**Section 1220.525 Renewal**

a) Beginning with the September 30, 2006 renewal, every anesthesia permit issued under the Act shall expire on September 30 every 3 years. The holder of a permit may renew the permit during the month preceding the expiration date by paying the required fee in Section 1220.415 and completing the following:

1) 9 hours of continuing education as required in Section 1220.510(k) or 1220.520(h).

2) Certification of the number of anesthesia cases that the renewal applicant has performed.

3) Certification that the renewal applicant has held at least semiannual emergency drills with staff that participates in Permit A or B related activities. These drills shall consist of the staff actively going through simulated emergencies that may occur during the administration of anesthesia. It is incumbent upon the permit holder to design the emergency drills to ensure adequate preparation of staff in the case of a real emergency. In addition, the staff shall assemble and review the necessary office emergency supplies and equipment intended for use in an actual office emergency, including verifying the expiration dates for emergency medications and checking that batteries for defibrillators and laryngoscopes are properly charged. Documentation of the semiannual drills shall be provided to the Division upon request.

b) No anesthesia permit shall be renewed if the dental license of the permit holder is expired, revoked, suspended or otherwise subject to discipline under Section 23 of the Act.

c) It is the responsibility of each licensee to notify the Division of any change of address. Failure to receive a renewal form from the Division shall not constitute an excuse for failure to pay the renewal fee or to renew one's license.

d) Certification of Anesthesia Cases

1) Each renewal applicant shall certify, on the renewal application, the number of anesthesia cases performed each year by the renewal applicant appropriate to the permit held.

2) The licensee shall be required to maintain the logbooks required in Section 1220.510(n) or 1220.520(k) and shall provide the logbook to the Division upon request.

3) The Division may conduct audits to verify compliance and/or competency. When a licensee is reviewed, the Division will provide notice to the licensee and request that the licensee's anesthesia logbook be submitted. Within 14 days after receipt of the notice, the licensee shall submit to the Division the records required to be kept pursuant to Section 1220.510(h) or 1220.520(e), as appropriate to the permit held, of all anesthesia cases performed during the renewal cycle.

4) When the Division has reason to believe that there is a lack of competency or a lack of compliance, a licensee shall be notified in writing and may request a conference before the Division with a Board member present. When the Division finds a violation of the Act or this Part, it may recommend that steps be taken to begin formal disciplinary proceedings.

(Source: Amended at 34 Ill. Reg. 7205, effective May 5, 2010)