

Application for Licensure: Step 1 - Start a New Application and Submit Affidavit

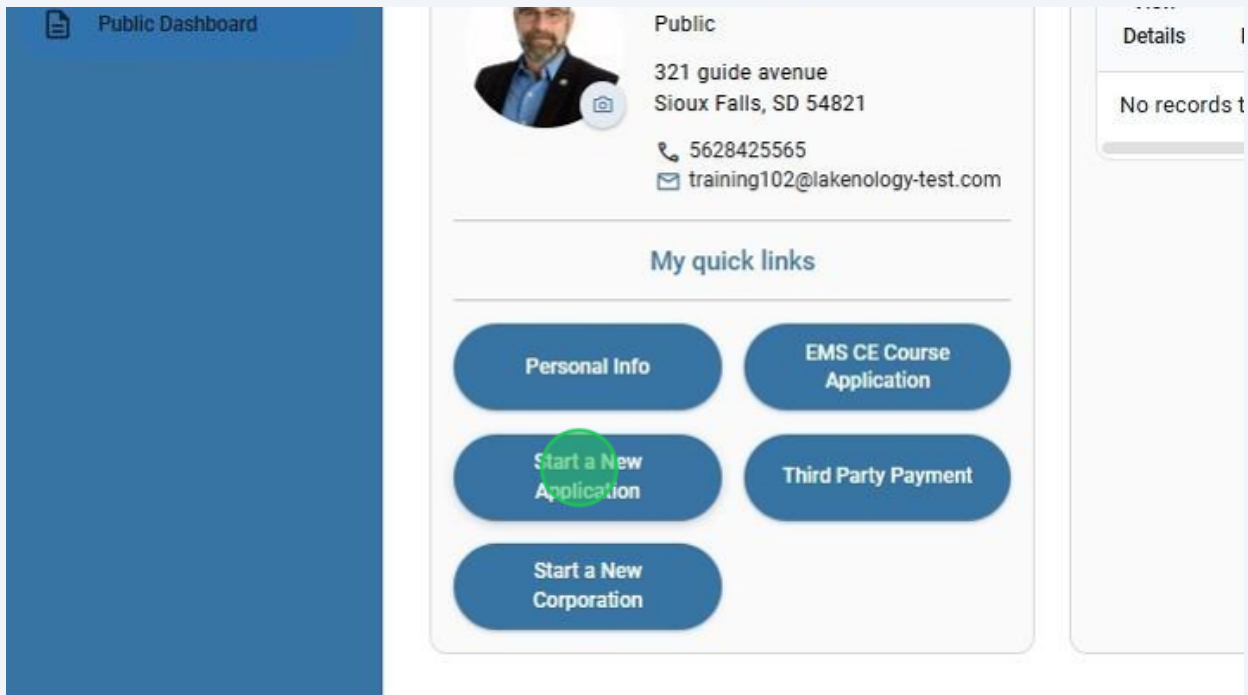
This How-To-Guide is intended for Ambulance Driver applicants only and assumes you have already created your MySD login account.

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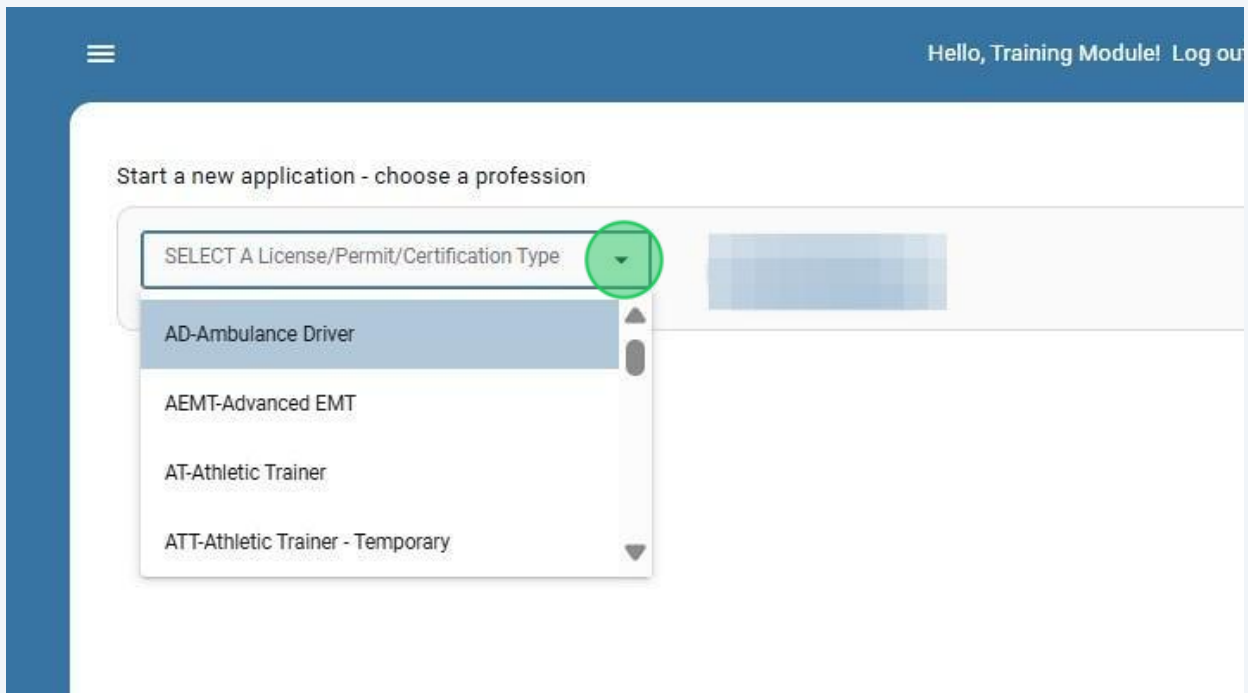
Navigate to <https://my.sdbmoe.gov/> Click "**Log in**" to complete your account login process. *(Note: Refer to the **MySD Account Login** training guide if you need assistance with logging in)*



2 From your public dashboard Click "**Start a New Application**"



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



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

Start a new application - choose a profession

AD-Ambulance Driver

[Click here](#) 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 [Licensee portal](#) 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 and 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. [Administrative Rule 20:79.03.03](#) outlines the details regarding incomplete applications. Please complete your information in a timely manner to expedite the issuance of a certificate.
- 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 [Licensee portal](#) 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**"



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 oath that you are being truthful. **Make sure 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 accepted prior to online application access.

Download Affidavit Form

Upload My Completed Form

Upload Identity Document

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

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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**

The screenshot shows a user interface for a licensee dashboard. At the top, a blue header bar contains the text "Hello, Jason Alvarez! Log out". Below this, the dashboard is divided into several sections. On the left, there is a sidebar with a profile picture, the text "ology-test.com", and a button labeled "Continuing Education". The main content area is divided into three columns. The first column is titled "My licenses" and has sub-sections for "What's in-progress" and "My renewals". Under "What's in-progress", there is a table with columns "End Date" and "Status". Below the table, there is a section for "My applications" with a progress bar for "Ambulance Driver" at 25% completion. A green circle with a pencil icon is overlaid on the progress bar. Below this, there is a "START A NEW APPLICATION" button. The second column is titled "My authorized agent" and has a "Select Agent" button. The third column is titled "My supervisors" and has a "No records to show" message. Below this, there is a section for "Important Notifications" with a "View all notifications" button and a settings icon.

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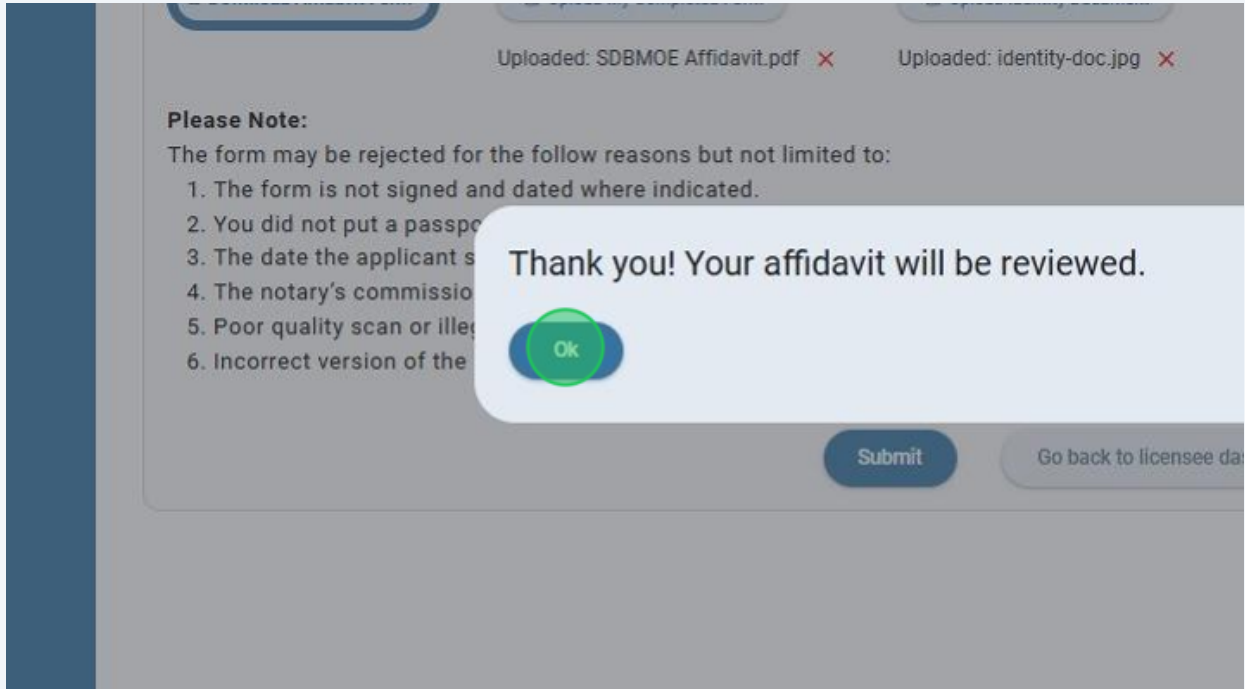
Once you have completed the Affidavit, you must scan it and save it to a computer. Click "**Upload My Completed Form**" and choose the document you saved to your computer.

The screenshot shows a page titled "Affidavit and authorization for release of information". It contains a warning message: "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 accepted prior to online application access." Below this message, there are three buttons: "Download Affidavit Form", "Upload My Completed Form" (highlighted with a green circle), and "Upload Identity Document". Below the buttons, there is a "Please Note:" section with a list of reasons why the form may be rejected:

- 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

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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.



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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.

Hello, Training Module! Log out

Training Module
Applicant
321 guide avenue
Sioux Falls, SD 54821
5628425565
training102@lakenology-test.com

View/update profile information

Personal Info Continuing Education

View/update corporation information

Start a New Corporation Application

My licenses End Date Status

What's in-progress

My applications

Ambulance Driver
50%
Affidavit pending review

My renewals
No records to show

START A NEW APPLICATION

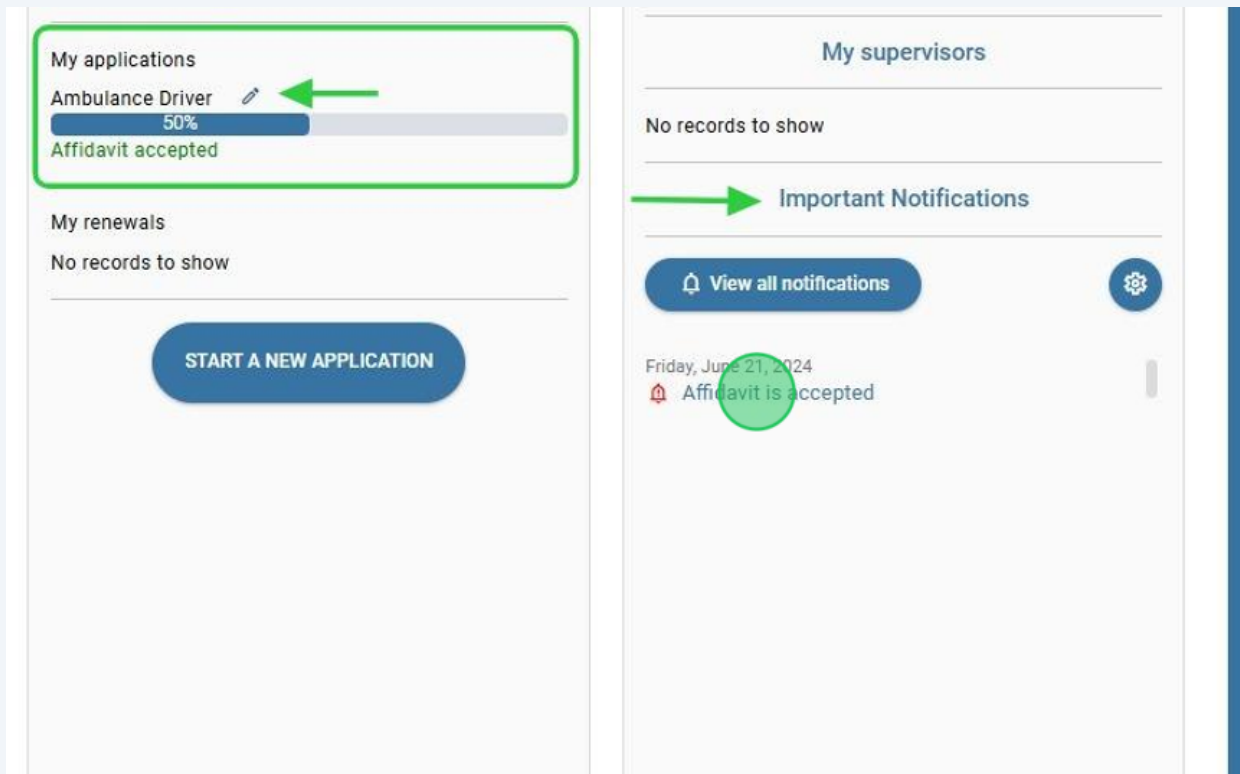
Select Agent

No records to show

View all notifications

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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.



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

