

# Checklist

## Applying for Virginia Board of Pharmacy and DEA Controlled Substances Registrations for Research

NOTE: This checklist lists the items that must be completed to obtain Virginia Board of Pharmacy and DEA controlled substances registrations; 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).

### Background and Training

- Read the VCU Use of Controlled Substances in Research policy and manual
- Complete the VCU “Use of Controlled Substances in Research” training course in Canvas

### Application for a Virginia Board of Pharmacy Controlled Substances Registration

- Fill out Controlled Substances Registration application form found here: <https://www.dhp.virginia.gov/Boards/Pharmacy/PractitionerResources/FormsandApplications/>  
To request a copy of a sample completed application, please email [controlsub@vcu.edu](mailto:controlsub@vcu.edu)
- Mail application along with fee

### Application for a DEA Controlled Substances Registration Certificate

- Complete online application (Form 225) at: <https://www.deadiversion.usdoj.gov/drugreg/registration.html> (on the DEA site, click New Applications on the left)  
To request a copy of a sample completed application, please email [controlsub@vcu.edu](mailto:controlsub@vcu.edu)
- Be sure to check the box for “CERTIFICATION FOR FEE EXEMPTION” on page 2 of Form 225
- Note that there is a separate application for Schedule I registrations. This means that those needing a registration for Schedule I-V controlled substances must complete two applications - one for Schedule I and one for Schedule II-V.

### Inspections

- Virginia Board of Pharmacy will schedule a time for inspection. Attend and answer questions.
- If applying for a DEA registration, complete VCU Controlled Substances Inspection Information Form and submit to [controlsub@vcu.edu](mailto:controlsub@vcu.edu)
- The DEA will schedule a time for inspection. Attend and answer questions.

### After Receiving the Registrations

- Receive Virginia Board of Pharmacy registration → Submit a copy to [controlsub@vcu.edu](mailto:controlsub@vcu.edu)
- Receive DEA registration → Submit a copy to [controlsub@vcu.edu](mailto: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