



Idaho State Board of Pharmacy

PO Box 83720 Boise, Idaho 83720-0067 | Phone: 208-334-2356 | Fax: 208-334-3536
1199 Shoreline Lane Ste 303 Boise, Idaho 83702-9103 | <https://bop.idaho.gov> | info@bop.idaho.gov

Instructions & Required Documents for Idaho Practitioner Controlled Substance Registration Application

Before beginning a new online application review the following;

- Applicants that **have never applied** with the Idaho State Board of Pharmacy;
 - **Login Instructions** https://bop.idaho.gov/wp-content/uploads/sites/99/forms/2019_05_28_Person_Registration_Instructions.pdf
 - **Requirements section below**
 - **Applicable Idaho Code & Rules** <https://bop.idaho.gov/pharmacy-code-administrative-rules/>
- Applicants **that have applied** or been registered with the Board of Pharmacy prior to 07/01/2018, contact our office via info@bop.idaho.gov to assist;
 - The Subject line of the email must include the following;
 - E-Gov Account Set-Up
 - Name of Applicant
 - Prior Idaho License/Registration Number (if applicable)

The following requirements must be met with submission of the application

1. **Online Application - Complete the initial application – all fields are required to be completed.**

Each practice address that a registrant will house or receive controlled substances will need a separate DEA registration and application.

Registration Fee Exemptions:

- **DEA Exemption** - Pursuant to **Idaho Administrative Rule IDAPA.27.01.01.202.05** - Persons exempt pursuant to federal law from fee requirements applicable to controlled substance registrations issued by the DEA are also exempt from fees applicable to controlled substance registrations issued by the Board. (7-1-18)
 - **Military Exemption - Pursuant to Idaho Code 67-2602A** – Any licensee serving in the armed forces of the United States is exempt from the payment of license fees during any period of military service. If applicable, Upload proof of military service that includes the date active duty will cease
2. **Permanent Idaho Professional License- Print and upload a copy of the Idaho license with this application, also, if applicable include** what is indicated below;
 - **Physician Assistant** – Upload a copy of the prescriptive authority approval letter that is issued by the Board of Medicine
 - **Nurse practitioners** – License must indicate prescriptive authority has been granted
 - **Veterinarians** – must have permanent or temporary unsupervised license
 3. **Federal DEA Registration** – Idaho law requires that an applicant have or apply for, a Federal DEA registration that has the same Idaho practice address provided on this application.

Upload a PDF copy of one of the options indicated below;

- **New Federal DEA Controlled Substance Registration**
Upload a copy of the confirmation page from the DEA website that shows the DEA control number i.e. W12011111C, and the Idaho practice address. For assistance with obtaining proof of such, contact the DEA at 888-219-4261. DEA Link; <http://www.deadiversion.usdoj.gov/drugreg/index.html>.
- **Address change request on an active Federal DEA Controlled Substance Registration**
Upload a copy of the pending practice address change request 'Registration Update Request Successfully



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Submitted' page that summarizes the Idaho practice address information. For assistance with obtaining proof of such contact the DEA at 888-219-4261. DEA Link:

<https://www.deadiversion.usdoj.gov/webforms/jsp/regapps/common/updateLogin.jsp>

4. Initiate registration with the Idaho Prescription Monitoring Program AWAxE

<https://idaho.pmpaware.net/login> (This requirement is waived for Veterinary and CET registrants only), all others must initiate registration)

5. Dispensing of Medications

Per IDAPA 27.01.01.100 & Idaho Code 37-2701 & 54-1705, under Definitions of Dispense or dispensing, if a practitioner will be dispensing (prescription medications that are filled at the practice location), then the practitioner must be associated to a **Prescriber Drug Outlet Registration (PDO)** at any/all locations that medications are dispensed.

- If this registration will be associated to the dispensing of medications indicate the PDO registration number in the **Employer section** of the online application.
- To applying for a new PDO, use this link to access instructions; <https://bop.idaho.gov/facilities/>

6. Idaho State Board of Pharmacy Newsletter - All individual registrants must register to receive the Idaho State Board of Pharmacy Newsletter To subscribe to the Idaho State Board of Pharmacy Newsletter Alert e-mail list, send an e-mail to IdahoBOPNewsletter@nabp.net with the word "Subscribe" in the subject heading.

Important Note regarding Practice Address Changes once a registration has been issued

In order for an Idaho Controlled Substance Registration (CSR) to remain valid the Idaho practice address on both the Idaho CSR & the Federal DEA CSR must match.

Proof that an address change has been requested on the corresponding DEA registration must be submitted to our office **within 10 days of the date of change.**

This applies when;

There is a change in practice location within Idaho or;

There is a change in practice location to another state.

For instructions go to <https://bop.idaho.gov/controlled-substance-registrations/> **Practice Address Changes' section.**