Application for Ambulance Driver Certification: Part 1

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



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

rt a new application - choose a profes	ssion	
SELECT A License/Permit/Certification Ty	pe	
AD-Ambulance Driver		
AEMT-Advanced EMT		
AT-Athletic Trainer		
ATT-Athletic Trainer - Temporary	*	

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

AD-Ambulance Driver 🛛 🖌 🗸	<u>Click here</u> for additional certification information and specific details pertaining to this profession.
	Certification is a Three-Step On-line Process You can view and/or continue the progress of your application by logging in to the
	<u>Licensee portal</u> at any time throughout this fully on-line application process.
	Part 1 - Pre-Certification
	Complete and upload a notarized "Affidavit and Release Authorization for Information" form. Specific instructions and any
	requirements for completing the affidavit are included when you are asked to download the document.
	Part 2 – Application for Certification
	 Complete all sections on the application. There are three required sections that must be completed online and you may start an stop throughout the process.
	• Attestation for information accuracy Once all sections are completed, you are required to review all details and attest to the
	accuracy of the information provided. You will have the ability to make corrections and print for your own records.
	 If payment is required, pay your application fee online and submit for review. All payments will be submitted and processed
	online. If your application is pending a third-party payment, it is your responsibility to ensure the payment is handled in a timely manner to expedite certification.
	Part 3 – Required Checklist Documents
	 Download and complete all required documents on your certification checklist. A unique checklist is generated for each applicant based on their profession and submitted application responses. <u>Administrative Rule 20:78:03:03</u> outlines the details regarding incomplete applications. Please complete your information in a timely manner to expedite the issuance of a certificat
	• Print your new certificate and wallet-size card. Once all checklist requirements have been met and approved by the Board, your
	certificate will be issued. You can print your certificate by logging in to the <u>Licensee portal</u> in the My Licensure section of the dashboard.
	[]) Next Step →

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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** this step and move on 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**"

Avit and authorization for release of information Affidavit is important! (use a computer not a phone or tablet for the fillable part). Arrect 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 being truthful. Muse a signature dates match - both yours and notary's. A passport-quality color photograph must be in the proper place. The Affidavit must be properly submitted and epted prior to online application access. Definitional Affidavit Form 2. Upload My Completed Form 2. Upload Identity Document see Note: form may be rejected for the follow reasons but not limited to: The form is not signed and dated where indicated. You did not put a passport-quality color photograph in the proper place. The date the applicant signed the Affidavit form does not match the date the notary signed. The notary's commission date has expired. Poor quality scan or illegibility Incorrect version of the form or other discrepancy Go back to licensee dashboard		Hello, Training Module! Log out
Affidavit is important! (use a computer not a phone or tablet for the fillable part). Driver 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 being truthful. Mi a signature dates match - both yours and notary's. A passport-quality color photograph must be in the proper place. The Affidavit must be properly submitted and epited prior to online application access. Dominand Affidavit Form	Af	ffidavit and authorization for release of information
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The date the applicant signed the Affidavit form does not match the date the notary signed. The notary's commission date has expired. Poor quality scan or illegibility Incorrect version of the form or other discrepancy Submit Go back to licensee dashboard	PT	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 nut a passnort-quality color photograph in the proper place.
Submit Go back to licensee dashboard		 The date the applicant signed the Affidavit form does not match the date the notary signed. The otary's commission date has expired. Poor quality scan or illegibility Incorrect version of the form or other discrepancy
		Submit Go back to licensee dashboard

5 From the licensee dashboard, Click the **pencil icon** next to Ambulance Driver in the "**What's in progress**" section to return to your **Affidavit and authorization for release of information**

	My licenses End Date Status	My authorized agent
	What's in-progress	
	My applications	My supervisors
	Ambulance Drivel	No records to show
	My renewals	Important Notifications
ogy-test.com	No records to show	Q View all notifications
formation	START A NEW ARRIVE ATION	

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Once you have completed the Affidavit, you must scan it and save it to a computer. Click "**Upload My Completed Form**" and choose the document you saved to your computer.

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 sure signature dates match - both yours and notary's. A passport-quality color photograph must be in accepted prior to online application access.



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

7 You must upload an **Identity document** to complete this step. **Scan a color copy** of your driver's license or passport showing the photo and identification details to a computer. Click "**Upload Identity Document**" and choose the document you just saved.

8 Once the affidavit and identity documents have been uploaded, the document name will appear beneath each of the upload buttons. To replace a document uploaded in error, Click the "X' to delete and Click "**Upload**" to choose another document. Click "**Submit**"

Dashboard	A correct affidavit is essential to obtaining verifications for your application file. Sign in front of a US notary, you are stating und sure signature dates match - both yours and notary's. A passport-quality color photograph must be in the proper place. The Aff accepted prior to online application access.			
	Download Affidavit Form Download Affidavit Form Dupload My Completed Form Dupload 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

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.



10 You will see the application you submitted in the "What's in-progress" section of the licensee dashboard with a percentage complete and "Affidavit pending review" status. The SDBMOE analysts will review and approve your submission in the order it has been received. If the analyst has to send back your submission for any reason, you will be able to go back in and replace the document in question and resubmit for additional review.

	Training Module	My licenses End Date Status	My
	321 guide avenue	What's in-progress	
	Sioux Falls, SD 54821	My applications	-
	Itraining102@lakenology-test.com	Ambulance Driver	No records to show
View/u	pdate profile information	Affidavit pending review	Imp
loreonal In	fo Continuing	My renewals	
rensonial in	Education	No records to snow	🗘 View all notif
iow/und	ate corporation information		

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Once the SDBMOE Analyst has reviewed and approved your submission, you will notice the application status has changed to "**Affidavit is accepted**" with a pencil icon to edit and continue on to Step 2 of the application process. A new message also appears under "**Important Notifications**" on the dashboard. Click "**Affidavit is accepted**" message to view notification details.

My supervisors No records to show	
Important Notifications	
Friday, Jupe 21, 2024 Afficiavit is accepted	
	My supervisors No records to show Important Notifications View all notifications Friday, Jupe 21, 2024 Affiniavit is accepted

12 Read the notification and Click "**Ok**" to return to the licensee dashboard.

