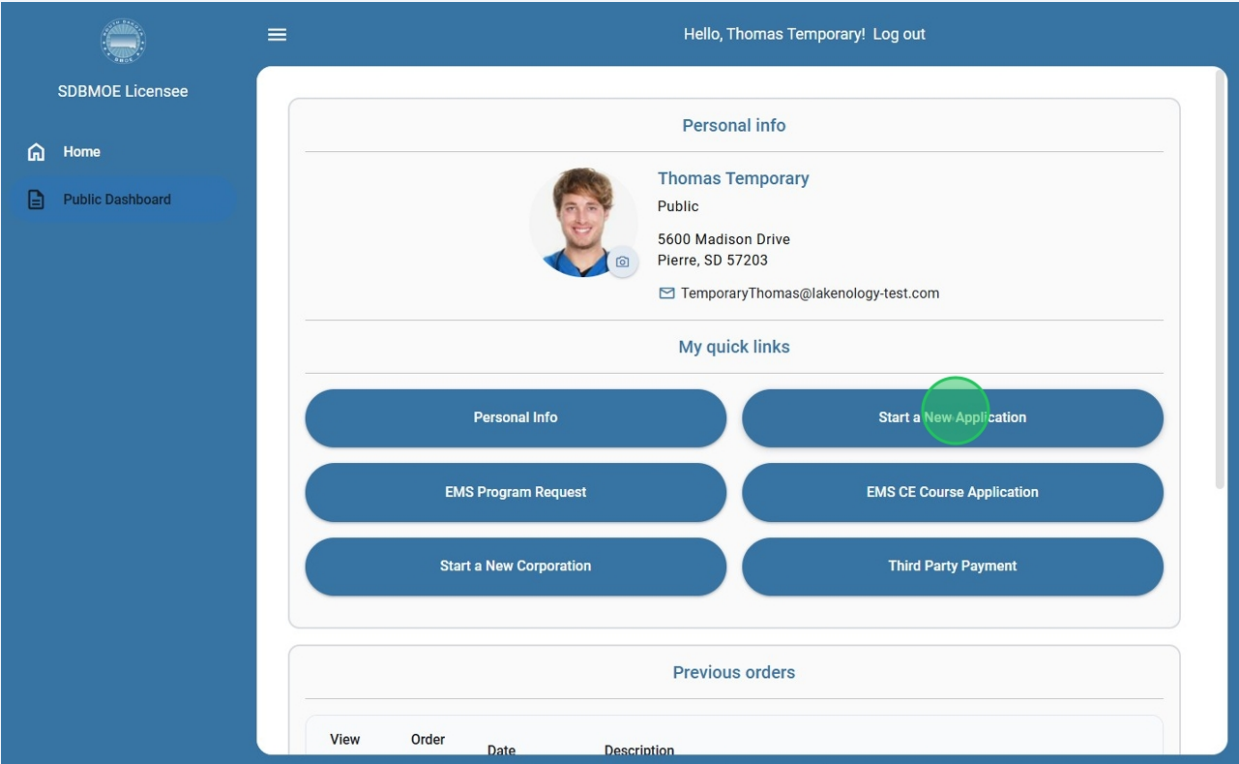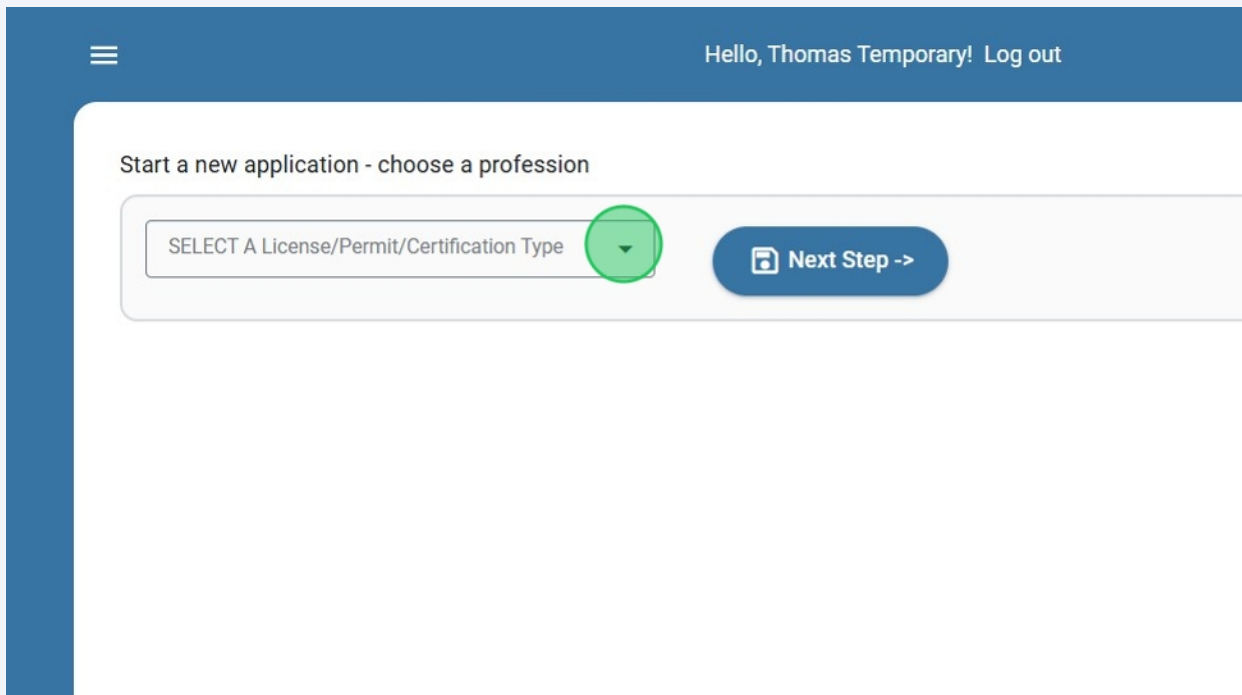# Application for a Temporary License Permit

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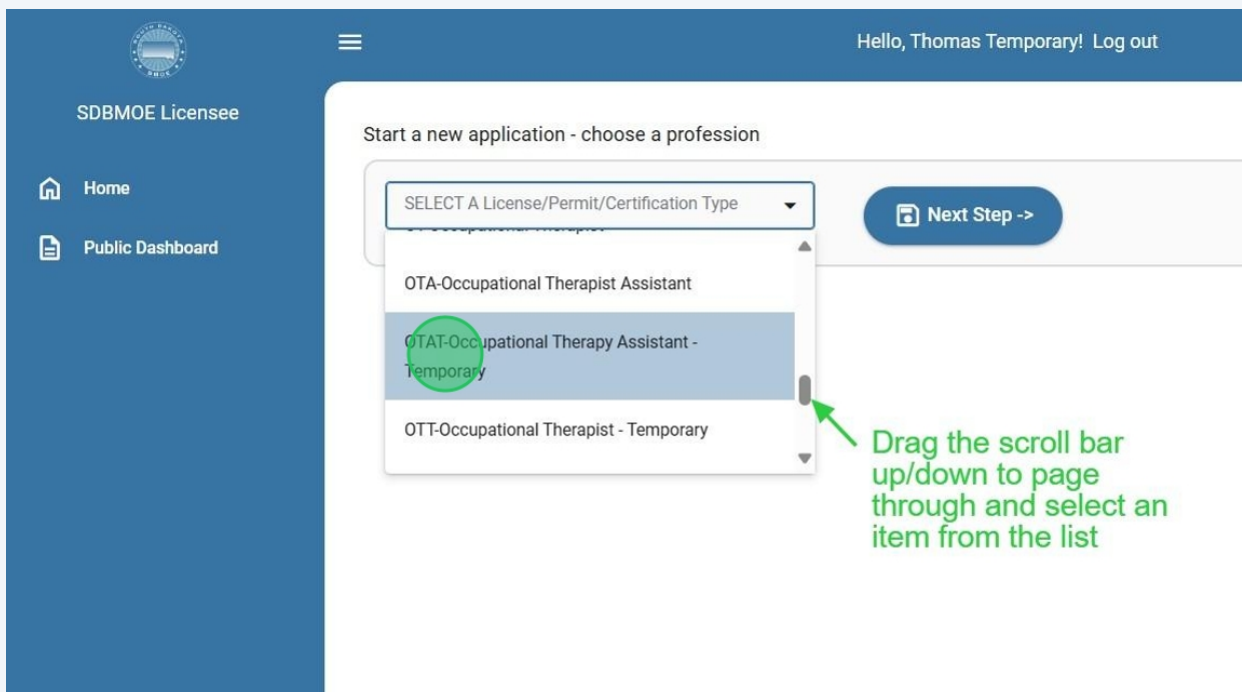
2 Click the "**dropdown arrow"** to display the selections available for licensure/Permit/Certification

☰   Hello, Thomas Temporary! Log out

Start a new application - choose a profession

SELECT A License/Permit/Certification Type ▼   🖫 Next Step ->

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.

☰   Hello, Thomas Temporary! Log out

SDBMOE Licensee

⌂ Home

📄 Public Dashboard

Start a new application - choose a profession

SELECT A License/Permit/Certification Type ▼   🖫 Next Step ->

OTA-Occupational Therapist Assistant

OTAT-Occupational Therapy Assistant - Temporary

OTT-Occupational Therapist - Temporary

Drag the scroll bar up/down to page through and select an item from the list

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.
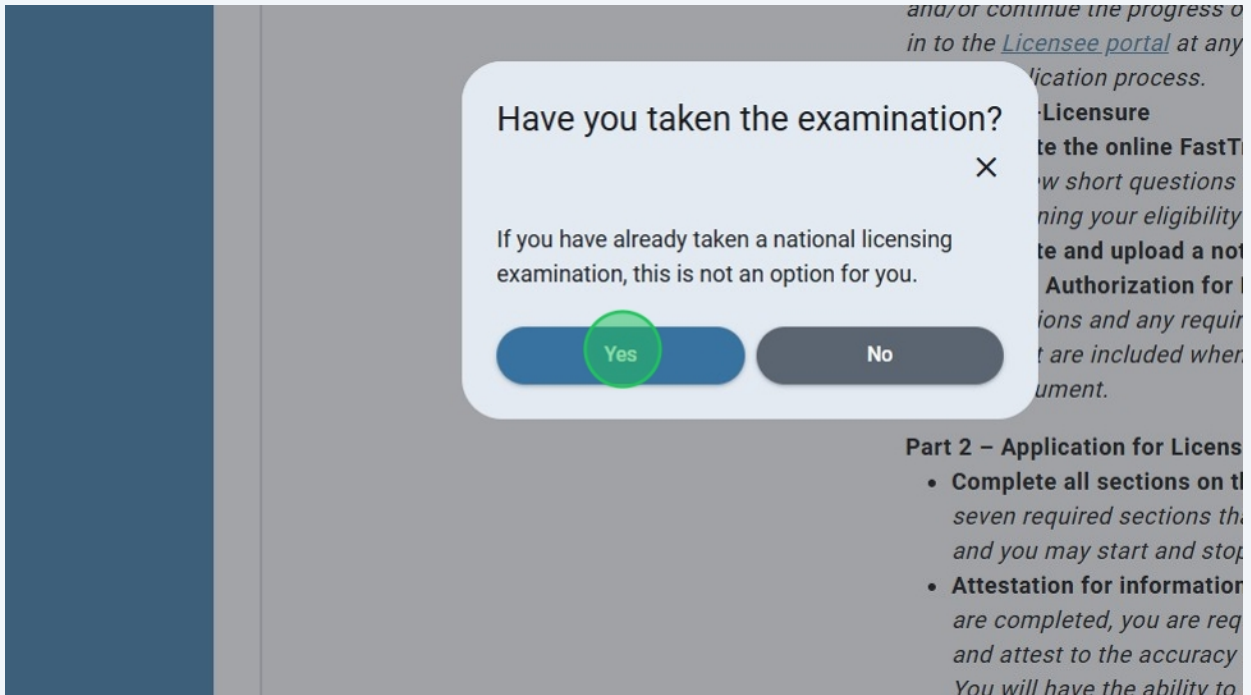
5 You will then be prompted to select another profession. Selecting "**Yes**" will return you to the **dropdown select feature** to simply choose another profession. Choosing "**NO**" will **exit the application** process and take you back to your dashboard. (*Note: Clicking the "X" to exit is the same as choosing "NO".*
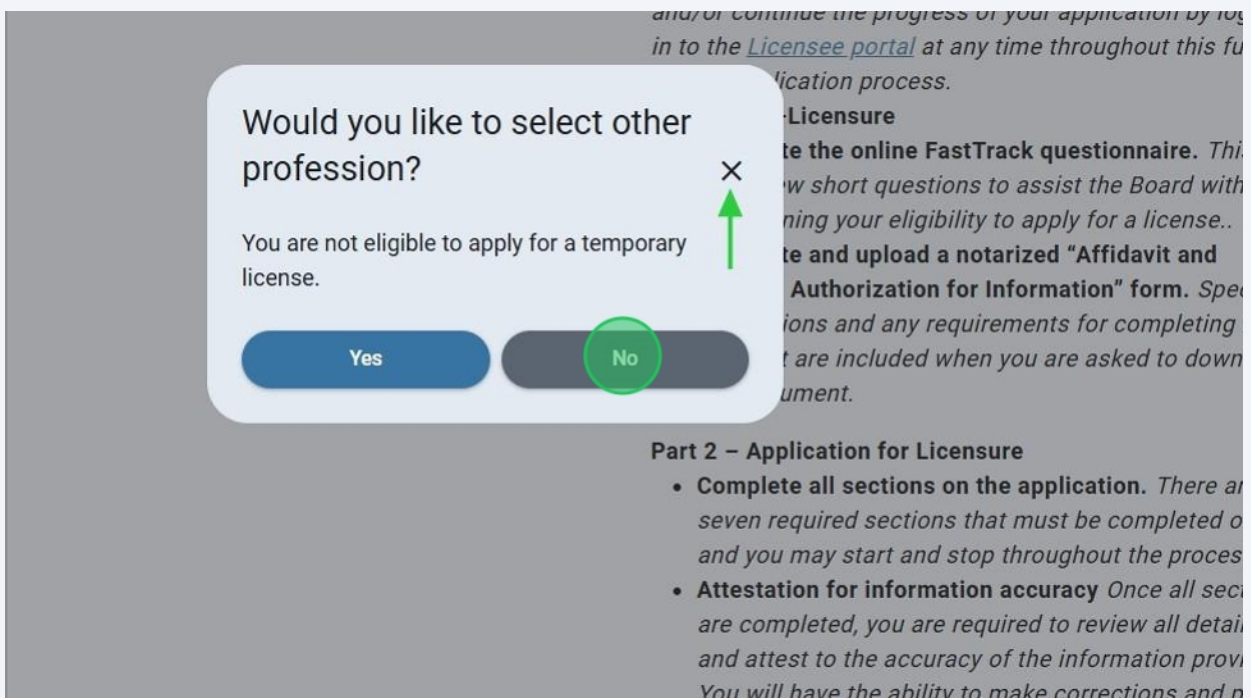
6 If you are **eligible to apply** for a Temporary License Permit, an overview of the Application Process is displayed. Please review these details for a better understanding of the complete application process. Click "**Next Step**" to begin **Part 1 of the application process.**

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.

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**".

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 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.

[⬇ 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.

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 ✕   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 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

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).

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"**

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.
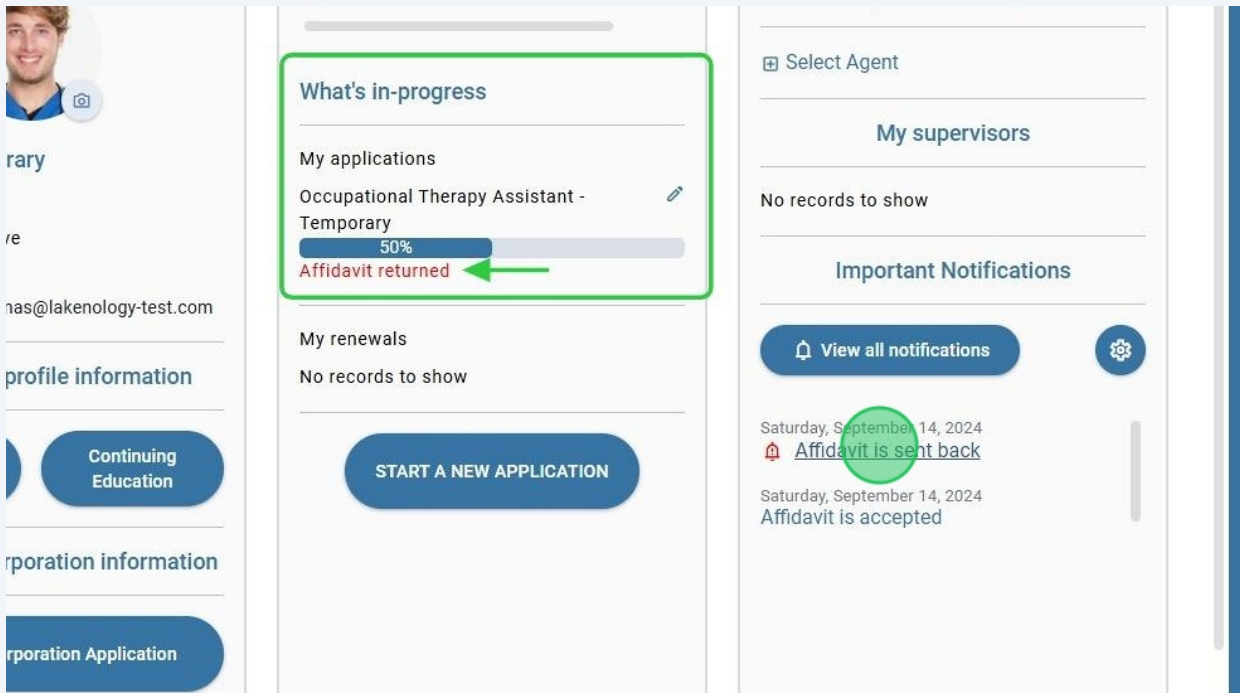

17 Click "**Ok**" to return to your dashboard after noting the necessary revisons. Make the necessary revisions to your document and scan/upload the new revised documents to your computer.
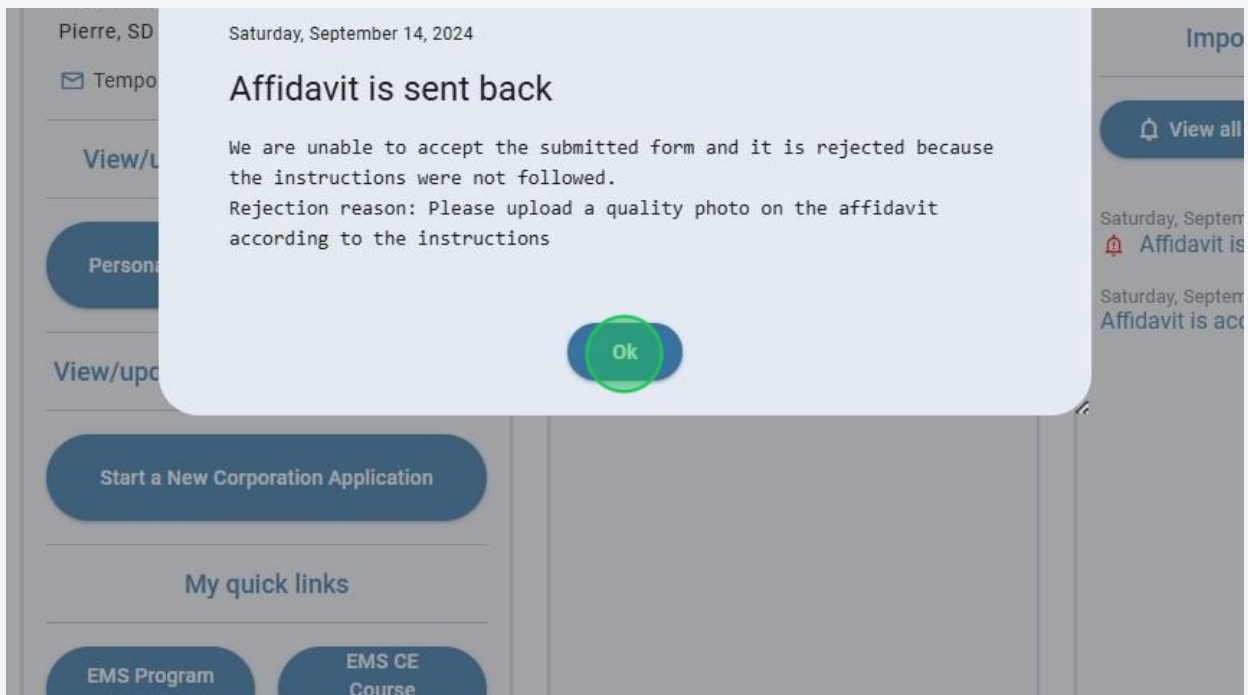
18 From the **Licensee Dashboard** under the "**What's In-progress**" Section, Click the **pencil icon** to return to the "**Affidavit and authorization for release of Information**" page. You will be able to resubmit your revised documents on this page.
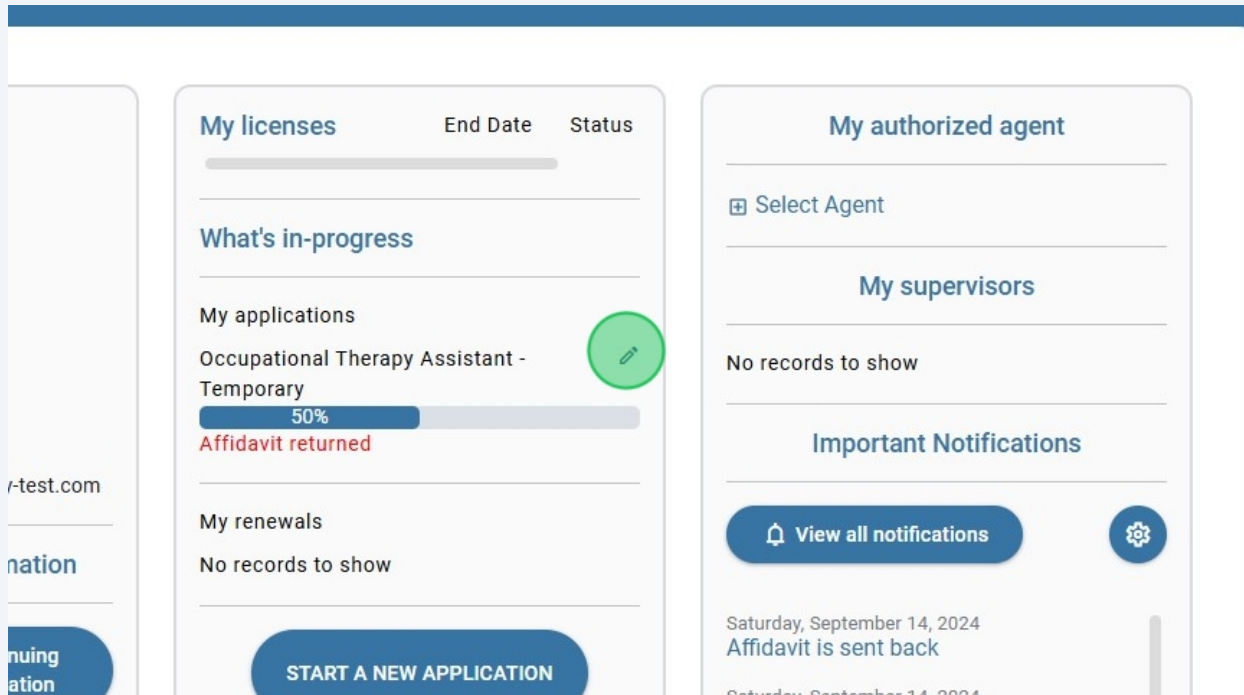
19 Use the **Upload buttons** to replace each of the documents you originally submitted. Note: **BOTH** documents will need to be uploaded even if only one needed revision. For more details on how to complete the resubmission of documents, **Refer back to Steps 11 through 13** in this Guide. Click "**Submit**" to resubmit your forms to the SDBMOE Analyst.

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***"*