

South Dakota Technician

Website - [License Information & Applications](#)

Before you can submit a pharmacy technician application, you must meet the following requirements:

- be 16 years of age or older, and
- be *employed* in South Dakota as a pharmacy technician

Registration

- Technician completes an initial/new application and is issued a registration.
- Technician keeps the same **technician number** throughout their employment in South Dakota.
- To activate an expired registration, technician completes a **renewal** application never a new application.
- Information on your registration:

| | |
|---------------------------|---|
| Technician # | a four-digit number specifically assigned to you only. |
| Designation | type of registration you have (TT = tech in training, CPhT = certified, GF = grandfathered) |
| Initial Issue Date | date your <u>first</u> registration was issued. |
| Must Be Certified by Date | date you must achieve national <u>certification</u> by. |
| Issue Date | date you <u>renewed</u> your registration. |
| Expiration Date | date your registration expires. |

Set Up Your Online Account

- After your application is processed, technician must set up an online account to print the registration.
- Find set-up instructions at [Application Guide](#)
- You will establish a **username** and **password** for the account. Write them down; you will need them in the future.

Notify Board of a Name or Employment Change

- Submit form within 10 days of change [Name or Employer Change form](#)
- For personal address, phone number, or email changes, log into your online account and update **My Profile** section.

Renewal Schedule and Fees

- Technician must be *currently* employed in South Dakota as a pharmacy technician in order to renew registration.
- All registrations expire October 31st each year. There is no grace period.
- Online *renewal application* is available 60 days prior to registration expiration date.
- **All fees are nonrefundable including duplicate application submission**

National Certification / Certificate

- Once certified, technician can send board a copy of their official national certification certificate.
- Email a copy of your official certification certificate to the board at (pharmacyboard@state.sd.us).
- When received, the board will change your status from technician-in-training to certified technician.
- Continuing education credits are required to maintain your national certification.
- The board **does not** certify technicians.
- Direct certification questions to your employer, pharmacist-in-charge, or one of the national certifying agencies (PTCB or ExCPT).

Registration Verification & Primary Source Verification

- Go to ([License Verification](#)).
- Direct anyone requesting a verification of your registration to the site.
- A verification is not a technician's official registration.

Verification Steps

Select verification type

Select license type

Enter your four digit registration number (**XXXX**); do not enter the designation (TT, GF, or CPhT)

Enter verification code

Do not complete any other fields

Click Search, click print icon to view license details