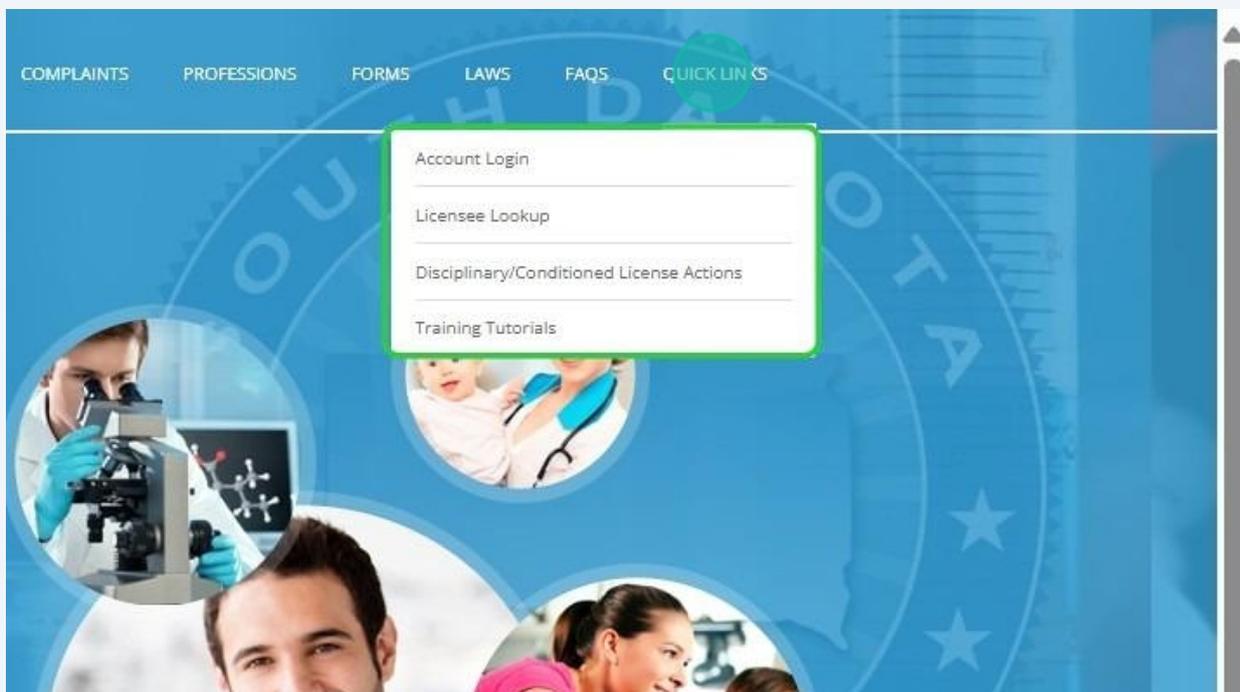


Website Quick Links: Lookup Licensee Information and View Disciplinary Actions

This How-To-Guide is for public users to Search and Select a Licensee from the SDBMOE website to view public information, including disciplinary actions, without having to login to a MySD account.

1

Navigate to the public website at [SDBMOE.gov](https://sdbmo.gov) and locate "**QUICK LINKS**" on the top navigation menu to the right. Click "**Quick Links**" tab to display the dropdown selections. *Note: You can also hover over the Quick Links tab and select an option with one click.*



2 Click "**Licensee Lookup**"

Note: If you want to **PAY** for a verification document as part of the licensee lookup, you should use the "**Account Login**" option and not this link.



3

Locate the **LookUp section** on the left of the page. You can search for a specific licensee by name or license number. Click in the **Name** box and type a full or partial name. Click in the **Number** box and type a license number. Click "**Search**"

Note: If you want to **PAY** for a verification document you should use the "**Log-in**" link at the top of this page to exit this site and login to your dashboard.

LICENSEE LOOKUP

💡 This page is for view purposes only. If you want to purchase a license verification, please log in here to do your search: [Log in](#)

Lookup

Enter if using multiple values

Search results

View Profile	Name	NPI	Type
No records to display.			

4

You can also **Search** using any combination of licensee names and/or license numbers. Click the box "**Enter if using multiple values**" and type in your values (separated by a comma, semi-colon or space in no particular order/combination). Click "**Search**" to view your search results.

Separate each number/name with a space, semi-colon or comma.
Example:
9999 2342, 0554; 0555, Smith, Johns; Stevens

Patti,00000001,
Lyn, 00000007

Search

NAME	NPI
Patti Lynn LakeNology	
Patti Lynn Bowden	
Georgie J Jones	
Oliver Scott Officeman	1033845670
Steve Superboss	NPI675b3
Angie Analyst	

5

From the **Search results section**, Click "**View Profile**" to select a licensee and see more details.

This page is for view purposes only. If you want to purchase a license verification, please log in here to do your search

Lookup

patti

Number

Enter if using multiple values

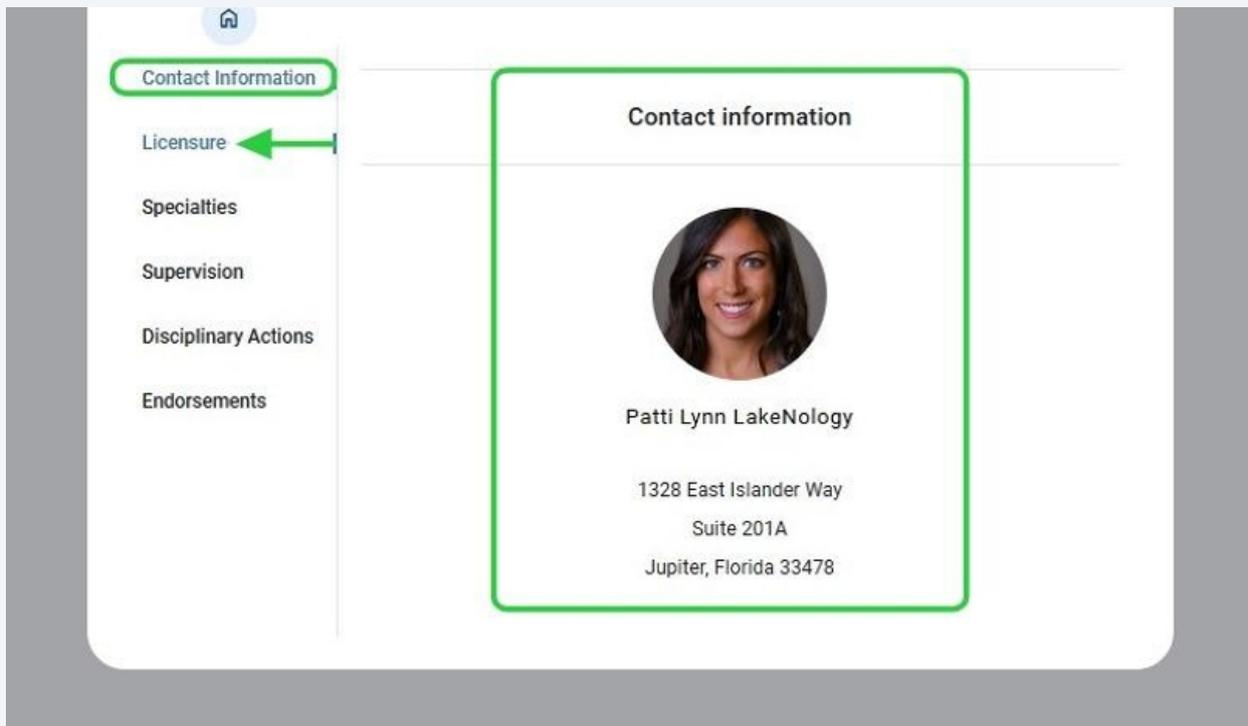
Search

Search results

View Profile	Name	NPI	Type
	Patti Lynn LakeNology		Athletic Trainer Paramedic Ambulance Driver Emergency Medical Responder
	Patti Lynn Bowden		Ambulance Driver

6

The **Licensee Profile Card** is displayed. You are now viewing the **Contact Information Tab** of the Profile Card. You can Click any **Tab** to see more details. Click "**Licensure**" to view license details for the licensee.



7

Active and expired licenses are displayed for the licensee. *Note: this information cannot be used for primary source verification.* Let's browse through some of the tabs on the Profile Card. From the **left navigation menu**, Click "**Supervision**".

The screenshot shows a profile card with a left navigation menu and a main content area. The navigation menu includes: Contact information, Licensure, Specialties, **Supervision** (highlighted with a green arrow), Disciplinary Actions, and Endorsements. The main content area is titled 'Licensure' and contains a green-bordered note: 'Note: The following licensure data is NOT to be used for primary source verification'. Below the note are two sections: 'Active Licensure' and 'Expired Licensure'. The 'Active Licensure' section contains a table with columns 'Type', 'Expires', and 'Status'. The 'Expired Licensure' section contains a table with columns 'Type', 'Expired', and 'Status', and a message 'No records to display.'

Type	Expires	Status
Athletic Trainer	Dec 20, 2024	Active
Paramedic	Apr 30, 2026	Active
Ambulance Driver	Apr 30, 2026	Active
Emergency Medical Responder	Apr 30, 2026	Active

Type	Expired	Status
No records to display.		

8

ALL Active supervision relationships are displayed. It displays who is providing supervision for this licensee as well as those persons that are supervised by this licensee.

If the relationship requires a **special circumstance form**, you can view those agreements under "**Other supervision cases**". Click the **document icon** to view the supervision form.

The screenshot shows a web interface with a sidebar on the left containing menu items: Licensure, Specialties, Supervision, Disciplinary Actions, and Endorsements. The main content area is titled "Supervision".

Under "Supervision", there is a box containing the text: "The following licensees must not practice or work without supervision: ALS, AT, OTA, PA, RCP".

Below this is a section for "Active/current supervision" which lists "Sally Mae Surgeon, MD - AT" with an eye icon.

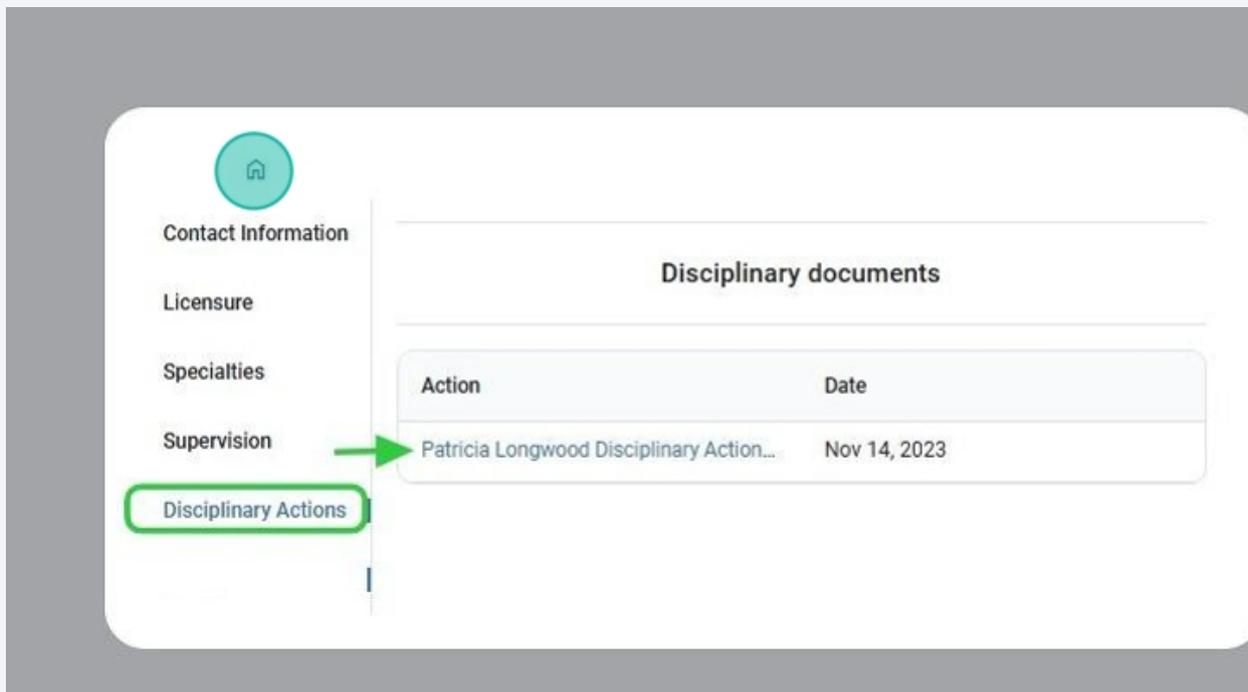
Next is a section for "Persons supervised by Patti Lynn LakeNology" with the text "No records to display." and a link for "Other supervision cases" with a green arrow pointing to it.

Below the link is a table with the following data:

Profession	Document	Type	Start Date	End Date
AT		Federal facility supervisor form	09/02/2024	
EMT/ALS		NP supervisor form	09/06/2024	
AT		Federal facility supervisor form	08/02/2024	
AT		NP supervisor form	08/09/2024	

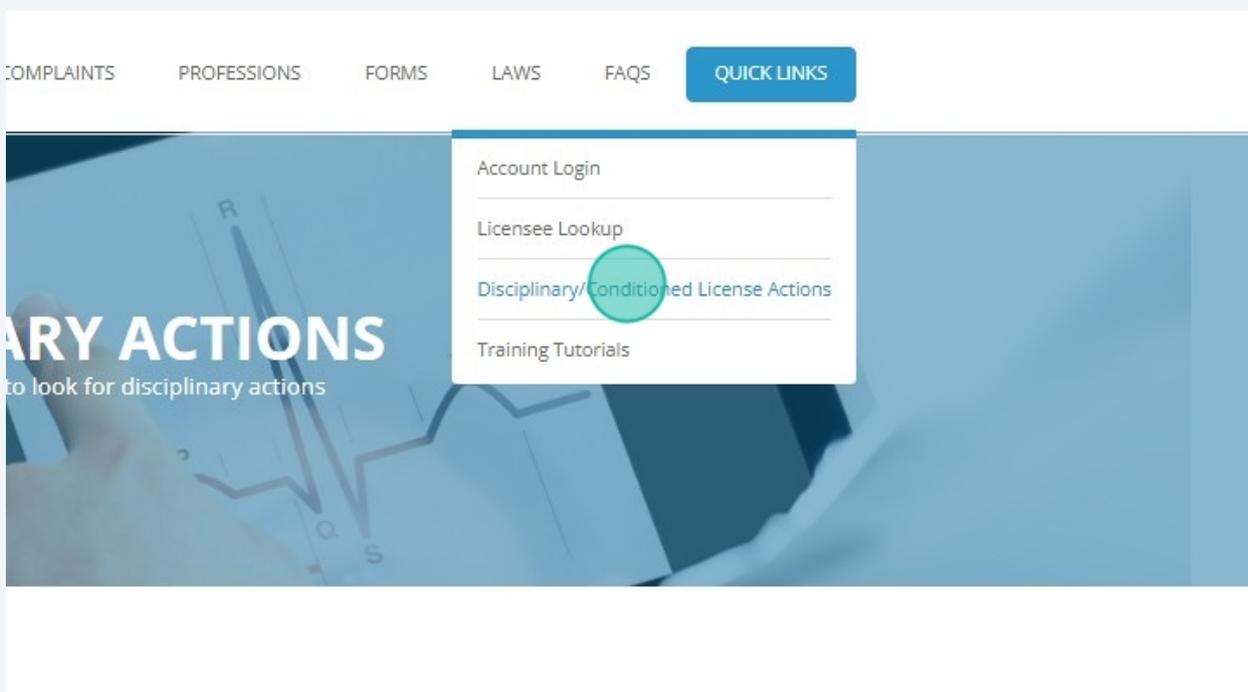
9

Click on the next Tab: "**Disciplinary Actions**". If the licensee has any disciplinary documents available for public view, they will be listed on this tab. Click the "**document name**" to view details. Click the "**Home**" icon to return to the **Licensee LookUp** page.



10

You can also View Disciplinary actions directly from the Quick Links Tab on the home page of the public website. Hover over "**Quick Links**" and Click "**Disciplinary/Conditioned License Actions**".



11

Enter a full or partial name in the "**Name box**" to limit your search results. Click "**Search**".

Search Criteria

Name 

Date range:

Starting  Ending 



If you do not enter any search criteria only recent actions will be displayed in your results list to the right. Please note that all recent action documents are available online, but some older action documents may not be available at this time. We will be adding the older documents as time permits. If you select a specific year and cannot locate the document you

Search results

View Profile	Name	Date
No records to display.		

12

Use the "**Calendar icon**" (Date picker) to limit your search results to a specific date or date range.

Disciplinary Actions

Search Criteria

Date range:

Starting Ending

Search results

View Profile	Name	Date
No records to display.		

< September 2024 >

SUN	MON	TUE	WED	THUR	FRI	SAT
				2021		7
1	2	3	4			14
8	9	10	11	2022		21
15	16	17	18	2023		28
22	23	24	25	2024		
29	30	1	2	3	4	5
6	7	8	9	10	11	12

office and we will assist with this matter.

- 13 Click **"Search"** once you have selected your dates and entered all search criteria.

Disciplinary Actions

Search Criteria

Date range:

Starting



Ending



Search

If you do not enter any search criteria only recent actions will be displayed in your results list to the right. Please note that all recent

Search results

[View Profile](#) Name

Date

No records to display.

- 14 A list of licensees that match your search criteria will display. Click **"View Profile"** icon in front of the licensee you want to view disciplinary documents for.

DISCIPLINARY ACTIONS

Disciplinary Actions

Search Criteria

Date range:

Starting



Ending



Search

If you do not enter any search criteria only recent actions will be displayed in your results list to the

Search results

[View Profile](#)

Name

Date



Sally Mae Surgeon, MD

Nov 14, 2023

15

The **Disciplinary Tab** of the "**Licensee Profile Card**" is displayed. Click the "**document link**" to view the disciplinary action. Click the "**Home**" icon to exit.

