



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

1. Apply for the [PDMP account](#). In the **CSR# field**, enter "**pending**," then **verify the provided email address** through a system-generated email request.
Note: The PDMP account will remain pending until the CSR and DEA are issued.
2. Submit a **Practitioner Controlled Substance Registration** application. Sign in to the [Online Services account](#). On the 'More' option page and in the **License/Registration Actions box**, click on **Apply for a License/Registration/Certification**. For any questions regarding this application process, contact the Board of Pharmacy Licensing department at HP-Licensing@dopl.idaho.gov
3. **Once the CSR is active**, if it has not already been issued, apply for the associated [Federal DEA registration](#) via the DEA website or request an address change, whichever is applicable.
4. **Once the DEA registration is in place**, the PDMP account will be activated within the next business day or two. The applicant does not need to take any action, and an email notification will be sent.

Pharmacist

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

1. Apply for the [PDMP account](#). In the **Pharmacist License field**, enter "**pending**" and **verify the provided email address** through a system-generated email request.
Note: The PDMP account will stay pending until the Pharmacist license is issued.
2. Create an [Online Services account](#). In the **Start Here** option, select **Apply for a License/Registration/Certification**.
3. Follow the prompts from there to submit a **Pharmacist License application**. For any questions regarding the application process, contact the Board of Pharmacy Licensing department at HP-Licensing@dopl.idaho.gov
4. **Once the Pharmacist license is active**, the PDMP account will be activated within the next business day or two. The applicant does not need to take any action, and an email notification will be sent.
5. **Optional Step:** If applying for a Controlled Substance Registration, see the instructions above.