

DBPR – Florida Exemption Letter for Fees, Prescription Drugs, and Medical Gases

Please read this through to the end before applying.

1. Go to the Florida Department of Business and Professional Regulation website here: <https://www2.myfloridalicense.com/>
2. Click “My Account” in the top corner of the landing page.
 - a. Click “Create My Account” in the bottom left.
 - b. Follow the prompts to create an account and log in.
3. On the main menu, click “Apply for a New License”
4. Under Licensing and Regulation page, click “Drugs, Devices & Cosmetics”
5. Under Division of Drugs, Devices, and Cosmetics, click “Exemptions” on the right side of the page.
6. Click on “Online Application” Note: Read “application requirements” below before beginning the process.

Application Requirements

Applications must be submitted online. The information requirements that must be collected by the applicant prior to beginning the application process are as follows:

1. Explanation/summary of the conditions of research, teaching, or testing.
2. Exact physical and mailing address of the location where the prescription drugs, analytical standards, controlled substances or gases will be stored.
3. The specific drugs and or gases required for research, teaching, or testing activities.
4. The name of the suppliers for each controlled substance, prescription drug, analytical standards and or gases.
5. The state permit or license number of the suppliers for each prescription drug.

Failure to fill out the application in its entirety may result in delay or denial of processing exemptions.

Applying

Online submission: It is highly recommended to submit an online application for a quicker response. Instructions for creating an online account with the Florida Department of Business and Professional Regulation can be found [here](#), and the application for an exemption can be found [here](#).

The following is a brief description of how to complete each section of the Application for Exemption Registration:

Section I – Application Type

- Check the appropriate application type. If this is an exemption renewal or amendment, the current exemption number is required.

Section II – Exemption Qualification Criteria

- Check the applicable qualification criteria. Check the “State, federal, or local governmental officer or employee” box and then check the “research” box.

Section III – Applicant Information

- Name of Organization/Business is always Florida Atlantic University.
- Mailing address is the address of the applicant’s office location.
- The physical address corresponds with the exact location where the drugs or gases will be received and stored; include building and room numbers.

Section IV – Qualified Person Information

- This section requires the full name and educational information of the qualified person. Fill in any related training, course work, and experience working with prescription drugs.

Section V – Purchasing Information

- Enter the name under which all purchases will be made for prescription drugs and gases, and provide a DEA Registration number, if applicable.
- Enter the purpose of the use of the prescription drugs for research, teaching, or testing purposes.
- Enter each supplier and its Florida License Number for each prescription drug or gas that will be required. Also list all possible information for the prescription drugs’ names, quantities, and frequency of purchase.

Section VI – Application Contact

- Provide the primary contact person’s information.

7. Expect a minimum of 30 days for processing. Once submitted, you will receive a follow up email with additional information.
8. Once received, please forward your exemption letter to washgraves@fau.edu
9. There is no fee for the exemption letter and it must be renewed every two years.
10. Additional instructions on applying for the DEA registration will be forthcoming. **You cannot apply for the DEA registration without an exemption letter from the state.**
11. If you have any questions, please reach out to Frank Novembre fnovembre@fau.edu or Wendy Ash Graves washgraves@fau.edu for assistance.