

Application for Licensure - Part 1

1 Navigate to My.SDBMOE.gov and Login to your account. Your dashboard will display. Click "**Start a New Application**"

Public Dashboard

Nancy Newname
Public
12345 west Villa cove
pierre, SD 54760
9542271924
newnamenancy@lakenology-test.com

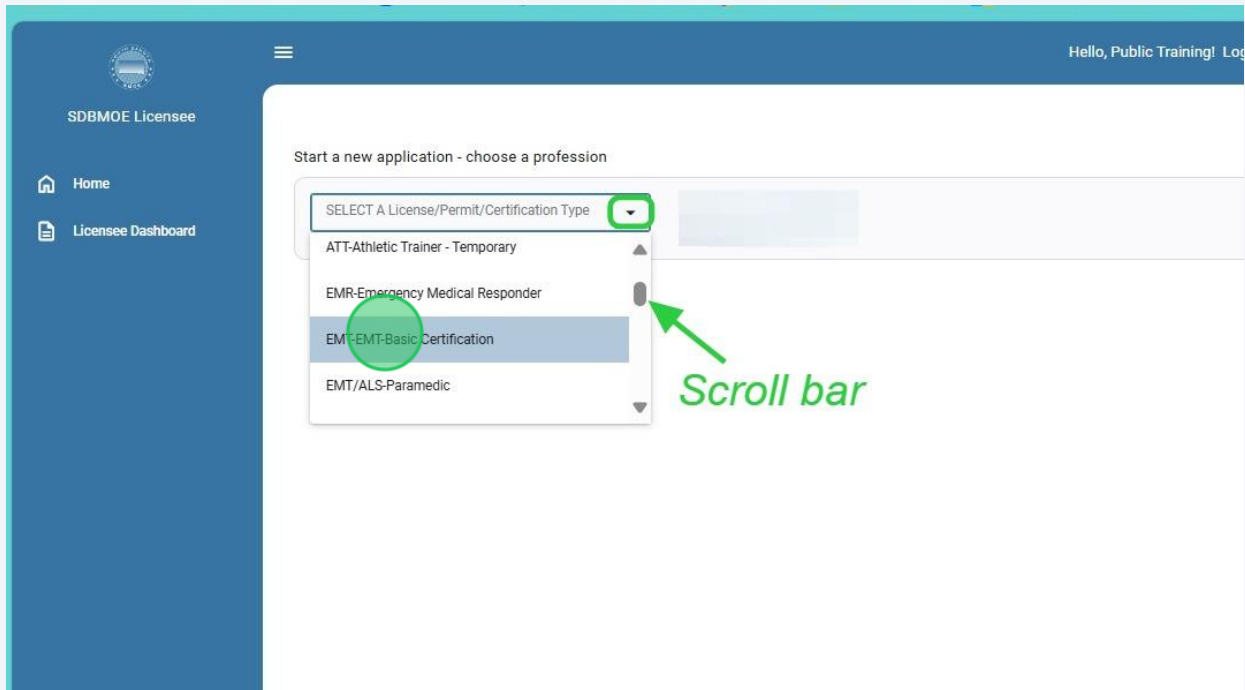
My quick links

- Personal Info
- Start a New Application**
- EMS Program Request
- EMS CE Course Application
- Start a New Corporation
- Third Party Payment

Details	Number	Date	Descripti
No records to display.			

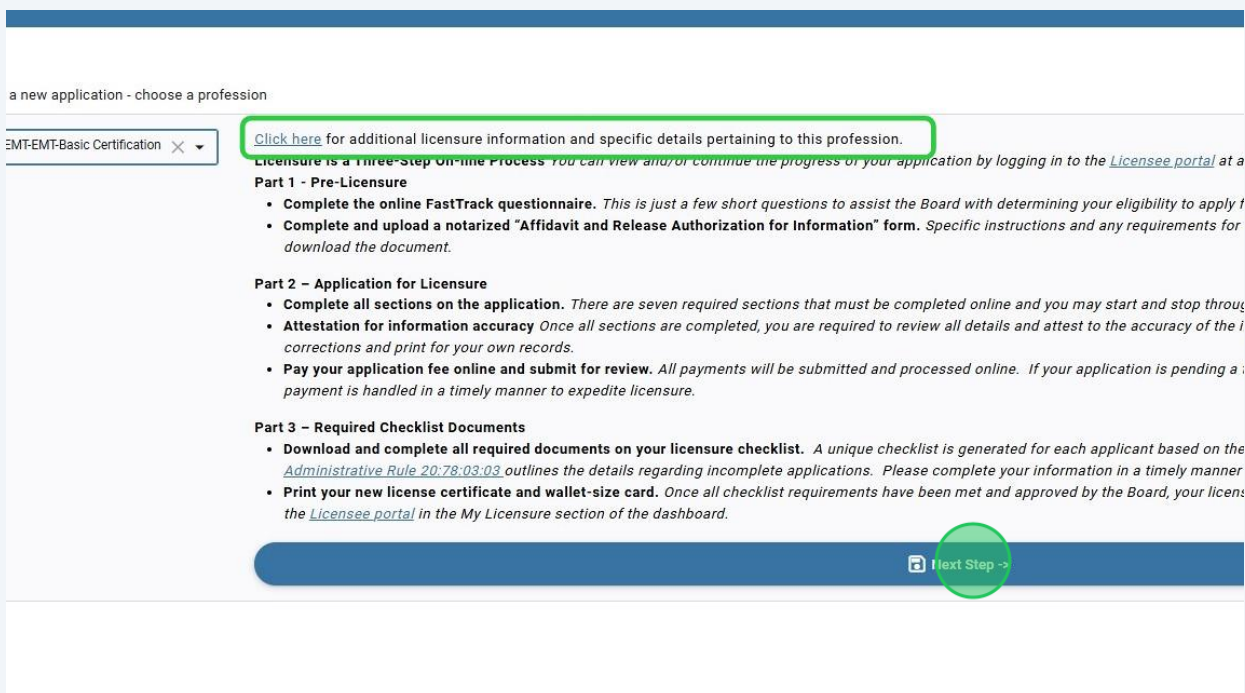
2

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



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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.




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

Hello, Public Training! Log out

Information on this page before moving on to the next step

Professional License Selected: EMT - EMT-Basic Certification

Academic program graduation date: 

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


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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**.

Fast-track questionnaire

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

Full Legal name: Public Trainer Professional License Selected: EMT - EMT-Basic Certification

Personal Email: publictraining@lakenology-test.com Academic program graduation date: 

Phone number: 8542659931

USPS mailing address: 12345 Jonesville Road
Pierre, SD 57051

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 you are applying for?
 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

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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.

The screenshot shows a user dashboard for 'Public Trainer'. The user is identified as 'Public Trainer Applicant' with contact information: 12345 jonesville Road, Pierre, SD 57051, phone 8542659931, and email publicctraining@lakenology-test.com. The dashboard includes sections for profile information, corporation information, and quick links. On the right, the 'My licenses' section is highlighted with a green box, containing a 'What's in-progress' section. This section lists 'EMT-Basic Certification' at 25% completion, with a progress bar and the status 'Fast Track pending review'. Below this, the 'My renewals' section shows 'No records to show'. A 'START A NEW APPLICATION' button is located at the bottom right of the dashboard.

My licenses	End Date	Status
What's in-progress		
My applications		
EMT-Basic Certification		25%
		Fast Track pending review
My renewals		
No records to show		

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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.

The screenshot shows the SDBMOE Licensee dashboard. On the left is a blue sidebar with the text 'SDBMOE Licensee' and two menu items: 'Home' with a house icon and 'Licensee Dashboard' with a document icon. The main content area is white and titled 'Affidavit and authorization for release of information'. It contains a warning box with the text: 'This Affidavit is important! (use a computer not a phone or tablet for the fillable) A correct affidavit is essential to obtaining verifications for your application file. **sure signature dates match - both yours and notary's.** A passport-quality color photo is accepted prior to online application access.' Below this are three buttons: 'Download Affidavit Form' (highlighted with a green circle), 'Upload My Completed Form', and 'Upload Identity Document'. Below the buttons is a 'Please Note:' section with a list of six reasons for rejection:

- 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

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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

The screenshot shows a user's dashboard with three main columns. The left column contains a profile picture, a camera icon, and the text 'rad' and 'akenology-test.com'. The middle column is titled 'My licenses' and has sub-sections: 'What's in-progress' with a 'My applications' list showing 'EMT-Basic Certification' at 25% progress with a pencil icon, and 'My renewals' with 'No records to show'. A 'START A NEW APPLICATION' button is at the bottom. The right column is titled 'My auth' and shows a profile picture of Calvin Agent with email 'calvinagent@lakenc' and 'My su' with 'No records to show'.

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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.

The screenshot shows a page titled 'Affidavit and authorization for release of information'. It contains a warning: '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 notary. **Signature dates match - both yours and notary's.** A passport-quality color photograph must be in the proper place and accepted prior to online application access.' Below this are three buttons: 'Download Affidavit Form', 'Upload My Completed Form' (highlighted with a green circle), and 'Upload Identity Document'. A 'Please Note:' section lists six reasons for rejection: 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.

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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.

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 notary, you are stating under oath that you **ensure signature dates match - both yours and notary's**. A passport-quality color photograph must be in the proper place. The Affidavit must be completed prior to online application access.

Download Affidavit Form

Upload My Completed Form

Upload Identity Document

Note:

- The form may be rejected for the following 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

Submit

Go back to licensee dashboard

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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

The screenshot shows the SDBMOE Licensee dashboard. The top navigation bar includes the SDBMOE logo, a menu icon, and the text "Hello, Public Training! Log out". The left sidebar contains "Home" and "Licensee Dashboard". The main content area is titled "Affidavit and authorization for release of information". It features the same instructions and buttons as the previous screenshot. Below the buttons, a green box highlights the upload status: "Uploaded: SDBMOE Affidavit.pdf X" and "Uploaded: identity-doc.jpg X". A "Please Note:" section lists six reasons for rejection. At the bottom, a "Submit" button is highlighted with a green circle, and a "Go back to licensee dashboard" button is also visible.

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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

