



Latest News and Information

I. Continuing Education (CE) Mandate Effective October 1, 2018

Authorized Providers are required to complete 2 Hours of Continuing Education (CE) relating to the Prescribing or Dispensing of Controlled Dangerous Substances **prior to obtaining a new CDS Registration Certificate, or the first renewal CDS Registration Certificate occurring on or after October 1, 2018.** This is a one-time requirement (not a recurring requirement once completed). Previously obtained CE's will be accepted for approving the CDS new and renewal application. All providers/practitioners who prescribe or dispense controlled dangerous substances must attest to the completion of the 2-hour Continuing Education on the initial and renewal CDS application. **The requirement does not apply to researchers.** OCSA does not approve CE courses. Continuing Education Courses must be recognized or accredited by the Accreditation Council for Continuing Medical Education or recognized and/or mandated by applicants' respective Maryland Health Occupation Licensing Board that has issued applicant's professional license. you have any questions or need additional information, please contact the respective Professional Licensing Board. If applicants need additional course information, applicants should refer to the respective boards' websites and COMAR regulations.

II. Prescription Drug Monitoring Program (PDMP) Mandate Effective February 15, 2018

CDS prescribers must register with the **Prescription Drug Monitoring Program (PDMP) prior to obtaining a new or renewal CDS Registration. To register with PDMP, go to CRISP website at <https://crisphealth.org/>.** Submit to OCSA the PDMP email confirmation that includes the confirmation code number. If you no longer have access to your confirmation code, please contact CRISP on their website above or by phone (877) 952-7477. **Do not submit a CDS application to OCSA until you are registered with PDMP! This is a one-time requirement (not a recurring requirement once completed) to obtain a CDS Registration.**

III. Federal Practitioners and Researchers

Effective April 21, 2014, the Office of Controlled Substances Administration ("OCSA") **discontinued issuing CDS Registrations to Federal practitioners and researchers that practice within a Federal facility or on Federal property.** Practitioners and researchers who also practice outside of a Federal facility or property, in a practice or facility located in Maryland, are required to obtain a CDS Registration for a fee (\$120) before prescribing, administering, dispensing, ordering, storing, labeling or conducting research with CDS in Maryland. **Please do not mail in the CDS application with a Federal business address. The CDS application will be returned without a refund of the application fee.**

IV: Federal DEA Registration Number:

You must obtain your Maryland CDS from the Office of Controlled Substances Administration (OCSA) before you can apply for your Federal DEA Registration Number. You must have a Maryland State Controlled Dangerous Substances Registration and a Federal US DEA Registration before you can prescribe, dispense and conduct research or institutional activities with controlled dangerous substances. You may transfer your current DEA number to Maryland if you plan to discontinue practice in that state. If you are practicing in both Maryland and another state, you must obtain a federal DEA Registration for both states. Please contact the Federal Drug Enforcement Administration (DEA) at **1-800-882-9539** or go to DEA's website at <https://www.deadiversion.usdoj.gov> for **additional DEA information.**

GENERAL INSTRUCTIONS

New--Online CDS RENEWAL Application:

Applicants can renew their CDS registration up to 60 days before or 30 days after the expiration date listed on the CDS Certificate. The OCSA determines if your CDS registration is eligible for a 3-year registration at the time of renewal. The fee for a 3-year renewal is \$120. To renew a CDS registration, go to the **Office of Controlled Substances Administration's (OCSA) Online Controlled Dangerous Substances (CDS) Renewal Service** <https://egov.maryland.gov/mdh/cds>. There is an online user-friendly application tutorial for first-time users.

Mail-In Application:

Application Sections 1, 2, 3, 4 and 5 must be fully completed and the application must be signed and dated. Paper applications torn in half, incomplete or without payments will be returned, which delays CDS issuance. **Allow approximately 7 to 10 business days (excluding State Office Closings)+ for the entire process to be completed, including mailing of permit** (does not include holidays and other State closings). OCSA can grant active CDS status for applicants to practice or conduct business relative to CDS, until the division takes final action on the application. (Contact OCSA at 410-764-2890 for details.) Application status can be checked at: <http://health.maryland.gov/OCSA> or GOOGLE: Maryland CDS Search. If OCSA verification web page states "pending," contact OCSA for follow-up and clarification.

Paper applications are no longer mailed to renewing applicants. Postcard renewal notifications are mailed out 45 days prior to the renewal expiration.

APPLICATION COMPLETION INSTRUCTIONS

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SECTION 1: APPLICATION CLASSIFICATION, TYPE, PAYMENT AND FEE EXEMPT DETAILS

A. PROFESSIONAL CLASSIFICATION

- 1) Check only one box () for the type of professional classification for which you are requesting registration/certification.
- 2) A separate application must be completed for each profession.
- 3) Submit required documentation for Profession for which requesting registration/certification, such as:
 - (a.) MIEMSS License (Emergency Medical System/Ambulance)
 - (b.) Delegation Approval Email/Letter (With CDS Prescriptive Authority Summary and supervisory physician name required)
 - (c.) Researcher Questionnaire (Required for all Researchers Schedule I-V)

B. Fee Payment Details for State and Local Government Agencies Only

Select type of application by checking the box () next to the amount for that type. Check/money order must be dated, made payable to MDH-OCSA, signed, written number amount must match the numerical amount, and **APPLICATION FEES ARE NON-REFUNDABLE FOR PARTIAL OR FULL REGISTRATIONS**. The application fee cannot be changed on the CDS application. **Do not send application without check or check without application.**

- 1) **Renewal and New (3-Year \$120)**: Additional fees for Address and Name Changes are not required at time of renewal. For new CDS, "Temp/tentative" processing # is given until OCSA issues a permanent CDS #. The TEMP # cannot be used to apply for the federal DEA's Registration. An additional permit is not required for prescribing at different locations but is required for each location where CDS is administered, stored, dispensed, manufactured.
- 2) **Address Change (\$50)**: An application must be submitted whenever there is a change of address printed on the CDS permit. **Registrants must take affirmative steps to immediately notify the OCSA of address changes.**
- 3) **Mailing Address Change (\$0)**: No fee for changing.
- 4) **Name Change (\$50)**: Official/sealed certified name change documentation must be submitted (i.e., marriage license, divorce decree, court order).
- 5) **Duplicate (\$30)**: Please check OCSA on-line web site to confirm expiration date prior to submitting application and fee. Application and fee submitted for expired permit will be denied and fee is non-refundable.
- 6) **Discontinuation (\$0)**: No fee. If cancelling during expiration period: Note "Reason", surrender original permit with application, and include notice of how and to whom CDS transferred or disposed of.

C. Fee Exempt Details

Check the box () next to State or Local Government. Certifying Official must list Agency Unit Code to verify registrant is paid by government for fee-exempt status. OCSA issues fee exempt registrations to State and Local Government officials, practitioners, researchers, employees or facilities. Certifying details, signature and date must be listed, authorizing CDS is handled at exempt location only. Federal officials or employees who work at a federal facility or on Federal property, are exempt from applying or renewing a controlled substances registration. Federal officials or employees can be issued CDS permit *for fee* at private place of business or practice.

SECTION 2: APPLICANT DETAILS

- A-C.** List applicant's full name, physical business name, and physical business address where the CDS Registration will be used. **Be sure to provide the address of the Maryland location where you intend to use the CDS Registration (failure to do so may trigger an inspection).** (Applications will be reviewed to make sure the applicant complies with Criminal Law § 5-301(b) and OCSA's authority to conduct inspection under Criminal Law § 5-305.) The certificate will be automatically mailed to the physical business address if a mailing address is not requested. A post office (PO) box is not acceptable. OCSA must be able to ascertain at all times that an application and fee with the correct and current address are received for each separate place of business, professional practice or location (exception for prescribing) where the CDS Registration is issued and used to manufacture, distribute, dispense or store CDS.)
- D-G.** List a home address for personal contact purposes (will not become public record); alternate telephone numbers, such as mobile/cell, are helpful if there are questions regarding the application; and **email address required** for renewal notice and other information dissemination purposes.

SECTION 3: PROFESSIONAL LICENSE DETAILS

- A-C.** List the required Maryland license number and expiration date for the profession for which you are requesting registration. List the Social Security, Federal Tax I.D. and DEA Permit number and expiration date. If the DEA permit is pending the issuance of the CDS Registration, list "pending". If you are transferring from another state and not practicing in that state, you must transfer your DEA number to Maryland. If you are practicing in both States, you must obtain a Maryland DEA number.
- D-G.** Answer "yes" or "no" to each question pertaining to your Professional License. Do not skip any questions. If the answer is yes to any question, submit a detailed explanation and submit copies of pertinent and supporting documentation.

APPLICATION COMPLETION INSTRUCTIONS

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SECTION 4: MANDATORY PRESCRIPTION DRUG MONITORING PROGRAM (PDMP) – (HB 437 – Prescription Drug Monitoring Program – Modifications:

All CDS prescribers must be registered with the Prescription Drug Monitoring Program (PDMP) prior to obtaining a CDS registration.

List the PDMP registration confirmation code number, which is issued from PDMP/CRISP. If not registered with PDMP, go to CRISP website at <https://crisphealth.org/> to register prior to submitting a CDS application to OCSA.

SECTION 5: MANDATORY CONTINUING MEDICAL EDUCATION (CME) (HB 1452 – “Controlled Dangerous Substances Registration – Authorized Providers – Continuing Education”):

Authorized providers are required to complete 2 Hours of Continuing Education Relating to Prescribing or Dispensing of Controlled Substances prior to receiving a new or first renewal of a CDS registration certificate occurring on or after October 1, 2018.

- A.** Answer “yes” or “no” to attest that you have completed the 2 Hours Continuing Education relating to Prescribing or Dispensing of Controlled Dangerous Substances.
- B.** After the initial 2 hours of CE’s are completed and attested to, there is no continuing or recurring renewal mandate prior to obtaining a CDS Registration.
- C.** OCSA will be conducting random confirmation reviews of attestations.

Signature and Date (Required): Sign and date the application. No signature and date will determine your application to be “incomplete” and delayed. **(Your signature attests to the fact that the information provided is true and accurate.)**