SOUTH DAKOTA
BOARD OF PHARMACY

Pharmacist

User Guide and
Renewal Application Instructions

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## Pharmacist Renewal Application

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General Information

- Payment method – Mastercard or Visa ONLY. If you do not have a Mastercard or Visa, purchase a Mastercard or Visa gift card to complete the payment for the application.
- License renewal fee is $125. After September 30, there is a $25 late fee.
- For current South Dakota Statutes and Rules pertaining to pharmacists, go to https://doh.sd.gov/boards/pharmacy/, under Quick Links, see law book link options.
- All licenses will expire September 30. There is no grace period.
- Continuing education hours will not need to be entered.
- Renewals are subject to an audit.

You must complete the entire application process from start to finish in one sitting

- Online system does not retain any information entered until the application has been submitted and payment process is completed.
- Have all of your renewal information and copies of documents for upload ready before beginning the online renewal process.
- Information needed includes:
  - South Dakota Pharmacist License Number
  - Immunization documents (see below for immunization information), if applicable.
  - Explanation of felony/misdemeanor, if applicable. Needed will be date, city, county and state of charge(s). An uploaded document with an explanation(s) will also be required. Explanation information needed on separate document: a signed and dated explanation and copies of court records of the charges, convictions, charges found guilty of, or entered a plea of guilty or no contest to.

Authorization to Administer Immunization Information

Note: Due Governor Noem’s Executive Order, during the pandemic, expired CPR training will be accepted by the Board. Barring a continuation of the state of emergency, an updated CPR card should be submitted to the Board office as soon as possible and it must be submitted before the pharmacist renewal in 2021.

For NEW Immunization Certificate: required documents needed for upload

- Certificate of Completion of Approved Training Program for Administration of Immunizations which includes:
  - Basic immunology and the human immune response;
  - Mechanics of immunity, adverse effects, dose and administration of an immunization;
  - Administration of intramuscular injections; and
  - Record keeping and reporting requirements as set forth by § 20:51:28:05
- Copy of Certificate of Completion of Current Cardio-Pulmonary Resuscitations Training along with the date acquired and expiration.

To RENEW your Immunization Certificate: required documents needed for upload

- NOTE: Immunization certificate expires every two years. You may not need to renew this until next year. Please verify before starting the renewal process.
- Copy of Certificate of Completion of Current Cardio-Pulmonary Resuscitations Training along with the date acquired and expiration.
- Two hours of continuing education relating to immunization.

After Application Submission Information

After your application has been submitted:

- Your license will auto renew unless
  - Any regulatory question has been answered ‘yes’ or the conduct question has been answered ‘no’
  - A new or renewed immunization certificate was applied for.
- The licensee will be emailed if additional information is needed
- The Board will approve or deny the application

After the license is renewed, by logging back into your account, you will be able to do the following:

- To check application status
- Print pharmacist license or a payment receipt, instructions begin on page 12

Licensure status can also be verified at:

- Verification page: http://doh.sd.gov/boards/pharmacy/verIFICATION.aspx
General Notes

1. Mandatory fields are marked with a red * in all screens and all those have to be entered before clicking on next
2. If mandatory fields are not entered, you will get an alert message that alerts to enter those fields like below:

![Alert Message]

- Please Enter First Name
- Please Enter Email
- Please Enter Primary Phone Number

Profile/Account Set Up

1. Click on this link (Bookmark this page): https://sdbop.igovsolution.net/online/User_login.aspx
   a. **If this is the first time this license has been renewed**, click on sign up and follow the next steps.
   b. **If this is not the first time this license has been renewed**, skip to step 3 on page 5 and enter your username and password used in a previous renewal.

![User Login]

ONLINE BUSINESS PROFILE LOGIN

2. Continue here to set up initial account. Check Individual box, Select ‘Pharmacists’ from drop down menu as License Type, Fill in your license number (if you are a reciprocated pharmacist enter R-0000, R with a dash plus the four digits of your license), fill in your date of birth, click Next.
2.1 Complete credentials information. **Retain this information for future reference and use.** Click submit.

Registration is successful when this alert message appears. Click OK, you will return to the log in page.
2.2 Once user registration is successful, a no reply e-mail will be sent to the e-mail that you provided during your registration, like below:

![Registration email](image)

Thank you for registering with the South Dakota Board of Pharmacy. Your user name is TestWholesaler1 and your password has been set as requested. Please do not reply to this email.

3. Continue here when account has been set up. Use the User Name and Password to login in at the User Login page at this link: https://sdbop.igovsolution.net/online/User_login.aspx. Click Login. You will be directed to the My Profile page.

![Login page](image)

4. **My Profile** page

4.1 Personal information such as personal address and phone number can be updated at any time. If needing to update this information, click on edit to update information. Click save when complete.

![Profile page](image)
4.2 Registration Information: This section contains the License information details including Type, License#, Issue date, Exp. Date, status, Last renewal date, Renewal, and Certificate. These are non-editable fields. *After reviewing instructions, click on Renew to begin your renewal.*

<table>
<thead>
<tr>
<th>License Type</th>
<th>License#</th>
<th>Issue Date</th>
<th>Exp. Date</th>
<th>Status</th>
<th>Last Renewal Date</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacist</td>
<td>12345</td>
<td>04/16/2018</td>
<td>04/16/2019</td>
<td>Expired</td>
<td>04/16/2018</td>
<td>New</td>
</tr>
</tbody>
</table>

4.3 Document details: This section contains all the documents uploaded during the renewal process. *Do not upload documents here that are needed during the renewal.* After the renewal process, this section can be used if the licensee would like to upload any additional documents by using the correct document type from the Document type drop down list, use the attach document to select / browse the file from the local folder and then use the Upload document. Any documents that uploaded / showing in this Documents section can also be downloaded.

4.4 Payment History Details: To print a payment receipt, click on the printer under the receipt column.

<table>
<thead>
<tr>
<th>Receipt ID</th>
<th>Payment Method</th>
<th>Easiest Received</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20140751100064124</td>
<td>Credit Card</td>
<td>07/11/2019</td>
<td>Filters</td>
</tr>
</tbody>
</table>

4.5 Renewal Details: In this section licensee can check the status of their Renewal application – if it’s Pending or if it’s Cleared. If it’s Cleared, then in the Registration information grid (mentioned in section 4.2) will show the updated license expiration date, Last renewal date. Also, you can print your renewal form that was submitted online, if needed.

4.6 After validating all the information in the My Profile section click on the Renew icon in the profile section under the Registration Information section.

4.7 After clicking on the Renewal icon click on the confirmation message

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**Confirmation Message**

By continuing to renew my license/registration, I affirm that I have reviewed all the sections of my profile and the information in my profile is accurate.

☒ Yes  ✗ No
5. **RENEW PHARMACIST INSTRUCTIONS** Page: Review the renewal instructions at provided link, click next.

6. **PHARMACIST INFORMATION** Page
   a. Enter Gender and NABP e-profile #, click next.

7. **CONTINUING EDUCATION** Page – verify completion of your continuing education. Read both statements and select the statement that is correct for your renewal.
   a. First statement is for recent graduates,
   b. Second statement applies to pharmacists who have been licensed entire past year.
   c. Click next.
8. **AUTHORIZATION TO ADMINISTER IMMUNIZATIONS** Page--Note: immunization certificates expire every two years; you may not need to renew this at this time.

a. Answer question: Do you have a current immunization certificate? If answered no, see ‘b’ below. If answered yes, see ‘c’ below.

b. If answered no, answer next question: Would you like to apply for a ‘new’ immunization certificate? **If no, click next** (first snip below). **If yes, complete next section** (second snip below) and Upload/Attach Document a copy of your Certificate of Completion of Approved Training Program for Administration of Influenza Immunization and a copy of your current CPR card. Fill in expiration date of your CPR card, then click next.

c. If answered yes to question: Do you have a current immunization certificate?, then answer the question (first snip below): Would you like to renew your Immunization Certificate? If answered no, click next. If answered yes (second snip below), check box to confirm continuing education was completed, upload/Attach Document of your current CPR card, and fill in expiration of your CPR card. Click next.
9. **EMPLOYMENT** Page
   a. Enter the South Dakota pharmacy license number where employed, pharmacy information will auto-populate. Input license number similar to 100-1234 OR 200-1234
   b. If you are not employed by a SD pharmacy, click 'if applicable, check this box if your employer is not a South Dakota Pharmacy. Enter employment information.
   c. Enter work email, if available, job title, average hours worked per week, and employment status
   d. Answer yes/no if you have a second employer. If answered yes, complete information similarly as primary employer
   e. Click next.
10. RECORD OF DISCIPLINE, CHARGES AND CONVICTIONS Page
   a. Answer all questions. If yes is answered to any of first seven questions or no to the final question, provide **required** explanations and upload **required** documents.
      i. If yes is answered to the felony/misdemeanor question, needed will be date, city, county and state of charge(s). An uploaded document with an explanation(s) is required. The explanation information is needed as a separate document should include: a signed and dated explanation and copies of court records of the charges, convictions, charges found guilty of, or entered a plea of guilty or no contest to.
   a. Click next to continue

11. APPLICATION INPUT REVIEW Page
   a. After completing the application, you will be able to view the application by using the scroll bar to review for any errors.
   b. Correcting the information can be done by clicking on Previous buttons and correct in the appropriate screens.
   c. If everything is correct, click on Next button.

12. AFFIRM AND SUBMIT Page
   a. Click box to attest to application
   b. Sign with e-signature (type in your name as licensed)
   c. Select Debit or Credit, Card Type (**only Mastercard and Visa accepted**), Fill in Person’s Name on Card, Card number, Card expiration date along with 3-digit security code
d. Click Submit, an alert message stating if application was successful will pop up.

![Alert Message](image1)

Your application has been successfully submitted. Your confirmation is 30190729000002174

![Ok Button](image2)

e. Once successfully submitted, the renewal application just completed can be printed for your records. Click on the printer in upper right corner.
AFTER RENEWAL HAS BEEN SUBMITTED INFORMATION
HOW TO CHECK LICENSE APPLICATION STATUS,
PRINT A LICENSE OR PRINT A RECEIPT

1. Once your online renewal has been completed, check the progress of your renewal, or print your license, log back into your account. To check the status of your renewal, look in the registration details section under the ‘Status’ column.

2. Once your renewal is approved, to print your certificate, in the registration information section under the ‘Certificate’ column, click on Print.

3. To print a receipt, on the My Profile page scroll down to the Payment History section, click on the small printer under the receipt column to the right for the receipt desired.
TROUBLE SHOOTING AND OTHER TIPS

I’m having trouble getting through the licensing process.

a) Try a different browser. Example: If you’ve tried Internet Explorer, switch to Google Chrome.
b) This platform does not support the use of a mobile phone.
c) If a tablet is being used, it must be Microsoft based. (Not an Apple product.)
d) Be sure your pop-up blocker is turned off.
e) Firewalls or anti-malware protections on your system may be preventing the ability to get through the licensing process.

Tips

1. PDF documents are the preferred type of documents for required uploads.
2. Only upload documents during the licensing process. DO NOT UPLOAD on the MyProfile page for a new or renewal application.
3. This platform does not support the use of a mobile phone.
4. At The top of your license, if it includes ‘This is a Primary Source Verification’ – **NOTE: THIS IS NOT YOUR LICENSE.** Refer to item #1 on page 15 to see how to print your license.