Checklist

Obtaining Virginia Board of Pharmacy and DEA Registrations For Schedule II-V Controlled Substances

Date	Action Item
	Read the VCU Policy and Manual
	Take the" VCU Controlled Substances – Registrant" training module on Blackboard
	Apply for a Virginia Board of Pharmacy Controlled Substances Registration Certificate
	Fill out application form
	(http://www.dhp.virginia.gov/pharmacy/pharmacy_forms.htm
	Sample form is available in Manual
	Submit application along with fee
	Prepare proper storage location and paperwork prior to VBP inspection
	Attend inspection, answer questions
	Receive Virginia registration certificate
	Apply for a DEA Registration
	Complete application (Form 225) at
	http://www.deadiversion.usdoj.gov/drugreg/reg_)apps/onlineforms_new.htm
	Sample form is available in Manual
	Apply for "Individual Registration"
	Use Sample Form as a guide for sections 1, 2, and 6
	Skip Section 7 and Submit
	Prepare for DEA Pre-Registration Interview
	Assemble required documents: CV, State License, Protocol Information, Inventory
	Documentation
	Create Security Plan and Specifications for Safe/Storage Location
	Meet with DEA Inspectors and answer questions
	Receive DEA Registration
	Send copy of VBP and DEA registration to controlsub@vcu.edu
	Order controlled substances and create inventory record
	Confirm documentation and training of authorized users; approve and file documentation