



## Optometrist Application Information and Instructions

A Massachusetts Controlled Substances Registration (MCSR) is required by Massachusetts General Laws Chapter 94C, section 7 in order to manufacture, distribute, prescribe, dispense, administer or possess a controlled substance. The MCSR for optometrists allows you to conduct approved activities with topical therapeutic pharmaceutical agents in Schedule VI which are required for the diagnosis, prevention, management or treatment of certain abnormal ocular conditions or diseases with the exclusion of glaucoma.

The following questions and answers will clarify the requirements of the registration process. If you have further questions, you may call the Drug Control Program at 617-973-0949.

*Q: Why do I need a Massachusetts Controlled Substances registration?*

A: In order to provide accountability for controlled substances, Massachusetts General Laws, Chapter 94C, section 7 and regulations of the Department of Public Health at 105 CMR 700.004 require every person who manufactures, distributes, prescribes, administers, dispenses or possesses controlled substances to be registered. Massachusetts law recognizes prescription drugs that are not federally scheduled as Schedule VI controlled substances. Optometrists are required to obtain an MCSR, to manufacture, distribute, dispense, prescribe, administer or possess Schedule VI drugs.

*Q: What documents must I include with my application?*

A: To ensure that your application is processed promptly you must answer all questions and include the following:

- A copy of your current optometry license issued by the Board of Registration in Optometry (wallet card). The license must bear an expiration date. A letter from the Board of Registration certifying this license (known as a "verbatim copy") is also acceptable.
- A copy of Certificate of Qualification to Use Therapeutic Pharmaceutical Agents (TPAs) issued by the Board of Registration in Optometry. For information you can contact the licensing clerk at the Board of Registration in Optometry at 617 727-3093.
- A check or money order in the amount of \$150.00 made payable to the Commonwealth of Massachusetts.
- Applications lacking the required information or documentation will not be processed and will be returned.

*Q: What address should I include on my application?*

A: Your Massachusetts business address must be listed on the front of the application. Use of an out state address will cause your application to be returned. Use of your home address is not permitted unless you also maintain an office practice at that address. The business address must be a street address, not a post office box. Please be sure the address is complete (for a hospital address, for example, list the department name as well as the name of the hospital and the street address). If you wish to have the registration mailed to a different address, please note this fact on the application or in a separate letter. It is often advisable, for example, to have your registration mailed to your home if you have not yet begun work at the business address.

*Q: What constitutes Amended information?*

A: Check off amended information for any change to your previously submitted application. There is no fee charged for amended information.

*Q: How many MCSRs do I need?*

A: Most practitioners will need to register only their primary place of business. A second registration is only required if the practitioner stores stock or sample controlled substances at a second location as well. Therefore, working at more than one address does not necessarily require an additional registration.

*Q: When will my MCSR expire?*

A: The MCSR will expire in one year from the date of issue. Optometrists must renew their registrations annually. A renewal notice will be sent to the current address that is on file with the Drug Control Program (DCP) at least six weeks prior to the expiration date.

*Q: What if I change my business address?*

A: If you change your name or business address in the future, you are required to notify the Department in writing. A copy of your Massachusetts Optometry License reflecting the change must be included along with this notification. No fee is required for an address change. A revised registration will be issued showing the new name or address; your registration number will remain the same.

*Q: How long will it take to receive my MCSR?*

A: The Department will make every effort to process your application as quickly as possible. Please note that processing may take 10 business days from receipt of application.