



**Louisiana Board of Pharmacy**  
3388 Brentwood Drive  
Baton Rouge, Louisiana 70809-1700  
Telephone 225.925.6496 ~ E-mail: [info@pharmacy.la.gov](mailto:info@pharmacy.la.gov)



**MEMORANDUM**

To: Advanced practice registered nurses with CDS licenses  
From: Malcolm J Broussard, Executive Director  
Date: April 30, 2020  
Re: Online Renewal for Controlled Dangerous Substance (CDS) Licenses

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The Board of Pharmacy is pleased to announce the implementation of online renewals for CDS licenses. The option for online renewals will first become available to advanced practice registered nurses (APRNs) with a CDS license expiration date of August 2020 and beyond.

APRNs holding a current CDS-APN and expiring in August 2020 will receive their renewal notice by mail during the first week of June 2020. The notice will provide the username and password for online renewal and instructions for obtaining a paper application should the practitioner prefer that method. Please note that technical difficulties with the online renewal function will not excuse a delay or failure to renew, since [paper application forms](#) are available at our website. The online renewal option will not be available after the expiration date of the license.

Upon receipt of the renewal card please visit [www.pharmacy.la.gov](http://www.pharmacy.la.gov) complete the following steps for online renewal:

- Select the *Renew a License* option under *Action Items*.
- Under *Renewal of Credentials* click the blue link labeled *HERE*.
- Select the option to *Login* in the upper right corner of your screen. **Do not select Register.**
- Use the username and password supplied by our office to login.
- Select *Create or Resume Renewal* on the left of the screen.
- Read each screen carefully and provide accurate answers.
- Upon completion of the renewal form, select the option to *Pay Invoice* and enter your credit card information.
- There is an option to print a receipt; if that is important to you, please do so then. It is not available later, either to you or to the Board staff.

When the online renewal is complete and the invoice is paid, the CDS license status will change to "Renewal in Process". Licensing staff will verify the primary license and prescriptive authority as well as the active DEA registration. If there are any problems with verifying required credentialing, the licensee will receive an email to resolve the issues. Upon the completion of processing, the expiration date of the credential will advance to the following year and the status will change to "Active"; the credential is valid for practice at that moment. Then the staff will print and mail the license to the mailing address of record.

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**NOTICE:** In compliance with Act 256 of the 2019 Louisiana Legislature, the Board gives public notice that any information submitted to the Board may become public record unless specifically exempted by the Public Records Law, R.S. 44:1 *et seq.*

**NOTICE:** In compliance with Act 655 of the 2018 Louisiana Legislature, the Board gives notice to its licensees and applicants of their opportunity to file a complaint about the Board's actions or procedures. You may submit such complaints to one or more of the following: (1) Louisiana Board of Pharmacy; 3388 Brentwood Dr., Baton Rouge, La 70809; 225.925.6496; [info@pharmacy.la.gov](mailto:info@pharmacy.la.gov) (2) Committee on House & Governmental Affairs; La. House of Representatives; PO Box 44486; Baton Rouge, LA 70804; 225.342.2403; [h&ga@legis.la.gov](mailto:h&ga@legis.la.gov) (3) Committee on Senate & Governmental Affairs; La. Senate; PO Box 94183; Baton Rouge, LA 70804; 225.342.9845; [s&g@legis.la.gov](mailto:s&g@legis.la.gov)

On behalf of the Board, we thank you for your patience during this transition that will eventually benefit all practitioners and facilities holding a CDS license. Should you need assistance or encounter problems with your online renewal please email [licensing@pharmacy.la.gov](mailto:licensing@pharmacy.la.gov).

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