

## CT DCD STATE RENEWAL(S)

1. The State of Connecticut Department of Consumer Protection - Drug Control Division (DCD) requests all renewals to be submitted online.

**Important:** Please do not change the email or mailing address of your license(s) during the renewal process. The email and mailing addresses should be as follows:

[controlledsubstances@yale.edu](mailto:controlledsubstances@yale.edu)  
135 College St Ste 100  
New Haven, CT 06510-2483

2. The renewal fee for each license is \$80.00 (Additional late fees will be incurred if your renewal(s) are received by CT DCD after January 31, 2024).
3. A Yale University issued MasterCard should be used for these renewal(s). Don't forget to print a copy of the payment receipt for your records and to process your credit card purchase through Yale Shared Services.
4. Internet Explorer is the recommended web browser. Other browsers may not display all necessary fields and information.
5. Go to the CT DCD website at <https://www.elicense.ct.gov>.
6. Once at the online renewal website:
  - a. Enter your User Id and Password  
*(found in the email you received from EHS or your Controlled Substance Registration in EHS integrator)*
  - b. After you have completed the login process:  
Click "Create/Resume a Renewal" under "Activities".  
Then click "Start" to begin the online renewal.
  - c. After completing the renewal process for each license, click "Logout"

 **Note:** If you have multiple licenses to renew, follow the steps listed in #6 for each renewal.