

## 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](mailto:controlsub@vcu.edu).

Date	Action Item
	Read the VCU Policy and Manual
	Complete the "VCU Controlled Substances in Research" training course on Blackboard
<b>Application for a Virginia Board of Pharmacy Controlled Substance Registration Certificate</b>	
	Fill out application form found here: <a href="http://www.dhp.virginia.gov/pharmacy/pharmacy_forms.htm">http://www.dhp.virginia.gov/pharmacy/pharmacy_forms.htm</a> To request a copy of a sample completed application, please email <a href="mailto:controlsub@vcu.edu">controlsub@vcu.edu</a>
	Submit application along with fee
<b>Application for a DEA Registration</b>	
	Complete online application (Form 225) at: <a href="https://www.deadiversion.usdoj.gov/drugreg/reg_apps/225/225_instruct.htm">https://www.deadiversion.usdoj.gov/drugreg/reg_apps/225/225_instruct.htm</a> To request a copy of a sample completed application, please email <a href="mailto:controlsub@vcu.edu">controlsub@vcu.edu</a>  ➤ 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 <a href="mailto:controlsub@vcu.edu">controlsub@vcu.edu</a> .
<b>Inspections</b>	
	Complete VCU Controlled Substances Inspection Form and submit to <a href="mailto:controlsub@vcu.edu">controlsub@vcu.edu</a>
	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.
<b>After Receiving the Registrations</b>	
	Receive Virginia Board of Pharmacy Registration Certificate → Submit a copy to <a href="mailto:controlsub@vcu.edu">controlsub@vcu.edu</a> .
	Receive DEA Registration → Submit a copy to <a href="mailto:controlsub@vcu.edu">controlsub@vcu.edu</a>
	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