

Checklist

Obtaining Virginia Board of Pharmacy and DEA Registrations For Schedule I Controlled Substances

Date	Action Item										
	Read the VCU Policy and Manual										
	Take the " VCU Controlled Substances – Registrant" training module on Blackboard										
	Apply for a DEA Registration										
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	Prepare proper storage location and paperwork prior to VBP inspection										
	Attend inspection, answer questions										
	Receive Virginia registration certificate										
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	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										