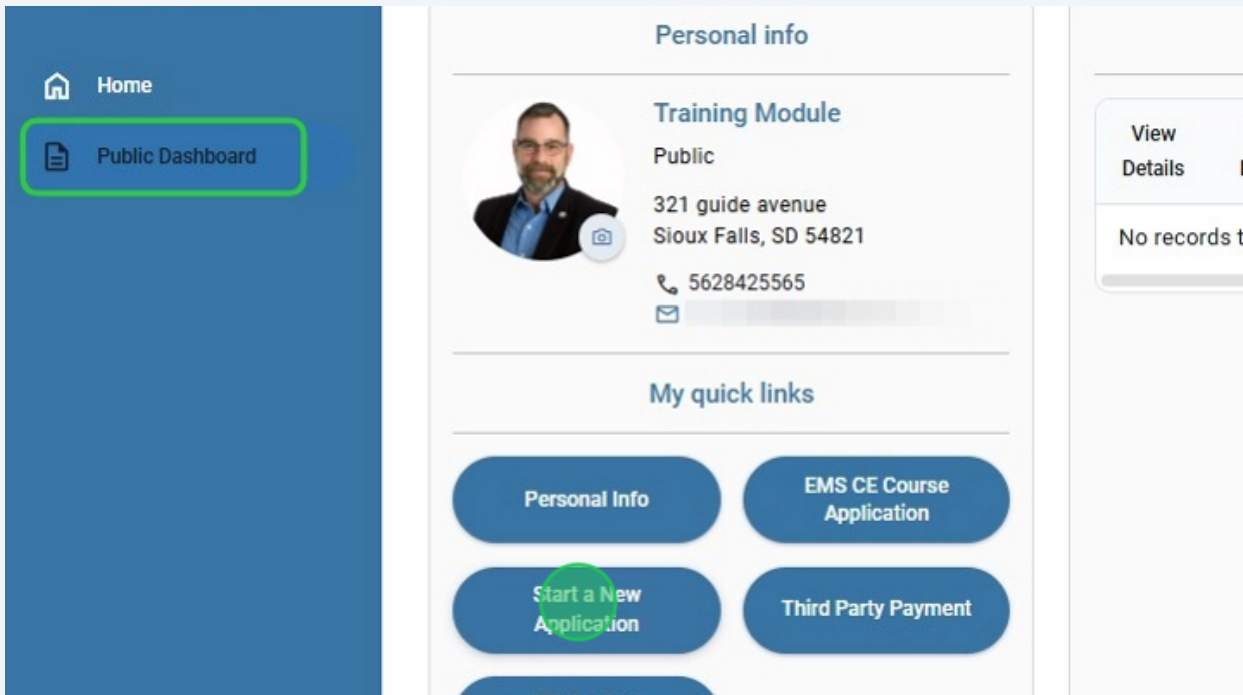


Application for Ambulance Operator Certification: Part 1

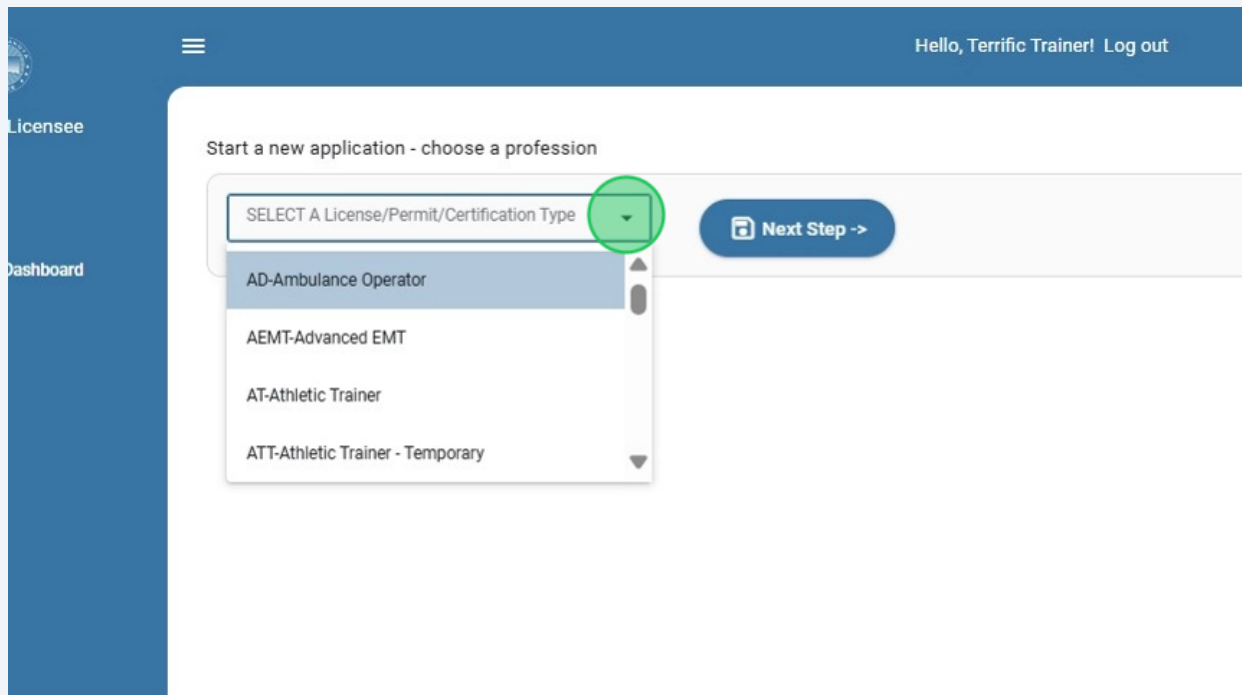
This How-To-Guide is intended for Ambulance Operator applicants only and assumes you have already created your MySD login account.

- 1
- Login and navigate to your public dashboard. Click **"Start a New Application"**



2

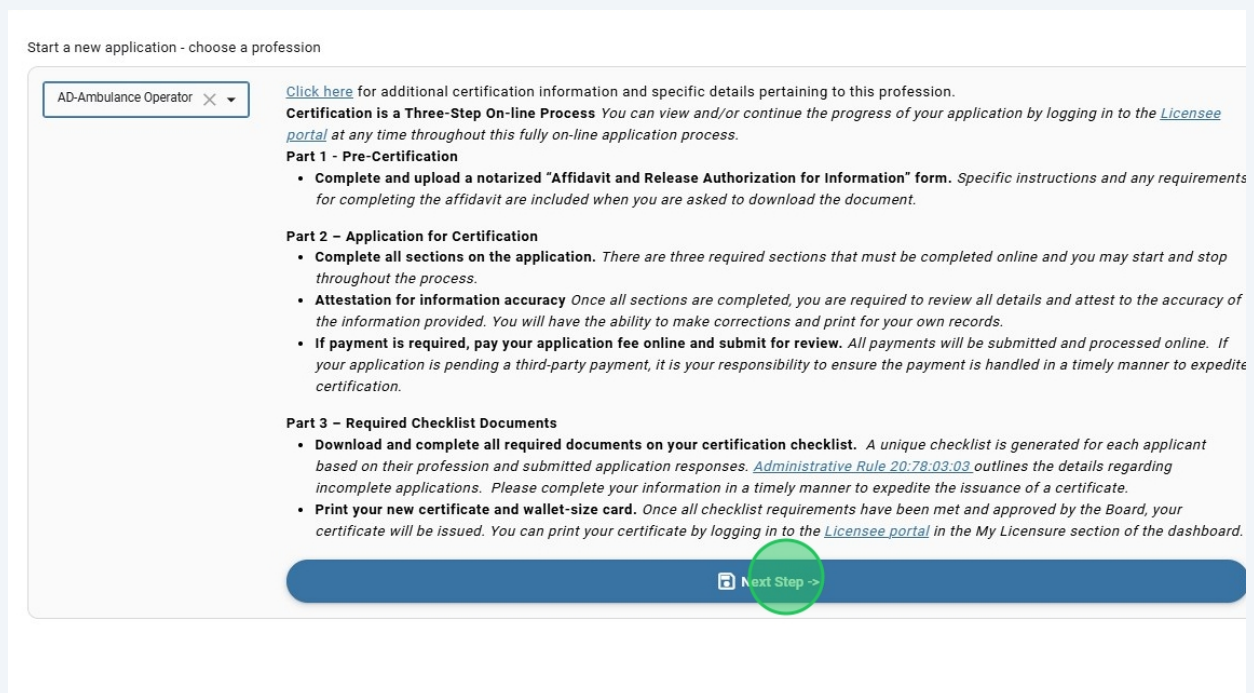
Click the drop-down arrow to display a list of professions. Click "**AD-Ambulance Operator**" to select that profession



The screenshot shows a web interface for starting a new application. At the top, there is a blue header with a menu icon, the text "Hello, Terrific Trainer! Log out", and a "Licensee" label. Below the header, the main content area has a title "Start a new application - choose a profession". A dropdown menu is open, showing a list of professions: "AD-Ambulance Operator", "AEMT-Advanced EMT", "AT-Athletic Trainer", and "ATT-Athletic Trainer - Temporary". A green circle highlights the dropdown arrow. To the right of the dropdown is a blue button labeled "Next Step ->".

3

The application is a 3-step on-line process. Read the application overview and then Click "**Next Step ->**" to begin **Part 1: Pre-certification**.



The screenshot shows the application overview page. At the top, there is a blue header with a menu icon, the text "Hello, Terrific Trainer! Log out", and a "Licensee" label. Below the header, the main content area has a title "Start a new application - choose a profession". A dropdown menu is open, showing a list of professions: "AD-Ambulance Operator", "AEMT-Advanced EMT", "AT-Athletic Trainer", and "ATT-Athletic Trainer - Temporary". A green circle highlights the dropdown arrow. To the right of the dropdown is a blue button labeled "Next Step ->". Below the dropdown, there is a section titled "Click here for additional certification information and specific details pertaining to this profession." followed by a paragraph: "Certification is a Three-Step On-line Process You can view and/or continue the progress of your application by logging in to the [Licensee portal](#) at any time throughout this fully on-line application process." Below this, there are three sections: "Part 1 - Pre-Certification", "Part 2 - Application for Certification", and "Part 3 - Required Checklist Documents". Each section contains a list of bullet points. At the bottom, there is a blue button labeled "Next Step ->".

4

The **Affidavit and authorization for release of information** page is displayed. If you have already completed the affidavit form and are ready to upload it, **Skip** ahead to **Step 6**.

Click "**Download Affidavit Form**". Open and Print a paper copy of the affidavit form. Complete this according to instructions. (You must sign, notarize and attach a photo before continuing). Click "**Go back to licensee dashboard**"

SDBMOE Licensee

Home

Licensee Dashboard

Hello, Terrific Trainer! Log out

Affidavit and authorization for release of information

This Affidavit is important! (use a computer not a phone or tablet for the fillable part).

A correct affidavit is essential to obtaining verifications for your application file. Sign in front of a US notary, you are required to ensure that **signature dates match - both yours and notary's**. A passport-quality color photograph must be in the proper place. to online application access.

[Download Affidavit Form](#) [Upload My Completed Form in PDF format](#) [Upload color copy of ID/Passport presented to notary](#)

Please Note:

The form may be rejected for the following reasons but not limited to:

1. The form is not signed and dated where indicated.
2. You did not put a passport-quality color photograph in the proper place.
3. The date the applicant signed the Affidavit form does not match the date the notary signed.
4. The notary's commission date has expired.
5. Poor quality scan or illegibility
6. Incorrect version of the form or other discrepancy

[Submit](#) [Go back to licensee dashboard](#)

5

Return to your **Affidavit and authorization for release of information** by logging in to your licensee dashboard. Locate the application that you started under the **"What's in progress"** section. Click the **pencil icon** next to Ambulance Operator to continue the affidavit process.

The screenshot shows a dashboard with a sidebar on the left and a main content area. The main content area has a header with 'My licenses', 'End Date', and 'Status'. Below this is a section titled 'What's in-progress' which is highlighted with a green box. Under 'What's in-progress', there is a section for 'My applications' showing 'Ambulance Operator' with a pencil icon and a 0% progress bar. The status is 'Application Started'. Below this is a section for 'My renewals' showing 'No records to show'. At the bottom of the main content area is a blue button that says 'START A NEW APPLICATION'. On the right side of the dashboard, there is a section for 'My authorization' with a 'Select Agent' button, a 'My supervisor' section, and a 'View all notifications' button.

6

Once you have completed the Affidavit, you must scan it and save it to a computer in PDF format. Click **"Upload My Completed Form"**. Select the file you saved on your computer for this upload. *Note: The document name will appear below the upload button when your upload is successful.* Do NOT Click Submit!

The screenshot shows a page titled 'Affidavit and authorization for release of information'. At the top, there is a blue header with 'Hello, Terrific Trainer! Log out'. Below the header, there is a section for 'This Affidavit is important! (use a computer not a phone or tablet for the fillable part)'. This section contains a paragraph about the importance of the affidavit and a list of reasons for rejection. Below this section, there are three buttons: 'Download Affidavit Form', 'Upload My Completed Form in PDF format' (highlighted with a green circle), and 'Upload color copy of ID/Passport presented to notary in PDF format'. Below the 'Upload My Completed Form in PDF format' button, there is a status message: 'Uploaded: SDBMOE Affidavit.pdf' with a red 'X' icon. At the bottom of the page, there is a 'Submit' button and a 'Go back to licensee dashboard' button.

7

You must also upload an **Identity document** to complete this next step. **Scan a color copy** of your driver's license or passport photo and identification details that were presented to the notary. *Note: This document must be uploaded in PDF Format.*

Click "**Upload color copy of ID/Passport presented to notary**" and choose the file you just saved to the computer.

Hello, Terrific Trainer! Log out


ation for release of information

Important! (use a computer not a phone or tablet for the fillable part).

essential to obtaining verifications for your application file. Sign in front of a US notary, you are stating under oath that you are being truthful. **Make sure**

ch - both yours and notary's. A passport-quality color photograph must be in the proper place. The Affidavit must be properly submitted and accepted prior

access.



Upload My Completed Form in PDF format

Upload color copy of ID/Passport presented to notary in PDF format

Uploaded: SDBMOE Affidavit.pdf ✖

ected for the follow reasons but not limited to:

signed and dated where indicated.

a passport-quality color photograph in the proper place.

plicant signed the Affidavit form does not match the date the notary signed.

mission date has expired.

in or illegibility

n of the form or other discrepancy

Submit

Go back to licensee dashboard

8

Once both the affidavit and identity documents have been uploaded, the document names will appear beneath the upload buttons. To replace a document uploaded in error, simply Click the "X" to delete, and then repeat the upload. Click "**Upload**" to choose another file to replace the one in error.

Dashboard

Licensee

Hello, Training Module! Log out

Affidavit and authorization for release of information

This Affidavit is important! (use a computer not a phone or tablet for the fillable part).
 A correct affidavit is essential to obtaining verifications for your application file. Sign in front of a US notary, you are stating under **sure signature dates match - both yours and notary's**. A passport-quality color photograph must be in the proper place. The Affidavit must be accepted prior to online application access.

[Download Affidavit Form](#)
[Upload My Completed Form](#)
[Upload Identity Document](#)

Uploaded: SDBMOE Affidavit.pdf ✗
 Uploaded: identity-doc.jpg ✗

Please Note:
 The form may be rejected for the follow reasons but not limited to:

1. The form is not signed and dated where indicated.
2. You did not put a passport-quality color photograph in the proper place.
3. The date the applicant signed the Affidavit form does not match the date the notary signed.
4. The notary's commission date has expired.
5. Poor quality scan or illegibility
6. Incorrect version of the form or other discrepancy

[Submit](#)
[Go back to licensee dashboard](#)

9

Once you have successfully uploaded **both the affidavit and identity documents** in PDF format, Click "**Submit**"

Affidavit and authorization for release of information

This Affidavit is important! (use a computer not a phone or tablet for the fillable part).
 A correct affidavit is essential to obtaining verifications for your application file. Sign in front of a US notary, you are stating under oath that you are **signature dates match - both yours and notary's**. A passport-quality color photograph must be in the proper place. The Affidavit must be properly signed to online application access.

[Download Affidavit Form](#)
[Upload My Completed Form in PDF format](#)
[Upload color copy of ID/Passport presented to notary in PDF format](#)

Uploaded: SDBMOE Affidavit.pdf ✗
 Uploaded: ID Card.pdf ✗

Please Note:
 The form may be rejected for the follow reasons but not limited to:

1. The form is not signed and dated where indicated.
2. You did not put a passport-quality color photograph in the proper place.
3. The date the applicant signed the Affidavit form does not match the date the notary signed.
4. The notary's commission date has expired.
5. Poor quality scan or illegibility
6. Incorrect version of the form or other discrepancy

[Submit](#)
[Go back to licensee dashboard](#)

10

Your Affidavit has been successfully submitted to the SDBMOE Administrator. A message appears "**Thank You! Your affidavit will be reviewed.**"

Click "**Ok**" to return to your dashboard.

The screenshot shows a web interface for submitting an affidavit. At the top, there are three buttons: "Download Affidavit Form", "Upload My Completed Form in PDF format", and "Upload color copy of ID/Passport presented to notary in PDF format". Below these buttons, there are two upload status indicators: "Uploaded: SDBMOE Affidavit.pdf" and "Uploaded: ID Card.pdf", both with red 'X' marks. A "Please Note:" section lists six reasons for rejection: 1. The form is not signed and dated where indicated. 2. You did not put a passport-quality color photograph in the proper place. 3. The date the applicant signed. 4. The notary's commission date. 5. Poor quality scan or illegibility. 6. Incorrect version of the form. A modal dialog box is open in the center, displaying the message "Thank you! Your affidavit will be reviewed." with an "Ok" button.

Download Affidavit Form

Upload My Completed Form in PDF format

Upload color copy of ID/Passport presented to notary in PDF format

Uploaded: SDBMOE Affidavit.pdf X

Uploaded: ID Card.pdf X

Please Note:

The form may be rejected for the follow reasons but not limited to:

1. The form is not signed and dated where indicated.
2. You did not put a passport-quality color photograph in the proper place.
3. The date the applicant signed
4. The notary's commission date
5. Poor quality scan or illegibility
6. Incorrect version of the form

Thank you! Your affidavit will be reviewed.

Ok

Submit

Go back to licensee dashboard

11

The SDBMOE administrator will review and approve your submission in the order it was received. You can view the progress of your application in the "**What's in-progress**" section of the licensee dashboard. A percentage complete and "**Affidavit pending review**" status will be displayed. If the administrator has to send back your submission for any reason, you will be able to go back in and edit using the pencil icon to replace the document in question and submit it for additional review.

The screenshot displays the SDBMOE licensee dashboard. On the left, the 'Applicant' section shows contact information: 8827 West Leone Drive, Rapid City, SD 54781, and phone number 8632145570. Below this are links for 'update profile information', 'Personal Info', 'ate corporation information', and 'New Corporation Application'. The main content area is titled 'What's in-progress' and is highlighted with a green border. It contains two sections: 'My applications' and 'My renewals'. Under 'My applications', there is an entry for 'Ambulance Operator' with a progress bar at 50% and a green arrow pointing left, indicating the status 'Affidavit pending review'. Under 'My renewals', it states 'No records to show'. A blue button labeled 'START A NEW APPLICATION' is located at the bottom of the main content area. The right sidebar shows a partial view of a calendar and a date 'Tue:'.

Applicant

8827 West Leone Drive
Rapid City, SD 54781

8632145570

update profile information

Personal Info

ate corporation information

New Corporation Application

What's in-progress

My applications

Ambulance Operator

50%

Affidavit pending review

My renewals

No records to show

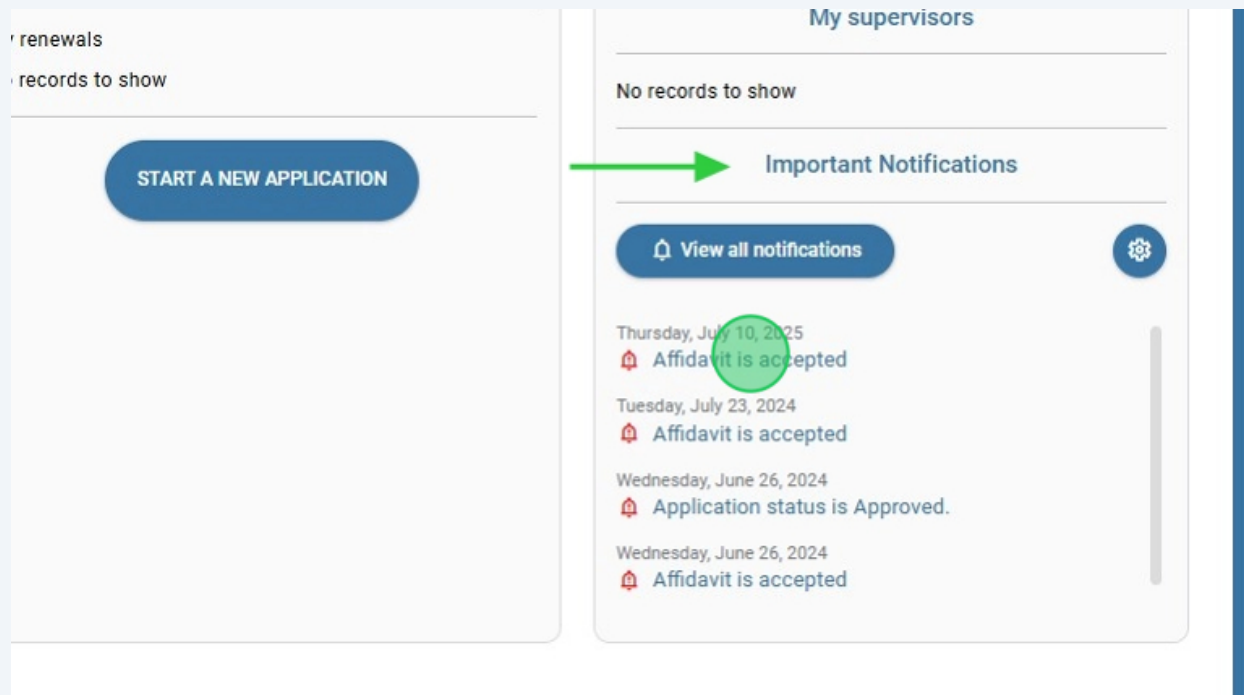
START A NEW APPLICATION

Tue:

12

Once the BMOE Administrator has reviewed and approved your submission, you will notice the application status has changed to "**Affidavit is accepted**" and a pencil icon is displayed to edit and continue on to Part 2 of the application process.

A new message also appears under "**Important Notifications**" on the dashboard. Click on the "**Affidavit is accepted**" message line below "**View all notifications**" to read the message details.



- 13 After reading the message, Click "**ok**" to return to the licensee dashboard.

Use the Training Tutorials link on the BMOE public website under "**Quick Links**" for additional Training Guides related to your Ambulance Operator application process. Click the Guide to continue: [Application for Ambulance Operator Certification Part 2](#)

