

Applying for your South Dakota License

Students can start the application process 30 days prior to completion of the program
Is the completion date of your program within 30 days?

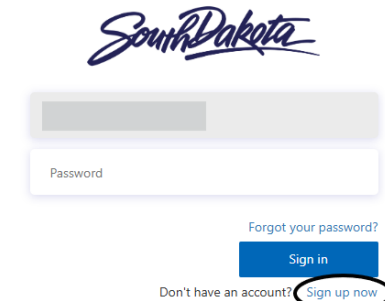
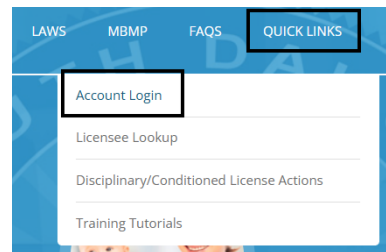
No

Wait until within 30 days of completion of your program and return to this guide to apply for state licensure

Yes

Create online account

1. Visit our website at: <https://www.sdbmoe.gov/>
2. Under the quick links tab click on account login
3. Enter your email and click "Sign up now"



Start a new application

1. Click on "Start a new application"
2. Follow the prompts and you will be asked to complete an Affidavit form
Tips to complete the Affidavit form correctly and avoid rejection
 - Read ALL the instructions provided
 - Print the form and attach a photo of yourself where indicated
 - Present the Affidavit to your local notary to be notarized
 - You and the notary must date and sign on the same day
3. Through your online account, click the pencil icon to upload a color copy of the Affidavit and identification document you presented to the notary

Start a New Application

EMT-Basic Certification
25%
Affidavit

Submit a **complete** application

1. Fill all sections as they relate to your EMT/EMR program
Do NOT fill the sections in relation to any other education
2. Exam History Section: You can list the NREMT exam as PENDING if you have not yet taken the NREMT

Pass/Fail
Pass
Fail
Pending

You are assigned a checklist of requirements

1. View on laptop or desktop computer by clicking the check mark icon
2. Read the instructions provided for each item and then email us at SDBMOE@state.sd.us if you have questions



EMS Program Student FAQ's:

1. At what point of my EMS program should I apply for South Dakota licensure?

- a. You may begin the application process up to 30 days prior to the completion of your program.

2. How do I apply for South Dakota EMS licensure?

- a. The application is completed entirely online through a MySD account (using the account login link on the Board's website). This account must be created by the applicant themselves and should not be accessed by anyone other than the application. There are step by step instructions available on our website under Quick Links in the Tutorial section. When filling out the application, be sure to fully read the definitions and disclosure questions and report items that apply to these questions appropriately.

3. If I have questions about the application process, who should I contact?

- a. The applicant themselves should contact the Board office directly with their questions to ensure accurate information is received from the applicant and accurate information is provided for their questions. Emailing the Board office at sdbmoe@state.sd.us is generally the fastest method of communication.

4. Is a fingerprint background check required for the application process?

- a. Yes, the applicant is required to complete a fingerprint background check for ALS and EMT level EMS licensure applications. When a checklist is created for the applicant's online application a packet, including the cards and instructions that must be used and followed, are mailed to the applicant's home address. No other cards are accepted.

5. Can the applicant schedule a livescan appointment with the Board office?

- a. Yes, the applicant may contact the Board office via email at sdbmoe@state.sd.us after their checklist has been created for their online application. The Board office is the only location that the livescan may be used to complete the fingerprint background check in accordance with statutory requirements for the background check. The applicant will be provided with additional instructions at the time of scheduling the appointment.

See the EMS Professions page and Laws page on the Board's website for more information.