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 .

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.
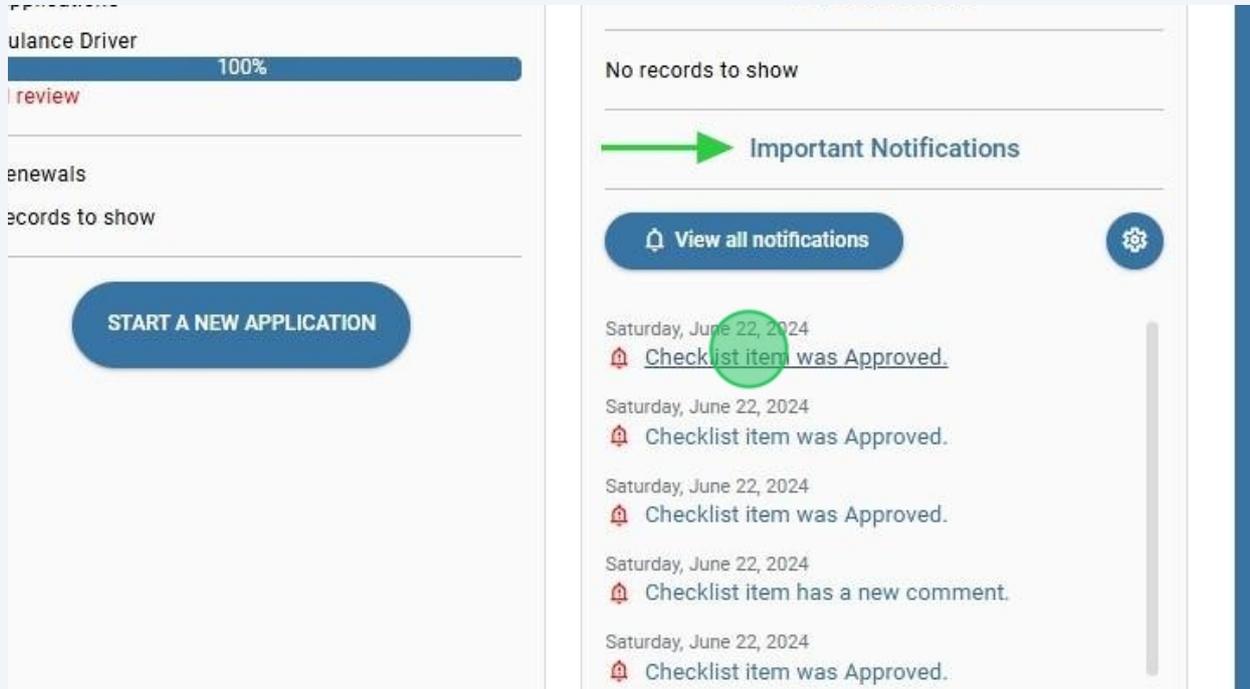
View all documents submitted

🔴 - Item not received, or it may have arrived but has not been processed

🟡 - Item under review or special circumstances (read message)

🟢 - Reviewed and approved

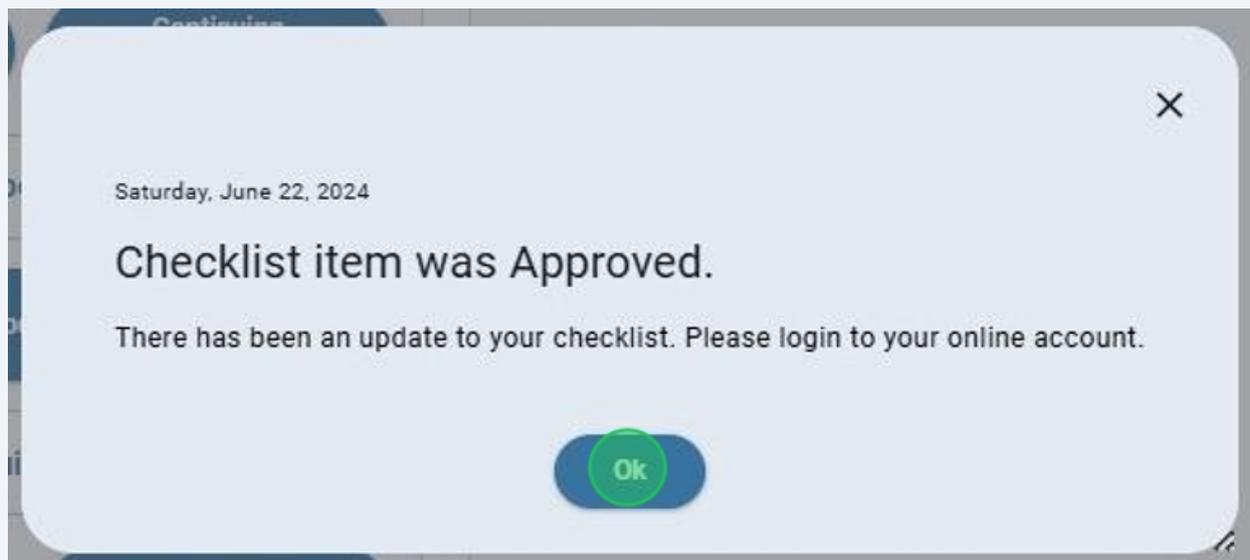|		Download	Upload	Resubmit	Document Description	Document Status	Status date	Submit date
▼					Correspondence/Communication			
	🟡		⬆	⟳	Driver's License Verification	Submitted	06/22/24	06/22/24
▼					Education			
	🔴		⬆	⟳	CPR certification	Created	06/22/24	

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**."

ulance Driver

100%

review

enewals

cords to show

START A NEW APPLICATION

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
🔔 Checklist item was Approved.

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

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

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

×

Saturday, June 22, 2024

Checklist item was Approved.

There has been an update to your checklist. Please login to your online account.

Ok

6 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.

7 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.

8 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.

9 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**".

10 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.

11 Click "**The license has been issued**" message in the "**Important Notifications**" section of the dashboard. 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.