

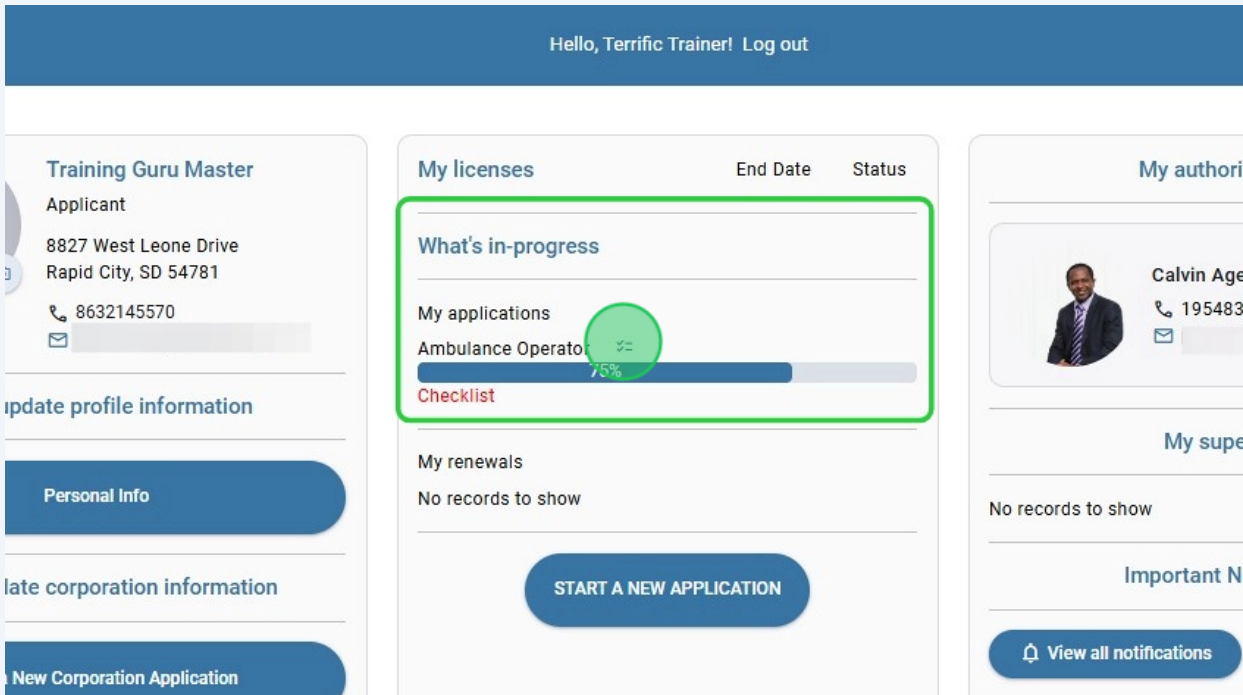
Application for Ambulance Operator Certification: Part 3

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.

1

Your **checklist items** are now available on your dashboard and documentation can be uploaded to complete your certification process.

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 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

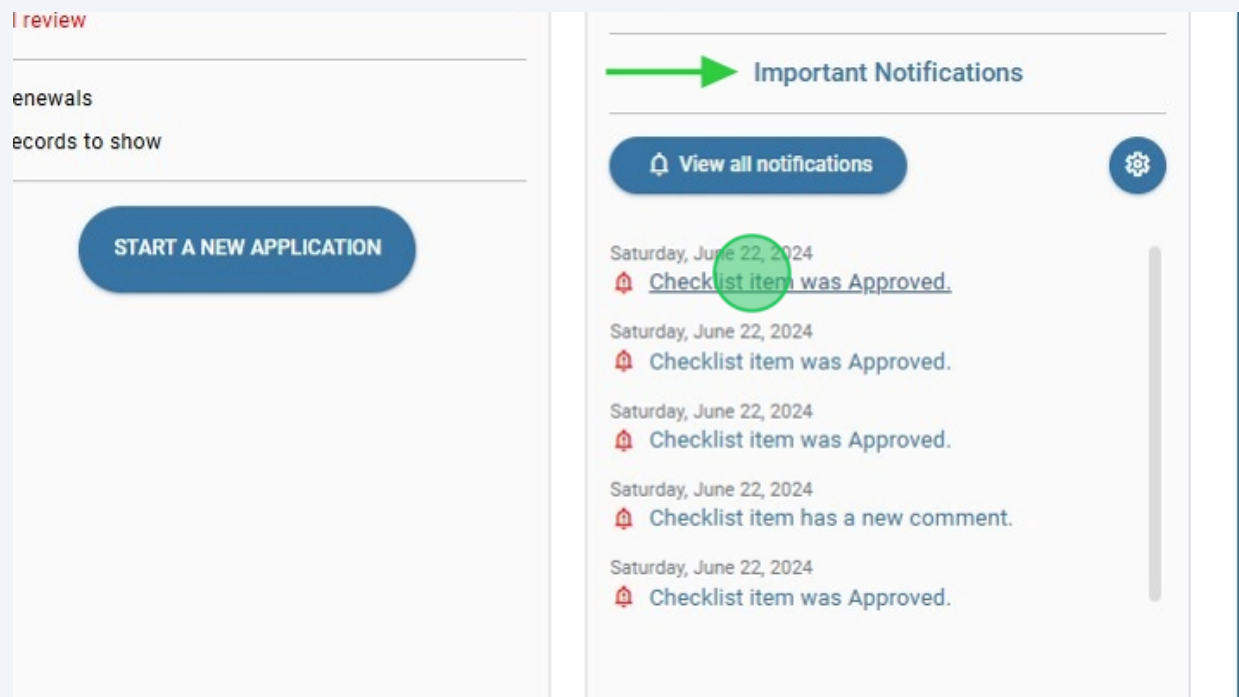
- Item not received, or it may have arrived but has not been processed
- Item under review or special circumstances (read message)
- Reviewed and approved

	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

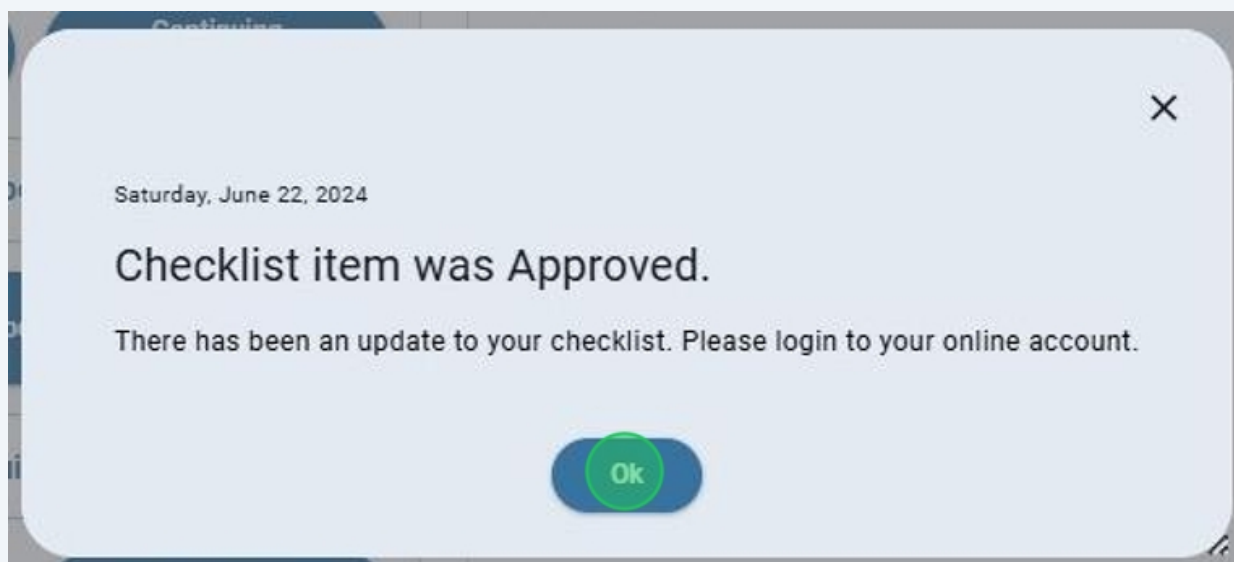
After an item has been reviewed by the SDBMOE administrator, the applicant will have a message in the "**Important Notifications**" section of the dashboard.

Click the message "**Checklist item was Approved.**"



5

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



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

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
●		⬆	⬅	HIPAA Awareness	Created	06/22/24			Please upload documentation of your original course for HIPAA Awareness competency
●		⬆	⬅	Infection Control Compete...	Created	06/22/24			Please upload documentation of your original course for Infection Control Competency
									Please upload

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

Home

Licensee Dashboard

View My Checklist Items

Training Guru Master AD - Ambulance Operator

TYPE: New APPLICATION ID: 501 APPLICATION EXPIRATION DATE: Nov/07/2025

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
Correspondence/Communication								
<div></div>			<div></div>	Driver's License Verification	Rejected	07/10/25	07/10/25	
Licenses								
<div></div>				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, Terrific Trainer! Log out

Training Guru Master

licant

7 West Leone Drive
d City, SD 54781

8632145570

profile information

onal Info

poration information

My licenses

End Date

Status

What's in-progress

My applications

Ambulance Operator

100%

Final review

My renewals

No records to show

START A NEW APPLICATION

My au

Calvi

1'

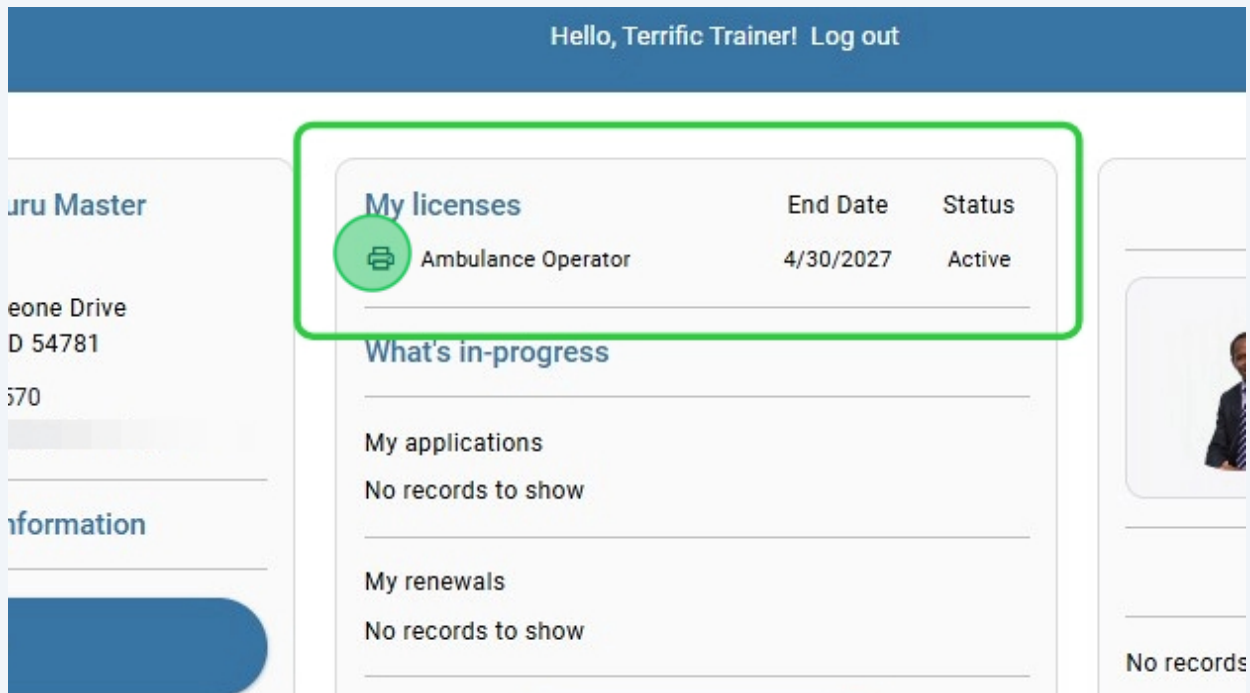
My

No records to show

Importe

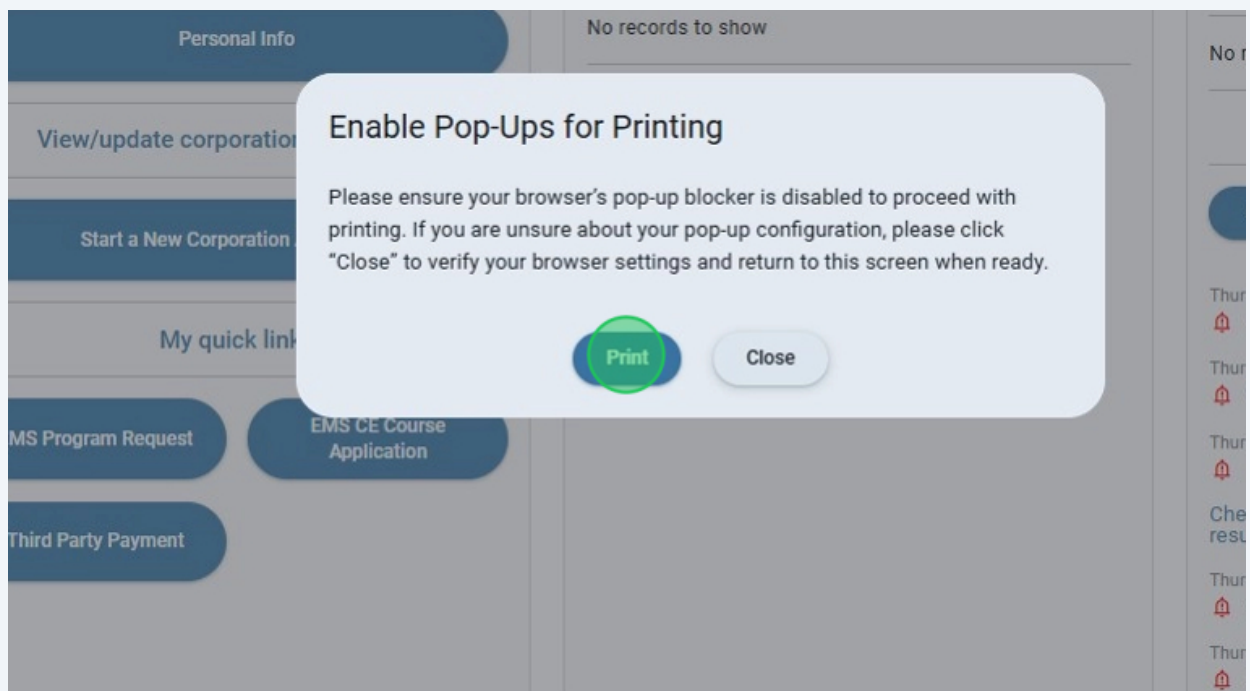
9

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



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.



11

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

