## Application for Ambulance Operator Certification: Part 3

This How-To-Guide is intended for Ambulance Operator applicants that have completed Parts 1 and 2 of the application process. The preliminary application has been submitted by the applicant and has moved on to Part 3 of the application process - Checklist Items.

can be uploaded	to complete your cert	e on your dashboard ar ification process. <b>'s in-progress</b> section c	
	Hello, Terr	ific Trainer! Log out	
Training Guru Master Applicant	My licenses	End Date Status	My authori
8827 West Leone Drive Rapid City, SD 54781 € 8632145570	What's in-progress My applications Ambulance Operato		Calvin Age & 195483 ⊠
pdate profile information	Checklist My renewals		My supe
Personal Info	No records to show		No records to show
late corporation information	START A N	IEW APPLICATION	Important N

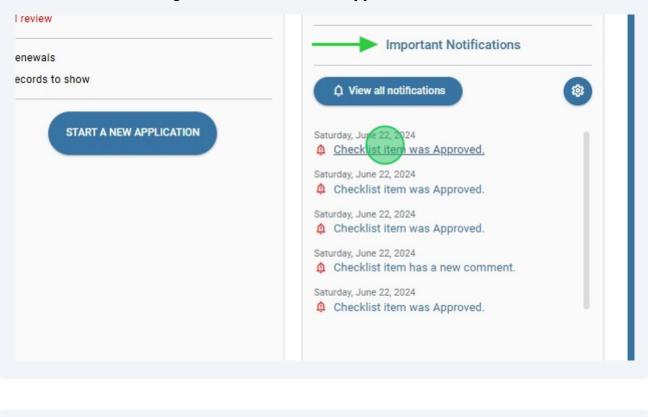
2 A **list of checklist items** are displayed with a document status and analyst comments. Review the legend to identify the meaning of the **colored indicators**. These indicators will change when documents have been uploaded, reviewed and approved. Click the "**Upload icon**" and upload a copy of your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

•				out has not been processed es (read message)		-			
•	- Reviewed a	nd approved							
	Downle	oad Upload	Resubmit	Document Description	Document Status	Status date	Submit date	Details	SDBMOE analyst comments
•	Corresponden	ce/Communicatio	on						
	•		¢	Driver's License Verification	Created	06/22/24			Please provide proof valid Driver's License
•	Education								
	•	Ţ		CPR certification	Created	06/22/24			Please upload documentation of yo original course for Cl Certification
	•	Ť		HIPAA Awareness	Created	06/22/24			Please upload documentation of yo original course for H Awareness competer
									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.

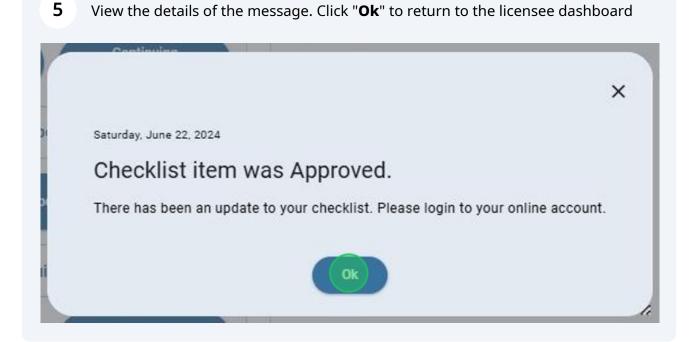
•	- Item		v or special		ut has not been processed es (read message)			
		Download	Upload	Resubmit	Document Description	Document Status	Status date	Submi date
•	Corresp	oondence/Cor	mmunication					
	•	-	£.		Driver's License Verification	Submitted	06/22/24	06/22
•	Educati	on						
	•		1		CPR certification	Created	06/22/24	

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."

4



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. These comments can be viewed online from the checklist view. Applicants should regularly check their dashboard for **important notifications** and status changes.

•	- Item no	t received	l, or it may h	nave arrived b	out has not been processed					
-	- Item un	der reviev	v or special	circumstance	es (read message)					
		ed and ap			(					
	- neview	eu anu ap	proved							
	Do	ownload	Upload	Resubmit	Document Description	Document Status	Status date	Submit date	Details	SDBMOE analyst comments
•	Correspor	ndence/Cor	mmunication							
	•				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	Created	06/22/24			Please upload documentation of your original course for HIPA Awareness competency
	•		£		Infection Control Compete	Created	06/22/24			Please upload documentation of your original course for Infection Control Competency

6

4

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 status will show as "**Rejected**". Click the "**Resubmit icon**" to upload a new document that will replace the original document submitted.

SDBMOE Licensee	Tra TYI	ining G PE: New View al - Item - Item	II documents s n not received	AD - Amb CATION ID: 5 submitted d, or it may I w or special	have arrived b	or CATION EXPIRATION DATE: Nov/O ut has not been processed es (read message)	7/2025			
			Download	Upload	Resubmit	Document Description	Document Status	Status date	Submit date	Details
	Correspondence/Communication									
		•	←			Driver's License Verification	Rejected	07/10/25	07/10/25	
	•	Licens	ses							
		•				License Verification for any an	Approved	07/10/25		

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 BMOE Administrator, the status will change to "**Final review**". You will no longer be able to view or upload anything to your checklist as your progress is at 100% and ready for issuance.

Sometimes an application 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**".

	Hello, Te	rrific Trainer! Log out		
ining Guru Master licant	My licenses	End Date	Status	My au
7 West Leone Drive d City, SD 54781	What's in-progress			Calvi
3632145570	My applications Ambulance Operator			© 1'
rofile information	Final review	100%		
onal Info	My renewals No records to show			My No records to show
poration information	START A	NEW APPLICATION		Importa

9 SDBMOE will issue the certificate after the final review is complete and the application has been approved. **Congratulations!** Your certification information is now displayed in the "**My Licenses**" section of the dashboard. The official certificate is immediately available to the licensee. Click the "**Printer icon**" to view/ print your certificate

	Hello, Terrific	Trainer! Log out		
uru Master	My licenses	End Date	Status	
eone Drive D 54781	Ambulance Operator What's in-progress	4/30/2027	Active	
1formation	My applications No records to show			
	My renewals No records to show			No records

10 A reminder message is displayed to **disable pop-up blockers**. Click **"Close"** to exit the print function and verify your browser settings. Click **"Print"** to view and/or print the certificate.

Personal Info	No records to show	Nor
View/update corporation	Enable Pop-Ups for Printing	
Start a New Corporation .	Please ensure your browser's pop-up blocker is disabled to proceed with printing. If you are unsure about your pop-up configuration, please click "Close" to verify your browser settings and return to this screen when ready.	Thur
My quick link	Print Close	ф Thur ф
MS Program Request	Application	Thur D
Third Party Payment		Che resu
		Thur
		Thur D

11 Click "The certificate has been issued" message in the "Important Notifications" section of the dashboard. Please read this important information carefully!

START A NEW APPLICATION	Important Notifications
	View all notifications
	Thursday, July 10, 2025
	Thursday, July 10, 2025
	Checklist item was Approved
	Thursday, July 10, 2025
	φ.
	Checklist item is not approved and needs resubmission
	Thursday, July 10, 2025
	Checklist item was Approved
	Thursday, July 10, 2025
	Application status is Approved