

Fees

New License Fee	\$30.00
	Total
Fees:	\$30.00

OnlineConvenienceFees

Online Convenience Fees - EFFECTIVE JULY 5, 2023:

Like so many businesses today that are significantly impacted by the costs of credit card processing fees, the Board had to implement a convenience fee schedule for online services. Convenience fees will be added at checkout as follows:

ACH payments (electronic bank transfer) & similar types: a flat \$2.00 fee for each payment

Credit Card payments & similar types: \$2.00 transaction fee, plus 2.5 % of total charge.

The option of submitting your application through the mail or in person with a check or money order at no additional cost is still available as an alternative to using the online services.

CDS-RES.Intro

This application is intended for researchers within Louisiana wishing to obtain a NEW Louisiana Controlled Dangerous Substance License. THIS IS NOT A RENEWAL.

You are strongly encouraged to review the application checklist and preview the application prior to starting the application process. You may do so by visiting www.pharmacy.la.gov/page/application-process-transparency-cds-license-researchers.

Researcher—an individual qualified to conduct medical, educational, or scientific experiments on animals, humans, or in laboratories which require the use of controlled substances.

Every person who conducts research with, manufactures, distributes, procures, possesses, prescribes, or dispenses any controlled dangerous substance within this state, including third-party logistics providers, or who proposes to engage in the research, manufacture, distribution, procurement, possession, prescribing, or dispensing of any controlled dangerous substance within this state shall obtain a controlled dangerous substance (CDS) license from the board prior to engaging in such activities. Only persons actually engaged in such activities are required to

obtain a CDS license; related or affiliated persons, e.g., stockholder in manufacturing corporation, who are not engaged in such activities, are not required to be licensed. The performance of such activities in the absence of a valid CDS license shall be a violation of R.S. 40:973.

CDS-RES.Fee

Applications for initial licensure, and renewal thereof, requires a non-refundable fee of \$30.00. There is no prorated application fee and the subsequent withdrawal of an application does not qualify for a return of an application fee. Please assure your invoice is paid at the conclusion of this application.

CDS-RES.LicenseeInformation

1. Enter your full legal name.

Application Preview

2. Please enter your date of birth.

01/01/1900

3. Please enter your social security number.

111-11-1111

4. Please upload a legible copy of your social security card.

The Louisiana Board of Pharmacy will not issue any license, permit, or certificate without a social security card.

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5. Please provide a physical location including street address, city, state, and zip as your practice address. We cannot accept post office boxes for practice locations.

Application Preview 3388 Brentwood Drive Baton Rouge, LA 70809

6. Enter the mailing address at which you would like to receive mail from the Louisiana Board of Pharmacy. Please note that mailing addresses are a matter of public record; we are required to make them available. If you have security concerns, we encourage your use of alternative services, e.g., post office boxes, etc.

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7. Please enter a personal telephone number which can be used to contact you.

(225) 923-5660

8. Enter the company fax number.

None

9. Email is our primary means of communication with applicants. Please provide a secure email address that you check routinely.

licensing@pharmacy.la.gov

CDS-RES.PriorActions.InitialLicense

Criminal Background Checks (CBC):

The Louisiana Legislature (La. R.S. 37:1216) requires the Board to conduct a criminal background check (CBC) on applicants for all credentials. This requirement is waived for researchers that have previously completed a CBC through this agency.

Upon receipt of your properly completed application, licensing staff will determine if you are required to complete a CBC and provide you with the information needed for such. This information is forwarded to the email address on file for the applicant.

The board is not permitted to accept criminal history reports prepared by applicants, nor can we accept criminal history reports generated by or for another agency.

10. Have you EVER been convicted of a felony in connection with controlled substances under any state or federal law?

Yes

11. Have you EVER surrendered a state or federal controlled substance registration OR has such a credential been suspended or revoked by any government agency?

Yes

12. Have you EVER had any professional license disciplined by any licensing agency for any reason related to controlled substances?

Yes

13. An affirmative reply to any of the previous three (3) questions requires two (2) attachments: your personal letter of explanation, as well as certified copies of documents from relevant court or government agency. Please upload those documents now, if applicable.

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CDS-RES.Schedules

For each schedule listed please select yes or no.

14. Schedule I

No

15. Schedule II (Includes II-N):

No

16. Schedule II-N (Non-narcotic):

Yes

17. Schedule III (Includes III-N):

No

18. Schedule III-N (Non-narcotic):

Yes

19. Schedule IV:

Yes

20. Schedule V:

Yes

CDS-RES.Authorizations

21. One of the following verifications of employment is required.

Verification from your employer university of current research and the need for controlled substance authority for the research. This must come from the department chair, be on university letterhead, and include a list of needed schedules.

Louisiana Wildlife and Fisheries employees may upload verification from the employer verifying and explaining the need for controlled substance authority. The verification should also include a list of schedules needed.

If you are not employed by a either of the above, you may upload verification of employment from the director of your organization. The verification should identify your role within the organization as well as your need for controlled substance authority.

You may upload the required document below.

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22. The issuance of a CDS license to a researcher, and the renewal thereof, shall require a description of the research conducted. Please upload the following

information in the format outlined below:

1.Researcher

a) Name, address, and DEA registration number, if any

b) Institutional (or company) affiliation

c) Qualifications, including curriculum vitae with list of publications

2. Research Project

a) Title of project

b) Statement of purpose of research

c) Name of controlled substances (CS) involved, amount (with justification) of each CS needed and source of CS

d) Detailed description of procedures, including number and species of research subjects

e) Dosage to be administered, route and method of administration, duration of project

f) Location where research will be conducted

g) Statement of security provisions for storing the CS (in accordance with 21 CFR 1301.75) and dispensing the CS in order to prevent diversion

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23. Are you conducting animal research?

No

24. When the researcher is conducting animal research the following documentation is required:

Approval from Institutional Animal Care and Use Committee (IACUC) for animal studies.

You may upload these documents below.

25. Are you conducting human research?

Yes

26. When the researcher is conducting human research the following documentation is required:

Institutional Review Board (IRB) approval for clinical studies which clearly delineates the drugs used.

You may upload that document below.

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CDS-RES.Attest.InitialLicense

I hereby make application for a license to manufacture, distribute, procure, possess or conduct research with or chemical analysis of any controlled substances designated in the schedules identified above, in compliance with the Louisiana Uniform Controlled Substances Law as well as the relevant rules from the Board of Pharmacy.

I consent to the initial and periodic inspection of the facility by the Board, its agent, or designee, for the purpose of assessing compliance with requirements relative to the storage, handling, distribution, and recordkeeping of controlled substances.

27. As a component of your electronic signature, please type your name in the text box below.

Application Preview

28. As a component of your electronic signature, please enter today's date in the text box below.

02/26/2024

The next screen will offer you the opportunity to review all of your data entries and revise them if necessary. When you complete the review process you will have the option of printing your online application form should you wish to do so.

Your final step will be to generate and pay the invoice. Your application will not be submitted until your invoice is paid.

You will receive emails from the Board updating you on the status of you application as needed after submission. All items are reviewed within 14 business days of receipt.