SOUTH DAKOTA BOARD OF PHARMACY

Pharmacist Licensure by Reciprocity

Initial Application Instructions

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Table of Contents

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.**

LICENSURE by RECIPROCITY

Link - License Information & Applications

A pharmacist who has been licensed in another state for more than one year and wants to become licensed in the state of South Dakota completes a reciprocity application. If you have not been licensed for more than one year, contact the board before proceeding further.

Steps 1 & 2 must be completed before SD Board can approve applicant to take the (MPJE) SD Edition exam.

Step 1 – South Dakota Application

- Applicant completes South Dakota "*Pharmacist by Reciprocity*" application online
- Upon application, board mails applicant packet of information and fingerprint cards for completion.

Step 2 - NABP Application

- License **by Reciprocity** applicant completes license transfer (e-LTP) reciprocity application on NABP website (https://nabp.pharmacy/programs/licensure-transfer/) and registers for ***permission*** to take Multistate Pharmacy Jurisprudence Exam (MPJE) South Dakota Edition. After SD Board of Pharmacy ***approves/grants eligibility***, applicant ***purchases*** exam through NABP. Once purchased, ATT code to take test is emailed to applicant from Pearson Vue Testing Center and applicant can ***schedule*** exam.

  Applicant has one year from application submission date to complete requirements for South Dakota licensure. Note - fingerprint card background check results are valid for only six months.

Support Materials

- SD MPJE exam - view current laws/rules for the practice of pharmacy in South Dakota SD Laws & Rules

Immunization Authorization

- An immunization registration allows you to immunize in the state of South Dakota only, is part of the pharmacist application, and appears on the pharmacist license.
- To obtain authorization ***during non-licensing periods***, use the Authorization to Administer Immunizations form (Immunization Form)

South Dakota "*Pharmacist by RECIPROCITY*" application instructions

A pharmacist who has been licensed in another state <u>for more than one year</u> and wants to become licensed in the state of South Dakota completes a reciprocity application. If you <u>have not been</u> licensed for more than one year, contact the board before proceeding further.

RECIPROCITY APPLICATION GENERAL INFORMATION

- All fees are nonrefundable for any reason including duplicate submissions and applications submitted in error
- License fee $150
- If you or your spouse are currently a deployed "active" military member, license fee is waived
- Payment methods – MasterCard, Visa or American Express. A gift card for these vendors may be used
- **DO NOT USE** a mobile phone or tablet to submit application
- Application must be completed in one sitting. Information entered is not saved unless application is submitted
- Background check information is mailed to your address of record after application submission
- License expires September 30th each year. There is no grace period.
- License renewal period is August 1st – September 30th

REQUIRED APPLICATION INFORMATION & DOCUMENTS FOR UPLOAD

Provide all documents in PDF format.
Do not upload expired documents.
Upload documents only when prompted in the application.

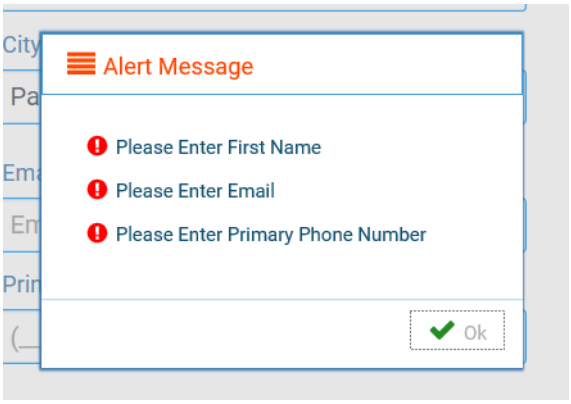
- Personal information (DOB, SSN, e-Profile number, intern number)
- Passport quality, color head/shoulder photo
- Copy of "**active**" duty orders, if deployed active-duty military member
- For authorization to immunization
  - ✓ Copy of certificate of completion of a 20-hour approved training course for administration of immunizations.
  - ✓ Copy of CPR card/certificate showing completion and expiration dates

AFTER APPLICATION IS APPROVED AND LICENSE ISSUED

- Email is sent to submitter upon application approval
- Go to STEP 2 in this document to:
  - ✓ find the pharmacist license number assigned to applicant, and
  - ✓ create an 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** on: https://sdbop.igovsolution.net/initial/initial/initial.aspx?id=74

2. **New Pharmacist Instructions Section**
   - Click link to read instructions or (Next) to continue

3. **Type of Application Section**
   - Select (Pharmacist - Reciprocating)
   - Click (Yes or No) – Are you deployed active miliary member
   - Click (Yes or No) – Are you a spouse of a deployed active military member
   - Upload **active-duty** orders, if applicable
   - Click (Next) to continue

4. **Pharmacist Information Section**
   - Complete all fields with a red asterisk (*)

5. **Authorization to Administer Immunizations Section**
   - Click (Yes or No) – Will you administer immunizations
   - If No, click (Next)
   - If Yes, upload copies of current CPR card and certificate of completion of an approved 20-hour administration of immunization training program.

6. **Attachments Section**
   - Click “Attach Document” to upload a passport quality head or head/shoulder color photo

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 a page needing correction

8. **Affirm and Submit Section**

Process for Non-Miliary Applicant

- All application fees are nonrefundable including duplicate submission and error submission
- Read attestation and check 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

Process for Deployed Active Military or Spouse of Active Military Member

- *There is no application fee for this applicant*
- Read attestation and check box
- Type application submitter's name (E-Signature)
- 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 license number issued to you.
   - Click link License Verification.
   - Select (Individual Verification).
   - Select (License/Registration Type), enter (Verification Code) shown, enter your (Last Name) as shown on 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**
   - Click (Individual)
   - Select license type (Pharmacist)
   - Enter four-digit license number (XXXX) or (R-XXXX)
   - 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
   - To print license, click on the word (Print) in the last column

3. **Home Address Section**
   - Fields can be edited
   - Click (Edit) to make corrections/changes, then click (Submit) to capture changes

4. **Personal Phone, Email, and Fax Section**
   - Fields can be edited
   - Click (Edit) to make corrections/changes, then click (Submit) to capture 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**
   - To print payment receipt, click (Printer Icon) in the last column

7. **Renewal Details Section**
   - Application status can be viewed in Status column (Pending or Clear)
   - (Clear) indicates application has been processed, approved and registration/license is ready to print
   - To print application, click (Printer Icon) in last column

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 SOUTH DAKOTA 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 (Pharmacist)
- Enter (License Number) as R-XXXX or XXXX
- 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