dcca.hawaii.gov). There is a section to check on the hard-copy renewal form to renew and change status to “inactive.”

**12. How long does it take for my renewal to process?**

Processing times are average and subject to licensee meeting all requirements. Processing times may be longer due to the high volume of renewals received.

Online: 3-5 business days; hardcopy 14-21 business days

**13. How will I know whether or not my renewal was successful?**

Please check the licensee look-up to monitor whether your renewal was processed. Your license status will reflect that it is, "CURRENT, VALID & IN GOOD STANDING" and the expiration date will be updated to: 12/31/2027.

Please note that you must retrieve and print your pocket ID online via your MyPVL account at: <https://mypvl.dcca.hawaii.gov>. **NO OTHER NOTICE WILL BE PROVIDED.**

**14. What if I missed the renewal deadline of December 31, 2025?**

Your license will be considered "forfeited." Forfeited licenses be restored within two years after the date of expiration upon compliance with the licensing renewal requirements provided by law and upon written application and payment of all applicable renewal fees, penalty fees, and compliance resolution fund fees (HRS §16-79-3.1).

**15. How do I check that my hard-copy renewal form was received?**

To verify if our office has received your hard-copy renewal form, please call the Licensing Branch at (808) 586-3000 or email [Dental@dcca.hawaii.gov](mailto:Dental@dcca.hawaii.gov).

We recommend that you do not rely solely on USPS or other mail tracking to confirm that your renewal form was received by our office. We are not responsible for lost, misplaced, or misfiled mail. You must check directly with our office to confirm if your mailed application was received or not.

Please allow at least 3 business days from the day you posted your mail to check with our office as all mail must be received, sorted, and processed into our system.

## **Continuing Education Requirements for Dentist and Dental Hygienist Renewal**

### **1. What are the CE requirements I must meet to renew?**

Your CEs must have been completed between January 1, 2024 and December 31, 2025.

Please see detailed information regarding CE requirements in HRS §448-8.5 (Ethics Requirements for Dentists) and HAR Chapter 16-79, Subchapter 14 Continuing Education.

To receive CE credits, courses shall be taken from approved sponsoring organizations pursuant to HAR §16-79-142, or courses previously approved by the Board pursuant to HAR §16-79-143.

<b>Dentist CE Requirements</b>		
Licensed anytime <u>before</u> Jan 1, 2024	Licensed anytime from Jan 1, 2024 – Dec 31, 2024	Licensed anytime from Jan 1, 2025 – Dec 31, 2025
38 total	22 total	6 total
At least 20 clinical	At least 12 clinical	
At least 6 ethics	At least 6 ethics	6 ethics
At least 1 BLS*, not more than 4	At least 1 BLS*, not more than 4	

<b>Dental Hygienist CE Requirements</b>		
Licensed anytime <u>before</u> Jan 1, 2024	Licensed anytime from Jan 1, 2024 – Dec 31, 2024	Licensed anytime from Jan 1, 2025 – Dec 31, 2025
20 total	10 total	2 total
At least 11 clinical	At least 6 clinical	
At least 2 ethics	At least 2 ethics	2 ethics
At least 1 BLS*, not more than 4	At least 1 BLS*, not more than 4	

**\*Please note:**

- 1) Basic Life Support (“BLS”) for Healthcare Providers courses must be sponsored by the American Red Cross or the American Heart Association. Completion of a general CPR course will not be sufficient.
- 2) A dentist administering general anesthesia or moderate sedation shall be required to complete the Advanced Cardiac Life Support (“ACLS”) course or if treating pediatric patients, the Pediatric Advanced Life Support (“PALS”) course; provided that both courses shall be completed if the dentist is treating pediatric patients and minors thirteen years or older.

**2. Does the board accept virtual CEs?**

**Virtual CEs will be accepted for this renewal period only. These do not need to be synchronous courses.**

**However, this waiver DOES NOT include acceptance of 100% virtual BLS courses. The hands-skill portion of BLS/PALS/ACLS must be completed in-person.**

**On September 16, 2024, the Board of Dentistry (“Board”) voted to extend its blanket waiver allowing for acceptance of all continuing education (“CE”) courses completed through virtual means due to undue hardship from the pandemic, pursuant to Hawaii Administrative Rules (“HAR”) §16-79-147.**

This exemption will only be applied towards the required CE course hours for the biennial renewal period of January 1, 2024 to December 31, 2025. All CE hours will still need to be in the approved categories pursuant to HAR §16-79-141, and shall be taken from approved sponsoring organizations pursuant to HAR §16-79-142, or courses previously approved by the Board pursuant to HAR §16-79-143.

The waiver DOES NOT include the hands-skill portion of the required Basic Life Support (“BLS”) for Healthcare Providers course sponsored by the American Red Cross or the American Heart Association.

A dentist administering general anesthesia or moderate sedation shall be required to complete the Advanced Cardiac Life Support (“ACLS”) course or if treating pediatric patients, the Pediatric Advanced Life Support (“PALS”) course; provided that both courses shall be completed if the dentist is treating pediatric patients and minors thirteen years or older. The ACLS and/or the PALS course may be completed

through virtual means during the biennial renewal period of January 1, 2024 to December 31, 2025.

### **3. What happens if I am audited for CEs?**

Pursuant to HAR §16-79-146, at the time of renewal, each licensee shall certify on the renewal application that the licensee has satisfied all of the CE requirements. In order to determine whether the CE requirements have been met, the Board will conduct a random audit of licensees after all on-time renewal applications have been processed. All selected licensees will be notified by mail and will be required to submit copies of the original documents or evidence of attendance to be attached to the summary form provided by the Board.

### **4. Waiver or modification of requirements:**

If you are applying for a waiver request for the CE requirements, you must submit a signed, dated request for waiver with supporting documents **BEFORE** you submit your renewal application.

Submitting a request for waiver of the CE requirements does not guarantee that your request will be approved.

Pursuant to HAR §16-79-147, the Board may waive or modify the CE requirements based on the following:

1. Full-time service in the armed forces of the United States;
2. An incapacitating illness documented by a licensed physician;
3. Being disabled and unable to practice dentistry or dental hygiene;
4. Being retired from practice and not performing any dental or dental hygiene services; or
5. Undue hardship or any other extenuating circumstances.

### **5. Common deficiencies from the continuing education audit:**

- CE course was taken with an organization that is NOT on the Board's approved sponsoring list in HAR §16-79-142 or HAR §16-79-143
- Individuals licensed in more than one state submitting CEs that comply with other states, but do not meet Hawaii's specific CE requirements



- Missing CEs in the required CE categories (clinical, ethics, BLS – all have specific minimum/maximum requirements based on license type and date of licensure)
- CEs taken outside the dates of the current licensing biennium
- BLS taken with an organization that “follows the standards of American Heart Association or American Red Cross” but is not SPONSORED by the AHA or ARC. Must be sponsored by AHA or ARC, or a BLS course approved by the Board (list of approved courses is posted on the Board’s website)
- Licensee has an ACTIVE license, but states they are close to retiring, not in active practice, no longer located in Hawaii, etc. If you have an active license, you MUST meet the CE requirements unless you submit waiver request information and are approved for waiver or are renewing in INACTIVE status.
- Licensee submits CE course on practice-building/marketing
  - Pursuant to HAR §16-79-141(a), “All eligible CE categories shall be relevant to the care and treatment of patients...”
  - Pursuant to HAR §16-79-141(a)(1)(A), the clinical course requirements, “Shall be directly related to the provision of oral health care and treatment of patients”
- No documentation maintained to verify that the CEs were completed
  - Pursuant to HAR §16-79-145, all licensees are required to maintain original documentation showing completion of CE courses for a minimum of four (4) years after completion of the CE course

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### **FORFEITURE OF LICENSE**

Pursuant to HAR §16-79-3(c), the failure to timely renew a license, the failure to pay all applicable fees, the failure to complete the CE requirements, the dishonoring of any check upon first deposit, or the failure to comply with any other requirement provided by law, shall cause the license to be automatically forfeited.

The Board recommends all practitioners familiarize themselves with licensing laws and rules at their website: <http://cca.hawaii.gov/pvl/boards/dentist>

## **REFERENCES**

- HRS § 447-1(d) (biennial renewal – dental hygienists)
- HRS § 448-8.5 (biennial renewal - dentists)
- HAR § 16-79-141 (continuing education categories)
- HAR § 16-79-142 (approved sponsoring organizations)
- HAR § 16-79-143 (requirements for approval by the board)
- HAR § 16-79-144 (biennial renewal)
- HAR § 16-79-145 (record keeping)
- HAR § 16-79-147 (waiver or modification of requirements)