Instructions to create your South Dakota E-Licensing Account & Student Application
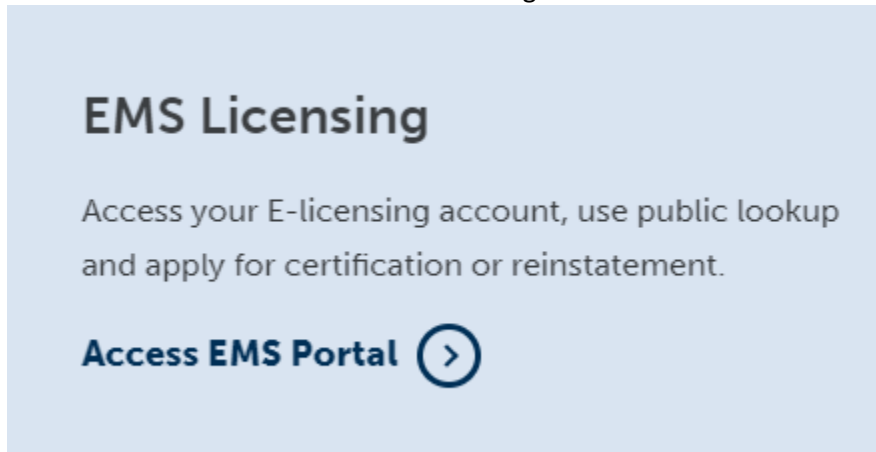
1. Go to the SD Dept. of Health – Office of EMS & Trauma's website: EMS.sd.gov

2. Click the blue button labeled "EMS Licensing"

3. Go to the bottom of the page and click the "Create Account" button. (*If you have already created your E-Licensing account, log into your account by entering your Username and Password*).

   Fill out the form and click the "Save" button. When you submit your form, an email will be sent to you with your account Username and a link to click to reset your password. This email will come from NoReply@imagetrend.com or DoNotReplyEMS@state.sd.us. If it does not go to your inbox, check your junk or spam folder. (*If there is missing information on your account creation form or other errors, there will be a message banner at the top of the page*)
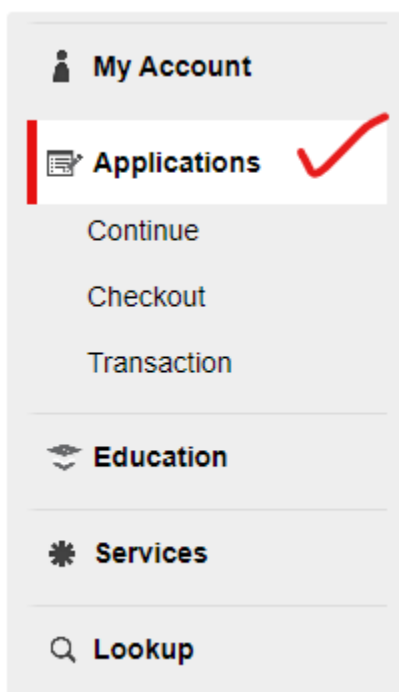
4. Log into your E-Licensing account with your Username and the Password you created. (*If you do not remember your password, click the "Forgot Username" link on the bottom of the log in page. The system will send you an email to reset your password*).

Complete and Submit your EMR or EMT Student Application
(This should be done within the first two weeks of starting your EMR or EMT Course)

1. Log into your E-Licensing account

2. Click the "Applications" button in your menu list on the left side of your screen.

3. If you are an <u>EMT Student</u>, click the gray "Apply Now" button by the application labeled "EMT Student Registration Application". If you are an <u>EMR Student</u>, click the "Apply Now" button by the application labeled "EMR Student Registration Application".

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
EMR Student Registration Application Use this application to register as a student for an initial Emergency Medical Responder 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

(For this example, I am an EMT Student completing the EMT Student Registration Application)

4. On the EMT Student Registration Application form (is the same for the EMR Student Registration Application form), select the Yes or No button if you are a high school student.

In the drop-down box labeled "Specific Training Course and Course Number you plan to attend", click the down arrow to open the selection of EMR and EMT Courses to select the one you are in. **When you click the box, it may take a few seconds for the current EMR or EMT classes to populate**. Your instructor will tell you the number of his/her EMR or EMT Course you are in to select.

Put in the date under the "Application Date" section then enter your E-Licensing account password and click the blue "Submit" button. **Please do not exit the page until your application has finished saving**.

EMT Student Registration Application

Course Registration

⌄ Course Registration

*Certification Level for the Training Course you are applying.

◉ EMT Student

*Are you a High School
Student?:
☐ Yes
☐ No
Please select a Are You A High School Student?

*Specific Training Course and Course Number you plan to attend.

[Select Specific Training Course and Course Number you plan to attend.   ⌄]

Please select the training course

⌄ Date and Signature

*Application Date

[mm/dd/yyyy   📅]   Today

*Applicant Signature

Username:	Iversen.Lance
Password:	[ ]

☑ Submit

5. That's it! You will not need to do anything else within your E-Licensing account until you complete the EMR or EMT Course, pass your National Registry exams and obtain your National Registry Certification.

Apply for your Initial South Dakota EMR or EMT Certification

6. **Once you obtain your National Registry Certification**, you will need to log into your E-Licensing account, Click the "Applications" button in your menu list on the left side of your screen, then click the gray "Apply Now" button for either the SDEMS EMR Application (If you are an EMR), or the SDEMS EMT Application (if you are an EMT).

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

7. Complete the two-part application forms and submit. Within the "Part Two" application form, you will need to upload a copy of your National Registry card, Driver's License, current CPR Card, and your three FEMA certificates of training (ICS 100, ICS 200 and IC 700).

8. Submit your application form (please be sure your form is done saving before you exit the page).

9. The Office of EMS will review your application.

10. For the **EMR Applicant**, if complete, your application will be issued, and you will now have your SD EMR Certification (no criminal history background checks required for the EMR level). You will be mailed your SD EMR Certification Card and Certificate.

    For the **EMT Applicant**, if complete, your application will be changed to "Received/Pending Background Check", and a criminal history background check packet will be mailed to you to complete (SD DCI and FBI fingerprint cards and other forms to fill out and mail, along with payments, to the SD DCI and FBI). SD DCI and FBI Criminal History Background Checks are required for the EMT provider level and higher (EMT, AEMT and Paramedic levels).

    The criminal history background check process can take two months or longer for the Office of EMS & Trauma to receive your results form the SD DCI and FBI, once you mail them to the SD DCI and FBI.

    You are not legally able to work as an EMT in South Dakota until you are issued your South Dakota EMT Certification from the Office of EMS & Trauma.

    Having a National Registry Certification **Does Not** allow the EMR or EMT to work in South Dakota without an active certification issued by the Office of EMS & Trauma.

    Once you are issued your SD EMR or EMT Certification, it is your responsibility to obtain the required continuing education hours needed for your recertification. Renewing your National Registry certification DOES NOT automatically renew your SD EMR or EMT Certification. In order to keep your SD EMR or EMT certification you must log into your E-Licensing account and apply for Renewal prior to your SD EMR or EMT certification expiration date.