

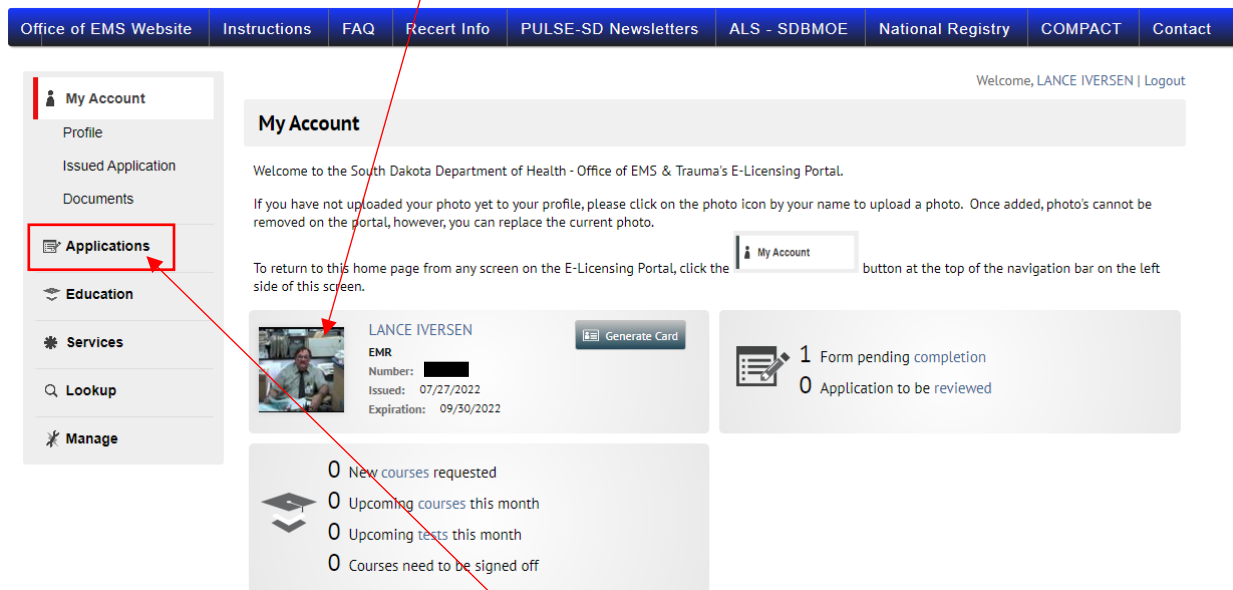
Recertification Application Instructions – EMR & EMT

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 blue box labeled EMS Licensing.

Log into your E-Licensing account. If you do not remember your account Username or Password, click the “Forgot Username” link at the bottom of the login page.

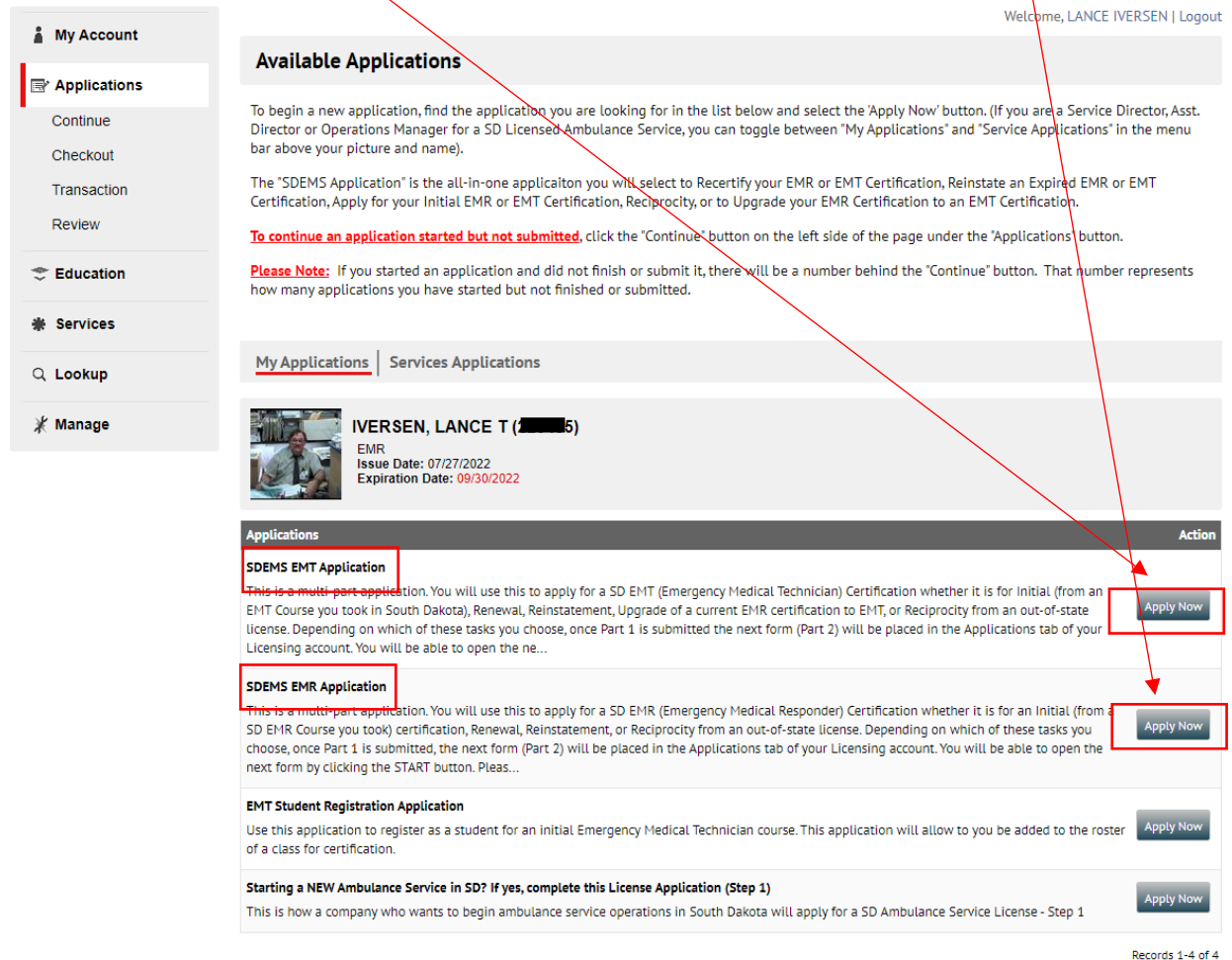
Below is an example what your home page will look like. You may have more or fewer menu options in your account based on your permissions, such as Service Director, Training Officer, etc.

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



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 or EMR Application” to open the application page (If you are an EMT, you will select the SDEMS EMT Application. If you are an EMR, you will select the SDEMS EMR Application).



Welcome, LANCE IVERSEN | Logout

Available Applications

To begin a new application, find the application you are looking for in the list below and select the 'Apply Now' button. (If you are a Service Director, Asst. Director or Operations Manager for a SD Licensed Ambulance Service, you can toggle between "My Applications" and "Service Applications" in the menu bar above your picture and name).

The "SDEMS Application" is the all-in-one application you will select to Recertify your EMR or EMT Certification, Reinstate an Expired EMR or EMT Certification, Apply for your Initial EMR or EMT Certification, Reciprocity, or to Upgrade your EMR Certification to an EMT Certification.

To continue an application started but not submitted, click the "Continue" button on the left side of the page under the "Applications" button.

Please Note: If you started an application and did not finish or submit it, there will be a number behind the "Continue" button. That number represents how many applications you have started but not finished or submitted.

My Applications | Services Applications

IVERSEN, LANCE T (██████████5)
EMR
Issue Date: 07/27/2022
Expiration Date: 09/30/2022

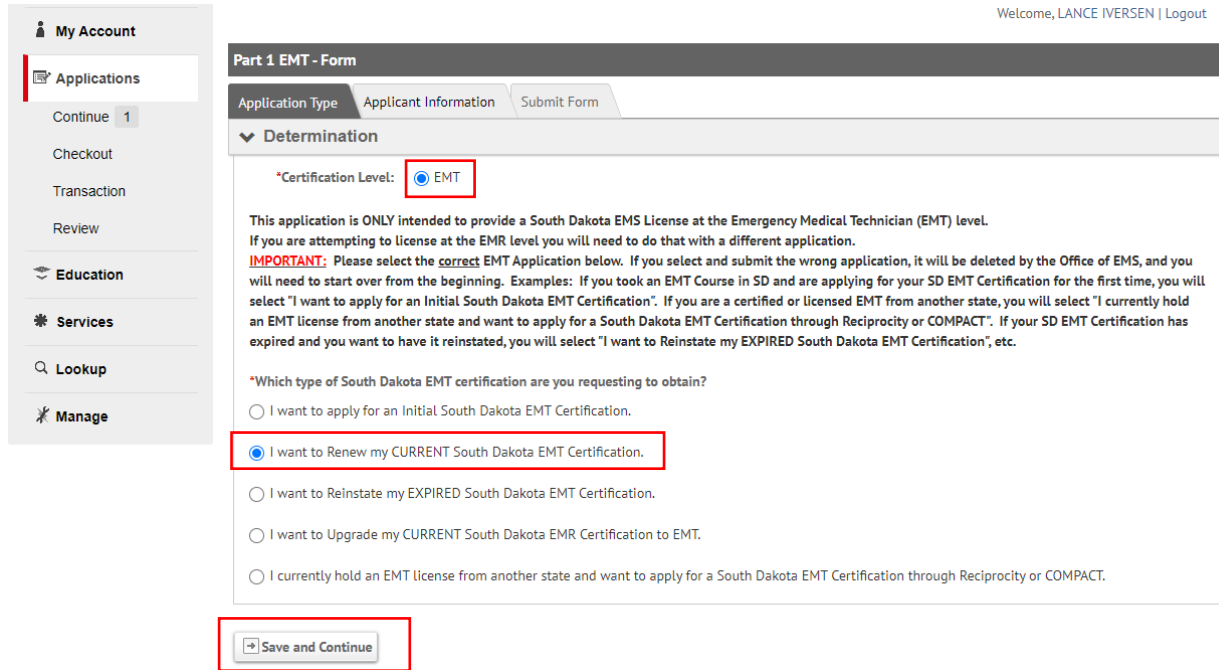
Applications	Action
SDEMS EMT Application This is a multi-part application. You will use this to apply for a SD EMT (Emergency Medical Technician) Certification whether it is for Initial (from an EMT Course you took in South Dakota), Renewal, Reinstatement, Upgrade of a current EMR certification to EMT, 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 you to 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

Records 1-4 of 4

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

For this example I want to renew my EMT Certification. Click the button at the top, “Certification Level” EMT. Next, click the button “I want to Renew my CURRENT South Dakota EMT Certification”, then click the “Save and Continue” button on the bottom of the page.

Example on next page:



Part 1 EMT - Form

Application Type Applicant Information Submit Form

▼ Determination

*Certification Level: EMT

This application is ONLY intended to provide a South Dakota EMS License at the Emergency Medical Technician (EMT) level. If you are attempting to license at the EMR level you will need to do that with a different application.

IMPORTANT: Please select the correct EMT Application below. If you select and submit the wrong application, it will be deleted by the Office of EMS, and you will need to start over from the beginning. Examples: If you took an EMT Course in SD and are applying for your SD EMT Certification for the first time, you will select "I want to apply for an Initial South Dakota EMT Certification". If you are a certified or licensed EMT from another state, you will select "I currently hold an EMT license from another state and want to apply for a South Dakota EMT Certification through Reciprocity or COMPACT". If your SD EMT Certification has expired and you want to have it reinstated, you will select "I want to Reinstate my EXPIRED South Dakota EMT Certification", etc.

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

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

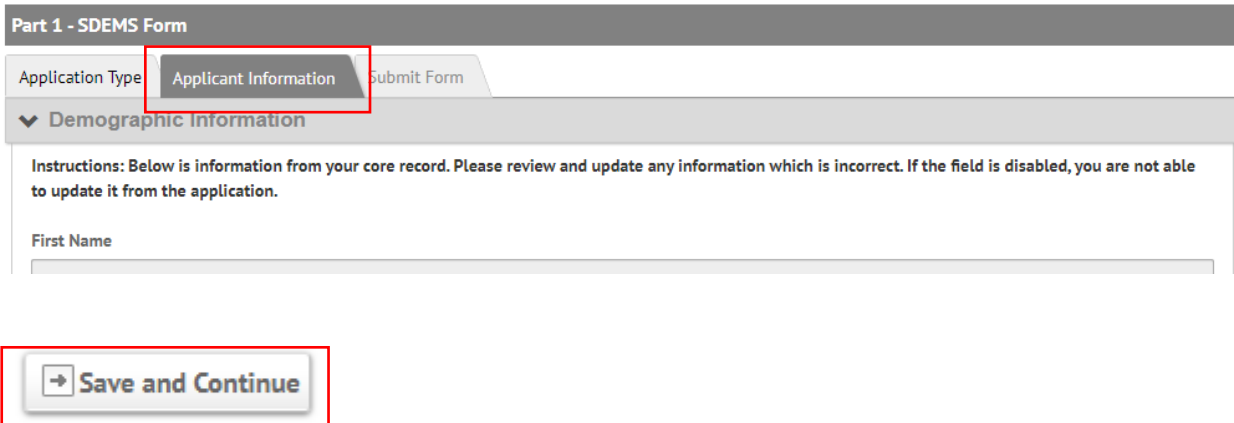
I want to Renew my CURRENT South Dakota EMT Certification.

I want to Reinstate my EXPIRED South Dakota EMT Certification.

I want to Upgrade my CURRENT South Dakota EMR Certification to EMT.

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

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

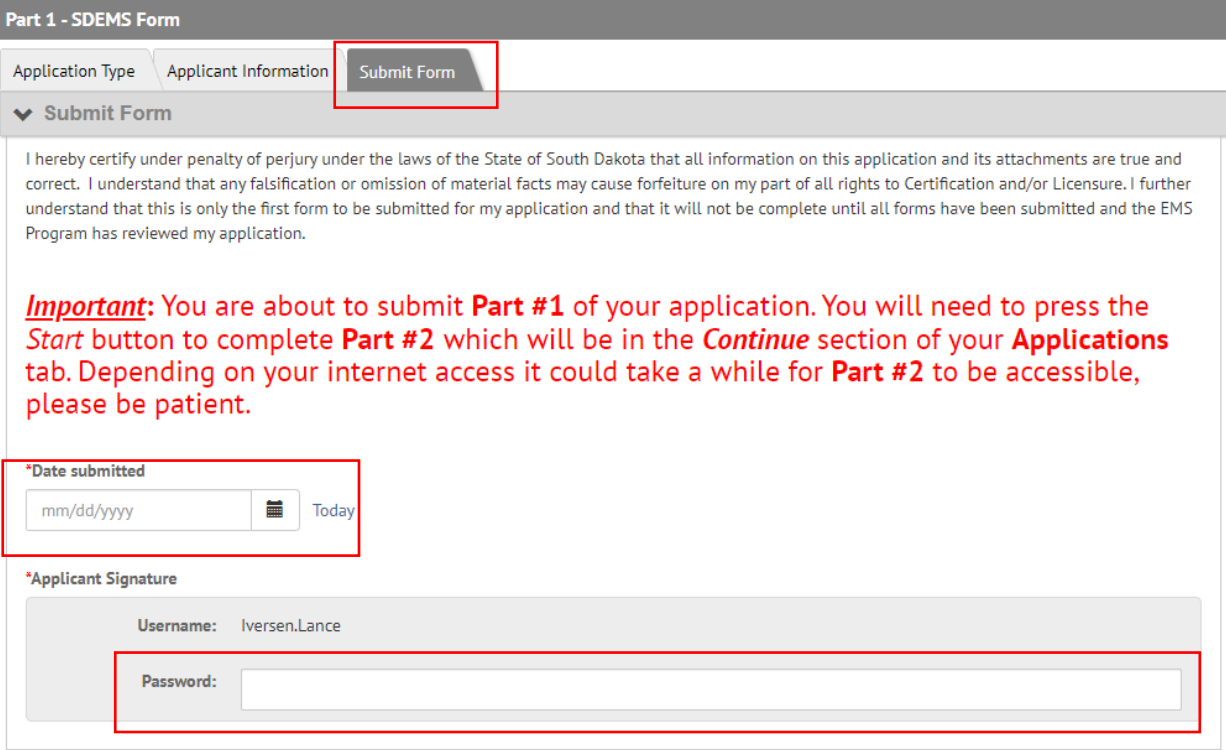
Application Type Applicant Information Submit Form

▼ 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

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**

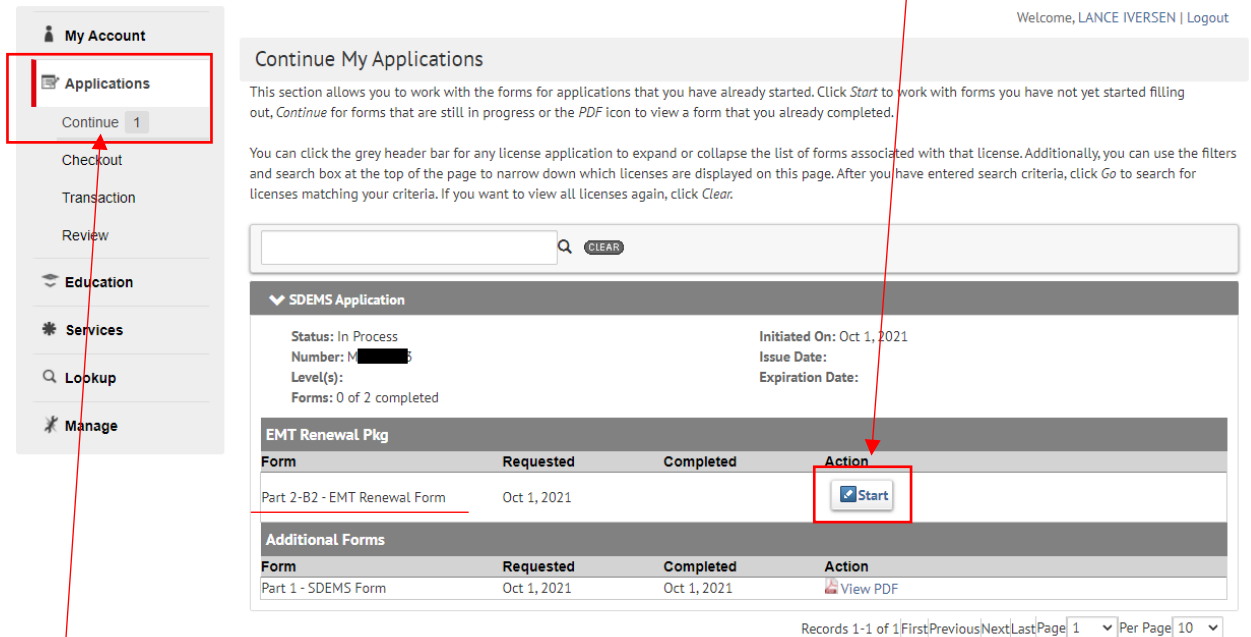
Username: Iversen.Lance

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: M [REDACTED]
Level(s):
Forms: 0 of 2 completed

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

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

Additional Forms

Form	Requested	Completed	Action
Part 1 - SDEMS Form	Oct 1, 2021	Oct 1, 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 EMT - Renewal Application Form

Applicant Confirmation | Certification/License Information | Disclosure Information | Submit Application

▼ Confirmation

First Name
LANCE

Last Name
IVERSEN

Please confirm that the name shown above is yours and you are Renewing your current EMT License with the State of South Dakota. Choose Yes to confirm or No if this is not your application. If Yes, be sure to click the *Renewal* button below.

Confirmation: Yes No

*Application Type: Initial Renewal Reinstatement Reciprocity Temporary

*Do you intend to renew 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:



*Do you intend to renew your State Certification with your NREMT Certification?
 Yes No

▼ NREMT

*National Registry Certification Number

*National Registry Expiration Date
 Today

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

*Name

Document Type

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:

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

Part 2-B2 - EMT Renewal Form

Disclosure Information - 2 of 5 Additional Uploads (Optional for Recert. App.) - 3 of 5 **Disclosure Information - 4 of 5** Submit Application - 5 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-B2 - EMT Renewal Form

Personal Information - 2 of 5 Additional Uploads (Optional for Recert. App.) - 3 of 5 Disclosure Information - 4 of 5 **Submit Application - 5 of 5**

▼ **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:

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

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CLEAR

▼ SDEMS Application

Status: Pending Issue	Initiated On: Oct 1, 2021
Number: ██████████	Issue Date:
Level(s): EMT	Expiration Date:
Forms: 0 of 2 completed	

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 EMR or EMT Renewal Application, the Office of EMS & Trauma will review and process your application. If more information is needed, someone from the office will reach out to you via email or phone.

Please keep your contact information up-to-date in your account demographics section (email, phone number and mailing address) as email is the primary method of communication with you.