

SOUTH DAKOTA BOARD OF PHARMACY

Reciprocating Pharmacist

User Guide and New Application Instructions



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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.
- Initial reciprocating pharmacist license fee is \$150 plus initial certification fee of \$35. Total of \$185.
- 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.

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 information and copies of documents for upload ready before beginning the online renewal process.
- Information needed includes:
 - Immunization documents (see bottom of page for immunization information), if applicable.

Registration Steps

- Applicant completes both the “Application for Licensure as a Pharmacist in South Dakota” on the South Dakota Board of Pharmacy’s e-licensing platform and the NABP application for license transfer (e-LTP). This step must be completed before the Board of Pharmacy can approve an applicant to take the MPJE.
- Applicant registers on the NABP website (<https://NABP.pharmacy>) for permission to take the Multistate Pharmacy Jurisprudence Exam (MPJE) South Dakota Edition. Once the SD Board of Pharmacy grants eligibility, the applicant then purchases the exams through NABP. Once purchased, the ATT codes to take the tests will be emailed to you from Pearson Vue. Passing grade for the exam is a total scaled score of not less than 75.
- Both the NABP application for license transfer (e-LTP) and this application MUST be completed prior to reciprocal licensure in South Dakota. NABP Licensure transfer link: <https://nabp.pharmacy/programs/licensure-transfer/>

Support Materials

- Visit the NABP website for NAPLEX/MPJE Registration Bulletin for instructions and administration policies
- Visit the SD BOP website for MPJE study materials (PDF of South Dakota Law Book)

Required information and documents needed for upload

- A passport quality color photo of head or head/shoulder.
- Background check information will be mailed to you after application is received in the Board’s e-licensing portal.

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.

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 (or wallet card) along with the date acquired and expiration.

After Application Submission Information

After your application has been submitted, the Board will:

- Review the application
- Background check information will be mailed to you
- Email registrant if additional information is needed
- Approve or deny the application
- Once the license is approved, a no-reply, automated email will be sent.

Once a new license has been issued,

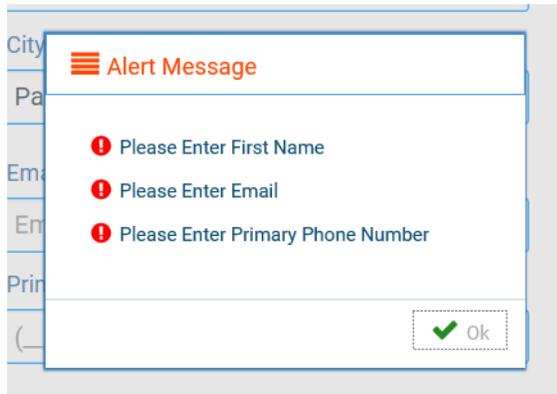
- Instructions to set up a profile account are at the end of the manual, beginning on page 9.
- *Retain User ID/password* to have ability to access the licensing platform at any time and to renew the license in the future.

After the license is approved/issued and the profile account is set up, you will be able to do the following:

- Print pharmacy license (instructions on page 10).
- Print a payment receipt (instructions on page 10).
- In your account on the My Profile page, you can also update your personal information at any time. Please use this platform to update our personal address, phone number, and email as changes occur.

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:

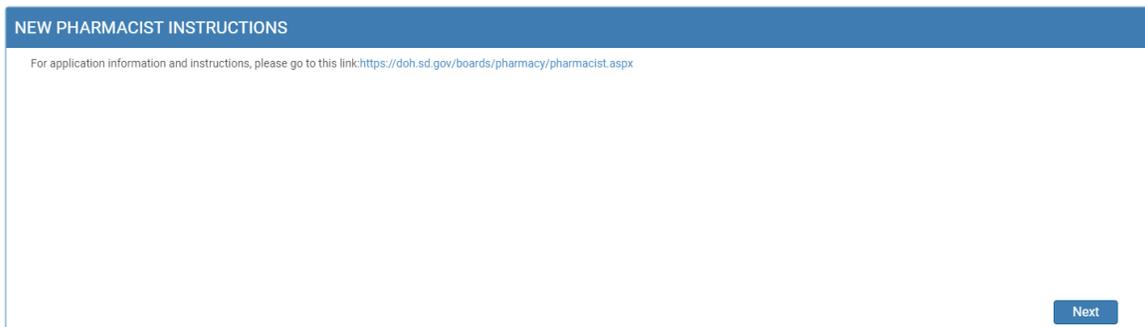


Start Application Process Here

1. NEW PHARMACIST INSTRUCTIONS Page

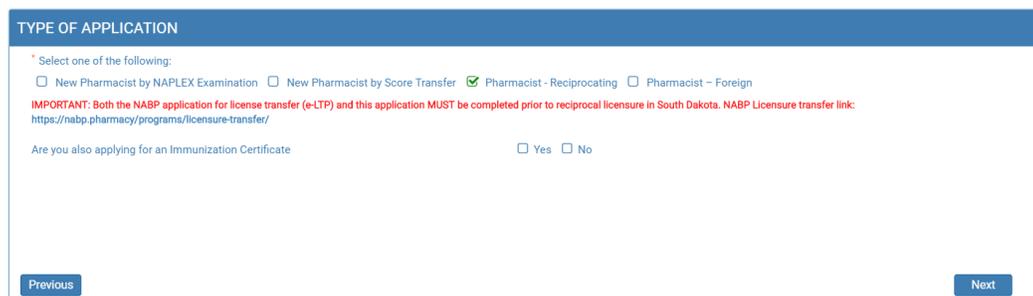
Click on: <https://sdbop.igovsolution.net/initial/initial/initial.aspx?id=74>

- a. The below page will open with a link to the instructions. Click Next to continue.



2. TYPE OF APPLICATION Page

- a. Select 'Pharmacist – Reciprocating'.
- b. Answer yes or no if you are applying for an immunization certificate.
- c. Click Next.



3. PHARMACIST INFORMATION Page

- a. Complete information that has a red asterisk (*): First name, Last name, Address1, Zip Code (if in South Dakota this should auto-fill the City, State, and County), Email, Date of Birth, Social Security Number, Primary Phone Number, Gender, and NABP e-profile #. When completed, click Next.

PHARMACIST INFORMATION

* First Name Middle Name * Last Name

Maiden Name

Mailing Address

* Address1 Address2 Address3

* Zip * City * State

* County * Email * Date of Birth

* Social Security Number * Primary Phone Number Alternate Phone Number

* Gender
 Male Female

* NABP e-profile #

4. AUTHORIZATION TO ADMINISTER IMMUNIZATIONS Page

- a. Answer ‘Will you be administering immunizations?’ by clicking yes or no.
- b. If no is selected, click Next to go to next page.
- c. If yes is selected, upload a copy of the Certificate of Completion of Approved Training Program for Administration of Immunizations.
- d. If yes is selected, upload a copy of certificate of completion of current cardio-pulmonary resuscitations (or the CPR card) training that includes the date acquired and the expiration.
- e. Once documents have been attached, click Next.

AUTHORIZATION TO ADMINISTER IMMUNIZATIONS

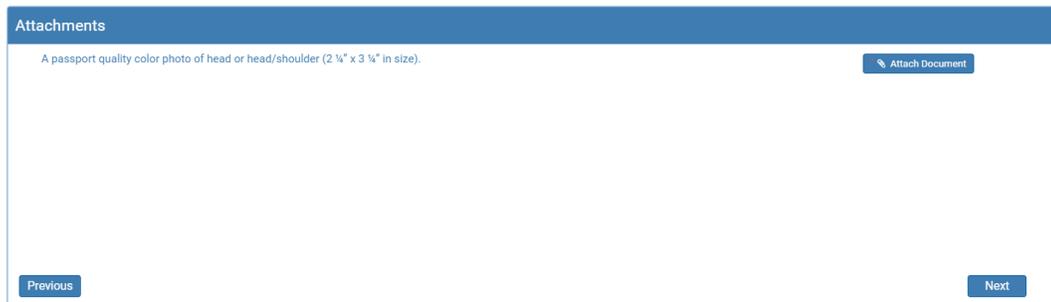
Will you be administering immunizations? Yes No

Provide a copy of the Certificate of Completion of Approved Training Program for Administration of Immunizations

Provide a copy of certificate of completion of current cardio-pulmonary resuscitations training that includes the date acquired and the expiration

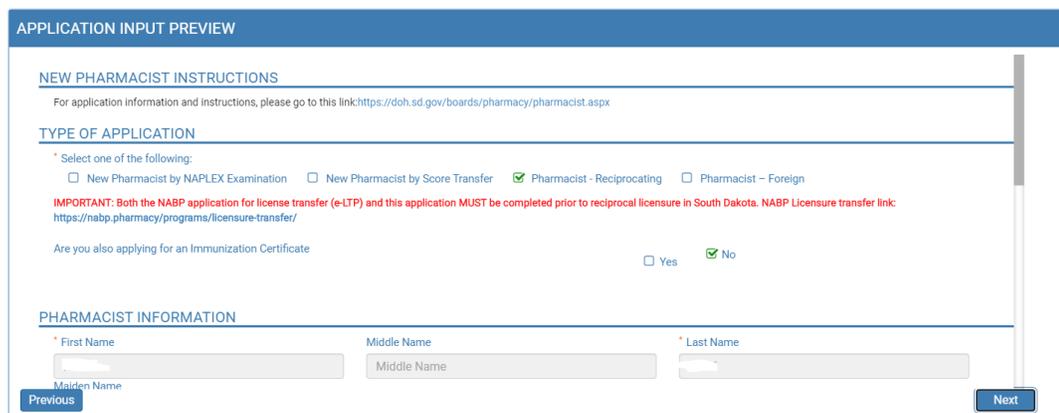
5. ATTACHMENTS Page

- Upload a passport quality color photo of head or head/shoulder.
- When upload is complete, click Next.



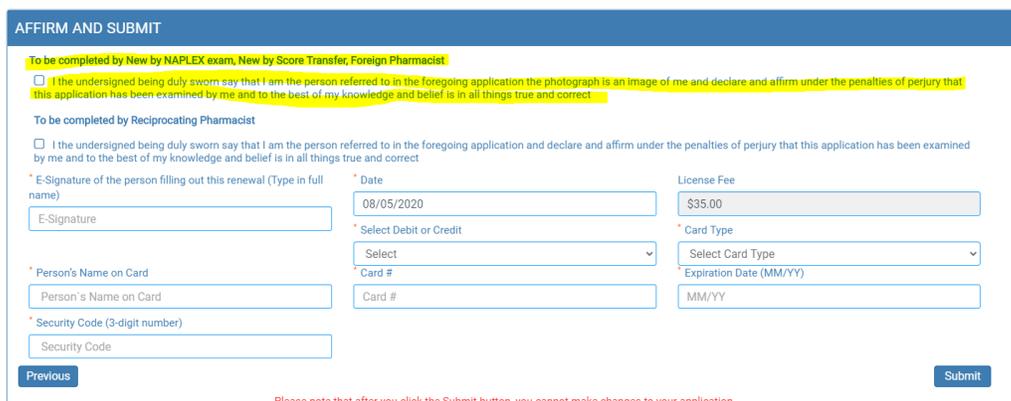
6. APPLICATION INPUT PREVIEW Page

- Review your information that has been input. If there are any changes needed, click on previous to correct any information. If there are no changes, click Next.



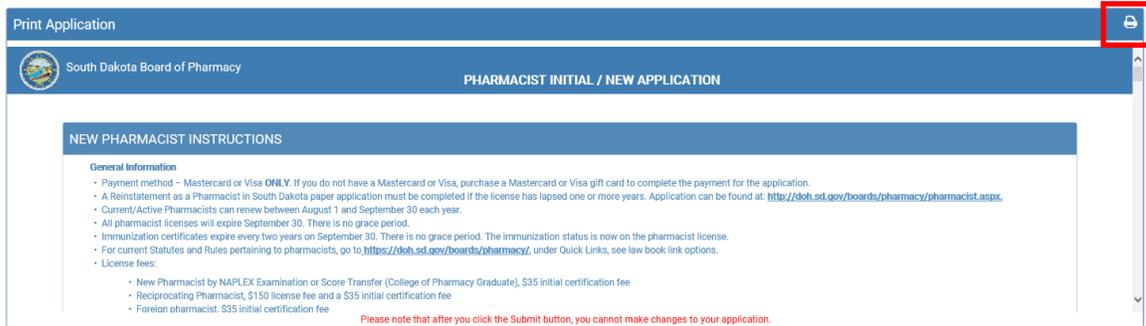
7. AFFIRM AND SUBMIT Page

- You must click the affirmation box under 'To be completed by New by NAPLEX exam, New by Score Transfer, Foreign Pharmacist'.
- Fill in your name as your e-signature, select debit or credit, Card Type (ONLY VISA OR MASTERCARD is accepted), Person's Name on Card, Credit Card Number, Credit Card Expiration, and Security Code (3-digit number on back of card).
- Once confident that the application is complete, click on Submit.



8. PRINT APPLICATION Page

a. Print out application for your records by clicking on the print button in the upper right corner.



The screenshot shows a web application interface for the South Dakota Board of Pharmacy. At the top, there is a blue header bar with the text "Print Application" on the left and a red square highlighting a printer icon on the right. Below this is another blue bar with the South Dakota Board of Pharmacy logo and the text "South Dakota Board of Pharmacy" on the left, and "PHARMACIST INITIAL / NEW APPLICATION" on the right. The main content area has a blue header "NEW PHARMACIST INSTRUCTIONS" and a white box containing "General Information" with several bullet points. A red note at the bottom of the white box states: "Please note that after you click the Submit button, you cannot make changes to your application."

Print Application

South Dakota Board of Pharmacy PHARMACIST INITIAL / NEW APPLICATION

NEW PHARMACIST INSTRUCTIONS

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.
- A Reinstatement as a Pharmacist in South Dakota paper application must be completed if the license has lapsed one or more years. Application can be found at: <http://doh.sd.gov/boards/pharmacy/pharmacist.aspx>.
- Current/Active Pharmacists can renew between August 1 and September 30 each year.
- All pharmacist licenses will expire September 30. There is no grace period.
- Immunization certificates expire every two years on September 30. There is no grace period. The immunization status is now on the pharmacist license.
- For current Statutes and Rules pertaining to pharmacists, go to <https://doh.sd.gov/boards/pharmacy/>, under Quick Links, see law book link options.
- License fees:
 - New Pharmacist by NAPLEX Examination or Score Transfer (College of Pharmacy Graduate), \$35 initial certification fee
 - Reciprocating Pharmacist, \$150 license fee and a \$35 initial certification fee
 - Foreign pharmacist, \$35 initial certification fee

Please note that after you click the Submit button, you cannot make changes to your application.

AFTER LICENSE HAS BEEN ISSUED HOW TO SETUP YOUR ONLINE PROFILE, PRINT YOUR LICENSE, PRINT A RECEIPT, OR UPDATE PERSONAL INFORMATION

To set up an account and be able to print your license, follow these instructions:

1. Verify your license number at this link:
https://sdbop.igovsolution.net/online/Lookups/Lookup_Individual.aspx.
 - a. Select your type of license/registration type.
 - b. Input your last name, first name, click box by 'I'm not a robot'.
 - c. Click search.
 - d. If the license has been issued, results will appear at the bottom of the page.
 - e. Retain license number to set up Profile.

The screenshot shows the 'Individual Verification' form. At the top, it says '(License Type is Mandatory, Either License/Registration Number or Last Name is Mandatory, Please click on the Print option to view the license/registration details.)'. Below this, there are three main input sections: 1. 'License/Registration Type' with a dropdown menu labeled 'Select License/Registration Type'. 2. 'License/Registration Number' with a text box labeled 'License Number'. 3. 'Last Name' and 'First Name' with text boxes labeled 'Last Name' and 'First Name' respectively. There are 'Search' and 'Clear' buttons below the input fields. To the right, there is a CAPTCHA section with a checkbox labeled 'I'm not a robot' and a CAPTCHA logo.

2. After confirming your license/registration number, begin setting up your account by clicking on this link: https://sdbop.igovsolution.net/online/User_login.aspx
3. Click on Sign up as shown below:

ONLINE BUSINESS PROFILE LOGIN

The screenshot shows the 'User Login' form. At the top, there are two radio buttons: 'Individual' (checked) and 'Business'. Below this, there are two text input fields: 'User Name' and 'Password'. A blue 'Login' button is centered below the password field. At the bottom left, there is a red-bordered button labeled 'Sign up' with a plus icon. At the bottom right, there is a link labeled 'Forgot password' with a magnifying glass icon.

4. Registration
 - a. Click on Individual at the top (see snip on top of next page).
 - b. Select license type of pharmacist.
 - c. Put in your license number.
 - i. As a pharmacist, input license number, however, if you are a reciprocated pharmacist enter R-0000, R with a dash plus the four digits of your license.
 - d. Put in your date of birth.
 - e. Click Next.

Registration Step 1 / 2

Individual Business
 Please provide the information below.
[Click here to verify your license #.](#)

* License Type

* License Number

* Date of Birth

[Next](#)

[? Forgot Password](#)

5. Complete credentials information.
 - a. **Retain this information for future reference and use – this information will be used to renew your license.**
 - b. Click Submit.

Credentials Step 2 / 2

* Email

* Confirm Email

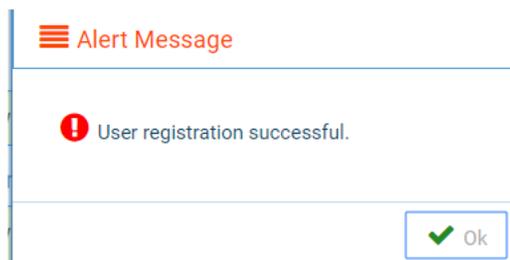
* User Name

* Password

* Confirm Password

[Previous](#) [Submit](#)

6. Registration is successful when this alert message appears. Click OK, you will be returned to the log in page.



7. Return to the log in page.
 - a. Once account is set up, you will return to the log in page or use this link: https://sdbop.igovsolution.net/online/User_login.aspx
 - b. Click Individual at the top.
 - c. Use the User Name and Password to login in at the User Log In page.

ONLINE BUSINESS PROFILE LOGIN

8. To print your license, on the My Profile Page go to the Registration Information section and click on the blue 'Print' under certificate:

Registration Information

Type	License #	Issue Date	Exp Date	Status	Last Renewal Date	Renewal	Certificate
Pharmacists				Current/Active		Renew	Print

9. To print a payment receipt, Go to the Payment History section in My Profile, click on the printer in the receipt column for the needed receipt:

Payment History

Receipt #	Payment Method	Date Received	Payer	Amount	Receipt
				\$125.00	Print

Page size: 20 Records: 1 - 1 of 1 Pages: 1 of 1

10. To update your personal information, go to the Personal Phone, Email and Fax section. Click on the edit button in that section, make the corrections, then click save.

Personal Phone, Email and Fax

* Phone # Alternate Phone * Email Edit

Fax

Note: this is the site you will use to renew your license. Here is a link to the pharmacist renewal information: <https://doh.sd.gov/boards/pharmacy/pharmacist.aspx>

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 #8 on page 10 to see how to print your license.