



SOUTH DAKOTA BOARD OF NURSING

4305 S. Louise Ave., Suite 201 | Sioux Falls, SD 57106-3115
P: 605-362-2760 | sduap@state.sd.us

Unlicensed Medication Aide (UMA) / Unlicensed Diabetes Aide (UDA) Registration Process:

Step 1: The applicant will complete the online UMA/UDA Initial Registration Application:

- The applicant will access the online application using the following link;
 - UMA Application: <https://www.sduap.org/apply/uma/contact.asp>
 - UDA Application: <https://www.sduap.org/apply/uda/contact.asp>
- The applicant will follow the prompts to fill out the online application.

Page 1 of Application:

APPLICANT INFORMATION

First Name:*	Middle Name:	Last Name:*
<input type="text" value="Joe"/>	<input type="text"/>	<input type="text" value="Smith"/>
Maiden Name:	Other Names Used:	
<input type="text"/>	<input type="text"/>	
Social Security Number:*	Date of Birth:*	
<input type="text" value="123-45-6789"/>	<input type="text" value="01/01/1990"/>	
Gender:*	Ethnicity:*	
<input type="text" value="Male"/>	<input type="text" value="White / Caucasian"/>	

CONTACT INFORMATION

Address Line 1:*	Address Line 2:		
<input type="text" value="4305 S Louise Ave"/>	<input type="text" value="Suite 201"/>		
City:*	County:*	State:*	ZIP Code:*
<input type="text" value="Sioux Falls"/>	<input type="text" value="Minnehaha"/>	<input type="text" value="SD"/>	<input type="text" value="57106"/>
Home Phone:	Cell Phone:	Email:*	
<input type="text" value="(123) 456-7890"/>	<input type="text" value="6053622760"/>	<input type="text" value="example1234@gmail.com"/>	

Do you currently owe child support arrearages in the sum of \$1,000 or more? ☐ Yes* ☒ No*

If Yes, contact South Dakota Department of Social Services to make arrangements prior to issuance of med aide registration.



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Page 2 of Application:

EDUCATION

Name of High School or Equivalency Program:*

Washington High School

City:*

Sioux Falls

State:*

SD

Year Diploma or Equivalency Received:*

2008

Submit & Continue

Exit

3. Within the application, the applicant will identify their proctor by using the drop-down box.

PROCTOR INFORMATION

Page 3 of Application:

Name of the SDBON Approved Proctor:*

Please select

Allow up to 5-7 business days for the South Dakota Board of Nursing to process your application, upon approval the South Dakota Board of Nursing will email the approved proctor the access information to allow you to take the South Dakota Board of Nursing online exam.

4. The applicant will need to print off the RN Attestation form. The RN that did the 4 hour/lab with the applicant will need to complete the form.

RN ATTESTATION

Please download and have RN Trainer complete the [RN attestation form](#) and forward to the SD Board of Nursing.

Submit & Continue

Exit

5. Once the form is completed, submit to the South Dakota Board of Nursing for processing.



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6. To submit the application, select the box and click Submit & Continue.

7. Once the application has successfully submitted, the screen to the right should appear.

Certification

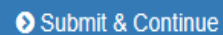
☐

By checking this box, I certify that:

I, the undersigned, declare and affirm under penalties of perjury and false swearing, this application for registration in the state of South Dakota has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

8. If the applicant hasn't already done so, print off the RN Attestation form.

The RN that did the 4 hour/lab with the applicant will need to complete the form.

 Submit & Continue

 Exit

You have successfully submitted the application.

Allow up to 5-7 business days for the SDBON to process your application.



Upon approval the BON will email the approved proctor the access information to allow you to take the SDBON online exam.

9. Once the application is submitted, please allow up to **5-7 business days** for the South Dakota Board of Nursing to process the application and RN attestation form, keeping in mind it could take longer if there are errors on the application or requirements are not met.



Remember to have your RN Attestation form signed and returned to the South Dakota Board of Nursing. There is a copy of the form on the website that you may download at <https://doh.sd.gov/boards/nursing/>

 Exit

****Please remember the applicant is NOT eligible to test until their application AND RN Attestation has been processed by the South Dakota Board of Nursing.****



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Step 2: The approved proctor will login

Once the applicant's application **AND** RN Attestation has been processed, the proctor will receive an email stating exam eligibility.

1. The proctor will access the 'Proctor Portal' using the following link;
<https://www.sduap.org/testing/proctor/>

2. The proctor will log into the 'Proctor Login' portal and enter the username and password that was assigned.

TESTING: PROCTOR LOGIN

Login

Proctors, login in below to either choose an applicant needing approval or an applicant that is ready to begin testing.

Username*

Password*

[Submit & Continue](#)



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- When the proctor logs in, they will see the applicant's name under the 'Applicants Pending' heading.
- The proctor will then click the blue Agree button.
- The applicant will receive an email stating that the proctor they indicated has accepted their request.

APPLICANTS PENDING

I agree to adhere to the requirements and procedures to proctor this applicant when administering the online exam.

Applicant Name	Agreement?
Alison Smith	<input checked="" type="checkbox"/> Agree

APPLICANTS APPROVED FOR TESTING

Applicant Name	Testing

Exit

- The applicant's name will move under the heading 'Applicants Approved for Testing'.

APPLICANTS PENDING

I agree to adhere to the requirements and procedures to proctor this applicant when administering the online exam.

Applicant Name	Agreement?

APPLICANTS APPROVED FOR TESTING

Applicant Name	Testing
Alison Smith	<input checked="" type="checkbox"/> Start Test



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7. To start the test, click the blue box that says "Start Test" in the proctor portal.
8. The applicant will be prompted to enter their First and Last Name, last 4 of their Social Security Number, and Date of Birth. Once the information is entered, click Submit and Continue.
9. When the applicant has finished and submitted their exam, they will receive immediate notice on whether they passed or failed.
10. After successfully passing the exam, the applicant will be listed on the UMA /UDA Registry.
11. If the applicant failed their exam the first time can submit the **online** UMA/UDA Re-Take Exam Application.

I agree to:

- Remain in testing area until exam is completed, and not leave unless for emergency reasons
- NOT open any browsers or computer files during exam
- NOT print, copy, or videotape exam
- NOT have any books, notes, reference aides, or cell phone while taking exam
- NOT cheat on exam

This test:

- Will not allow you to save and finish at a later date
- Will not allow you to go back and change your answers
- Will show a pass or fail result.

Login

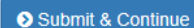
Log in to access the online test. All the information below needs to be completed to start the test.

First Name:*

Last Name:*

Last 4 digits of your Social Security Number:*

Date of Birth:*

 Submit & Continue



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UMA/UDA Re-Take Registration Process *(If the applicant has **failed** their exam the first time)*

- Before retaking the exam, all learning materials should be reviewed with an RN.

Step 1: The applicant will complete the online UMA/UDA Re-Take Exam Application:

1. The applicant will access the online application using the following link;
 - a. UMA Re-Take Application: <https://www.sduap.org/reapply/uma/>
 - b. UDA Re-Take Application: <https://www.sduap.org/reapply/uda/>

2. The applicant will enter their credentials to access their saved UMA/UDA application.

LOGIN

Please login below to access your saved application.

First Name*

Betsy

Last Name*

Jones

Last 4 digits of your Social Security Number*

1111

Date of Birth*

1/1/1985

Submit & Continue

3. The applicant will follow the prompts to fill out the online re-take application.

4. Within the application, the applicant will identify their proctor by using the drop-down box.

5. To submit the application, select the box and click Submit & Continue.

6. Once the application has successfully submitted, the screen to the right should appear.

You have successfully submitted the application.

Allow up to 5-7 business days for the SDBON to process your application.



Upon approval the BON will email the approved proctor the access information to allow you to take the SDBON online exam.



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7. Once the application is submitted, please allow up to **5-7 business days** for the SD BON to process the application and RN attestation form, keeping in mind it could take longer if there are errors on the application or requirements are not met.
8. Once the applicant's application has been processed, the proctor will receive an email stating the applicant is exam eligible.

***Please Note:** The RN attestation form is **not** required to take the UMA/UDA Re-Take Exam.

Step 2: The approved proctor will login

1. The proctor will access the 'Proctor Portal' using the following link;
<https://www.sduap.org/testing/proctor/>
2. The proctor will log into the 'Proctor Login' portal and enter the username and password that was assigned.
3. When the proctor logs in, they will see the applicant's name under the 'Applicants Pending' heading.
4. The proctor will then click the blue Agree button.
5. The applicant will then receive an email stating that the proctor they indicated as accept their request.
6. The applicant's name will move under the heading, 'Applicants Approved for Testing'.
7. To start the test, click the blue box that says 'Start Test' in the proctor portal.
8. The applicant will be prompted to enter their First and Last Name, last 4 of their Social Security Number, and Date of Birth. Once the information is entered, click Submit and Continue.
9. When the applicant has finished and submitted their exam, they will receive immediate notice on whether they passed or failed.



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10. After successfully passing the exam, the applicant will be listed on the UMA/UDA Registry.
11. If the applicant fails the exam the second time, the course must be repeated.