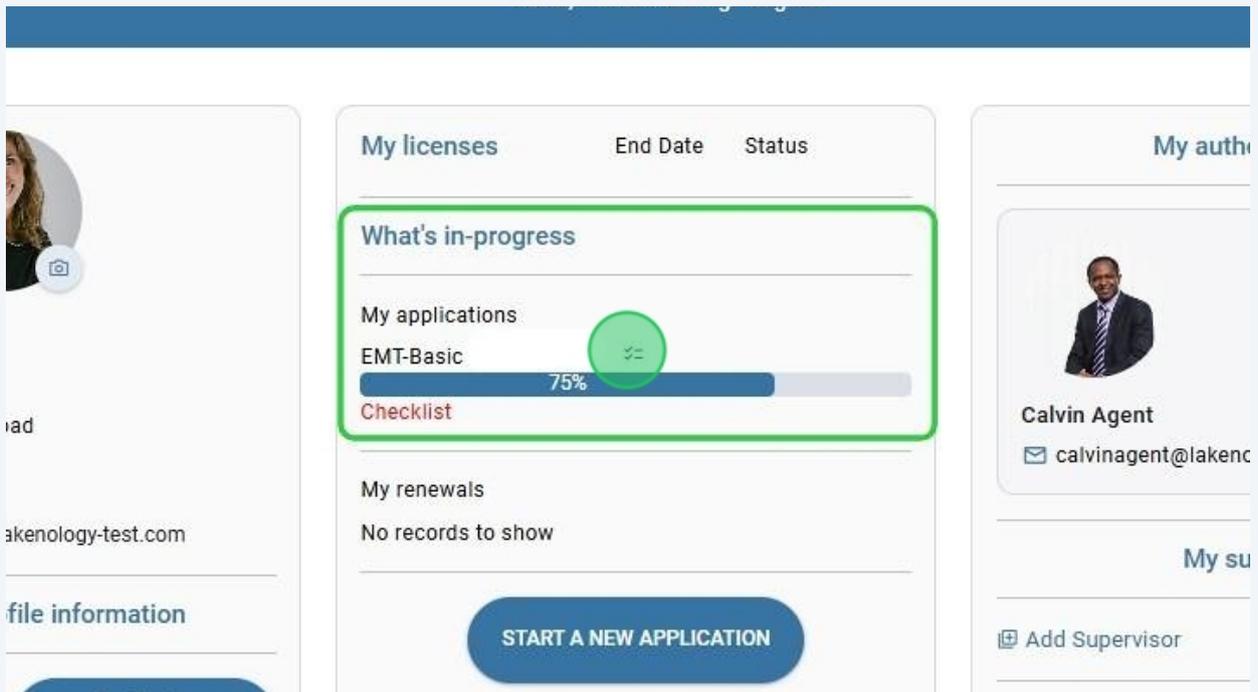


Application for Licensure: Part 3

This How-To Guide is intended for all applicants except those applying for a medical license, temporary permit or certification. Documentation for those license types can be found in separate How-To Guides.

1

Navigate to your Licensee dashboard. Once your application has been submitted and accepted, a **checklist is generated**. Click the "**Checklist icon**" in the "**What's in-progress**" section of the dashboard to begin.



2

The applicant "**View My Checklist**" page shows a list of required tasks with a colored indicator denoting its status. There is a legend at the top of the page defining those indicators. Each applicant will have a unique set of checklist items based on their application submitted and the license they are applying for.

View My Checklist Items

Public Trainer EMT - EMT-Basic

TYPE: New APPLICATION ID: 294 APPLICATION EXPIRATION DATE: Dec/09/2024

[View all documents submitted](#)

[Edit supervisor information](#) No supervisor assigned

- - Item not received, or it may have arrived but has not been processed
- - Item under review or special circumstances (read message)
- - Reviewed and approved

	Download	Upload	Resubmit	Document Description	Document Status	Status date	Submit date	Detail
▼	Correspondence/Communication							

3

The first time you view your checklist, all required tasks will be shown with a red indicator and a status of "**Created**". When a document is uploaded by the applicant or an analyst, the indicator changes to **yellow** and the status is updated to "**Submitted**". When the Item has been accepted by an analyst, the indicator changes to green and the status is updated to "**Approved**".

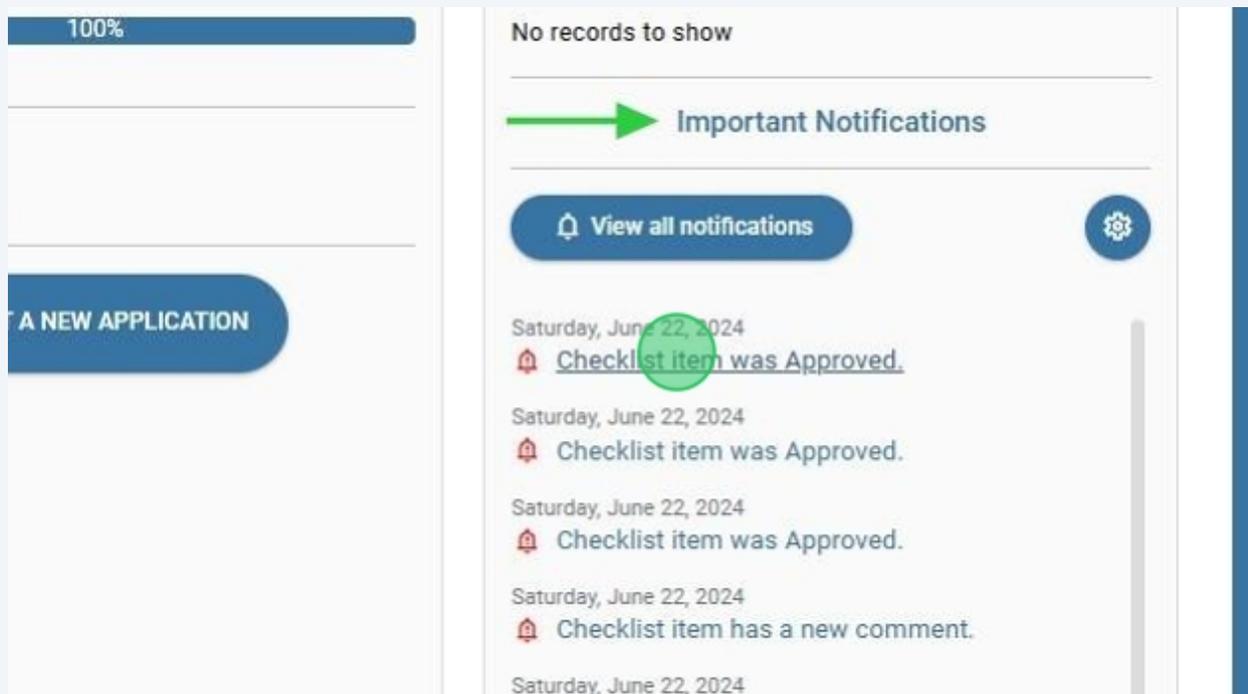
It is important that the applicant read the analyst comments (rightmost column) for important instructions that must be followed.

Hello, Public Training! Log out

								be printed on a physical card to be mailed to the FBI.
				DCI Background...	Created	08/11/24		The packet was mailed to the address listed as your home address in your application. There are 2 separate parts –Part 1 is the FBI and Part 2 is the SD DCI. Instructions for both are in the packet. Follow the provided instructions to ensure timely processing and avoid rejection e.g., the SD DCI processing fee must be a money order.
Education								
				Academic & Tra...	Approved	08/11/24	University of Maryland	This form is available for download. It is your responsibility to send the form to your program to have it completed and returned directly to SDBMOE office as instructed. There may be a required fee to process the verification.
Exams								
				NREMT Historic...	Approved	08/11/24		Contact the NREMT to request they send your Historical Status Verification for Licensure directly to the SDBMOE office at sdbmoe@state.sd.us
Privileges and Employment								

4

After an item has been reviewed by the SDBMOE analyst, the applicant will have a message in the **"Important Notifications"** section of the dashboard. Click on any message to view notification details. Applicants should regularly check their dashboard for notifications and status changes.



5

Not all checklist items will be approved. Some may be **"Sent Back"** for resubmission. The indicator color will change back to "Red" and an updated comment is displayed. Click the **"Upload icon"** to upload a new document that will replace the original document submitted.

● - Reviewed and approved

	Download	Upload	Resubmit	Document Description	Document Status	Status date	Submit date	Details	SDBMOE analyst comments
Correspondence/Communication									
●		⬆	⬇	Driver's License Verification	Approved	06/22/24	06/22/24		Please provide proof of valid Driver's License
Education									
●		⬆	⬇	CPR certification	Approved	06/22/24	06/22/24		Please upload documentation of your original course for CPR Certification
●		⬆	⬇	HIPAA Awareness	Approved	06/22/24			Received document, review complete, checklist item has been approved.
●	←	⬆	⬇	Infection Control Compete...	Created	06/22/24			Item received and reviewed, sent back for resubmission. Please upload the complete documentation (only page 1 of 3 was uploaded) Your resubmission will replace the old documentation.
●		⬆	⬇	Patient Movement Compe...	Created	06/22/24			Please upload documentation of your original course for Patient Movement Competency

6

Your dashboard will always display the **current status** of any application in progress. When all Checklist items have been reviewed and approved by the SDBMOE Analyst, the status will change to "**Final review**". You will no longer be able to view or upload anything to your checklist.

The screenshot displays a user dashboard with three main columns. The left column contains a user profile for a 'Trainer' with contact information and buttons for 'update profile information', 'Info', 'Continuing Education', 'update corporation information', and 'a New Corporation Application'. The middle column, titled 'What's in-progress', shows 'My applications' with an 'EMT-Basic' application at 100% completion, marked as 'Final review', and 'My renewals' with 'No records to show'. A 'START A NEW APPLICATION' button is centered below. The right column features a supervisor profile for 'Calvin Agent' with email 'calvinagent@lakenology-test.com', a 'My supervisors' section with an 'Add Supervisor' button, and an 'Important Notifications' section with a 'View all notifications' button and a notification for 'Checklist item was Approved' on Sunday, August 11, 2024.

7

Sometimes an application that is submitted is in a "**Pending disclosure review**" status. This requires a separate approval process. After the disclosure review is complete, and all checklist items have been approved, the application will automatically move to "**Final review**".

Hello, Training Module! Log out

My licenses

What's in-progress	End Date	Status
My applications		
Ambulance Driver		90%
Pending disclosure review		

My renewals

No records to show

START A NEW APPLICATION

My authorized agent

Select Agent

My supervisors

No records to show

Important Notifications

View all notifications

Saturday, June 22, 2024

Checklist item was Approved.

Saturday, June 22, 2024

Checklist item was Approved.

Saturday, June 22, 2024

8

SDBMOE will issue the license after the final review is complete and the application has been approved. **Congratulations!** Your licensure information is now displayed in the "**My Licenses**" section of the dashboard. The official document is immediately available to the licensee. Click the "**print icon**".

Hello, Public Training! Log out

Public Trainer

Licensee

12345 jonesville Road
Pierre, SD 57051

8542659931
publictraining@lakenology-test.com

View/update profile information

My licenses

My licenses	End Date	Status
EMT-Basic	4/30/2026	Active

What's in-progress

My applications

No records to show

My renewals

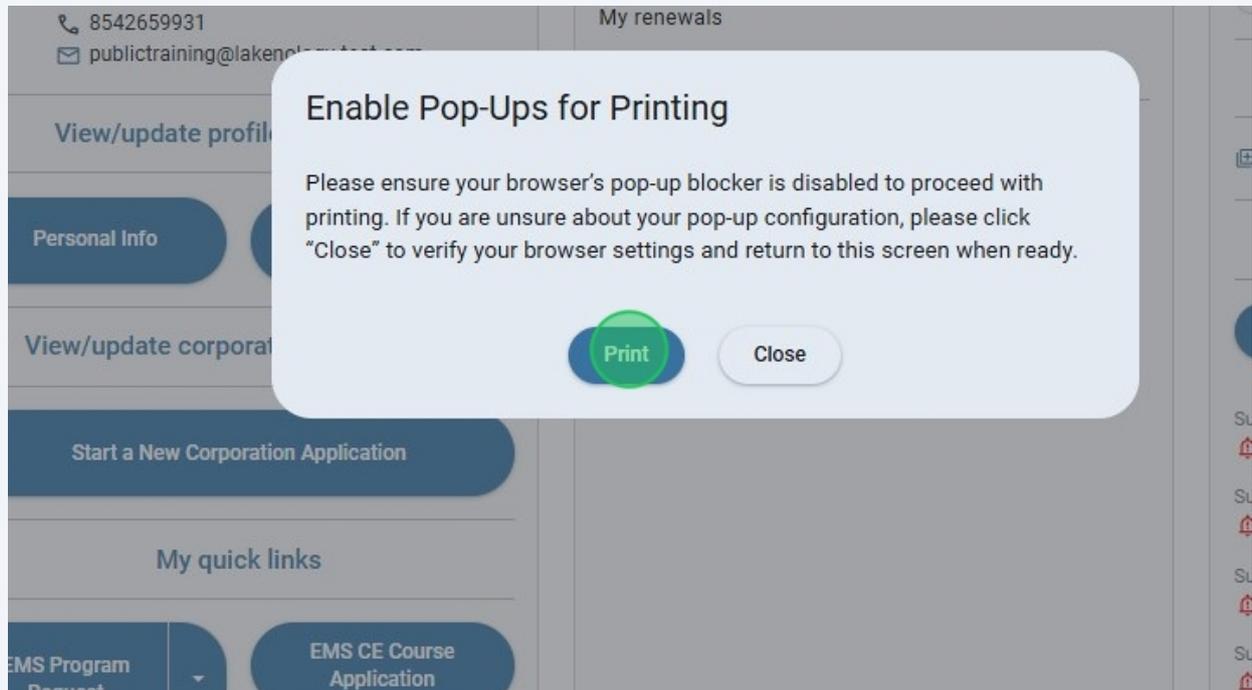
No records to show

START A NEW APPLICATION

9

A message "**Enable Pop-ups for Printing**" is displayed. Please confirm your settings. Click "**Close**" if you would like to check the settings on your computer and print later.

Click "**Print**" to proceed with printing your official license. The license will appear in a new window where it can be viewed/printed.



10

From the "licensee dashboard" under "Important Notifications", Click "The license has been issued" message. **Read this information carefully!**

The screenshot displays a dashboard interface with a left sidebar and a main content area. The sidebar contains sections for 'Applications' and 'Renewals', each with a 'Records to show' label and a 'START A NEW APPLICATION' button. The main content area features a 'No records to show' message at the top, followed by an 'Important Notifications' section. This section includes a 'View all notifications' button and a list of notifications. The first notification, dated Saturday, June 22, 2024, is 'The license has been issued.' and is highlighted with a green circle. Other notifications include 'Checklist item was Approved.' and 'Checklist item has a new comment.'.