

Application for Ambulance Driver Certification: Part 3

This How-To-Guide is intended for Ambulance Driver applicants only.

1

Your **checklist items** are now available on your dashboard and documentation can be uploaded. Click the "**Checklist icon**" in the **What's in-progress** section of the Licensee dashboard .

The screenshot displays a user dashboard with the following elements:

- Left Column:** Contains profile information including a "Training Guide" section, address ("10 Matlock Avenue, [redacted], SD 57203"), phone number ("5628425565"), and email ("training102@lakenology-test.com"). Below this is a "Continuing Education" button.
- Middle Column:** Titled "My licenses" with sub-sections for "What's in-progress" and "My renewals". Under "What's in-progress", there is a progress bar for "Ambulance Driver" at 75% completion, with a checklist icon highlighted. Below this is a "START A NEW APPLICATION" button.
- Right Column:** Contains a "Select Agent" button, a "View all notifications" button, and the date "Saturday, June 22, 202".

2

A **list of checklist items** are displayed with a document status and analyst comments. Review the legend to identify the meaning of the **colored indicators**. These indicators will change when documents have been uploaded, reviewed and approved. Click the **"Upload icon"** and upload a copy of your documentation specific to that checklist line item.

View My Checklist Items

Training Guide AD - Ambulance Driver

TYPE: New APPLICATION ID: 227 APPLICATION EXPIRATION DATE: 10/19/24

[View all documents submitted](#)

- - 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	Details	SDBMOE analyst comments
Correspondence/Communication									
●		⬆️	⬅️	Driver's License Verification	Created	06/22/24			Please provide proof of valid Driver's License
Education									
●		⬆️	⬅️	CPR certification	Created	06/22/24			Please upload documentation of your original course for CPR Certification
●		⬆️	⬅️	HIPAA Awareness	Created	06/22/24			Please upload documentation of your original course for HIPAA Awareness competency
									Please upload

3

When a document is uploaded, the indicator changes to **yellow** and the status is updated to **"Submitted"**. Click the **"Upload icon"** on another checklist item and choose a file to upload from your computer. All items uploaded will be reviewed and approved or sent back by the SDBMOE administrator.

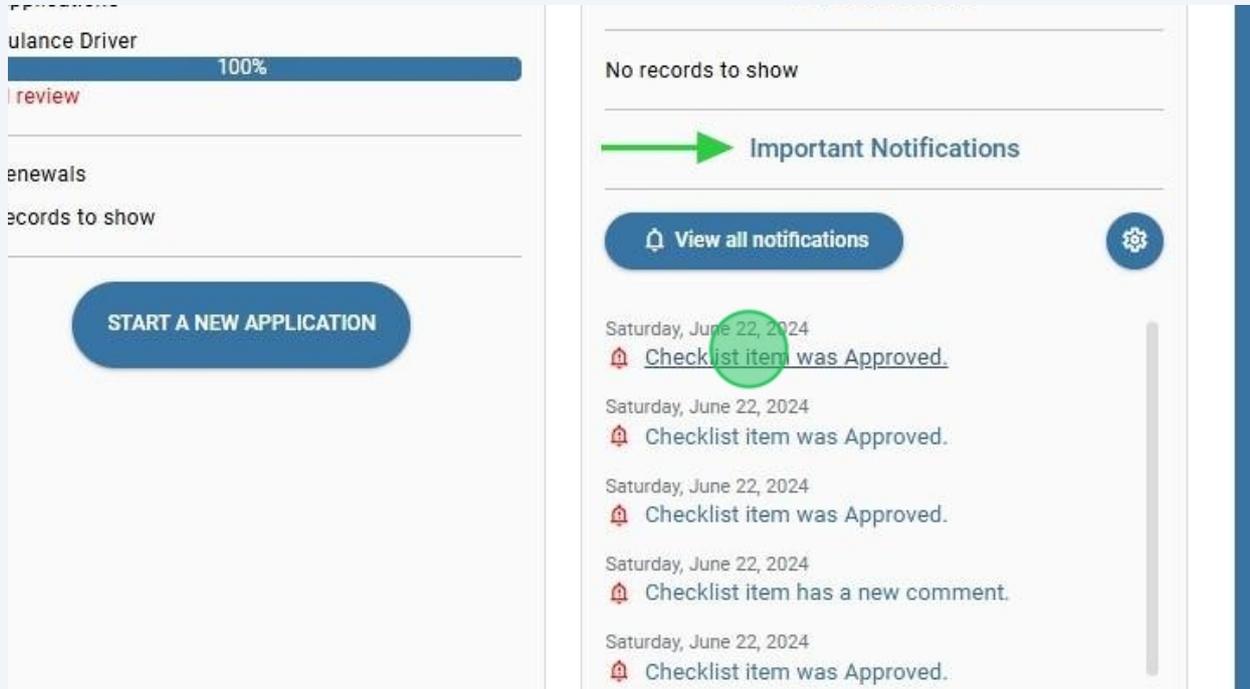
[View all documents submitted](#)

- - 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	Details	SDBMOE analyst comments
Correspondence/Communication									
●		⬆️	⬅️	Driver's License Verification	Submitted	06/22/24	06/22/24		
Education									
●		⬆️	⬅️	CPR certification	Created	06/22/24			

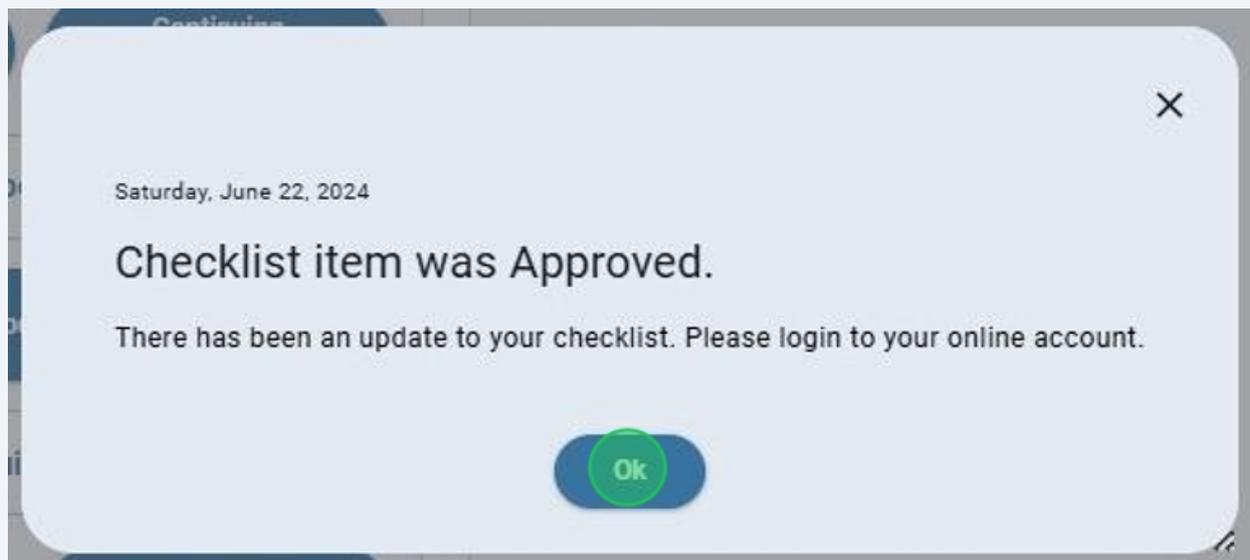
4

After an item has been reviewed by the SDBMOE administrator, the applicant will have a message in the "**Important Notifications**" section of the dashboard. Click the message "**Checklist item was Approved.**"



5

View the details of the message. Click "**Ok**" to return to the licensee dashboard



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When a checklist item has been approved, the indicator color changes to **green** with a status of "**Approved**". An analyst may add **comments** specific to your checklist items. Applicants should regularly check their dashboard for comments, notifications and status changes.

View My Checklist Items

Training Guide AD - Ambulance Driver

TYPE: New APPLICATION ID: 227 APPLICATION EXPIRATION DATE: 10/19/24

View all documents submitted

- 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	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
									Please upload

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Not all checklist items will be approved. Some may be "**Sent Back**" for resubmission. Please review the "**Analyst comments**" for that checklist item. The indicator color will change back to "**Red**" and the applicant will be able to upload a new document. Click the "**Upload icon**" to upload a 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

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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 Administrator, 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 for 'Training Module'. At the top, a blue header bar contains the text 'Hello, Training Module! Log out'. The dashboard is divided into several sections:

- My licenses:** A table with columns 'End Date' and 'Status'. Below the table, a section titled 'What's in-progress' is highlighted with a green border. It shows 'My applications' with one entry: 'Ambulance Driver' with a progress bar at 100% and the status 'Final review'.
- My renewals:** A section with the text 'No records to show'.
- My authorized agent:** A section with a 'Select Agent' dropdown menu.
- My supervisors:** A section with the text 'No records to show'.
- Important Notifications:** A section with a 'View all notifications' button and a settings gear icon. It lists two notifications: 'Saturday, June 22, 2024 Checklist item was Approved.' and 'Saturday, June 22, 2024 Checklist item was Approved.'

A 'START A NEW APPLICATION' button is located at the bottom of the 'My licenses' section.

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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**".

Dashboard header: 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

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SDBMOE will issue the certificate 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 certificate is immediately available to the licensee. **Turn off popup blockers before printing!** Click the "**Printer icon**" to view and/or print your license.

Dashboard header: Hello, Training Module! Log out

Training Guide

Licensee

5200 Matlock Avenue
Pierre, SD 57203

5628425565
training102@lakenology-test.com

View/update profile information

Personal Info Continuing Education

View/update corporation information

My licenses

My licenses	End Date	Status
Printer icon Ambulance Driver	4/30/2026	Active

What's in-progress

My applications

No records to show

My renewals

No records to show

START A NEW APPLICATION

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Click "**The license has been issued**" message in the "**Important Notifications**" section of the dashboard. Read this information carefully!

Applications
Records to show

Renewals
Records 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.