SOUTH DAKOTA
BOARD OF PHARMACY

Technician

User Guide and
Renewal Application Instructions

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Technician Renewal Application
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To work as a technician in South Dakota, you must:

- Be a high school graduate or have attained a GED.
- Be hired/employed in a South Dakota licensed pharmacy or equivalent as a pharmacy technician before you can apply for a technician registration.

General Information

- Current/Active technicians can renew between September 1 - October 31 each year.
- All registrations will expire October 31. There is no grace period. You will not be able to work without a current/active registration.
- If you forgot your technician number, go to [http://doh.sd.gov/boards/pharmacy/verification.aspx](http://doh.sd.gov/boards/pharmacy/verification.aspx). Click on Individual Verification. Select Technician as your License/Registration type, enter your last name, check on 'I'm not a robot', then click search. Your registration number should come up.
- For current South Dakota Statutes and Rules pertaining to technicians, go to [https://doh.sd.gov/boards/pharmacy/](https://doh.sd.gov/boards/pharmacy/), under Quick Links, see law book link options.
- Administrative Rule (ARSD 20:51:29:06) requires a technician-in-training be certified within 2 years of new registration issue date.
- Registration fee is $25.
- 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 sampling of applications will be audited and reviewed for accuracy.

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

- Online system does not retain information entered until the application has been submitted and payment process is completed.
- Have all of your personal information (DOB, SSN, education, work history), current employer’s pharmacy license number, pharmacist-in-charge (PIC) name with South Dakota license number, NABP e-profile number (if applicable), and document(s) for upload, if applicable, ready before beginning the online application process.
- Certified technicians need to have a PDF of your certificate from PTCB or ExCPT.
- If you have attended schools or training since your last renewal, have school/training facility information, facility address, dates attended, field of study and if degree/certificate was received.

Required Documents to be Uploaded

- If a certified technician, a PDF copy of your current certificate from either PTCB or ExCPT.
- 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 sheet of paper is 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.

After Application Submission Information

After your application has been submitted:

- Your registration will auto renew unless
  - Further information is needed -- The registrant will be emailed if additional information is needed.
  - A review is required for a section of the application (i.e. discipline)
  - The Board will approve or deny the application, if applicable

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

- To check application status
- Print technician registration, instructions begin on page 14
- To print a payment receipt, instructions begin on page 14

Licensure status can also be verified at:

Profile/Account Set Up

1. Click on the link below for renewal of your Technician Registration. Please Bookmark this page. 
https://sdbop.igovsolution.net/online/User_login.aspx
   a. If this is the first time this registration has been renewed and have not set up an online account, click on sign up and follow the next steps.
   b. If this is not the first time this registration has been renewed or you have already set up an online, skip to step 12 on page 4 and enter your username and password used in a previous renewal.
2. Click on ‘Sign up’ to set up account.

3. Check Individual box.
4. Select ‘Technician’ from drop down menu as License Type.
5. Fill in your registration number (only the registration numbers, no prefix such as TT, CPhT, or GF).
6. Fill in your date of birth.
7. Click Next.
8. Complete credentials information. **Retain this information for future reference and use.** Click submit.

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

10. Once user registration is successful an e-mail will be triggered to the e-mail that you provided during your registration with a similar message like below:

   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.

11. Use the User Name and Password to login in at the User Log In page. 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](https://sdbop.igovsolution.net/online/User_login.aspx)
13. **My Profile page** – information to know before clicking ‘Renew’

   a. 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.

   ![My Profile page](image1)

   b. Registration Information: This section contains the registration information details like, Type, Registration #, Issue date, Exp. Date, status, Last renewal date, Renewal. These are **non-editable fields**.

   ![Registration Information](image2)

   c. 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 registrant 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 have been uploaded / showing in this Documents section can also be downloaded.

   ![Document Details](image3)

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

   ![Payment History](image4)
c. Renewal Details: In this section registrant 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 will show the updated registration expiration date, Last renewal date. Also, you can print your online submitted Renewal form, if needed.

### General Notes

1. Mandatory fields are marked with a red * in all screens and all those must be entered before clicking on next
2. Click on Next button to go to the next screen or click on Previous button to go back to the previous screen.
3. If mandatory fields are not entered, you will get an alert message that alerts to enter those fields like below:
Renewal Application Starts Here

1. Validation of Current Information – My Profile page

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

2. After clicking on the Renewal icon click on the confirmation message. Click yes to continue.

3. The below page will open with a link to the instructions, if needed. Click Next to continue.

2. TECHNICIAN INFORMATION Page

1. Provide NABP e-profile ID, if available.
2. Fill in Pharmacist-in-charge license number. The pharmacist-in-charge name should auto populate once the license number has been input.
   a. If pharmacist is a reciprocated pharmacist, enter license number as R-1234 (R dash then 4-digit license number). If pharmacist is not a reciprocated pharmacist, only enter the 4-digit license number.
3. Select type of technician. Select either Technician-in-Training (TT), Certified Technician (CPhT), or Grandfathered Technician (GF).
a. If Technician-in-Training is selected:
   i. Answer yes or no to the question ‘Are you currently enrolled in a tech-in-training program (may be academic institution, online, or on the job training, etc.)’.
      1. If answered yes, click on Click Here to Add More to enter Name of Program or Job Training Entity. Click Save when information has been entered.
      2. Answer yes or no to the question, ‘Is this training through an academic institution?’
      3. Click Next to continue.

   ii. If answered no to the question, question ‘Are you currently enrolled in a tech-in-training program (may be academic institution, online, or on the job training, etc.)’, click Next to continue.

b. If Certified Technician (CPhT) is selected:
   i. Fill in the name of the technician training program, zip code where training program was done (if in South Dakota, other fields will auto-fill), the training completion date, and certification exam date.
   ii. Under the Certification Information section, select if the certifying agency was PTCB or ExCPT. Then fill in the certification original issue date, certificate number, and the certificate current expiration date. A copy of the certificate will need to be uploaded by clicking on Attach document.
   iii. Click Next to continue.

c. If Grandfathered Technician (GF) is selected, click Next to continue.
3. **EDUCATION Page**

1. Answer the question yes, or no: ‘Have you attended schools or training since your last renewal, degree or certificate obtained.’

   a. If answered yes, click on Click Here to Add More.
   b. Provide the name of school or training facility attended since your last renewal with address, zip code, city, state, dates attended, field of study and if a degree or certificate was obtained.
   c. If there is more than one school or training since your last renewal, continue to click on Click Here to Add More until all schools/training facilities have been entered.
   d. Click Next to continue.

   i. When you save the information, it will appear on the main screen. You can delete the entry if it is incorrect or not needed as shown below:

   ![Schools/Training Facilities](image)

   e. If answered no, click Next to continue.

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4. EMPLOYMENT Page

1. Answer yes or no to the question, ‘Is your employer a South Dakota licensed pharmacy?’.
   a. If answered yes, enter the South Dakota pharmacy license number (Examples: 100-0000 or 200-0000). Pharmacy information should prepopulate.
      i. Enter your work email, if available, your job title, average hours worked per week, and employment status.

2. Answer yes or no to the question, ‘Do you have a second employer’.
   a. If the answer is yes, answer the question and provide the same information as in items #1a and 1b above. Once required information has been completed, click Next to continue.
   b. If the answer is no, click Next to continue.
5. RECORD OF DISCIPLINE, CHARGES, AND CONVICTIONS Page

1. Answer questions #1 and #2 under ‘Declaration of current impairment or limitations’ by checking the yes or no box.
   a. If yes is answered to either question, An uploaded document with an explanation(s) will also be required. Explanation information needed on separate sheet of paper is 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.
   b. If no is answered, continue to felony or misdemeanor crimes section.

2. Answer questions #3 and #4 under ‘Felony or misdemeanor crimes’ by checking the yes or no box.
   a. If yes is answered to either question, an uploaded document with an explanation(s) will also be required. Explanation information needed on separate sheet of paper is 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.
   b. If no is answered, click Next to continue.
6. APPLICATION INPUT PREVIEW Page

1. After completing the application, you will be able to review the application for any errors and correct the information by clicking on Previous buttons and correct in the appropriate screens.

2. Use the vertical scroll bar to review the completed application. Once review is complete, click Next to continue.

7. AFFIRM AND SUBMIT Page

1. Read and check the affirmation checkbox.
2. Sign your e-signature.
3. Date and Fee amount will be auto populated.
4. Select if using card as a “Debit / Credit”.
5. Select Card Type (Mastercard or VISA only accepted).
6. Enter name of person that appears on card.
7. Enter Mastercard or Visa card number.
8. Enter card expiration date (MM/YY format).

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9. Enter card security code.
10. Click submit.
11. You will get confirmation number if successful.
12. You **must** click on the affirmation checkbox to the attestation information, enter your credit card information and click on Submit button to complete the application.
13. If you entered any invalid information, you will see a message indicating that your card was invalid.

![Alert Message]

Your application wasn't successful. Credit Card Number Invalid.

You must click on the affirmation checkbox to the attestation information, enter your credit card information and click on Submit button to complete the application.

14. Click on Ok and re-enter the correct information and click on submit to complete the application.
15. Once successfully submitted, you will get a system generated auto reference number, if needed, you can note down that system generated auto reference number for your future reference.

![Alert Message]

Your application has been successfully submitted. Your confirmation is 20200825000000875

14. Click on Ok and re-enter the correct information and click on submit to complete the application.
15. Once successfully submitted, you will get a system generated auto reference number, if needed, you can note down that system generated auto reference number for your future reference.

16. After application has been successfully submitted, the application can be printed by clicking on the printer button in the upper right-hand corner.

![Print Application]

17. Your registration will auto-renew unless any of the regulatory questions were answered yes. By clicking on My Profile in the upper right-hand corner, this will return you to your MyProfile page where you can print your registration. Follow the instructions on page 14 to print your registration.

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1. To print your registration, log into your account: On the My Profile Page, go to the Registration Information section in My Profile and click on the blue ‘Print’ under certificate:

2. To print a payment receipt, log into your account: Go to the Payment History section in My Profile, click on the printer in the receipt column for the needed receipt:

3. To update your personal information such as address and phone number, log into your account. Go to the section needing updating – either Home Address or Personal Phone, Email and Fax. Click on the edit button in that section, make the corrections, then click save.
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 registration, if it includes ‘This is a Primary Source Verification’ – NOTE: THIS IS NOT YOUR REGISTRATION. Refer to item #1 on page 15 to see how to print your registration.