

# SOUTH DAKOTA BOARD OF PHARMACY INTERNSHIP INSTRUCTIONS

An intern registration is required for any person enrolled in a college of pharmacy professional program who wants to secure credit for practical pharmacy experience in South Dakota.

Students, enrolled at South Dakota State University, earn a total of 1740 hours through their combined IPPE (Introductory Pharmacy Practice Experience) and APPE (Advanced Pharmacy Practice Experience) coursework. To obtain a South Dakota pharmacist license, a student must also complete 260 external internship hours in addition to their IPPEs and APPEs. External hours are reported to and tracked by the South Dakota Board of Pharmacy (SD BOP).

## SD BOP INTERNSHIP STEPS

### (1) OBTAIN INTERN REGISTRATION per ARSD 20:51:02:04

- After the first week of the P1 school year, you can obtain an intern registration; **SDSU students** must obtain a validation document from the college to upload in their registration application
- Complete an online application (initial and renewal) at (<https://doh.sd.gov/boards/pharmacy/intern.aspx>)
- Initial application fee \$40.00; renewal application fee (none)
- Interns, enrolled in out-of-state institutions, must also submit a *Certificate of Eligibility* document with their online application
- All intern registrations expire annually on September 30th

### (2) SUBMIT PRACTICAL EXPERIENCE AFFIDAVIT FORM per ARSD 20:51:02:07

- Affidavit form at (<https://doh.sd.gov/boards/pharmacy/intern.aspx>)
- Affidavit must be on file with the Board before beginning any external internship
- If you change internship sites or preceptors, you must file a new affidavit with the Board before beginning the internship
- On affidavit, for the section (*This affidavit is for the following period*), enter the start date and end date for the time you will be at the internship location/site. The time range entered cannot exceed one year (ex: start: 01/01/2020, end 12/31/2020).
- When an affidavit time range expires, you must submit a new affidavit with a new time range for internship location/site

### (3) PRACTICAL EXPERIENCE INTERNSHIP HOURS FORM per ARSD 20:51:02:08, 20:51:02:10, 20:51:02:12.01

- Internship hours tracking form at (<https://doh.sd.gov/boards/pharmacy/intern.aspx>)
- Use this form to record your internship hours worked/earned at internship location/site
- Review reporting requirements listed on top of form (i.e. how to record hours, late submissions, number of hours you can work per week, etc.)

### (4) PROGRESS REPORT OF INTERNSHIP FORM

- Progress report of internship form at (<https://doh.sd.gov/boards/pharmacy/intern.aspx>)
- Intern completes top portion of form and signs/dates form
- The time range covered (*This affidavit is for...*) should correspond with the start date and end date reported on the Practical Experience Internship Hours form
- Preceptor completes (Evaluation of Intern) and (Verifying Experience) sections of form

### (5) FORM SUBMISSION

For late submission of a form (affidavit, progress report, and/or internship hours) the total internship hours reported for the period will be reduced by 5% per item.

#### Check forms to ensure:

- a) The **affidavit**, **internship hours**, and **progress report** forms are all signed by the same person/preceptor
- b) On your copy of the **affidavit** check that the dates, location/site, and preceptor match those on the **progress report** and **internship hours**
- c) Send completed **progress report of internship** form and corresponding **internship hours** form to Board for processing

#### It is the intern's responsibility to:

- Keep copies of all documents sent to the Board
- Use the best delivery method to ensure documents reach the Board. Some methods (US mail, email, hand delivery) can be more reliable than others (faxing).
- If sending by fax, use the report function on your fax machine to confirm transmission
- If an individual other than your self sends the documents, check with them regarding document transmission