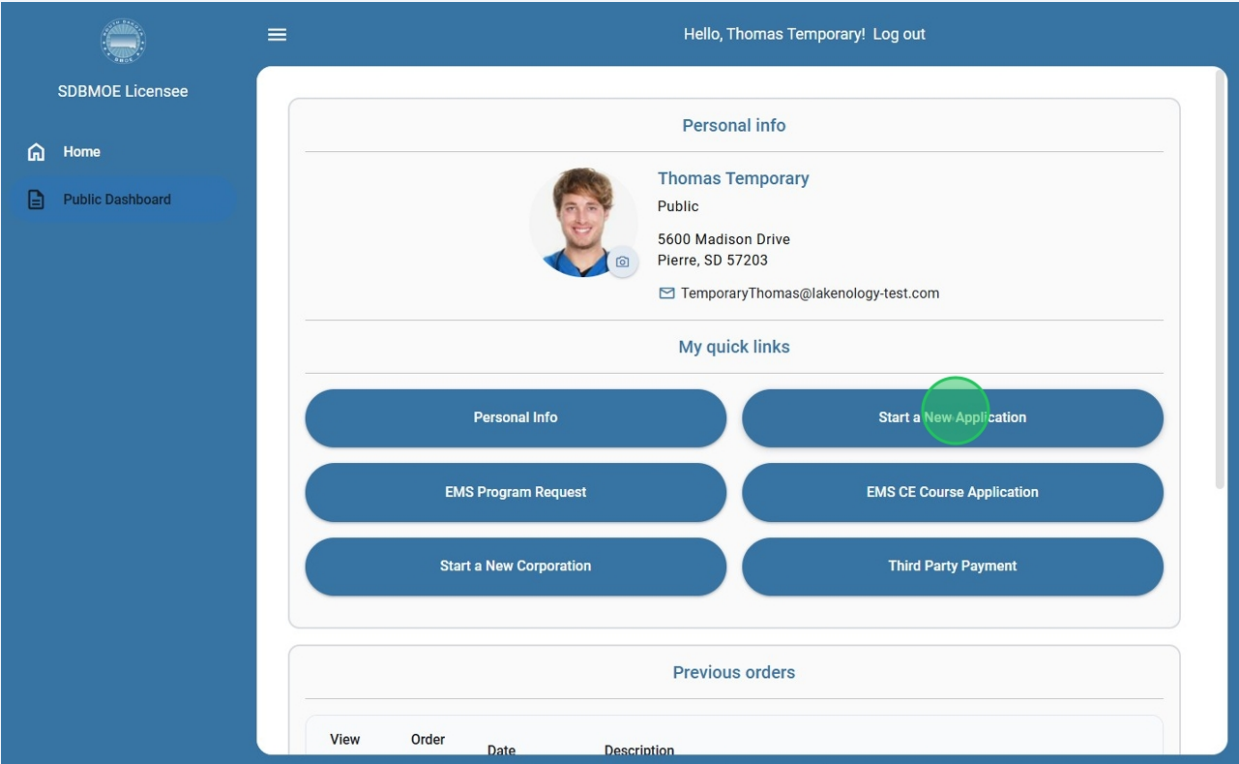


# Application for a Temporary License Permit

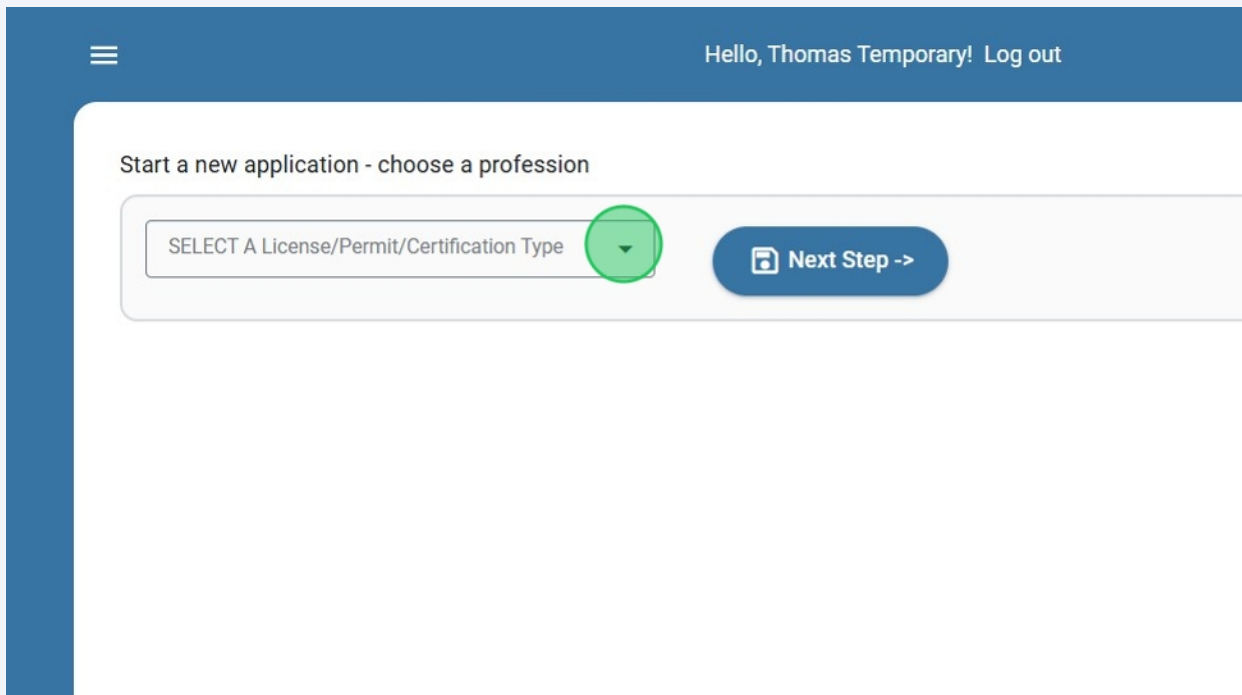
This Guide is intended for applicants that have NOT taken the national examination for the profession in which they wish to receive a Temporary License Permit.

1 Login to your MySD Account and navigate to your Dashboard. Click "**Start a New Application**"



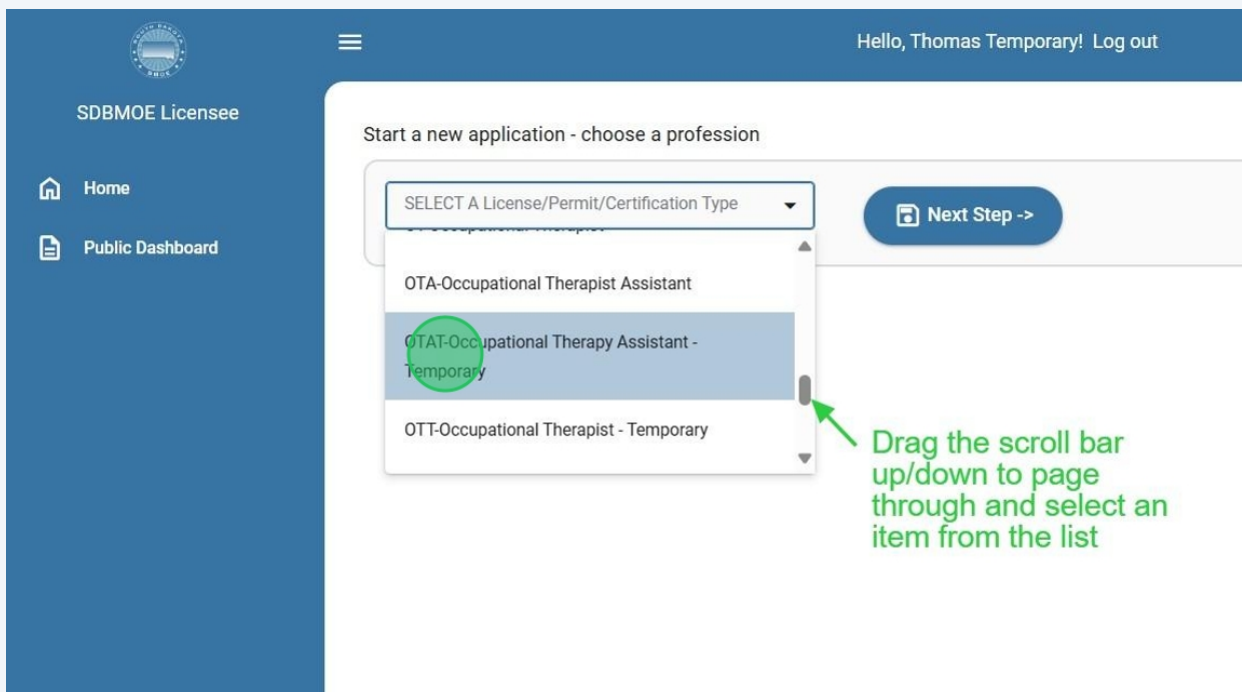
2

Click the "**dropdown arrow**" to display the selections available for licensure/Permit/Certification



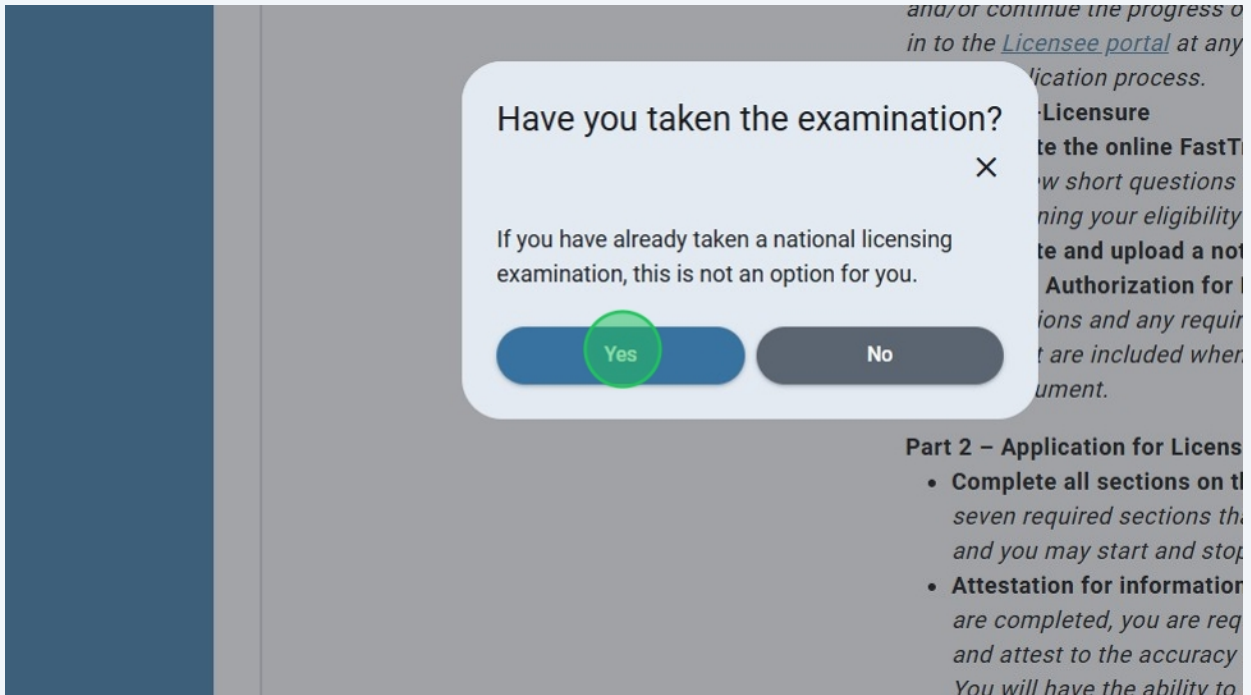
3

Use the **scroll bar** to move through the list of choices and find your profession. Those available for a temporary license permit will have "**Temporary**" listed at the end of the license type. Click to choose an option.



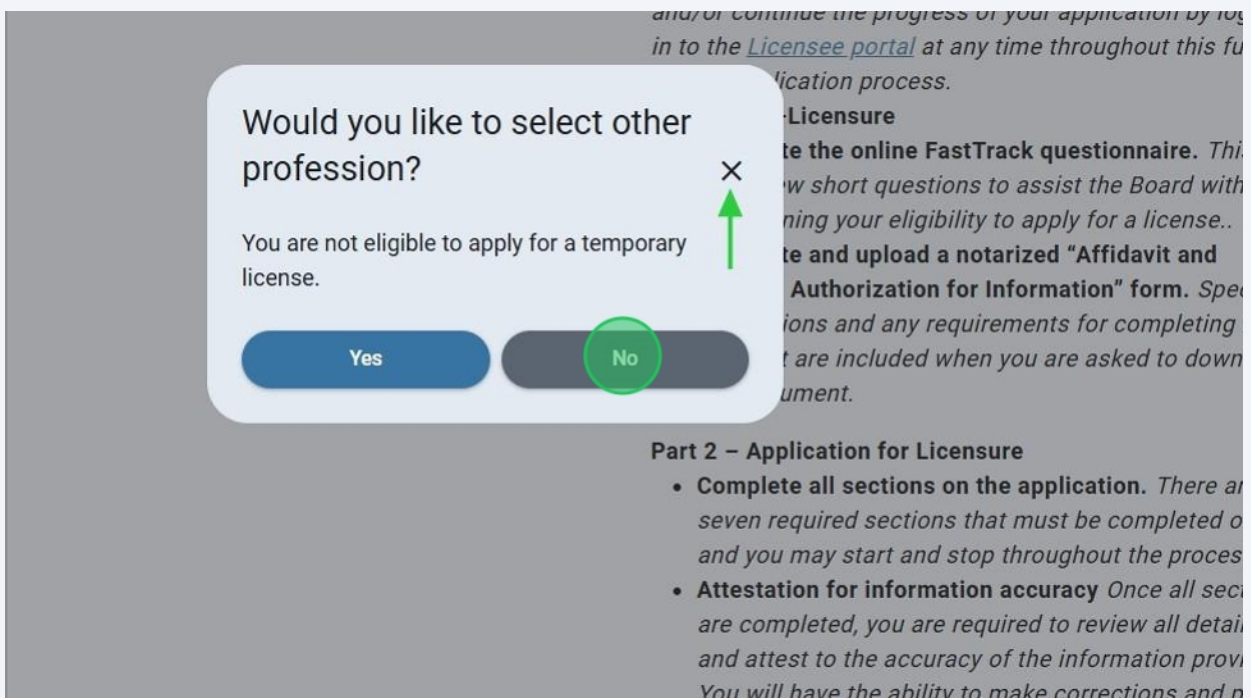
4

You will be asked "**Have you taken the examination?**" If you answer "**Yes**", you are NOT eligible for a Temporary License Permit because you have already taken the national examination for this profession.



5

You will then be prompted to select another profession. Selecting "**Yes**" will return you to the **dropdown select feature** to simply choose another profession. Choosing "**NO**" will **exit the application** process and take you back to your dashboard. (Note: Clicking the "X" to exit is the same as choosing "NO".)



6


If you are **eligible to apply** for a Temporary License Permit, an overview of the Application Process is displayed. Please review these details for a better understanding of the complete application process. Click "**Next Step**" to begin **Part 1 of the application process**.

Hello, Thomas Temporary! Log out

- **Attestation for information accuracy** *Once all sections are completed, you are required to review all details and attest to the accuracy of the information provided. You will have the ability to make 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 third-party payment, it is your responsibility to ensure the 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 their profession and submitted application responses. [Administrative Rule 20:78:03:03](#) outlines the details regarding incomplete applications. Please complete your information in a timely manner to expedite the issuance of a license.*
- **Print your new license certificate and wallet-size card.** *Once all checklist requirements have been met and approved by the Board, your license will be issued. You can print your license by logging in to the [Licensee portal](#) in the My Licensure section of the dashboard.*

 Next Step ->

7

The **Fast-Track Questionnaire** is now displayed. Click the **"Calendar icon"** (date picker) to select an academic program graduation date, or simply type it in yourself.

Fast-track questionnaire

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


**Full Legal name:** Thomas Temporary

**Personal Email:** TemporaryThomas@lakenology-test.com

**Phone number:**

**USPS mailing address:** 5600 Madison Drive  
Pierre, SD 57203

**Professional License Selected:** OTAT - Occupational Therapy Assistant - Temporary

**Academic program graduation date:**  

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 in SD?  
 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

The calendar picker shows the month of September 2024. The date 09/02/2024 is highlighted with a green circle. A green arrow points to the calendar icon.


8

Click to Mark a **"Yes"** or **"No"** answer for each question. Some answers may require additional information or a document upload. When all information is complete, Click **"Submit"**.

**Phone number:**

**USPS mailing address:** 5600 Madison Drive  
Pierre, SD 57203

**Professional License Selected:** OTAT - Occupational Therapy Assistant - Temporary

**Academic program graduation date:**  

1. Do you have US PCS orders for a military transfer to South Dakota and an active license in another state?  
 Yes  No **Click Yes/No bubble to answer**

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 in SD?  
 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**

9

The **Affidavit and Authorization for Release of Information** page is now displayed. Click "**Download Affidavit Form**" and then **PRINT OUT** the actual form to be completed. Read the instructions on the printed form carefully and complete all components according to the instructions! **STOP HERE. Continue with Step 10 after the printed form is completed and ready to upload.** Please note the *possible reasons* for rejecting your form if not completed properly.

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 for obtaining verifications for your application file. Sign in front of a US notary, you are stating under oath that you are being truthful. **Make sure signature dates match - both yours and notary's.** A passport-quality color photograph must be in the proper place. The Affidavit must be properly submitted and 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

Navigate to your **Licensee Dashboard**. Under the "**What's in Progress**" section, Click the **pencil icon** to return to the "**Affidavit and authorization for release of information**" page where you can upload your completed Affidavit form.

Hello, Thomas Temporary! Log out

Thomas Temporary  
Applicant  
5600 Madison Drive  
Pierre, SD 57203  
TemporaryThomas@lakenology-test.com

View/update profile information

Personal Info Continuing Education

View/update corporation information

My licenses

End Date Status

What's in-progress

My applications

Occupational Therapy Assistant - Temporary  
50%  
Affidavit

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, September 14, 2024  
Affidavit is sent back

Saturday, September 14, 2024  
Affidavit is accepted

11

Once your Affidavit has been properly completed, (signed and notarized with an attached photo) you must **scan and save it to a computer**. Click "**Upload My Completed Form**" and select the document you saved on the computer. After a successful upload, the **document name** will display beneath the button.

icensee

ashboard

### 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 stating under oath that you are being truthful. **Make sure signature dates match - both yours and notary's.** A pa quality color photograph must be in the proper place. The Affidavit must be properly submitted and accepted pr online application access.

[Download Affidavit Form](#) [Upload My Completed Form](#) [Upload Identity Document](#)

→ Uploaded: SDBMOE Affidavit.pdf ✕

**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

12

You are also required to scan and save an **Identity document** (a valid driver's license or passport-Id). Click "**Upload Identity Document**" and select the document from the computer. If you need to remove the uploaded document, Click the "**X**" to delete it and upload another. After both the Affidavit Form and Identity document display as **Uploaded**, Click "**Submit**"

stating under oath that you are being truthful. **Make sure signature dates match - both yours and notary's.** A quality color photograph must be in the proper place. The Affidavit must be properly submitted and accepted online application access.

[Download Affidavit Form](#) [Upload My Completed Form](#) [Upload Identity Document](#)

Uploaded: SDBMOE Affidavit.pdf **X**      Uploaded: identity-doc.jpg **X**

**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

[Submit](#) [Go back to licensee dashboard](#)

13

A confirmation message is displayed: "**Thank You! Your Affidavit will be reviewed.**" Click "**Ok**" to return to your Dashboard.

Licensee Dashboard

**This Affidavit is important! (use a computer not a phone or tablet for th**  
A correct affidavit is essential to obtaining verifications for your applicat  
stating under oath that you are being truthful. **Make sure signature dates**  
quality color photograph must be in the proper place. The Affidavit must  
online application access.

**Thank you! Your affidavit will be reviewed.**

[Ok](#)

**Please Note:**  
The  
The

1. The form is not signed and dated where indicated.
2. You did not put a passport-quality color photograph in the proper pla
3. The date the applicant signed the Affidavit form does not match the
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 d](#)



14

Your affidavit and identity documents were successfully submitted to an SDBMOE Analyst and they will review your documents in the order they were received. Your application for a temporary license permit is now displayed under the **"What's In-progress"** section on your **Licensee Dashboard**. The progress bar indicates the percentage complete and the status **"Affidavit pending review"** is shown beneath (in red text).

The screenshot displays the SDBMOE Licensee Dashboard. The top navigation bar includes the SDBMOE logo, a hamburger menu icon, and the user greeting "Hello, Thomas Temporary! Log". The left sidebar contains the following menu items: "SDBMOE Licensee", "Home", and "Licensee Dashboard". The main content area is divided into sections: "My licenses" with an "End Date" column, "What's in-progress", "My applications", and "My renewals". Under "My applications", there is one entry: "Occupational Therapy Assistant - Temporary". This entry features a blue progress bar at 50% completion. Below the bar, the text "Affidavit pending review" is displayed in red, with a green arrow pointing to it. The "My renewals" section shows "No records to show". A blue button labeled "START A NEW APPLICATION" is located at the bottom right of the dashboard.

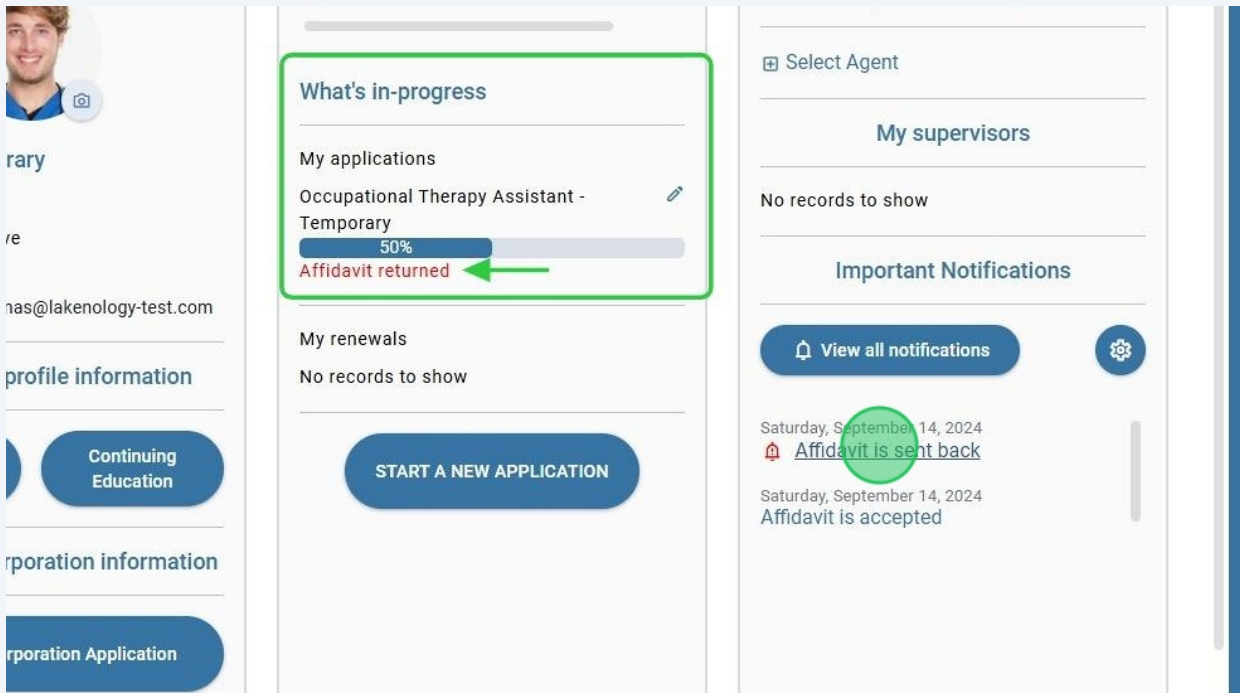
15

The applicant will receive a notification when there is a change in application status. If accepted, it will change to "**Affidavit Accepted**" (in green text). Locate the "**Important Notifications**" Section on your Licensee Dashboard. All Messages will appear in descending order (Most recent at the top of the list). Click "**Affidavit is accepted**" to review the message. If your Affidavit has been accepted, you can continue on with the next part of the application process by clicking on the **pencil icon**. Please refer to the How-To Guide "**Application for Licensure: Part 2**"

The screenshot displays a user dashboard for Thomas Temporary. The dashboard is divided into three main columns. The left column contains the user's profile information, including a photo, name, address, and email, along with buttons for 'Personal Info' and 'Continuing Education'. The middle column, titled 'My licenses', shows a progress bar for 'Occupational Therapy Assistant - Temporary' at 50% completion, with a pencil icon next to it. Below this is a 'START A NEW APPLICATION' button. The right column, titled 'My authorized agent', has a 'Select Agent' button and a 'My supervisors' section. At the bottom of the right column, the 'Important Notifications' section is highlighted with a green box. It contains a 'View all notifications' button and a notification for 'Saturday, September 14, 2024' with the text 'Affidavit is accepted' in green. A green circle highlights the notification text.

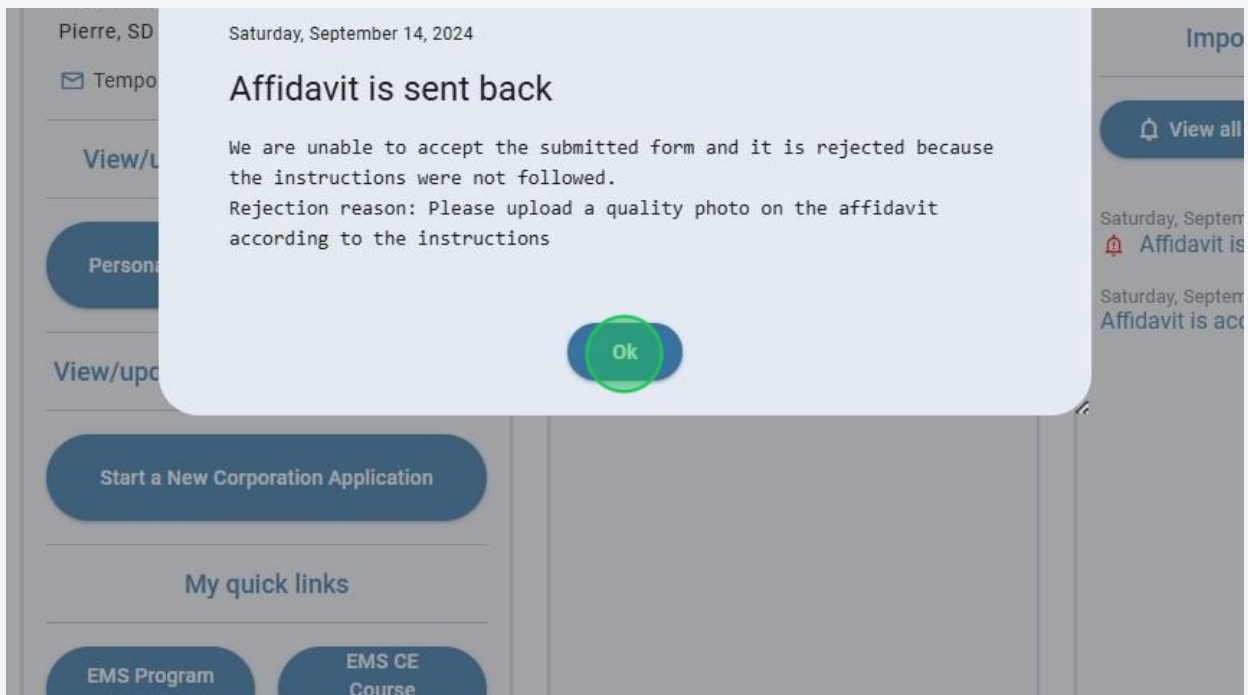
16

Some applications may be "**Sent back**" or returned by the SDBMOE Analyst to correct and resubmit documents. The status will display as "**Affidavit returned**" (in red text) and a message will appear under "**Important Notifications**". Click "**Affidavit is sent back**" to view more details.



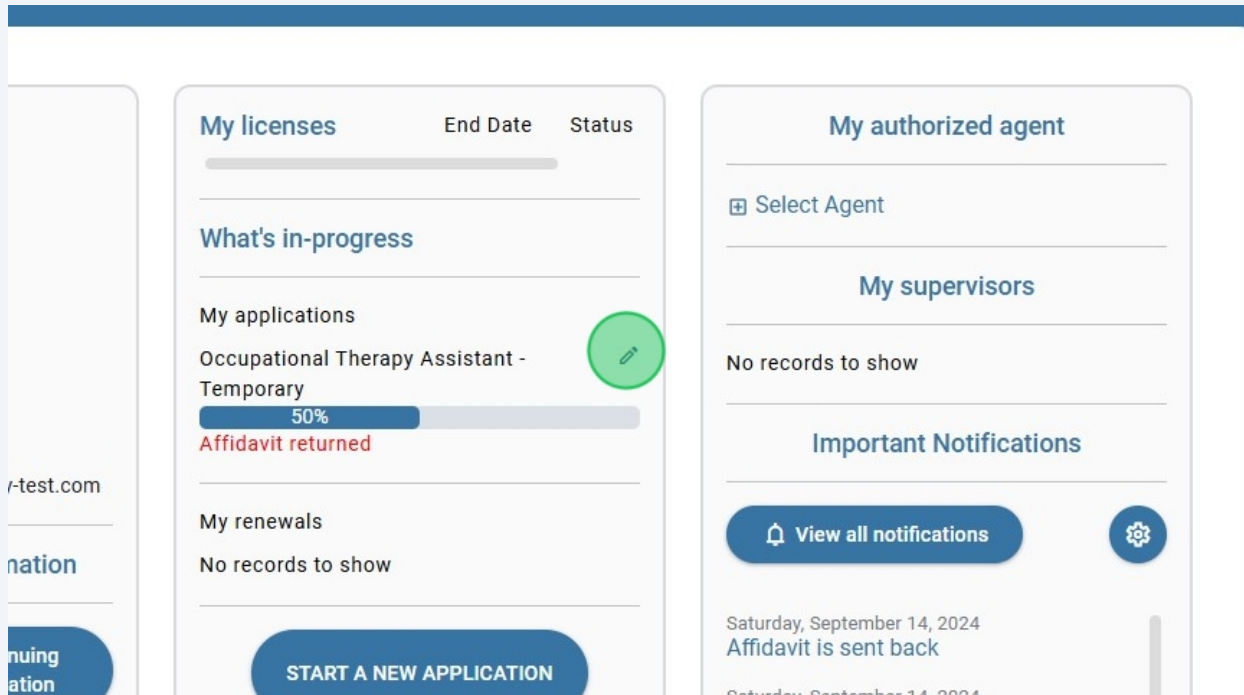
17

Click "**Ok**" to return to your dashboard after noting the necessary revisions. Make the necessary revisions to your document and scan/upload the new revised documents to your computer.



18

From the **Licensee Dashboard** under the **"What's In-progress"** Section, Click the **pencil icon** to return to the **"Affidavit and authorization for release of Information"** page. You will be able to resubmit your revised documents on this page.



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Use the **Upload buttons** to replace each of the documents you originally submitted. Note: **BOTH** documents will need to be uploaded even if only one needed revision. For more details on how to complete the resubmission of documents, **Refer back to Steps 11 through 13** in this Guide. Click "**Submit**" to resubmit your forms to the SDBMOE Analyst.

The screenshot shows a web interface for SDBMOE Licensee. The header includes the SDBMOE logo, a user greeting "Hello, Thomas Temporary! Log out", and a navigation menu with "Home" and "Licensee Dashboard". The main content area is titled "Affidavit and authorization for release of information". It contains a text box with the message: "The reason why the last uploaded affidavit for this application was returned is: Please upload a quality photo on the affidavit according to the instructions". Below this is 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, you are stating under oath that you are being truthful. **Make sure signature dates match - both yours and notary's.** A passport-quality color photograph must be in the proper place. The Affidavit must be properly submitted and accepted prior to online application access." There are three buttons: "Download Affidavit Form", "Upload My Completed Form", and "Upload Identity Document". The "Upload My Completed Form" and "Upload Identity Document" buttons are highlighted with a green border. Below the buttons is a "Please Note:" section with a list of 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. At the bottom, there are two buttons: "Submit" (highlighted with a green circle) and "Go back to licensee dashboard".

20

Once your **resubmitted** documents have been reviewed and accepted by the Analyst, you will receive a notification on your dashboard. Click on the message "**Affidavit is accepted**" to view the details. Click "**Ok**" to exit. The applicant can now continue on with the next part of the application process. Click the **pencil icon** on your dashboard to get started! *Note: For more detailed steps, please refer to the How-To Guide "**Application for Licensure: Part 2**"*

