

Drug Enforcement Administration (DEA) Registration Policy

Scope: All residents and fellows participating in accredited University of Washington post-graduate training programs (i.e., residencies or fellowships).

Policy: Residents and fellows who prescribe, order, administer, or handle controlled substances are required to obtain an individual DEA registration. Registrations may be obtained on a fee-exempt basis while in training in a UW GME training program; however, such registrations are restricted to activities within the scope of the training program (including activities at UW Medicine sites and other affiliated training sites).

Fee-Exemption: Exemption from payment of the individual registration application fee is limited to federal, state or local government official duties. Residents and fellows who engage in outside professional activities (e.g., moonlighting) at any site outside of UW Medicine must obtain an individual DEA registration and may not use their fee-exempt registration for this purpose.

Procedures: It is the responsibility of the individual resident or fellow to obtain and maintain DEA registration.

Initial Registrations: Residents and Fellows must submit their application for new DEA registration via the DEA website ([DEA Form 224](#)), once they have been issued their Washington state provider license.

- Registration Type: For Business Activity, select 'Practitioner'.
- Fee-Exempt Registrations: To apply for a fee-exempt registration, applicants must select the Fee-Exempt check box on the application.
 - Certifying Official: Provide the name of a certifying official at the UW – this may be either a program official (program director or administrator) or a GME Office staff member.
 - Institution Address: Provide the **Program or Department** address (contact program if unknown).

Residents and fellows training in Idaho, who do not have a full Idaho state physician license, will not be issued DEA registration and must use the DEA number of the institution where they are training. The institution must provide each resident/fellow with an individual "suffix" number to use along with the institution registration number.

Registration Updates: DEA registrations are issued to providers once they have received appropriate state licensure; therefore, incoming residents/fellows may not provide a copy of a registration issued with an address outside Washington state. Incoming residents and fellows who currently hold a DEA registration must submit a [DEA Registration Update Request](#) once their Washington state provider license has been issued.

Renewals: Renewal notices are mailed by the DEA approximately 65 days prior to the expiration date. Residents and fellows may complete the standard renewal form or renew their registration online ([DEA Form 224a](#)). DEA registrations may be renewed on a fee-exempt basis as long as the resident/fellow will only be using the registration within the scope of the training program. Residents/fellows with a paid DEA registration who receive their initial and/or renewal registration directly from the DEA must submit a copy to the GME Office so that the GME Office has the registration on file and can update the credential information in MedHub.

Registration renewals must be submitted within **30 days** of the expiration date. Failure to renew within the 30-day grace period will result in the registration being purged from the DEA databank, and a new application will be required.

Compliance: DEA registrations will be recorded and tracked in MedHub once a copy has been received by the GME Office. This includes initial registrations, registration changes and renewals.

Program Completion: It is the responsibility of the individual resident or fellow to notify the DEA of any changes in status such as name changes, change in address after completion of the training program, and/or departure from the University, by submitting the online DEA [Registration Changes](#) form. Residents and fellows with a fee-exempt registration may not use their registration outside the training program and will need to apply for a new registration. Those with a paid registration will need to update their address information.