

POLICY: DEA Policy

PURPOSE: To provide a policy and procedure for assistance with requirements for DEA fees for trainees in the UCSF Fresno MEP.

Drug Enforcement Administration Registration (DEA)

All PGY2 or higher trainees are expected to apply for and obtain a DEA certification upon receiving a medical license or a training license. DEA certification must be renewed in a timely manner, prior to expiration. PGY1 residents will not obtain a DEA license until they are a PGY2 resident, with the exception of the Oral and Maxillofacial Surgery residents that must hold a full license during their first year of training as a part of their program's requirement.

How to Apply for or Renew Your DEA

Visit the DEA website <http://www.dea diversion.usdoj.gov> and follow instructions to apply for a new or renewal DEA registration online or through the mail (DEA-224).

If a renewal application is submitted in a timely manner prior to expiration, the registrant may continue operations beyond the expiration date until final action is taken on the application. DEA allows the reinstatement of an expired registration for one calendar month after the expiration date. If the registration is not renewed within that calendar month, an application for a new DEA registration will be required. Regardless of whether a registration is reinstated within the calendar month after expiration, federal law prohibits the handling of controlled substances or List 1 chemicals for any period of time under an expired registration.

Fee Exemption

As UCSF Fresno employees, trainees are eligible for a fee exemption for their DEA registration. Please note, an exempt fee DEA is only valid at the exempting institution and any affiliate hospital rotations within the scope of training. An exempt fee DEA is not valid for external moonlighting purposes. The exempt fee DEA can be used when moonlighting internally at the training site.

To receive the fee exemption complete the DEA application online using the institution address as follows:

UCSF Fresno
Department of _____
155 N Fresno St.
Fresno, CA 93701
Department Phone: _____
Department Fax: _____

The Certification for Fee Exemption box must be checked in order to receive the fee exemption with the following information:

Certifying Official - Program Director (list the training program's Program Director).

The DEA requires the use of government or educational institution email addresses (i.e., .gov or .edu) for applicants and certifying officials. UCSF email addresses (@ucsf.edu) must be listed for both the applicant and Program Director.

Upon receipt of a DEA certificate, trainees should provide a copy to the GME office and to their training program office.

How to Change Your Exempting Institution

Those joining a Residency/Fellowship Program at UCSF Fresno after obtaining a fee exempted DEA number at another facility, will need to update the DEA with a new address and exempting institution. Follow these steps:

1. Complete the DEA's online "Registration Change Requests" using the UCSF Fresno address as written above. Requests are made online at: http://www.deadiversion.usdoj.gov/online_forms_apps.html.
 - a. Note: Address change requires approved state license for the new address first, so this request should be done after receipt of a California medical license.
 - b. Requests should be made after leaving current training program (if outside of California).

How to Change from a Fee Exempt to a Paid Status DEA

An exempt fee DEA is only valid at the exempting institution and any affiliate hospital rotations within the scope of training. If a trainee decides to [moonlight](#), he/she needs to obtain a paid status DEA.

There are two ways to change the designation on the DEA registration certificate:

1. Complete the DEA's online "Registration Change Requests" to indicate "fee paid." Requests are made online at: http://www.deadiversion.usdoj.gov/online_forms_apps.html. The DEA number and expiration date remain the same.
 - a. The DEA will send out a request for payment (\$888 as of 10/1/20).
2. Submit a new application online at http://www.deadiversion.usdoj.gov/online_forms_apps.html and, if approved, will result in the issuance of a new DEA registration certificate marked "fee paid" and bearing a new DEA number and expiration date (initially 28-39 months).

E-Prescribing in Epic

For set-up of e-prescribing in Epic, trainees should submit a copy of their DEA certificate to the GME office, either directly or through their program's support staff. The GME office will notify CRMC for the initial set-up of Epic e-prescribing. For e-prescribing of controlled substances, trainees must visit CRMC's medical staff office for details on their enrollment process and requirements.

Controlled Substance Prescription Pads

Please contact your training program coordinator to discuss the process for securing controlled substance prescription pads.

(Original signed Policy is available in the UCSF Fresno Graduate Medical Education Office)

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UCSF Fresno