

Technician

To apply for a technician registration in South Dakota, you must:

- be a high school graduate or attained a GED, and
- be *hired/employed* in South Dakota as a technician before you can apply for a technician registration
- link to the online application can be found on the board website under the Technician heading

Registration

- A technician applies for and receives a **registration** from the South Dakota Board of Pharmacy
- All registrations expire October 31st and must be renewed annually
- Important information on your registration:

Technician #	a four-digit number specifically assigned to you only
Designation	the type of registration you have (TT = technician in training, CPhT = certified, GF = grandfathered)
Initial Issue Date	the date your first registration was issued
Must Be Certified by Date	the date you must achieve certification by
Issue Date	the date you renewed your registration
Expiration Date	the date your registration expires
- A technician keeps the same **technician #** throughout their employment in South Dakota.
- If a technician's registration expires (examples: tech-stops working, moves out of state, works in another field then returns to employment as a tech in SD), the technician must complete a "**renewal**" application using their assigned four-digit technician #. The technician does not complete a "new" application.
- There are no continuing education credits required for technician registration renewal.

Certification

- A technician-in-training has two years from the date their initial/new registration was issued to become a certified technician.
- Once certified, a technician must provide a copy of their **official** certification certificate to the board. Certificate can be mailed, emailed, or faxed to the board. A notice of passing exam does not fulfill this requirement.
- A certified technician must keep their certification current in order to continue employment as a technician in South Dakota.
- Completion of continuing education (CE) credits is required for recertification.
- The South Dakota Board of Pharmacy does not - certify technicians, provide certification training/education or administer the national technician certification exam. Direct certification questions to your employer, pharmacist-in-charge or certifying agencies.

Setting Up an Online Account

- Once your registration has been issued, you must set up an online account to print your registration.
- Account set up instructions are in the User Guide Instructions on the board website under the Technician heading.
- You will establish a **username** and **password** for your online account. Write them down. You will need them in the future.

Renewal Schedule and Fees

- A technician must be currently employed as a technician in order to renew their registration.
- The online *renewal application* will be open and available for 60 days prior to the registration expiration date. Your current registration is valid until 11:59 p.m. on the expiration date. There is no grace period. Renewal fee is \$25.00. There is no additional fee for late renewal.

Notifying the Board of a Change

- Within ten days of a *name* or *employment change*, a technician must submit a change of name or employment form found on the board website under the Technician heading (<https://doh.sd.gov/boards/pharmacy/assets/ChangeAddressForm.pdf>). There is no fee for a change.
- For personal address, phone number, and email changes, technician logs into their online account and updates information in the *My Profile* section of their account.

Registration Verification

- To verify a registration and print a primary source verification document, go to (<https://doh.sd.gov/boards/pharmacy/>). Verifications provide real time data in an efficient and effective manner. Please share the link with anyone requesting a verification of your registration.
- A primary source verification is not a technician's official registration.

Retain Professional Records

Information will be needed throughout your career. Please create a file for your professional documents (copies of registration, certification certificate, renewal application, payment receipt, user guide manual, etc.).