

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

A registrant must submit applications to both the Board of Pharmacy & the DEA before either agency can review a request for registration at an Idaho practice location. Once both agencies have received completed applications, they will coordinate efforts to issue both registrations at the same time.

Below are instructions to assist with the Board application. There are also links on this form & on our website to assist with the DEA application process as well. <https://bop.idaho.gov/controlled-substance-registrations/>

Idaho Board of Pharmacy e-Gov Account:

- Applicants that **have never applied** with the Idaho State Board of Pharmacy review the following:
 - Login Instructions https://bop.idaho.gov/wp-content/uploads/sites/99/forms/2019_05_28_Person_Registration_Instructions.pdf
 - Idaho Board of Pharmacy Online Application Requirements - see below
 - Additional Online Registration Requirement - see below
 - Applicable Idaho Code & Rules <https://bop.idaho.gov/pharmacy-code-administrative-rules/>
 - Idaho Law regarding reporting changes to the Board
- Applicants **that have applied or been registered** with the Board of Pharmacy prior to 07/01/2018, Send an email to info@bop.idaho.gov for further assistance.

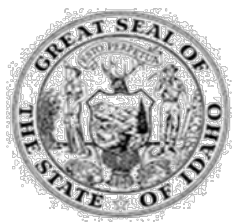
Idaho Board of Pharmacy Online Application Requirements:

Application - Each practice address that a registrant will house or receive controlled substance medications will need a separate Idaho Controlled Substance Registration and Federal DEA registration.

Application fees are non-refundable per IDAPA 27.01.01.202.02. Please ensure that you are submitting the correct application and that a NEW application needs to be submitted. Generally, renewing does not necessitate the submission of an application. If you are unsure, please call our office for clarification. 208-334-2356.

Registration Fee Exemption – If either of the exemptions below are applicable, when attaching the Idaho Controlled Substance Registration application to the applicants e-Gov Account, select the obtained by method 'Application Fee Exempt'

- **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. (03-20-20)T
- **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



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Online Application Required Documents – The following documents must be uploaded to the Idaho online application

- **Idaho Permanent Professional License** – Screen shot of ‘License Verification’ from the Idaho Licensing Board
 - **Physician Assistant applicants**–In addition to the Idaho permanent license, upload a copy of the letter from the Board of Medicine granting prescriptive authority
- **Federal DEA Registration (DEA)** – Registrant must either have a **New pending DEA application**, or an **active DEA registration that is pending an address change to the Idaho location**.

Upload one of the following DEA application documents:

Make sure that the DEA document has the **same Idaho practice address** as the Idaho Controlled Substance Registration application.

- **New pending DEA application - Must include the DEA control number & Idaho practice address**
From the DEA website, create a copy of the Confirmation page, that has the DEA control number (i.e. W#####C,) that includes the matching Idaho practice address.
- **Active DEA registration that is pending an address change to the Idaho location**
From the DEA website, create a copy of the document that states ‘**Registration Update Request Successfully Submitted**’ and includes the matching Idaho practice address.
Note: Enter the word ‘Pending’ for the Idaho CS number & any future date for the expiration date

DEA Contact: 888-219-4261. DEA Link: <https://www.deadiversion.usdoj.gov/webforms/jsp/regapps/common/updateLogin.jsp>

Additional Online Registration Requirement

- **Idaho PDMP - Prescription Monitoring Program AWARe** – Submit an online registration using this link. <https://idaho.pmpaware.net/login> (This requirement is waived for Veterinary and CET registrants)
- Note, for the DEA Registration # field requirement - Enter either the actual DEA number or the DEA control number (i.e. W12011111C). There will be an error message, ignore and proceed with the registration

Important Note: Active Practitioner Idaho Controlled Substance Registrations & Idaho Law regarding reporting changes to the Board

According to IDAPA 27.01.01.501.02 **Individual Information Changes**. Changes in employment or changes to information provided on or with the **initial or renewal application must be reported to the Board within ten (10) days of the of change (03-20-20)T**

Types of Changes that must be reported:

- **Home & email address change** - Registrants must update via their e-Gov account. **The email address provided is how the Board will mainly be contacting you regarding your registration**
- **Idaho professional license change in license number or expiration date** – Submit an email to info@bop.idaho.gov with a PDF copy of the updated license information
- **Practice Address Changes** – Use this link; <https://bop.idaho.gov/controlled-substance-registrations/> and reference the ‘Practice Address Changes’ section.
 - This applies for any change in practice location, within or out of the state of Idaho