

Reinstate an **EXPIRED** SD EMR or EMT Certification

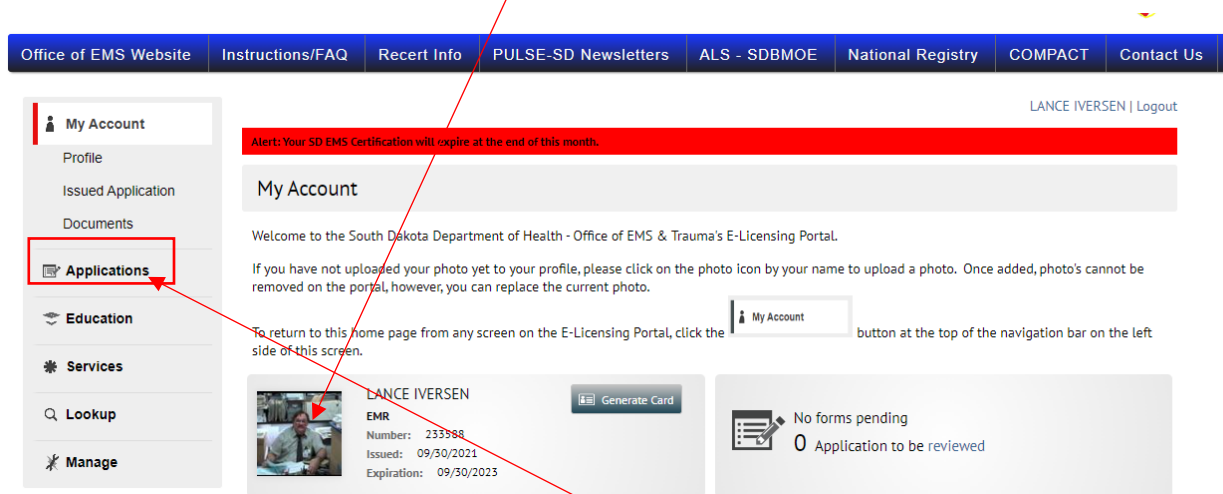
If your South Dakota EMT or EMR Certification is expired for two years or less, and you either have a current National Registry Certification or a current certification/licensure from another state, **or** you have the required SD certification topics and hours required for your level completed within the past two-year period, you can apply for reinstatement of your SD EMR or EMT certification.

To access the E-Licensing System home page, you can go directly to the site by clicking or typing in this address: <https://southdakota.imagetrendlicense.com/lms/public/portal#/login> , or you can access it by going to the EMS Program’s website: [EMS.sd.gov](https://ems.sd.gov) and clicking on the red box labeled E-Licensing Portal.

Log into your E-Licensing account.

Below is an example what your home page will look like. You may have more or fewer menu options in your account based on your permissions, such as Service Director, Training Officer, etc.

If you have not done so, please upload a picture of yourself into your profile. Your picture will be printed on your certification card. Click the photo icon then you can select a file on your computer or device to upload



Office of EMS Website | Instructions/FAQ | Recert Info | PULSE-SD Newsletters | ALS - SDBMOE | National Registry | COMPACT | Contact Us

LANCE IVERSEN | Logout

Alert: Your SD EMS Certification will expire at the end of this month.

My Account

Welcome to the South Dakota Department of Health - Office of EMS & Trauma's E-Licensing Portal.

If you have not uploaded your photo yet to your profile, please click on the photo icon by your name to upload a photo. Once added, photo's cannot be removed on the portal, however, you can replace the current photo.

To return to this home page from any screen on the E-Licensing Portal, click the **My Account** button at the top of the navigation bar on the left side of this screen.

LANCE IVERSEN **EMR** **Generate Card**

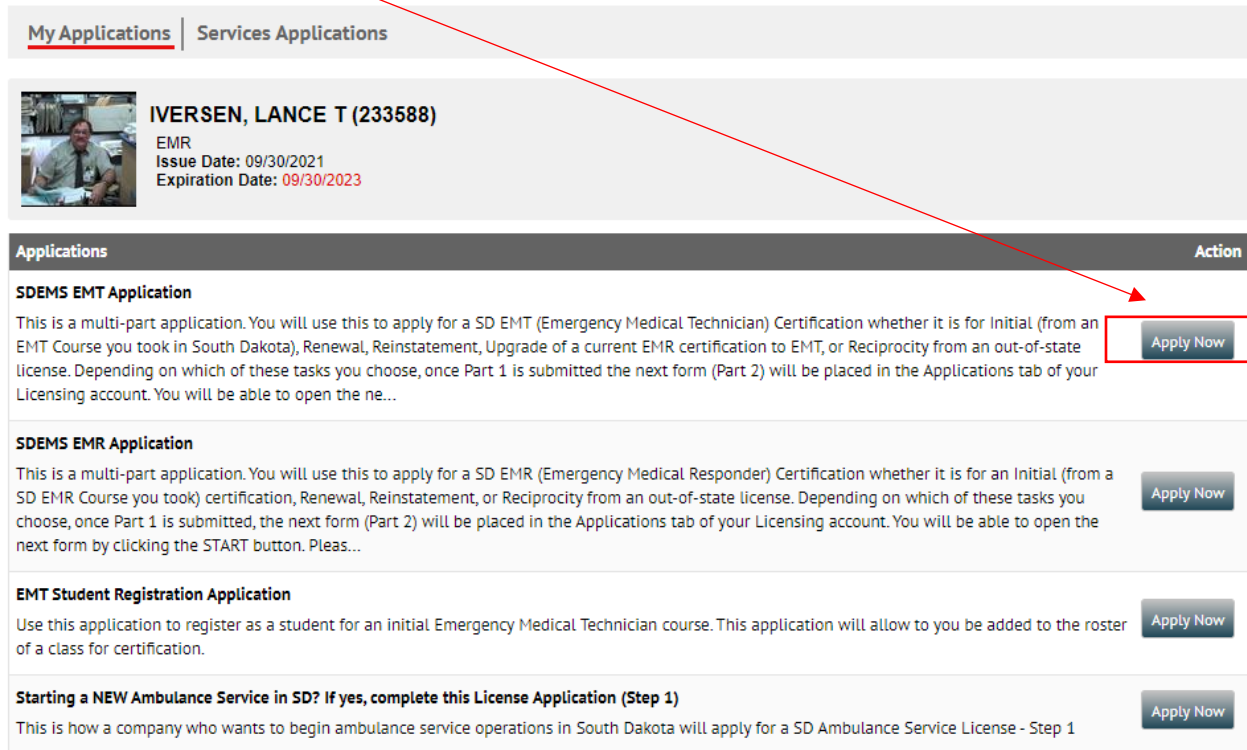
Number: 233988
Issued: 09/30/2021
Expiration: 09/30/2023

No forms pending
0 Application to be reviewed


My Account
Profile
Issued Application
Documents
Applications
Education
Services
Lookup
Manage

To get to your applications available to you, click the “Applications” button in your menu list.

Click the gray “Apply Now” button next to the “SDEMS EMT Application” to open the application page.
(If you are an EMR, you would click the Apply Now button for the SDEMS EMR Application)



My Applications | **Services Applications**

 **IVERSEN, LANCE T (233588)**
EMR
Issue Date: 09/30/2021
Expiration Date: 09/30/2023

Applications	Action
SDEMS EMT Application This is a multi-part application. You will use this to apply for a SD EMT (Emergency Medical Technician) Certification whether it is for Initial (from an EMT Course you took in South Dakota), Renewal, Reinstatement, Upgrade of a current EMR certification to EMT, or Reciprocity from an out-of-state license. Depending on which of these tasks you choose, once Part 1 is submitted the next form (Part 2) will be placed in the Applications tab of your Licensing account. You will be able to open the ne...	Apply Now
SDEMS EMR Application This is a multi-part application. You will use this to apply for a SD EMR (Emergency Medical Responder) Certification whether it is for an Initial (from a SD EMR Course you took) certification, Renewal, Reinstatement, or Reciprocity from an out-of-state license. Depending on which of these tasks you choose, once Part 1 is submitted, the next form (Part 2) will be placed in the Applications tab of your Licensing account. You will be able to open the next form by clicking the START button. Pleas...	Apply Now
EMT Student Registration Application Use this application to register as a student for an initial Emergency Medical Technician course. This application will allow to you be added to the roster of a class for certification.	Apply Now
Starting a NEW Ambulance Service in SD? If yes, complete this License Application (Step 1) This is how a company who wants to begin ambulance service operations in South Dakota will apply for a SD Ambulance Service License - Step 1	Apply Now

When you click the gray “Apply Now” button for the SDEMS EMT Application, this will open the first part of the two-part application form.

For this example, I want to apply to reinstate my expired EMT Certification. Click the box that says “I want to Reinstate my EXPIRED South Dakota EMS Certification” then click the box that says “I will be applying for an Emergency Medical Technician (EMT) Certification”. Then click the “Save and Continue” button on the bottom of the page.

Example on next page:

Part 1 - SDEMS Form

Application Type

Applicant Information

Submit Form

▼ Determination

***Which type of South Dakota certification are you requesting to obtain?**

I want to apply for an Initial South Dakota EMS Certification.

I want to Renew my CURRENT South Dakota EMS Certification.

I want to Upgrade my current SD EMR Certification to EMT Certification.

I want to Reinststate my EXPIRED South Dakota EMS Certification.

I currently hold a license from another state and want to apply for a South Dakota EMS Certification through Reciprocity or COMPACT.

***For which certification level will you be applying?**

I will be applying for an Emergency Medical Responder (EMR) certification.

I will be applying for an Emergency Medical Technician (EMT) certification.

→ Save and Continue

The next page in the Part 1 Application that will open is your “Applicant Information” (demographics) page. Review your demographics and make any changes, such as mailing address, phone number(s), email address, etc. Once done go to the bottom of the page and click the “Save and Continue Button:

Part 1 - SDEMS Form

Application Type

Applicant Information

Submit Form

▼ Demographic Information

Instructions: Below is information from your core record. Please review and update any information which is incorrect. If the field is disabled, you are not able to update it from the application.

First Name

→ Save and Continue

The last tab of the Part 1 Application is to submit it. You will enter the date then enter your password and click the blue “Submit” button at the bottom of the page:

Part 1 - SDEMS Form

Application Type Applicant Information **Submit Form**

▼ **Submit Form**

I hereby certify under penalty of perjury under the laws of the State of South Dakota that all information on this application and its attachments are true and correct. I understand that any falsification or omission of material facts may cause forfeiture on my part of all rights to Certification and/or Licensure. I further understand that this is only the first form to be submitted for my application and that it will not be complete until all forms have been submitted and the EMS Program has reviewed my application.

Important: You are about to submit **Part #1** of your application. You will need to press the **Start** button to complete **Part #2** which will be in the **Continue** section of your **Applications** tab. Depending on your internet access it could take a while for **Part #2** to be accessible, please be patient.

***Date submitted**

mm/dd/yyyy Today

***Applicant Signature**

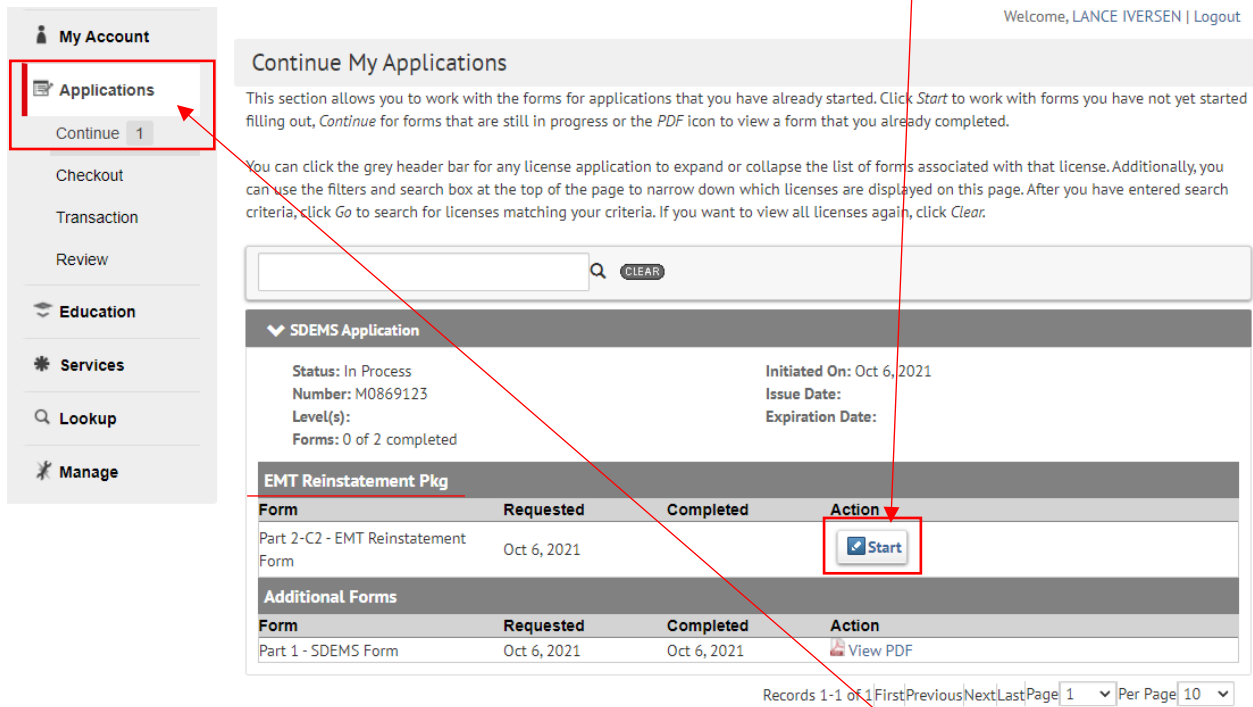
Username: Iversen.Lance

Password:

Submit

Please note the message in red on the form. This is a two-part application process so once you submit this form, the page will refresh once submitted then you will need to click the blue “Start” button for Part 2.

Once you do the above, this page will open where you can click the blue “Start” button to open the Part 2 application:



Welcome, LANCE IVERSEN | Logout

Continue My Applications

This section allows you to work with the forms for applications that you have already started. Click *Start* to work with forms you have not yet started filling out, *Continue* for forms that are still in progress or the *PDF* icon to view a form that you already completed.

You can click the grey header bar for any license application to expand or collapse the list of forms associated with that license. Additionally, you can use the filters and search box at the top of the page to narrow down which licenses are displayed on this page. After you have entered search criteria, click *Go* to search for licenses matching your criteria. If you want to view all licenses again, click *Clear*.

Continue 1

Checkout

Transaction

Review

Education

Services

Lookup

Manage

Search: [] CLEAR

▼ SDEMS Application

Status: In Process
Number: M0869123
Level(s):
Forms: 0 of 2 completed

Initiated On: Oct 6, 2021
Issue Date:
Expiration Date:

EMT Reinstatement Pkg

Form	Requested	Completed	Action
Part 2-C2 - EMT Reinstatement Form	Oct 6, 2021		Start

Additional Forms

Form	Requested	Completed	Action
Part 1 - SDEMS Form	Oct 6, 2021	Oct 6, 2021	View PDF

Records 1-1 of 1 First Previous Next Last Page 1 Per Page 10

Note: If you leave the application, you can access it by clicking the “Applications” box in your menu list on the left side of your page, then click the “Continue” button. If you see a number behind the Continue that means you have open applications in your account. In this example, I have one (1) application left to complete.

When you open the Part 2 application you will go from tab to tab, entering the information asked for and uploading your documents, such as your Driver’s License or other Govt. Issued Photo ID, Current CPR Card, and NEW National Registry card (if applicable), if you plan to use your new National Registry card to renew your SD certification.

Part 2-C2 - EMT Reinstatement Form

< Application Verification - 1 of 5 Certification/License Information - 2 of 5 Additional Uploads (Optional) - 3 of 5 Disclosure Infor > ▼

▼ Application Verification

***Choose the EMT level for this application**

EMR

EMT

***Do you intend to reinstate your State Certification with your NREMT Certification?**

Yes No

→ Save and Continue

If you answer yes to the question above “Do you intend to renew your State Certification with your NREMT Certification?” a box will open where you will enter your National Registry Certification Number, the Expiration Date of your new National Registry Card, then upload a copy of your new National Registry Card, then click the “Save and Continue” button at the bottom of the page to go to the next section:

Example on next page:

Part 2-C2 - EMT Reinstatement Form

< Application Verification - 1 of 5 Certification/License Information - 2 of 5 Additio

Application Verification

***Choose the EMT level for this application**

EMR

EMT

***Do you intend to reinstate your State Certification with your NREMT Certification?**

Yes No

NREMT Certification Number

NREMT Certification Number

What is the expiration date of your National Registry Certification?

  Today

***Please upload a copy of your National Registry Certification (card or certificate)**

 Upload File

***Name**

National Registry Certification

Document Type

National Registry Card

 Save and Continue



If you will not be using National Registry to renew your SD Certification, you would answer No to the above question and then use the continuing education in your Education Report to renew. EMRs will need eight (8) hours in the required topics and EMTs will need twenty (20) hours in the required topics to recertify. Ensure that you have the required hours before you begin your recertification application. If you are short hours in any topic, your recertification application will not be processed. Click the “Save and Continue” button at the bottom of the page to advance to the next tab, Certification/License Information.

On this tab, **“Certification/License Information”** you will answer the questions then upload copies of your current CPR Card and Driver’s License (or other Govt. Issued Photo ID). Note, please have your documents saved on your computer or device before you start the application. When you click the “Upload File” boxes, you will select the file on your computer where you have copies of your documents to upload. If you don’t have a scanner, you can take a picture of your documents and upload. When done with this tab, click the “Save and Continue” button at the bottom of the page.

On this tab, **“Disclosure Information”**, you will answer the three (3) questions then click the “Save and Continue” button at the bottom of the page:

Part 2-C2 - EMT Reinstatement Form

tion - 1 of 5 Certification/License Information - 2 of 5 Additional Uploads (Optional) - 3 of 5 Disclosure Information - 4 of 5

▼ Disclosure Info

*Since your most recent issued application have you been convicted of a felony?
 Yes No

*Since your most recent issued application have you had disciplinary action taken against your EMS Certification/License?
 Yes No

*Since your most recent issued application have you been denied EMS Certification/Licensure from another state or South Dakota?
 Yes No

→ Save and Continue

If you answer Yes to any of the questions you will need to supply more information and documents.
Example:

Part 2-C2 - EMT Reinstatement Form

Application - 1 of 5 Certification/License Information - 2 of 5 Additional Uploads (Optional) - 3 of 5 Disclosure Information - 4 of 5

▼ Disclosure Info

*Since your most recent issued application have you been convicted of a felony?

Yes No

*Please provide court documents on your felony conviction

*Name

Court Documentation

Document Type

Felony Conviction

*Since your most recent issued application have you had disciplinary action taken against your EMS Certification/License?

Yes No

*Since your most recent issued application have you been denied EMS Certification/Licensure from another state or South Dakota?

Yes No

Once done with this section, click the “Save and Continue” button at the bottom of the page. This will then take you to the last tab, **“Submit Application”**.

Enter the date and your password, then click the blue “Submit” button at the bottom of the page:


Part 2-C2 - EMT Reinstatement Form

Application - 1 of 5 | Certification/License Information - 2 of 5 | Additional Uploads (Optional) - 3 of 5 | Disclosure Information - 4 of 5 | Submit

Submit Application

I hereby certify under penalty of perjury under the laws of the State of South Dakota that all information on this application and its attachments is true and correct. I understand that any falsification or omission of material facts may cause forfeiture on my part of all rights to Certification and/or Licensure. I understand all information on this application is subject to verification, and I hereby give my express permission for the EMS Program to contact any person or agency for information related to my application, and for any person, agency, firm, association, or employer to release any information requested by the EMS Program. I agree to hold the EMS Program and its employees, officers, and contractors harmless from any act or action resulting from the release of the information as stated above.

Date application submitted

mm/dd/yyyy  Today

***Applicant E-Signature**

Username: Iversen.Lance

Password:

Submit

Note: Please do not exit the page until the form has been saved/submitted

To see the status of your application(s), you can click the “Applications” button in your menu list, then click the “Continue” button:

My Account

- Applications**
- Continue
- Checkout
- Transaction
- Review

Education

Services

Lookup

Manage

Continue My Applications

This section allows you to work with the forms for applications that you have already started. Click *Start* to work with forms you have not yet started filling out, *Continue* for forms that are still in progress or the *PDF* icon to view a form that you already completed.

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▼ SDEMS Application

Status: Pending Issue
 Number: MU869123
 Level(s): EMT
 Forms: 0 of 2 completed

Initiated On: Oct 1, 2021
 Issue Date:
 Expiration Date:

EMT Renewal Pkg

Form	Requested	Completed	Action
Part 2-B2 - EMT Renewal Form	Oct 1, 2021	Oct 1, 2021	View PDF

Additional Forms

Form	Requested	Completed	Action
Part 1 - SDEMS Form	Oct 1, 2021	Oct 1, 2021	View PDF

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Once you submit your application for Reinstatement, it will be reviewed and if all good, your application status will be changed, and you will receive an automated email. You will be mailed a criminal history background check packet to complete. One we receive your results from the SD DCI and FBI, we will finish processing your application.