Checklist
Obtaining Virginia Board of Pharmacy and DEA Registrations for Controlled Substances in Research

NOTE: This checklist lists the items that must be completed to obtain a Virginia Board of Pharmacy and a DEA Registration; however, the timing of the items may overlap or may change depending on the circumstances. Please refer any questions to controlsub@vcu.edu.

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<tr>
<th>Date</th>
<th>Action Item</th>
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<tr>
<td></td>
<td>Read the VCU Policy and Manual</td>
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<td>Complete the “VCU Controlled Substances in Research” training course on Blackboard</td>
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**Application for a Virginia Board of Pharmacy Controlled Substance Registration Certificate**

- Fill out application form found here: [http://www.dhp.virginia.gov/pharmacy/pharmacy_forms.htm](http://www.dhp.virginia.gov/pharmacy/pharmacy_forms.htm)
- To request a copy of a sample completed application, please email controlsub@vcu.edu
- Submit application along with fee

**Application for a DEA Registration**

- Complete online application (Form 225) at: [https://www.deadiversion.usdoj.gov/drugreg/reg_apps/225/225_instruct.htm](https://www.deadiversion.usdoj.gov/drugreg/reg_apps/225/225_instruct.htm)
- To request a copy of a sample completed application, please email controlsub@vcu.edu
  - Be sure to check the box for “CERTIFICATION FOR FEE EXEMPTION” on page 2 of Form 225
- Send copy of application (screen shots) and/or W # to controlsub@vcu.edu.

**Inspections**

- Complete VCU Controlled Substances Inspection Form and submit to controlsub@vcu.edu
- Virginia Board of Pharmacy will schedule a time for inspection. Attend and answer questions.
- DEA inspections will be scheduled through OVPRI. Attend and answer questions.

**After Receiving the Registrations**

- Receive Virginia Board of Pharmacy Registration Certificate → Submit a copy to controlsub@vcu.edu
- Receive DEA Registration → Submit a copy to controlsub@vcu.edu
- Complete a Zero Inventory upon receipt of DEA Registration
- Order controlled substances and create inventory record
- Confirm documentation and training of Authorized Users; approve and file documentation in January/February of each year (at the time of Virginia Board of Pharmacy renewal)
- Submit Virginia Board of Pharmacy renewal in January of each year (all expire 2/28)
- Renew DEA Registration annually

OVPRI – February 2018