

DEA REGISTRATION FEE EXEMPTION FOR PRACTITIONERS

OVERVIEW

DEA controlled substance registration fees may be exempted for practitioners employed by MUSC or MUHA. MUSC and DEA work together on the fee exemption process. DEA prefers that a designated institutional representative approve the exemption. That responsibility is designated to Internal Audit (<http://academicdepartments.musc.edu/provost/pdf/DEAexemptionFee.pdf>). The following process applies for the fee exemption.

GUIDELINES

For Registration RENEWALS	For NEW Registrations
About 6-8 weeks before a registration expires, the DEA sends the registrant a letter to remind them of their upcoming renewal. The letter also encourages them to renew online on the DEA website. If the registrant wishes to receive the fee exemption, they should not renew online.	Obtain a copy of the application for a new practitioner's registration from Internal Audit by calling 843-792-4561.
About 2 weeks later, the DEA sends the registrant a paper renewal form. If the registrant does not receive the paper application form from DEA, please contact Internal Audit at 792-4561 for assistance.	
The registrant should complete the paper application as soon as it arrives and forward it to Internal Audit. Please be sure all information on the renewal form is correct to avoid a delay in processing. Applications can be faxed, emailed, hand delivered, or mailed to Internal Audit (see information below).	The registrant should complete the paper application and forward it to Internal Audit. Please be sure to complete all information on the form to avoid a delay in processing. Applications can be faxed, emailed, hand delivered, or mailed to Internal Audit (see information below).
After verifying employment and license information, Internal Audit completes the online application from the paper application. Internal Audit works closely with DEA to assist with the processing of renewals; however, timely renewal cannot be guaranteed. Therefore, we suggest submitting the renewal paperwork at least three to four weeks before registration expiration.	After verifying employment and license information, Internal Audit completes the online application from the paper application.
An alternate procedure available to the registrant is to renew the application themselves on the DEA website. However, the fee must be paid at the time of renewal and the DEA <u>will not</u> refund fees.	An alternate procedure available to the registrant is to complete the application themselves on the DEA website. However, the fee must be paid at the time of application and the DEA <u>will not</u> refund fees.

US or Campus Mail: Internal Audit Department
45 Bee Street
MSC 206
Charleston, SC 29425

Email: thomlora@musc.edu
Fax: 843-792-1204

If you need additional information or help, please call Internal Audit at 843-792-4561.