Application for Licensure: Part 1

This How-To Guide is intended for all applicants except those applying for a medical license, temporary permit or certification. Documentation for those license types can be found in separate How-To Guides.

1 Navigate to the public website and use the **Quick links** tab to Login to your account. Your dashboard will display. Click "**Start a New Application**"

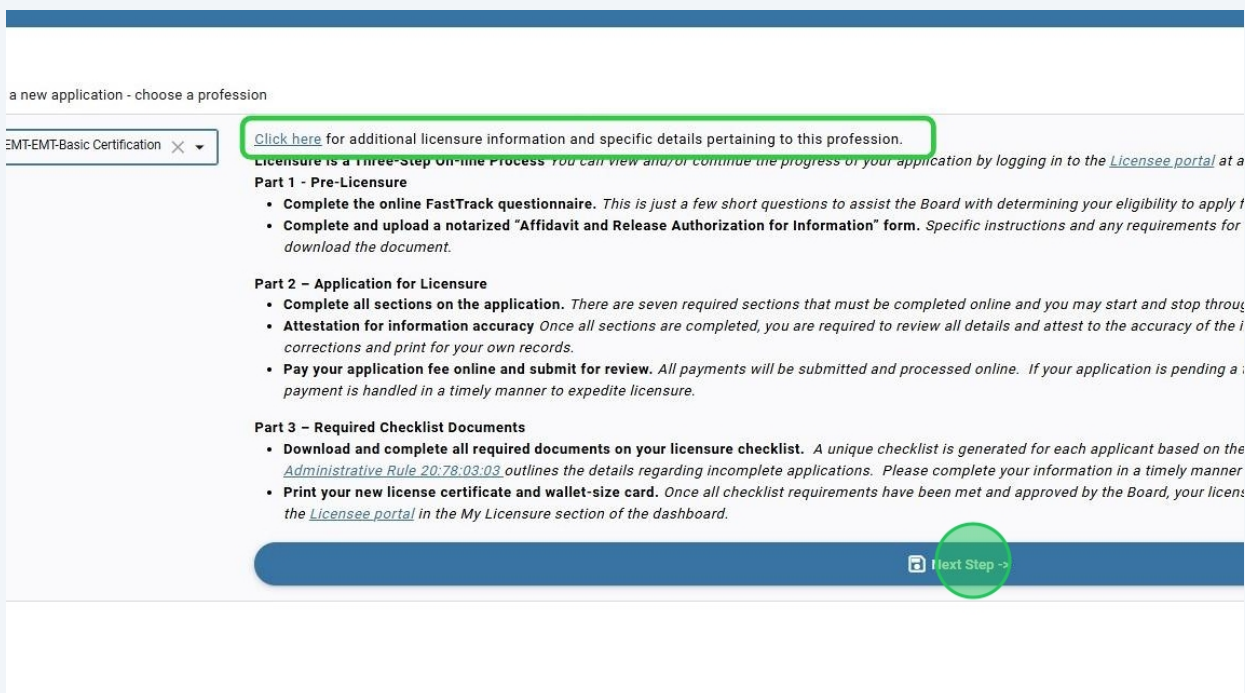**2** Click the **drop-down arrow** to expand and view the list of available professions for licensure. If needed, drag the **scroll bar** to move through the list. Click the **License Type** you want to apply for

SDBMOE Licensee

⌂ Home

📄 Licensee Dashboard

Hello, Public Training! Log

Start a new application - choose a profession

SELECT A License/Permit/Certification Type ▾

ATT-Athletic Trainer - Temporary

EMR-Emergency Medical Responder

EMT-EMT-Basic Certification

EMT/ALS-Paramedic

Scroll bar
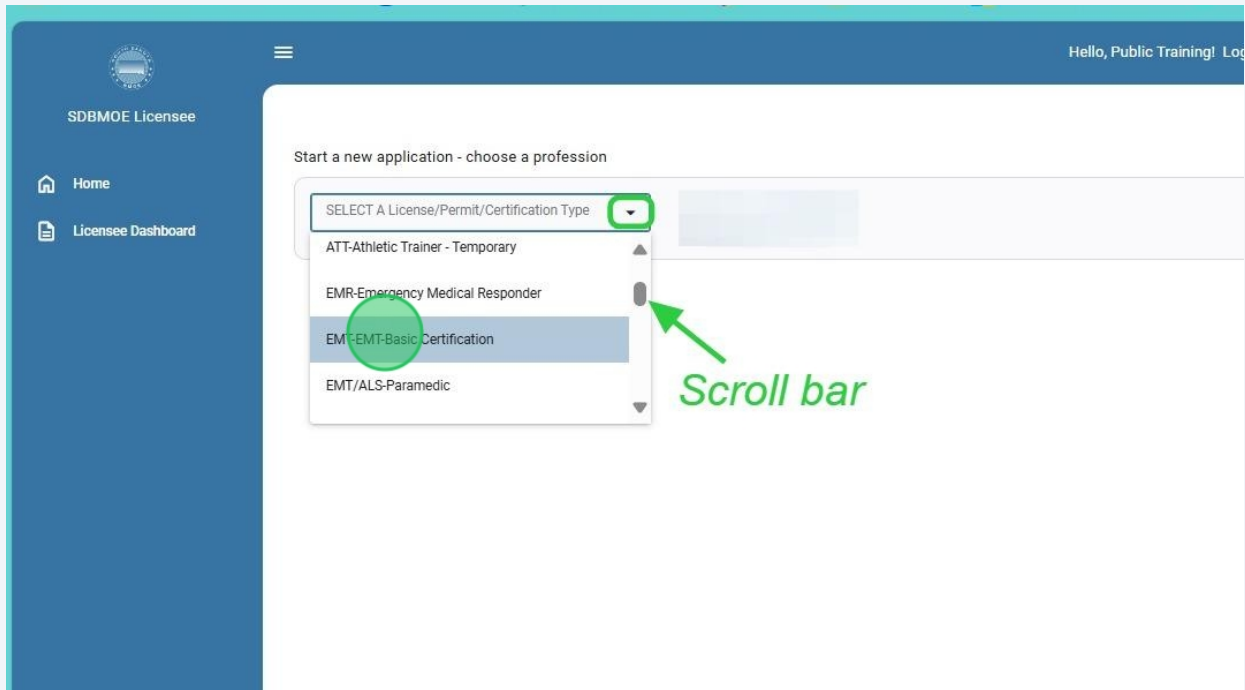
3 Read the overview of the 3-Part Application process to familiarize yourself with the new online licensure system. The link at the top of the page will open the public website (in a new window) if you want to explore more details about this profession. Click "**Next Step**" at the bottom of the page to begin **Part 1** of the application process.

a new application - choose a profession

EMT-EMT-Basic Certification ✕ ▾

Click here for additional licensure information and specific details pertaining to this profession.

Licensure 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 a*

Part 1 - Pre-Licensure
- **Complete the online FastTrack questionnaire.** *This is just a few short questions to assist the Board with determining your eligibility to apply f*
- **Complete and upload a notarized "Affidavit and Release Authorization for Information" form.** *Specific instructions and any requirements for download the document.*

Part 2 – Application for Licensure
- **Complete all sections on the application.** *There are seven required sections that must be completed online and you may start and stop throug*
- **Attestation for information accuracy** *Once all sections are completed, you are required to review all details and attest to the accuracy of the i corrections and print for your own records.*
- **Pay your application fee online and submit for review.** *All payments will be submitted and processed online. If your application is pending a payment is handled in a timely manner to expedite licensure.*

Part 3 – Required Checklist Documents
- **Download and complete all required documents on your licensure checklist.** *A unique checklist is generated for each applicant based on the Administrative Rule 20:78:03:03 outlines the details regarding incomplete applications. Please complete your information in a timely manner*
- **Print your new license certificate and wallet-size card.** *Once all checklist requirements have been met and approved by the Board, your licens the Licensee portal in the My Licensure section of the dashboard.*

💾 Next Step ->

4 Use the **calendar icon** (Date-picker) to select your academic program graduation date or type in a date.

Hello, Public Training! Log out

...rmation on this page before moving on to the next step

Professional License Selected: EMT - EMT-Basic Certification

Academic program graduation date:

| ‹ | August | ▾ | | 2024 | ▾ | › |

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

...@lakenology-test.com

...ille Road
...051

...y transfer to South Dakota and an active license in another state?

...active-duty individual who has US PCS orders for a military transfer to South Dakota and have an active s...plying f

...g and/or alcohol monitoring (disciplinary or non-disciplinary) in this state or any other state?

5 Click the **YES** or **NO** bubble to answer each of the required questions on the FastTrack Questionnaire. (*Note: If you answer YES to question 1 or 2, you will be prompted to upload a copy of your US PCS Military orders from your computer.*) Click **Submit**.

...ast-track questionnaire

Please answer, review and update all information on this page before moving on to the next step

Full Legal name:	Public Trainer
Personal Email:	publictraining@lakenology-test.com
Phone number:	8542659931
USPS mailing address:	12345 jonesville Road
	Pierre, SD 57051

Professional License Selected: EMT - EMT-Basic Certification

Academic program graduation date: 07/01/2024

1. Do you have US PCS orders for a military transfer to South Dakota and an active license in another state?

● Yes   ○ No

2. Are you the dependent spouse of a US active-duty individual who has US PCS orders for a military transfer to South Dakota and have an active state license in the profession that y...

○ Yes   ● No

3. Are you or have you been subject to drug and/or alcohol monitoring (disciplinary or non-disciplinary) in this state or any other state?

○ Yes   ● No

Submit

6 The "**What's in Progress**" section of your dashboard will always display the status and percentage complete for your application throughout the entire application process. When status is "**pending review**", the applicant cannot continue until it has been reviewed and approved by the SDBMOE analyst.

7 The **Affidavit and authorization for release of information** page is automatically displayed when the FastTrack does not require review. Click "**Download Affidavit Form**". Open the document 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".**

Note: You can continue on with **Step 8** once your completed affidavit is ready to upload.

8 Login and navigate to your **licensee dashboard**. Click the **pencil icon** next to the License type in the "**What's in progress**" section to return to your Affidavit and authorization for release of information page

My licenses   End Date   Status

What's in-progress

My applications
EMT-Basic Certification
25%
Affidavit

My renewals
No records to show

START A NEW APPLICATION

My auth

Calvin Agent
✉ calvinagent@lakenc

My su

No records to show

9 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.

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 no
sure signature dates match - both yours and notary's. A passport-quality color photograph must be in t
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

10 You must upload an identity document to complete this step. **Scan a color copy** of your driver's license or passport showing photo and identification details to a computer. Click "**Upload Identity Document**" and choose the document you just saved.

11 The file name will display under each button showing the documents that were uploaded. To **remove a document**, simply click on the "**X**" and upload a new document. When finished, Click "**Submit**" at the bottom of the page

12 A message will appear "**Thank You! Your affidavit will be reviewed.**" Your Affidavit has been successfully submitted to the SDBMOE Analyst. Click "**Ok**" to return to your dashboard

Uploaded: SDBMOE Affidavit.pdf ✕   Uploaded: identity-doc.jpg ✕

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 passpo
3. The date the applicant s
4. The notary's commissio
5. Poor quality scan or illeg
6. Incorrect version of the

Thank you! Your affidavit will be reviewed.

Ok

Submit   Go back to licen