



Idaho State Board of Pharmacy

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Boise, Idaho 83720-0067

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Boise, Idaho 83702-9103

| <https://bop.idaho.gov>

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Application Instructions for Idaho Practitioner Controlled Substance Registration

A practitioner 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.

Important Registration Information & Application Fee Exemptions

- For each principle place of practice that a registrant will house or receive controlled substance medications will need a separate Idaho Controlled Substance Registration and Federal DEA Registration.

Application Fee Exemption – When either of the exemptions below are applicable when submitting the online Idaho Controlled Substance Registration application, select **Obtained by method 'Application Fee Exempt'**

- **DEA Exemption** - 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
- **Military Exemption** - 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

Idaho PDMP - Online Registration Requirement

Idaho Prescription Monitoring Drug Program (AWARxE) Requirements

- Applicants **must initiate** an online registration. <https://idaho.pmpaware.net/login> (Exception - Waived for Veterinary and CET registrants)
- **Tip:** For the DEA Registration number requirement - Enter either the **actual DEA number** or the **DEA control number (i.e. W#####C)**. There may be an error message, if so ignore and proceed with the registration

Online Application Requirements and Documents for Upload

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



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- **New pending DEA registration application – Uploaded document must indicate the DEA control number & Idaho practice address.** From the DEA website, create a PDF 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 practice location**
From the DEA website, create a PDF copy of the document that states **'Registration Update Request Successfully Submitted'** and includes the matching Idaho practice address.
Tip: Enter the word 'Pending' for the Idaho CS number & any future date for the expiration date