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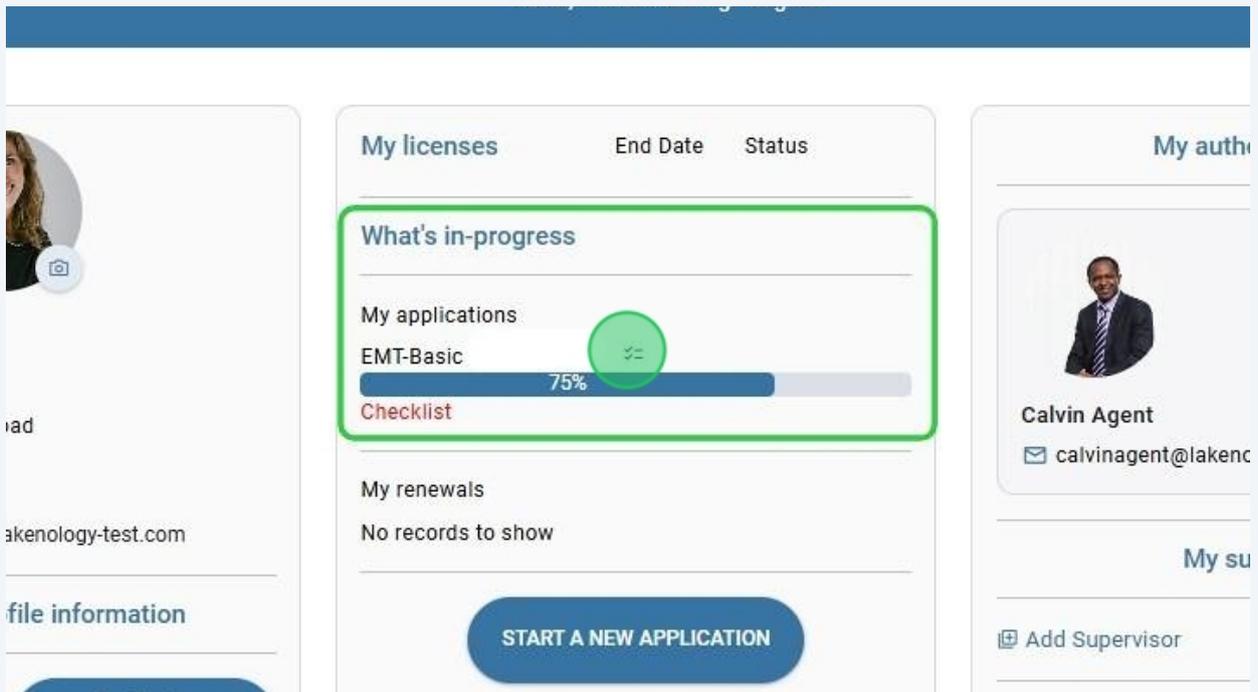
2 The applicant "**View My Checklist**" page shows a list of required tasks with a colored indicator denoting its status. There is a legend at the top of the page defining those indicators. Each applicant will have a unique set of checklist items based on their application submitted and the license they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

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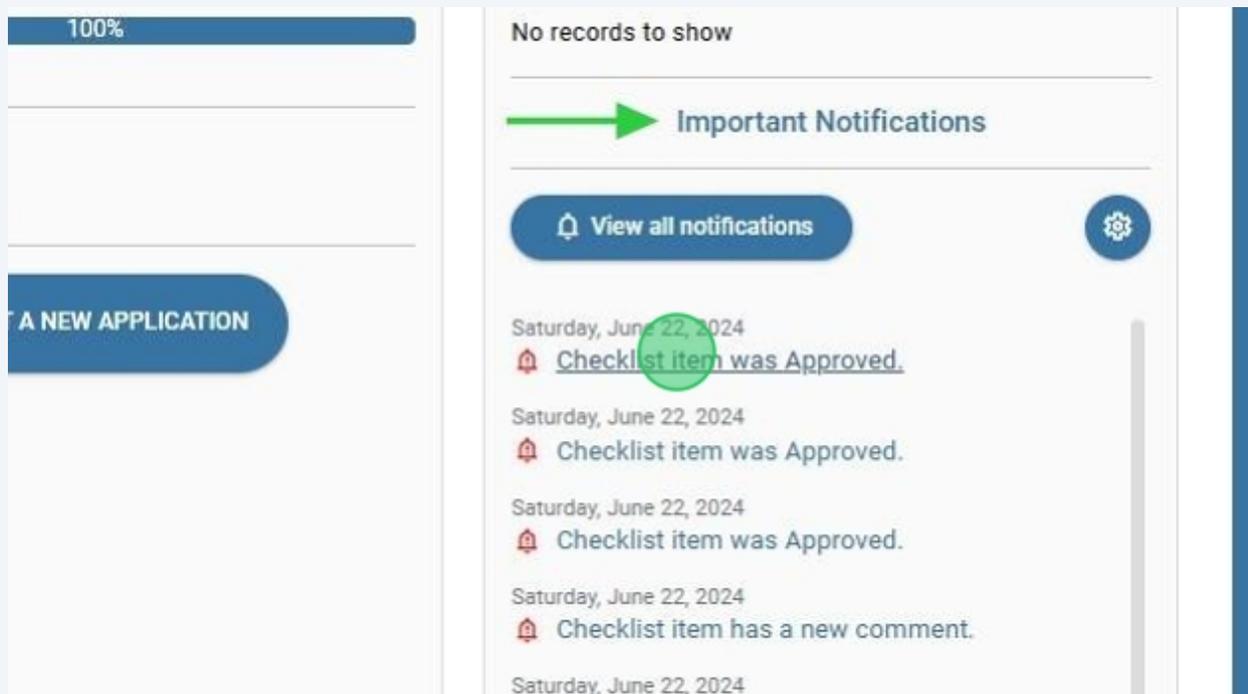
5 Not all checklist items will be approved. Some may be "**Sent Back**" for resubmission. The indicator color will change back to "Red" and an updated comment is displayed. Click the "**Upload icon**" to upload a new document that will replace the original document submitted.

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.

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**".

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"**.

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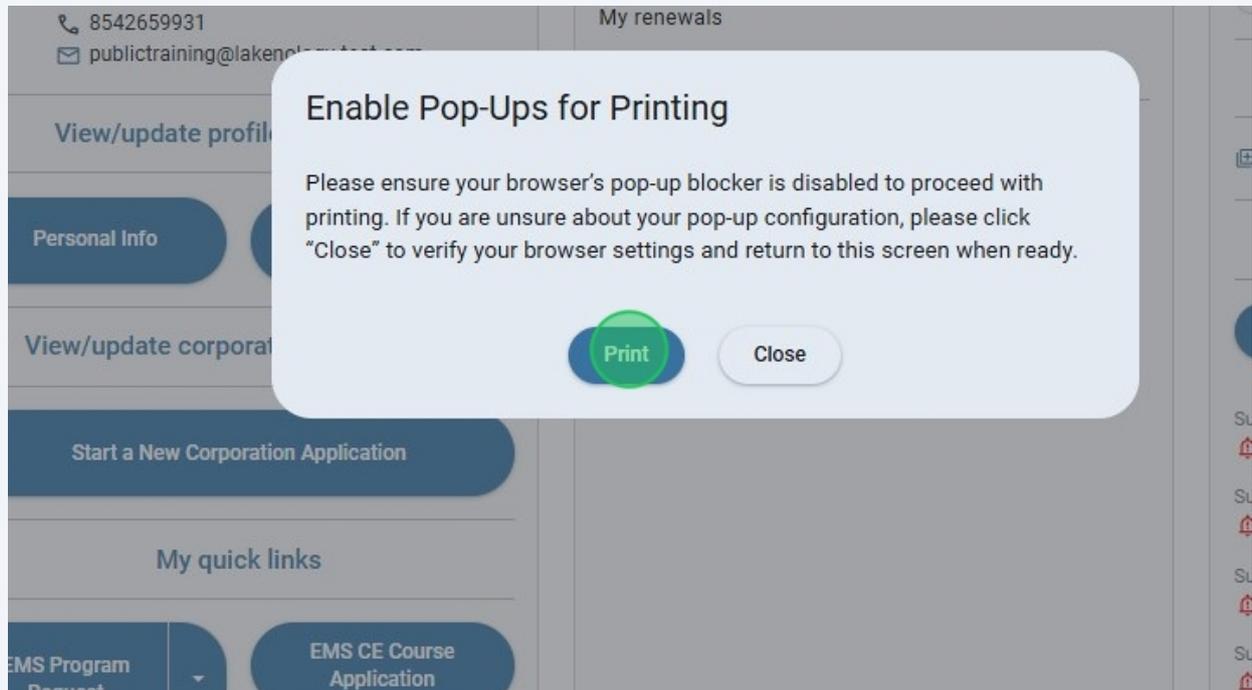
10 From the **"licensee dashboard"** under **"Important Notifications"**, Click "**The license has been issued**" message. **Read this information carefully!**

pplications
ecords to show

enewals
ecords to show

START A NEW APPLICATION

No records to show

Important Notifications

🔔 View all notifications ⚙️

Saturday, June 22, 2024
🔔 The license has been issued.

Saturday, June 22, 2024
🔔 Checklist item was Approved.

Saturday, June 22, 2024
🔔 Checklist item was Approved.

Saturday, June 22, 2024
🔔 Checklist item has a new comment.

Saturday, June 22, 2024
🔔 Checklist item was Approved.