

Supervision: Request, Remove or Replace a Supervisor as the Licensee

This Guide is intended for active, licensed healthcare professionals who are required to have an active supervision relationship agreement on record for their profession and need to add, remove or change their supervisor.

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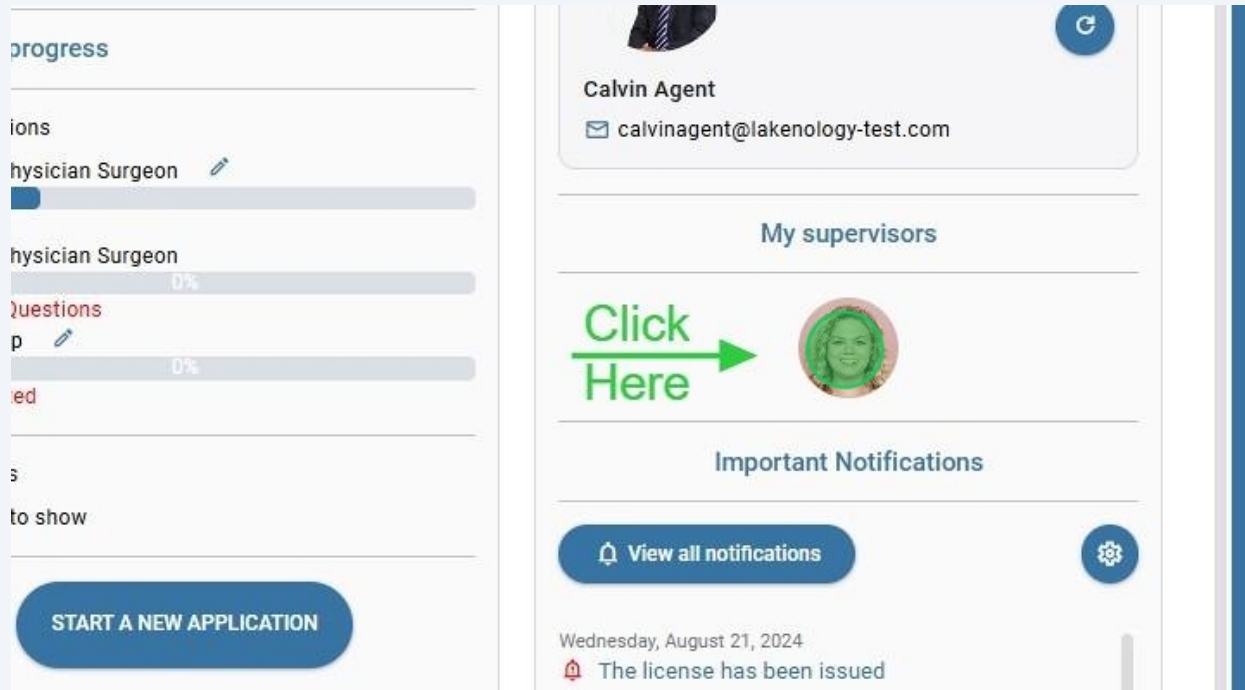
Login to your Dashboard and locate the **"My Supervisors"** section on the right side of the page. Click **"Add Supervisor"**.

The screenshot displays a user dashboard for Odette Otaberger. The top navigation bar includes the user's name and a 'Log out' link. The dashboard is divided into several sections:

- My licenses:** A table listing three licenses: Occupational Therapist Assistant (1/1/2025, Active), Athletic Trainer (7/1/2025, Active), and Ambulance Driver (4/30/2026, Active).
- What's in-progress:** A section for tracking progress on various applications and questions.
- My applications:** A list of applications with progress bars, including 'MD / DO - Physician Surgeon' (25%), 'Affidavit' (0%), 'MD / DO - Physician Surgeon' (0%), 'Fast Track Questions' (0%), and 'Testing COrp' (0%).
- My renewals:** A section indicating 'No records to show'.
- My authorized agent:** A section showing 'Calvin Agent' with contact information (calvinagent@lakenology-test.com).
- My supervisors:** A section with an 'Add Supervisor' button, which is highlighted with a green box and a green circle.
- Important Notifications:** A section with a 'View all notifications' button and a list of recent notifications, such as 'The license has been issued' and 'Checklist item was Approved'.

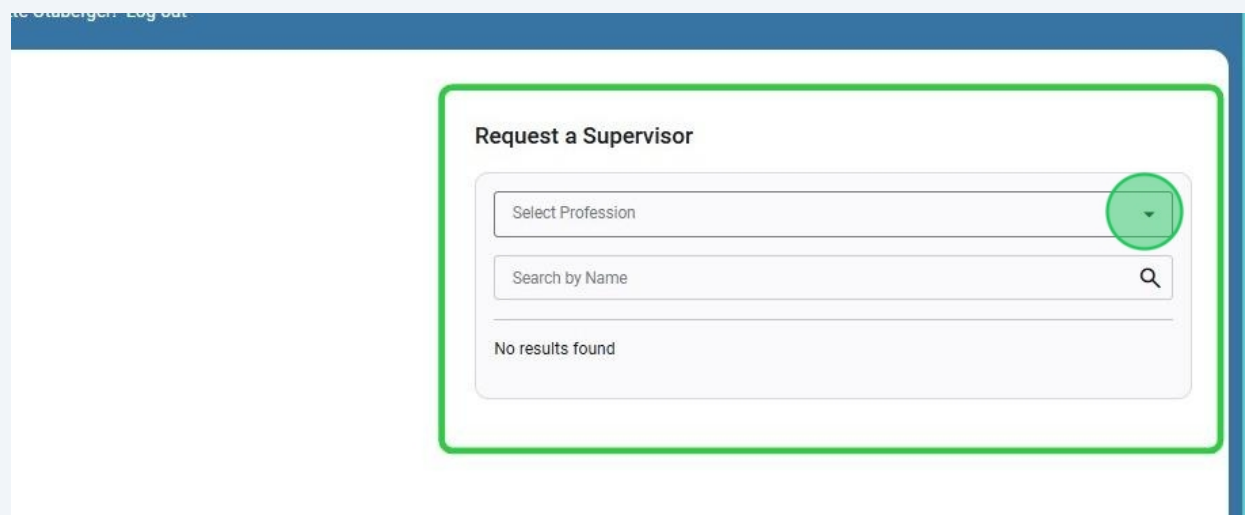
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If you already have a supervisor, you will see the photo image(s) in the "**My Supervisors**" section of the dashboard and **NOT** the "**Add Supervisor**" link. Simply Click on "**photo image**" to add another supervisor.



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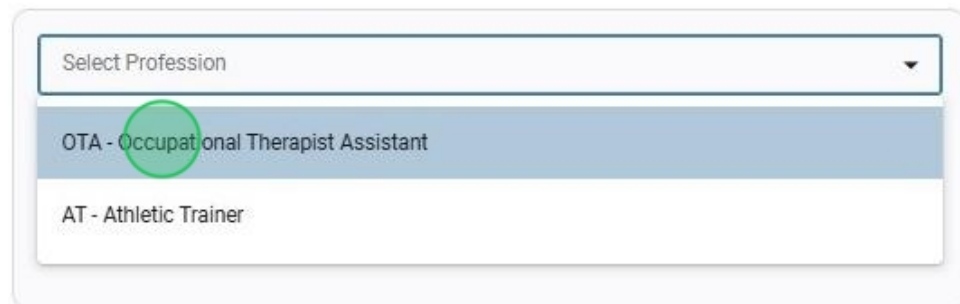
The Supervisor list page is displayed. Use the **Request a Supervisor** section on the right side of the page to request a supervisor. Click the **dropdown arrow** to display the professions that you are currently **actively licensed** in. Only professions that require supervision will be listed.



4 Click to **choose a profession** option.

Note: If no professions are displayed, your license may have expired or you are licensed for a profession that does not require supervision. If you have an expired license, or have applied for a new license, you will be able to select a supervisor once your application has been approved.

Request a Supervisor








The screenshot shows a web form titled "Request a Supervisor". It features a dropdown menu with the placeholder text "Select Profession". The dropdown is open, showing two options: "OTA - Occupational Therapist Assistant" and "AT - Athletic Trainer". The "OTA" option is highlighted with a blue background and a green circle around the text. The "AT" option is below it with a white background.

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You may need to **click and drag** the **scroll bar** to page through the list of eligible supervisors to find your selection. You can also **restrict your search** by typing in a partial or full name in the "**Search by Name**" box. Click the "**Search**" icon.

Request a Supervisor


-  **Jaimee Lynn Baker**
MD / DO - Physician Surgeon
-  **Oliver Scott Officeman**
MD / DO - Physician Surgeon
-  **Sally Mae Surgeon, MD**
MD / DO - Physician Surgeon
-  **Renee Carol Parker**
MD / DO - Physician Surgeon
-  **Paul Anderson**
MD / DO - Physician Surgeon



scroll bar →



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A list of **licensed professionals** is displayed based on your search criteria. Only licensees who are **eligible to supervise** the selected profession will be shown. **Click on the "+"** icon to select and request the licensee as your supervisor

Request a Supervisor



 Connie Ann Gjertsen
Occupational Therapist 

 Gerard Greenberg
Occupational Therapist 

 Occupational Therapist 

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You will be prompted to complete a **Supervision Relationship Agreement**. The agreement is profession specific. Complete **all required information** on the form. Use the "**Calendar icon**" (Date picker) to select a start date or simply type in your date. Click "Accept"

OTA Supervision Registration Form

[ARSD 20:64:03:02](#) provides that the Board must be notified in writing within 15 days once supervision has terminated. This rule also provides that a supervisor must be a licensed Occupational Therapist in the state of South Dakota.

PRACTICE LOCATION INFORMATION

Practice Facility Name:


Practice Address:

Practice Phone:

Practice Email:

OTA: **Odette OTTA Otaberger**

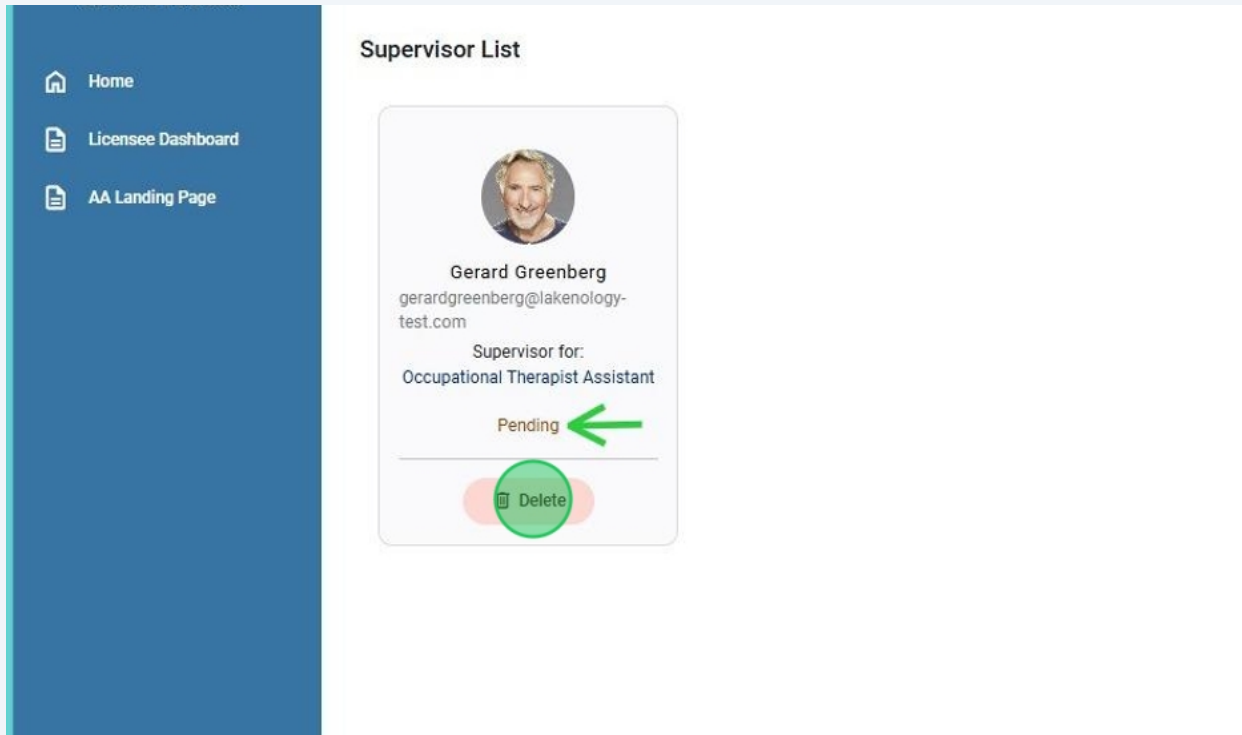
SUPERVISING OCCUPATIONAL THERAPIST: **Gerard Greenberg**

Date: 

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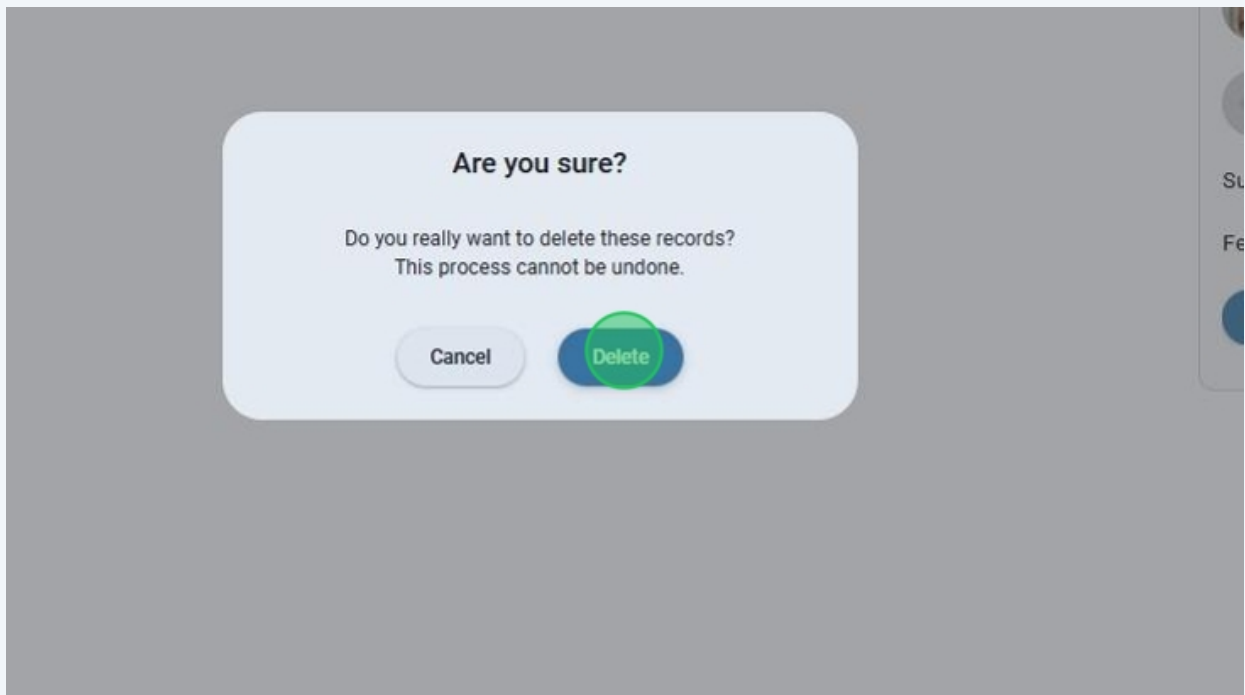
Your requested supervisor is now displayed on your "**Supervisor List**" page. It will appear with a status of "**pending**" until the supervisor approves your request. He/she will be notified of the request and will have the option to approve or reject it. If you want to **remove your request**, Click "**Delete**".

Note: If the supervisor rejects your request, the profile will no longer display on your page and you will need to complete a new request.



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You will be prompted "**Are you sure?**" prior to the deletion. Click "**Delete**" to permanently remove the request.



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If you do not find your supervisor in the BMOE list, you may have a **special circumstance**. This may be the case if your supervisor is not licensed by BMOE. These circumstances will require a special form to be completed. Click "**I cannot select a supervisor from the BMOE list**".

Request a Supervisor

AT - Athletic Trainer

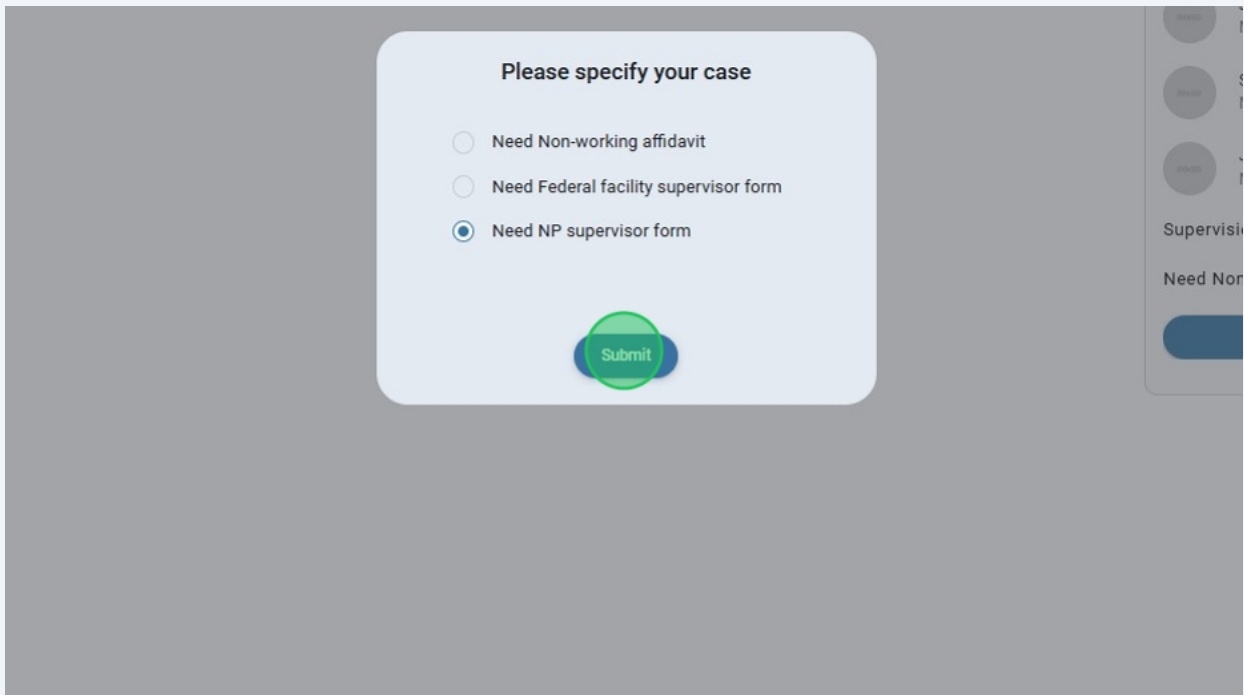
Search by Name

- John P. J. [redacted]
MD / DO - Physician Surgeon
- Scott J. [redacted]
MD / DO - Physician Surgeon
- Jo [redacted]
MD / DO - Physician Surgeon

I can not select a supervisor from BMOE list

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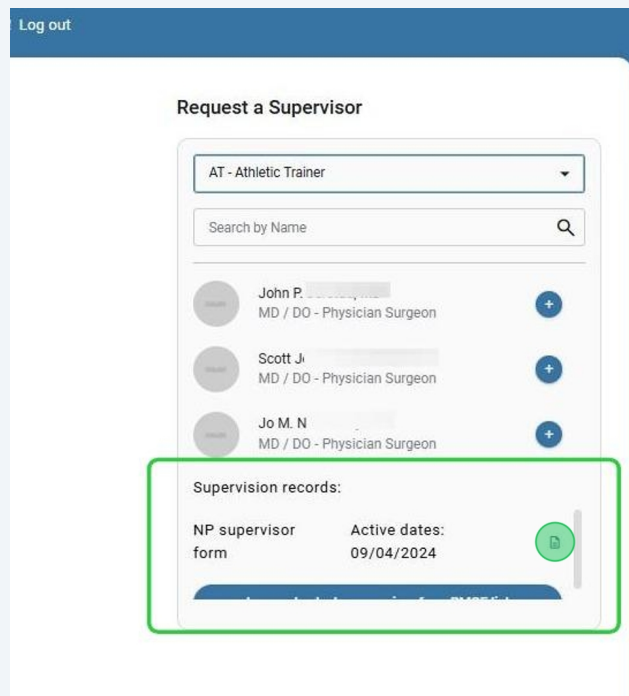
A list of special circumstance options is displayed. Click to **mark the option**. You can only choose one option. Click "**Submit**". An SDBMOE Analyst will review your request and **contact you with instructions** on how to proceed with completing the appropriate form for your special circumstance.



The screenshot shows a light blue dialog box titled "Please specify your case". It contains three radio button options: "Need Non-working affidavit", "Need Federal facility supervisor form", and "Need NP supervisor form". The "Need NP supervisor form" option is selected. Below the options is a green "Submit" button. To the right of the dialog box, a partial sidebar is visible with buttons for "Supervisi" and "Need Nor".

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After completing the form and sending it back, the analyst will review it for accuracy and completeness and either approve or send it back. If approved, the uploaded document will be **available for public viewing**. Click the "**document**" icon to view the approved form



The screenshot shows a "Request a Supervisor" interface. At the top left is a "Log out" link. Below it is a dropdown menu set to "AT - Athletic Trainer" and a search bar labeled "Search by Name". A list of three supervisors is shown, each with a profile picture, name, and title (MD / DO - Physician Surgeon), and a blue plus icon. Below this list is a "Supervision records:" section, which is highlighted with a green box. It contains a table with two columns: "NP supervisor form" and "Active dates: 09/04/2024". A green document icon is visible to the right of the date.