



SOUTH DAKOTA BOARD OF PHARMACY

4001 W. Valhalla Boulevard, Suite 106, Sioux Falls, SD 57106
p - 605.362.2737 f - 605.362.2738 www.pharmacy.sd.gov

TECHNICAN REGISTRATION & RENEWAL INSTRUCTIONS

All SD technician registrations expire on October 31
Registration renewal period is from September 1 – October 31

- Use the new registration application form on the SD Board of Pharmacy website (www.pharmacy.sd.gov) or direct URL link at (<http://doh.sd.gov/boards/pharmacy/assets/TechnicianApplication.pdf>)
 - ✓ Old application forms are not acceptable
 - ✓ Application length has increased due to data collect required by recently passed SD legislation
 - ✓ Part of the application can be filled out online then printed for signatures, etc....
- Incomplete applications will be returned to the originator
 - ✓ Certified techs must send a copy of their current certification with their application
 - ✓ If not included, the registration will show Technician-In-Training not CPhT
 - ✓ If submitting one check to pay for multiple applications and an incomplete application is part of the batch, the remaining applications cannot be processed until the incomplete application is resolved/ready to process.
- Submit check / money order with application
 - ✓ DO NOT SEND CASH
 - ✓ Allow 10 working days for application processing
 - ✓ Registration will be mailed to the employer via US Postal Service only
- For current South Dakota Technician statutes and rules go to www.pharmacy.sd.gov

APPLICATION CHECKLIST

- Review SD Technician registration application to ensure all fields have been completed and all questions answered
- Obtain all required signatures on application (Pharmacist-In-Charge and Technician)
- Certified technicians must include a copy of their current certificate with their application; if not included the registration will show Technician-In-Training not CPhT
- Include a \$25.00 check or money order made payable to SD Board of Pharmacy; **DO NOT SEND CASH**
- Mail all items to SD Board of Pharmacy (**NEW ADDRESS**)
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