



**Massachusetts Department of Public Health**

# **Massachusetts Controlled Substance Registration Program (MCSR)**

**Massachusetts Association of Medical Staff  
Services (MAMSS) Conference**

**Waltham, MA, October 18, 2024**

**Traci Westgate  
Director, MCSR**

# Welcome

This presentation is provided by the Massachusetts Controlled Substance Registration Program (MCSR). The MCSR is within the Drug Control Program under the remit of Department of Public Health.

- Brief program highlights
- New e-licensing system
- Synchronization of MCSR with underlying board license

## **What is an MCSR?**

An MCSR is the state equivalent of a DEA registration. The MCSR provides accountability for controlled substances, Massachusetts General Laws, Chapter 94C, section 7 and regulations of the Department of Public Health at 105 CMR 700.004.

The MCSR allows authorized persons to manufacture, distribute, prescribe, administer, and/or dispense controlled substances.

Without the MCSR you are not able to apply to the DEA, if you choose to utilize controlled Substances in Schedules II-V.

Massachusetts considers any medication that requires a prescription, if it is not federally controlled, to be a Schedule VI.

This means all practitioners, that prescribe, or have sample prescription medications in their office, must have, at the least, a schedule VI MCSR registration.

# Verification

How do I verify someone has an MCSR?

[DPH Check a License \(mass.gov\)](https://www.mass.gov/dph/check-a-license)

You can:

- Check the status of a license/registration of an individual or business
- Check the drug schedules of a Controlled Substance Registration (MCSR)
- Generate a verification of licensure
- Export license data to an Excel or CSV file

# Verification

To check the status of a license, choose a license board and/or license type from the dropdown and click Search.

For additional help with checking a health profession license, click <https://www.mass.gov/info-details/check-a-health-profession-license>.

Search By: ☒ Licensee Name ☐ License Number

License Board \*

Massachusetts Controlled Substances Registration

License Type

All

First Name (or Organization Name)

Licensee First Name or Organization Name

Last Name

Licensee Last Name

Search

# New e-licensing system

In March 2023, MCSR transitioned to a new [e-licensing system](#). This user-friendly system allows some practitioners to link their board license and MCSR to one account.

Please note physicians and veterinarians, cannot link their board license since they do not fall under the Bureau of Health Professions Licensure (BHPL).

# New e-licensing system

How do I register for an MCSR?



Start by [creating an account](#) in the new [online licensing system](#).



# Create account

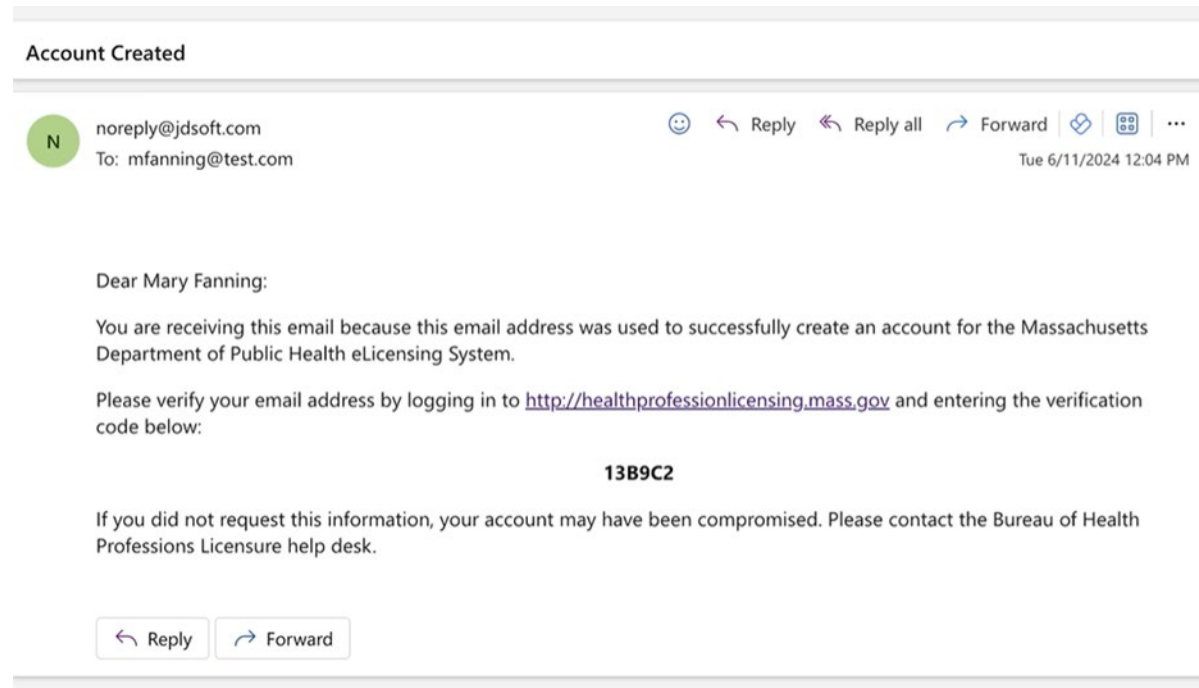
Enter the required information in the proper fields.

## Create Account

First Name *	Username *
Last Name *	New Password * 
Email *	Confirm Password * 
Confirm Email *	<b>Username Requirements</b> <ul style="list-style-type: none"><li>• Must be at least 2 characters</li><li>• May contain alphanumeric characters and/or . - _ @</li></ul>
Phone (###-###-####) *	<b>Password Requirements</b> <ul style="list-style-type: none"><li>• Must be at least 10 characters</li><li>• Must contain 1 lowercase character</li><li>• Must contain 1 uppercase character</li><li>• Must contain 1 number</li></ul>
<input type="checkbox"/> I agree to the <a href="#">Terms and Conditions</a>	

# Create account

Once you create the account and resolve the captcha you will receive a verification code. Click on the link in the email.



# Create account

Enter code from email and your account is created.

## Verify Email Address

Please enter the verification code that was emailed to you (mfanning@test.com) to verify your email. If this email address is incorrect, please [click here](#) to update your email address.

[Resend Verification Code](#)

Verify Email Address

# NEW MCSR

## How do I apply for a NEW MCSR?

Once you create an account, choose the second option  
“Apply for a New License.”

Welcome Licensee789 User, please select from the following options:



### Manage My Licenses and Applications

Click here to renew your license, change your name/address, print a duplicate certificate/wallet card, or submit an unfinished/reopened application. If this is your first time logging into the system, you will be prompted to link your license(s) to your account.



### Apply for a New License

Click here to start a new application for licensure with the Massachusetts Department of Public Health.



### Manage My Record Requests

Click here to view your open, closed, and incomplete record requests with the Massachusetts Department of Public Health.



### Submit a New Record Request

Click here to start a new record request with the Massachusetts Department of Public Health.



# NEW MCSR

Scroll until you find Mass Controlled Substance Registration, then click view more.

View More

### Massachusetts Controlled Substance Registration

The MCSR registers those who manufacture, distribute, dispense, possess, prescribe, or administer controlled substances. In Massachusetts, "controlled substances" includes all prescription drug products.

For more information, please visit [the MCSR Website](#).

MCSRs are currently issued to:

- Health Care Facilities
- Manufacturers
- Distributors
- Municipalities and Public Agencies
- Schools
- Ambulances
- Analytical Laboratories
- Medication Administration Program (MAP)
- Individual Health Care Providers and Researchers

To apply for a registration, click "View More".

View More

### Board of Registration in Naturopathy

The Board of Registration in Naturopathy evaluates the qualifications of applicants for naturopathy licensure, and grant licenses to those who qualify. We also establish rules and regulations to ensure the integrity and competence of licensees.

# NEW MCSR

Next choose your profession type from the list, and select “Start Application.”

## Optometrist Controlled Substance Registration

The controlled substance registration allows optometrists to possess, prescribe, store, and distribute controlled substances.

For more information, please visit [the MCSR Website](#).

Start Application

## Physician Controlled Substance Registration

The controlled substance registration allows physicians to possess, prescribe, store, and distribute controlled substances.

For more information, please visit [the MCSR Website](#).

Start Application

## Physician Assistant Controlled Substance Registration

The controlled substance registration allows physician assistants to prescribe controlled substances under the supervision of a licensed physician.

For more information, please visit [the MCSR Website](#).

Start Application

# How do I link my account

Link your account by choosing the link “Link License or Registration to my Account.”

 Home > Link License/Registration

## Link License or Registration to my Account

Step 1: Please choose your applicable licensing board and/or MCSR, then select your license or registration type, and enter the license or registration number you would like to link to your account. Please note that you may need to link all licenses/registrations individually. *To find your license/registration number, visit <https://checkahealthlicense.mass.gov>.*

Board/Program \*

Massachusetts Controlled Substances Registration ▼

License or Registration Type \*

Please select a license or registration type ▼

License or Registration Number \*

Proceed

## Choose your registration type.

 [Home](#) > [Link License/Registration](#)

Link License or Registration to my Account

Step 1: Please choose your applicable licensing board and/or MCSR, then select your license or registration type, and enter the license or registration number you would like to link to your account. Please note that you may need to link all licenses/registrations individually. *To find your license/registration number, visit <https://checkahealthlicense.mass.gov>.*

Board/Program \*

Massachusetts Controlled Substances Registration ▼

License or Registration Type \*




Advanced Practice Registered Nurse Controlled Substance Registration ▼

License or Registration Number \*

Proceed



## Enter your registration number.

 **Mass.gov** | Massachusetts Department of Public Health eLicensing System  

[Home](#) > Link License/Registration

Link License or Registration to my Account

Step 1: Please choose your applicable licensing board and/or MCSR, then select your license or registration type, and enter the license or registration number you would like to link to your account. Please note that you may need to link all licenses/registrations individually. *To find your license/registration number, visit <https://checkahealthlicense.mass.gov>.*

Board/Program \*

Massachusetts Controlled Substances Registration ▼

License or Registration Type \*

Physician Assistant Controlled Substance Registration ▼

License or Registration Number \*

MCS000000

**Proceed**

# Link

After you enter the board/program, your license registration type and your MCSR number you will either be prompted to enter your DOB and SSN or a PIN CODE. Veterinarians, podiatrists, optometrists and researchers were emailed PIN CODES back in March 2023 as a result of inaccurate records which are needed to confirm identity.

Once you enter either the PIN CODE or SSN/DOB you will be prompted to review and confirm that is your MCSR and resolve the captcha.

**\*Please note, physicians and veterinarians professional license is not going to be linked and you are not able to link your DEA registration.**

# Renew

## How do I renew my MCSR?

Log in to your account, click on **Manage My Licenses Applications option**. At this point you will see your MCSR, and your professional license, if you are licensed by BHPL.



### Manage My Licenses and Applications

Click here to renew your license, change your name/address, print a duplicate certificate/wallet card, or submit an unfinished/reopened application. If this is your first time logging into the system, you will be prompted to link your license(s) to your account.



### Apply for a New License

Click here to start a new application for licensure with the Massachusetts Department of Public Health.



### Manage My Record Requests

Click here to view your open, closed, and incomplete record requests with the Massachusetts Department of Public Health.



### Submit a New Record Request

Click here to start a new record request with the Massachusetts Department of Public Health.



# Renew MCSR

Click on show details.

You currently hold or have applied for the following license, registration, or certification types:

## Advanced Practice Registered Nurse Controlled Substance Registration

You currently have:

- You currently hold or have held 1 Advanced Practice Registered Nurse Controlled Substance Registration(s).
- You have started 1 application(s) that you still need to complete.

Show Details

# Renew MCSR

A few options will be presented, depending on your profession. For renewals please click on the "Application for Renewal" link and proceed with filling out the application.

Once you have filled out the application and paid, you will be prompted to submit the application. This is a step a lot of people miss. After payment is submitted you will be redirected back to the application where you will have to click on Submit Application button to complete the application process.

# Renew MCSR

- Email Address: 1461@jdsoft.com
- Phone Number: 617-123-1461
- Mailing Address: 27 Congress Street  
Salem, MA 01970, United States
- Original Issue Date: 09/20/1995
- Date of Last Renewal: 08/12/2022
- Expiration Date: 10/19/2024
- Licenses go into renewal 90 days before expiration.



Start a Renewal Application



Start a Drug Schedule And Contact Information Amendment



Start a Name Change Amendment



## License Documents



MCSR Physician Certificate and Wallet Card

Download

[Click here to start an application for a new Physician Controlled Substance Registration](#)

# New e-licensing system

## How do I amend my MCSR?

You can update your address, contact information, drug schedules any time by utilizing the amendment application in your account.

The screenshot displays a user's account page for the Massachusetts Controlled Substance Registration (MCSR) system. It includes contact details, license history, and options to start various applications.

- Email Address: 1461@jdsoft.com
- Phone Number: 617-123-1461
- Mailing Address: 27 Congress Street  
Salem, MA 01970, United States
- Original Issue Date: 09/20/1995
- Date of Last Renewal: 08/12/2022
- Expiration Date: 10/19/2024
- Licenses go into renewal 90 days before expiration.

Start a Renewal Application →

Start a Drug Schedule And Contact Information Amendment →

Start a Name Change Amendment →

License Documents

Download MCSR Physician Certificate and Wallet Card

[Click here to start an application for a new Physician Controlled Substance Registration](#)

# New e-licensing system

## How can I obtain a copy of my MCSR?

You can print your own registration by clicking on "Manage My Licenses Applications" option. Choose the license you wish to print, click download and print your wallet card.





# Synchronization of MCSR

Section 9 of chapter 260 of the acts of 2020 requires the Department of Public Health's (DPH) Drug Control Program (DCP) to synchronize MCSR renewal with a practitioner's underlying license renewal. In implementing this requirement, DCP has established a more streamlined and equitable MCSR renewal process for all practitioners. As set forth in the Executive Office of Administration and Finance's rate regulation, 801 CMR 4.02, the fee for MCSR registration and renewal is \$150 annually. When synchronizing MCSR renewal with a practitioner's underlying license renewal, the practitioner would pay a single MCSR renewal fee that accounts for the practitioner's licensure term.

# Synchronization of MCSR

## How does this work?

The first time someone applies and/or renews in the new e-licensing system, the fee is prorated depending on the expiration date of the professional license.

For example, Joseph Smith MCSR expires 9/20/24, and his professional license expires 12/20/24. When he renews his MCSR he will pay a prorated fee for the 3-month period so his MCSR will now expire the same date as his professional license, 12/20/24.

When he renews on 12/20/24, he will pay the full fee and his MCSR will now expire each time his professional license expires.

# Suggestions?

MCSR is always open to taking any suggestions you may have. As our registrants we want to provide you with the most user friendly, customer service based application process.

If you have any suggestions, language updates and/or edits you would like to see, please let us know.

# Questions?

I want to thank you for having me today. If you have any questions, I am more than happy to answer them. If at any time you have questions, please feel free to reach out to me directly.

Traci Westgate

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# Massachusetts Department of Public Health

## Thank You

**Massachusetts Controlled Substance Registration Program**

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