**Checklist**

**Obtaining Virginia Board of Pharmacy and DEA Registrations**

**For Schedule I Controlled Substances**

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| --- | --- |
| **Date** | **Action Item** |
|  | Read the VCU Policy and Manual |
|  | Take the” VCU Controlled Substances – Registrant” training module on Blackboard |
|  | Apply for a DEA Registration |
|  | |  |  | | --- | --- | |  | Complete paper application (Form 225) at http://www.deadiversion.usdoj.gov/drugreg/reg\_apps/pdf\_apps.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 | |  | Send signed paper application and **all required attachments** to: controlsub@vcu.edu. Following signature by the Authorized Official in Section 6, the application will be sent to the U.S. Department of Justice in Springfield, VA | |
|  | Apply for a **Virginia Board of Pharmacy Controlled Substance 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 |
|  | 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 |