

SOUTH DAKOTA BOARD OF PHARMACY

Technician

Initial Application Instructions



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Link - [License Information & Applications](#)

Software requirements – for a better user experience we recommend using the most current version of Chrome or IE/Edge. Access to the licensing platform may be affected by the computer technology used and IT constraints you or your agency may have in place, including malware, firewalls, cookies, pop-up blocker, browsers, outdated software, etc. **Do not use a tablet or mobile phone to complete application.**

Application Requirements

Application General Information

Documents for Application Upload

STEP 1

Begin Initial Application

Link to begin initial application

STEP 2

After license has been issued, you must:

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APPLICATION REQUIREMENTS

You **must meet** the following requirements before you can apply for a South Dakota technician registration:

1. be *currently* employed as a pharmacy technician in a licensed pharmacy in South Dakota **and**
 2. be 16 years of age or older
- You have 30 days from your employment hire date to obtain a technician registration.
 - **DO NOT USE** this application if you have **ever** been issued a South Dakota technician registration. You should complete a *renewal* application **NOT** an initial/new application.

APPLICATION GENERAL INFORMATION

- **All fees are nonrefundable and nontransferable.**
- Registration fee \$25.
- Payment methods – MasterCard, Visa or American Express. A gift card for these vendors may be used.
- Application must be completed in one sitting. Information entered is not saved unless application is submitted.
- **DO NOT USE** a mobile phone or tablet to submit application.
- Registration expires October 31st each year. There is no grace period.
- Registration renewal period is September 1st – October 31st.
- For SD statutes and rules, go to [SD Laws & Rules](#)

INFORMATION NEEDED FOR APPLICATION

- Personal information (DOB, SSN, education).
- Previous employer name, full address, your job title, and dates employed.
- SD license number for your employer's pharmacy/business.
- Name and license number of the pharmacist-in-charge at pharmacy/business.
- Your NABP e-profile number, if applicable.

APPLICATION DOCUMENTS FOR UPLOAD

Save documents in PDF format.

Do not upload expired documents.

Upload documents only when prompted in the application.

- Copy of current PTCB or ExCPT certificate, if applicable.
- Felony/misdemeanor offense upload, if applicable.
 - ✓ A written document to include explanation of offense, date, and sign/date document.
 - ✓ Copy of court records (charges, pleas entered).

AFTER APPLICATION SUBMISSION

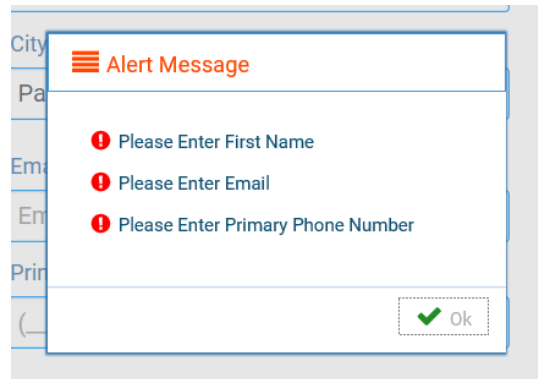
- Board reviews application, emails submitter if clarification is needed, and approves/denies application.
- An automated email is sent to submitter upon application approval.
- Go to STEP 2 in this document:
 - ✓ to find the registration number issued to you, and
 - ✓ to create your online account to **print license** and **payment receipt**

General Notes

Required fields are marked with a red * asterisk

Alert message (below) will appear if information is incomplete

You cannot advance to the next page until required fields are completed



Step 1 - Begin Initial Application

1. **Click link:** <https://sdbop.igovsolution.net/initial/initial/initial.aspx?id=63>.
2. **Technician Instructions Section**
 - Click link to read instructions or (Next) to continue
3. **Technician Information Section**
 - Complete fields with a red asterisk (*)
 - Click (Next) to continue
 - If certified, enter certification information and **upload** PTCB or ExCPT certificate saved in a PDF format.
4. **Employment Section**
 - Click (Yes or No) - Is your employer a South Dakota licensed pharmacy?
 - Complete all required fields
 - Click (Yes or No) - Do you have a second employer?
 - Complete all required fields
5. **Work History Section**
 - Select one option
 - If option (List work experience with other employers for the last five years) selected, click (Click Here To Add More) to enter information for each employer
6. **Record of Discipline, Charges, and Convictions Section**
 - Answer questions 1, 2, and 3.
 - For "Yes" response, **upload** signed and dated written document (in a PDF format) that briefly describes/explains offense, circumstances, charges, convictions, and pleas.
7. **Application Input Preview Section**
 - Before submitting, review application input using the scroll bar on right-hand side
 - Click (Next) to continue or (Previous) to return to the page needing correction

8. Affirm and Submit Section

- **All application fees are nonrefundable including duplicate and error submissions.**
- Check attestation box
- Type application submitter's name (E-Signature)
- Select (debit/credit), card type (only Mastercard, Visa, or American Express are accepted), name on credit card, card number, expiration date, and 3-digit security code number
- Click Submit button – online application is complete
- **DO NOT** click submit button again – contact the board if you have questions about submission
- An alert message appears with a confirmation number for submission
- The completed application appears; click (Printer Icon) in right-hand corner for copy of application

Step 2 – After License - Registration Issued / Create Your Online Account

1. Find the technician license/registration number issued to you.

- Click link [License Verification](#)
- Check (Individual)
- Select license/registration type (Technician)
- Enter (Verification Code) shown
- Enter your (Last Name) as it appears in the application. DO NOT complete any other fields
- Click (Search)
- Click (Print Icon) in last column to obtain a primary source verification showing your assigned number. This document is NOT your official license/registration.

2. Click link https://sdbop.igovsolution.net/online/User_login.aspx to create your online account.

3. Online Profile Login Section

- Click (Individual)
- Click (Sign Up)

4. Registration Section

- Check (Individual)
- Select license/registration type (Technician)
- Enter four-digit license/registration number (XXXX); **do not** enter (TT, GF, or CPhT)
- Enter date of birth

5. Credentials Section

- There are no password restrictions
- Username and password created are unique and cannot be used for multiple accounts
- Write down username and password. Save them for future use
- Complete all fields marked with a red * asterisk
- Click (Submit)
- Alert message appears when registration is successful, click (Ok)
- Automated email confirming account set-up is sent to email address entered in Credential section.
- Click (Ok) to continue

6. **Return to login** https://sdbop.igovsolution.net/online/User_login.aspx
 - Enter username, password and click (Login)
 - You are now in the **My Profile** section of the online account.

Step 3 - My Profile Sections of Your Online Account

Data in this section is from the initial application

There are seven different **My Profile** sections of information for review and/or edit

1. Personal Information Section

- Fields cannot be edited

2. Registration Information Section

- Fields cannot be edited
- Click on the word (Print) in the last column to **print license/registration**

3. Home Address Section

- Fields can be edited
- Click (Edit) to make changes,
- Click (Submit) to save changes

4. Personal Phone, Email, and Fax Section

- Fields can be edited
- Click (Edit) to make corrections/changes
- Click (Submit) to save changes

5. Document Details Section

- Documents that appear in this section were uploaded in application process and can be downloaded
- To upload a document, not previously uploaded during application process
 - a. Select (Document Type)
 - b. Click(Attach) to browse files and select desired document
 - c. Click (Upload Document) to complete process
- Do not upload the same document twice during the application process

6. Payment History Section

- Click (Printer Icon) in the last column to **print payment receipt**

7. Renewal Details Section

- Application status can be viewed in Status column (Pending or Clear)
- (Clear) indicates application has been processed, approved and license/registration is ready to print

Step 4 - Trouble Shooting / Tips / Account Password Reset

Having trouble getting through application?

- **Do Not Use** mobile phone or tablet to complete online application.
- Change browsers (Internet Explorer, Google Chrome).
- Computer firewalls and malware software can impact application completion/submission.
- Turn pop-up blockers off

Tips

- Provide documents in PDF format.
- TIF and jpeg document formats do not always open which delays application processing.
- Upload documents only when prompted in the application.
- **DO NOT UPLOAD** documents on the My Profile page that were already uploaded in the application as this will result in duplicate documents in the application.
- If your document says (This is a Primary Source Verification) at the top, **THIS IS NOT YOUR OFFICIAL LICENSE/REGISTRATION.**

Account Password Reset Instructions

Go to Login page (https://sdbop.igovsolution.net/online/User_login.aspx)

- Click (Individual)
- Enter your username
- Click (Forgot Password); alert Message appears
- Click (Ok)

At Password Recovery page

- Click (Individual)
- Select license type (Technician)
- Enter (License Number) only the 4 digits
- Enter (Date of Birth)
- Click (Next)
- A “temporary” password is generated
- Write “temporary” password down or copy and paste temporary password to a Word document to eliminate miss keying.
- Click (Ok)

Return to Login page

- Click (Individual)
- Enter username
- Enter “**temporary**” password in the password field
- Click (Login)

At Credentials page

- Enter “**temporary**” password in the “**Old**” password field
- Enter “**new**” password, confirm new password
- Click (Submit)

Return to Login page

- Click (individual)
- Enter username
- Enter “new” password