



State of Idaho

Division of Occupational and Professional Licenses Idaho State Board of Pharmacy - PDMP

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

11341 W Chinden Blvd.
P.O. Box 83720
Boise, ID 83720-0063
(208) 334-3233
dopl.idaho.gov

Controlled Substance Registration

How the Practitioner Controlled Substance Registration (CSR), Prescription Drug Monitoring Program (PDMP) & Drug Enforcement Administration Registration (DEA) process works (not a guarantee of issuance):

1. **Register for a [PDMP account](#).** In the **CSR# field**, enter **"pending,"** then **confirm the email address** provided for the account via a system-generated email request. **Note:** The PDMP account will stay pending until the CSR and DEA are issued.
2. **Submit a CSR application to the Board of Pharmacy (BOP).** To apply, sign in to your [Online Services account](#). On the **'More' option** page and in the **License/Registration Actions box**, click on **Apply for a License/Registration/Certification**, and in the **Board field**, type in **Board of Pharmacy**, then select **Practitioner Controlled Substance registration** from the list of options. For any questions regarding this application process, contact the BOP at hp-licensing@dopl.idaho.gov.
3. **Once the CSR has been issued, access the [DEA Website](#)** to apply for the DEA registration or request an address change, whichever is applicable.
4. **Once the DEA registration is established, email a copy to the BOP at hp-licensing@dopl.idaho.gov.** The BOP will upload your DEA information into your CSR account, and you will be notified via email within one or two business days that your PDMP account has been activated.

Pharmacist

How the Idaho Pharmacist License application and the Prescription Drug Monitoring Program (PDMP) process works (not a guarantee of issuance):

1. **Apply for the [PDMP account](#).** In the **Pharmacist License field**, enter **"pending"** and then **confirm the email address** provided for the account via a system-generated email request. **Note:** The PDMP account will stay pending until the pharmacist license is issued.
2. **Submit a Pharmacist application to the Board of Pharmacy (BOP).** To apply, create an [Online Services account](#). Select **Apply for a License/Registration/Certification** in the **Start Here** option and follow the prompts. For any **questions** regarding the application process, contact the BOP at hp-licensing@dopl.idaho.gov
3. **Once the Pharmacist license is active**, you will be notified via email within one or two business days that your PDMP account has been activated.

Optional Step: If applying for a Controlled Substance Registration, see the instructions above.