

# Application for Licensure: Step 3 - My Checklist Items, Final Review and Issuing the License

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 .

The screenshot displays a dashboard with three main columns. The left column contains user profile information, including a 'Training Guide' section with contact details (10 Matlock Avenue, Pierre, SD 57203; phone 5628425565; email training102@lakenology-test.com) and a 'Continuing Education' button. The middle column, titled 'My licenses', features a table with headers 'My licenses', 'End Date', and 'Status'. Below the table is a 'What's in-progress' section showing 'My applications' with an 'Ambulance Driver' entry at 75% completion, indicated by a progress bar and a green circle with a checklist icon. A 'Checklist' link is visible below the application. The 'My renewals' section shows 'No records to show'. At the bottom of the middle column is a large blue button labeled 'START A NEW APPLICATION'. The right column contains a 'Select Agent' button, a 'No records to show' message, and a 'View all notifications' button. The footer of the dashboard shows the date 'Saturday, June 22, 202' and a notification icon with the text 'Application sta'.

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									
<span style="color: red;">●</span>		<span style="border: 2px solid green; border-radius: 50%; padding: 5px;">⬆️</span>	↻	Driver's License Verification	<span style="border: 2px solid green; border-radius: 5px; padding: 2px;">Created</span>	06/22/24			<span style="border: 2px solid green; border-radius: 5px; padding: 2px;">Please provide proof of valid Driver's License</span>
Education									
<span style="color: red;">●</span>		⬆️	↻	CPR certification	Created	06/22/24			Please upload documentation of your original course for CPR Certification
<span style="color: red;">●</span>		⬆️	↻	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.

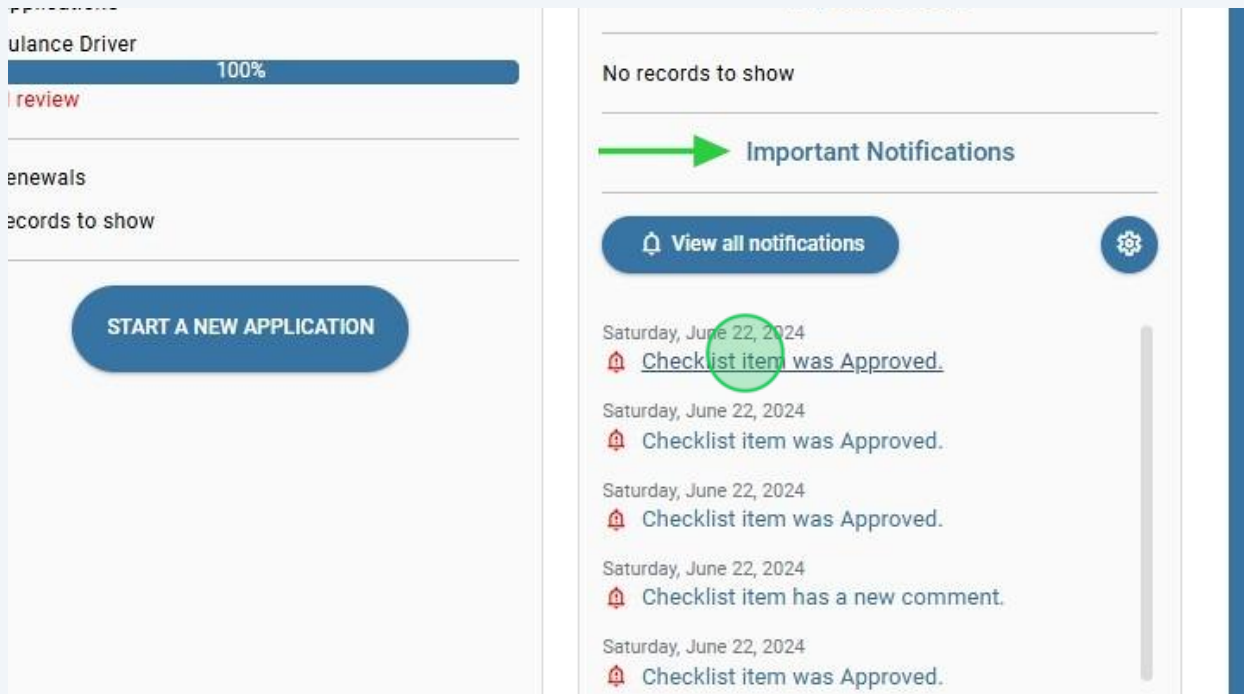
[View all documents submitted](#)

- - 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	Details	SDBMOE analyst comments
Correspondence/Communication									
<span style="color: yellow;">●</span>		<span style="border: 2px solid green; border-radius: 50%; padding: 5px;">⬆️</span>	↻	Driver's License Verification	Submitted	06/22/24	06/22/24		
Education									
<span style="color: red;">●</span>		<span style="border: 2px solid green; border-radius: 50%; padding: 5px;">⬆️</span>	↻	CPR certification	Created	06/22/24			

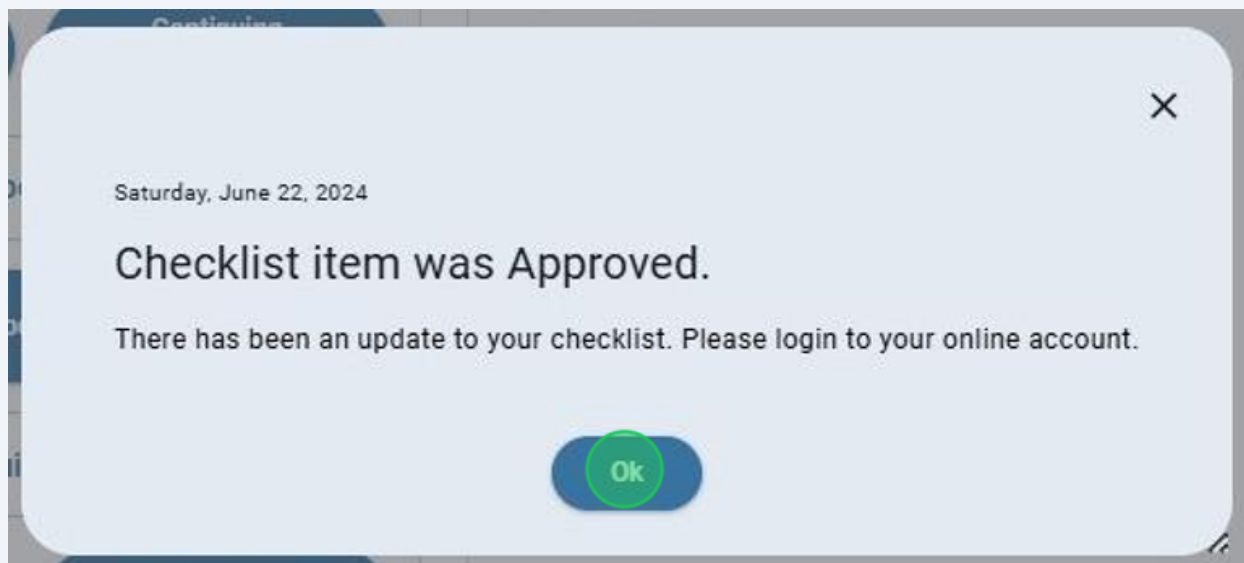
4

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**". Applicants should regularly check their dashboard for notifications and status changes.

The screenshot shows the SDBMOE Licensee dashboard. The header includes the SDBMOE logo, the text 'SDBMOE Licensee', and a user greeting 'Hello, Training Module! Log out'. The left sidebar contains navigation links for 'Home' and 'Licensee Dashboard'. The main content area is titled 'View My Checklist Items' and shows details for a 'Training Guide AD - Ambulance Driver' with application ID 227 and an expiration date of 10/19/24. A legend indicates that a green dot represents a 'Reviewed and approved' item. A table below lists checklist items, with the 'CPR certification' item highlighted by a green circle and a green arrow pointing to its green status indicator. The 'Approved' status for this item is also enclosed in a green box.

	Download	Upload	Resubmit	Document Description	Document Status	Status date	Submit date	
Correspondence/Communication								
●		↓	↺	Driver's License Verification	Approved	06/22/24	06/22/24	
Education								
●		↓	↺	CPR certification	Approved	06/22/24	06/22/24	

7

Not all checklist items will be approved. Some may be **"Sent Back"** for resubmission. The indicator color will change back to "Red" and an updated comment is displayed. Click the **"Upload icon"** to upload a new document that will replace the original document submitted.

	Download	Upload	Resubmit	Document Description	Document Status	Status date	Submit date	Details	SDBMOE analyst comments
- Reviewed and approved									
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	Approved	06/22/24			Received document, review complete, checklist item has been approved.
●		⬆	↻	Infection Control Compete...	Created	06/22/24			Item received and reviewed, sent back for resubmission. Please upload the complete documentation (only page 1 of 3 was uploaded) Your resubmission will replace the old documentation.
●		⬆	↻	Patient Movement Compe...	Created	06/22/24			Please upload documentation of your original course for Patient

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.

Hello, Training Module! Log out

ogy-test.com  
ion  
ning  
ation  
ation  
on

### My licenses

End Date	Status
<b>What's in-progress</b>	
My applications	
Ambulance Driver	100%
Final review	
My renewals	
No records to show	

[START A NEW APPLICATION](#)

### My authorized agent

Select Agent

### My supervisors

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.

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**".


The screenshot shows a user dashboard with a blue header bar containing the text "Hello, Training Module! Log out". The dashboard is divided into several sections:

- My licenses:** A table with columns "End Date" and "Status". Below it, a "What's in-progress" section is highlighted with a green box. It shows "My applications" with "Ambulance Driver" at 90% completion, with "Pending disclosure review" written in red below the progress bar. Below this, "My renewals" shows "No records to show". A blue button labeled "START A NEW APPLICATION" is at the bottom.
- My authorized agent:** A section with a "Select Agent" button.
- My supervisors:** A section with "No records to show".
- Important Notifications:** A section with a "View all notifications" button and a list of notifications, each dated "Saturday, June 22, 2024" and stating "Checklist item was Approved.".

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.

Hello, Training Module! Log out




**Training Guide**  
Licensee  
5200 Matlock Avenue  
Pierre, SD 57203  
5628425565  
training102@lakenology-test.com

[View/update profile information](#)

[Personal Info](#) [Continuing Education](#)

[View/update corporation information](#)

My licenses	End Date	Status
 Ambulance Driver	4/30/2026	Active

**What's in-progress**

My applications  
No records to show

My renewals  
No records to show

[START A NEW APPLICATION](#)

11


Click **"The license has been issued"** message in the **"Important Notifications"** section of the dashboard. Read this information carefully!


My applications  
No records to show


My renewals  
No records to show


[START A NEW APPLICATION](#)


**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.