

2025 Dentist Deep Sedation/General Anesthesia & Moderate Sedation Permit Renewal Requirements and FAQs

ANESTHESIA PERMIT RENEWAL REQUIREMENT: FACILITY INSPECTION

Facility Inspection Requirement

Requirement: Unless you have received prior approval for an extension by the Hawaii Board of Dentistry, **ALL** Hawaii Dentist licensees who wish to maintain their anesthesia permit to administer deep sedation/general anesthesia and/or moderate sedation (“anesthesia permit”) must complete & pass a facility inspection.

Note: These FAQs are only for DT license holders who currently hold the anesthesia permit and wish to renew their anesthesia permit by December 31, 2025.

If you do not renew your anesthesia permit by December 31, 2025, you may NOT administer deep sedation/general anesthesia and moderate sedation in this State.

All anesthesia permit holders must also submit a separate hardcopy renewal form and fees to renew their DT-license by December 31, 2025.

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 of their license, completion of facility inspection, and any other renewal requirements as provided by law.

General Renewal FAQs

1. How do I request a renewal facility inspection?

Send in a request for a renewal inspection to the Board by email: dental@dcca.hawaii.gov and include:

- a) The addresses and phone numbers of each office you perform sedations in
- b) Your dentist (DT) license number
- c) Your contact information

You will be assigned an evaluator(s) to perform your inspection, who will contact you to schedule a date and time for inspection.

2. What do I need at the time of my renewal inspection?

At the time of your inspection, you must have:

- a) Proof of current Basic Life Support (“BLS”) certification and 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 must have a hands-on component for the biennial renewal period of January 1, 2024 to December 31, 2025.
- b) Proof of current BLS certification for 1 assistant if performing moderate sedations, or for 2 assistants if performing deep sedation/general anesthesia.
- c) All the requirements listed on the State of Hawaii Board of Dentistry Anesthesia Site Evaluation Checklist (“Exhibit A”).
- d) Make sure all drugs, disposables with expiration dates (OETT’s, LMA’s, AED pads, etc.) are up to date and not expired.
- e) Have some completed anesthesia records available for inspection. Make sure the appropriate information is included.
- f) Have copies of your anesthesia consent form and health history forms available.
- g) Regulated Industries Complaints Office (RICO) sign must be posted in view of your patients: https://cca.hawaii.gov/rico/files/2016/02/Act-106-Sample-RICO-sign-2017_8_7.pdf

3. Do I need to submit any application form for the renewal inspection?

No renewal facility inspection application form is required. Please do not submit the initial anesthesia permit application. You just need to request the renewal inspection via email.

A hard-copy renewal form for your dentist license is required for DT license renewal (i.e. separate from the anesthesia permit renewal).

4. Where can I find the State of Hawaii Board of Dentistry Anesthesia Site Evaluation Checklist (“Exhibit A”)?

The Board’s Anesthesia Site Evaluation Checklist is available online at: <https://cca.hawaii.gov/pvl/boards/dentist/>.

- Click on the “Applicants and Licensees” drop down section on the left side of the page.
- Click on “Application Forms, Requirements, Fees and Instructions.”
- Under “Dentist Permit to Administer Deep Sedation/General Anesthesia and Moderate Sedation” heading click “Anesthesia Site Evaluation Check List” to view and download.
- This is also the place to download the instructions and application for an initial permit. You don’t need this for the renewal.

4. When is the deadline to renew my anesthesia permit?

All dentist licensees with the permit to administer deep sedation/general anesthesia and moderate sedation must renew their anesthesia permit by **December 31, 2025**, regardless of the date that the dentist license or anesthesia permit was issued.

Please note that you must complete and pass a facility inspection for each location in which you wish to practice sedation.

5. How early can I request a renewal facility inspection?

You may request an inspection for this renewal period starting from July 1, 2025. The Board has a 6-month inspection window from July through December 2025 for facility inspections.

We encourage licensees to email the Board to schedule a renewal inspection as early as possible to avoid delays in processing.

You should allow for at least 1.5 months to have a completed inspection.

6. Can I renew my anesthesia permit online?

Licensed dentists who hold a permit to administer general anesthesia, deep sedation, or moderate (conscious) sedation **CANNOT** renew either their dentist license or their anesthesia permit online.

All renewals must be submitted via hard-copy regardless of whether you are planning to renew your anesthesia permit or not.

7. Is my anesthesia permit automatically renewed when I renew my Dentist license?

No, your anesthesia permit is not automatically renewed when you renew your dentist license. You must pass the renewal inspection in order to have your anesthesia permit renewed.

Hard-copy license renewal and anesthesia permit renewal are both due by December 31, 2025.

8. I was recently issued an anesthesia permit; do I still need to undergo a renewal inspection and pay fees?

All licensees with the anesthesia permit, regardless of issuance date, are subject to renewal and inspection by December 31 of every odd-numbered year.

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

The board will send a courtesy renewal reminder mailed out on or before July 31, 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 is a courtesy. Pursuant to HAR §16-79-3(a), it is each licensee's responsibility to ensure timely renewal, renewal facility inspection, 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 reminder. It is not the board's responsibility to track mail deliveries once they have been mailed out.

10. What are the anesthesia permit renewal fees?

The on-time cost to renew your anesthesia permit is \$80. Therefore, the total cost for active status renewal of your dentist license (DT) with your

anesthesia permit is \$388.00, paid at the time you submit your hardcopy license renewal form (*must renew by hardcopy only and submit facility inspection form*).

11. What if I no longer want to hold an anesthesia permit?

If you wish to forfeit your anesthesia permit, you do not need to submit any facility inspection forms or fees. However, please be advised that you must still follow the regular dentist license renewal requirements by December 31, 2025 if you wish to maintain your dentist license.

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 anesthesia permit or not.

Licensees who forfeit their anesthesia permit must submit a new “Application for Permit to Administer Deep Sedation/General Anesthesia and Moderate Sedation” should they wish to regain the anesthesia permit in the future.

12. How long does it take for my facility inspection request to process?

Processing times are average and subject to licensee meeting all requirements.

Please note that you must complete and pass a facility inspection for each location in which you wish to practice sedation.

Email response to **schedule** your renewal inspection: 7-14 business days

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

For your anesthesia permit renewal only, you will receive a hard-copy letter from the Board as written authorization to continue administering deep sedation/general anesthesia or moderate (conscious) sedation at a specific facility. The written authorization is valid until 12/31/2027.

For your dentist license (DT) renewal only, 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.**

FORFEITURE OF LICENSE AND/OR ANESTHESIA PERMIT

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 facility inspection, the dishonoring of any check upon first deposit, or the failure to comply with any other requirement provided by law, shall cause the license and/or anesthesia permit to be automatically forfeited.

Pursuant to HAR §16-79-79(b), failure to comply with subsection (a), regarding reporting requirements for adverse occurrences, when the occurrence is related to the use of general anesthesia, deep sedation, or moderate (conscious) sedation shall result in the loss of the written authorization or permit of the licensed dentists to administer or to employ another person to administer general anesthesia, deep sedation, or moderate (conscious) sedation.

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

REFERENCES

- HAR § 16-79-78 (administration of general anesthesia and sedation)
- 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 § 16-79-147 (waiver or modification of requirements)
- HRS § 448-8.5 (continuing education requirements)
- HRS § 448-29 (administration of general anesthesia and sedation; requirements)
- HRS § 448-30 (inspection of facilities, equipment, and personnel)