To gain access to the WV CSMP, please go to csapp.wv.gov.

- Click the register button
- Follow the screen prompts
- You will need:
 - o NPI number, zip code
 - O DEA number, zip code, expiration date
 - o Board license number, expiration date
 - You will create the user name, password and will answer security questions (answers are case sensitive). Keep a record of this information. You will need it in the future.
 - The last screen will instruct you to fax or email your board license and DEA certificate (email address and fax number is shown on the screen).
 - Upon receipt, we will finally approve your access and you will receive a confirmation code in your email.
 - At that point, you will sign into the system with your user name and password and the system will prompt you to enter the confirmation code. Once the confirmation code is entered, your access to the CSMP will be complete.

To print your board certificate:

(note: this step cannot be taken until your access to the CSMP is complete)

- Sign into the system (csapp.wv.gov) with your user name and password.
- Click "Reports" on the menu bar at the top of the screen
- Click West Virginia (note: if this is your first time signing into reports, an "agree to use" policy will appear).
- Click Prescriber Reports
- Click Licensing Board Certificate
- Print certificate

