

Application for Medical Licensure: Part 1

1 Login to your account and your dashboard will display. Click **"Start a New Application"**

Training Guide
Licensee
5200 Matlock Avenue
Pierre, SD 57203
5628425565
training102@lakenology-test.com

View/update profile information

Personal Info Continuing Education

View/update corporation information

Start a New Corporation Application

My quick links

EMS Program Request EMS CE Course Application

Third Party Payment

My licenses	End Date	Status
Ambulance Driver	4/30/2026	Active

What's in-progress

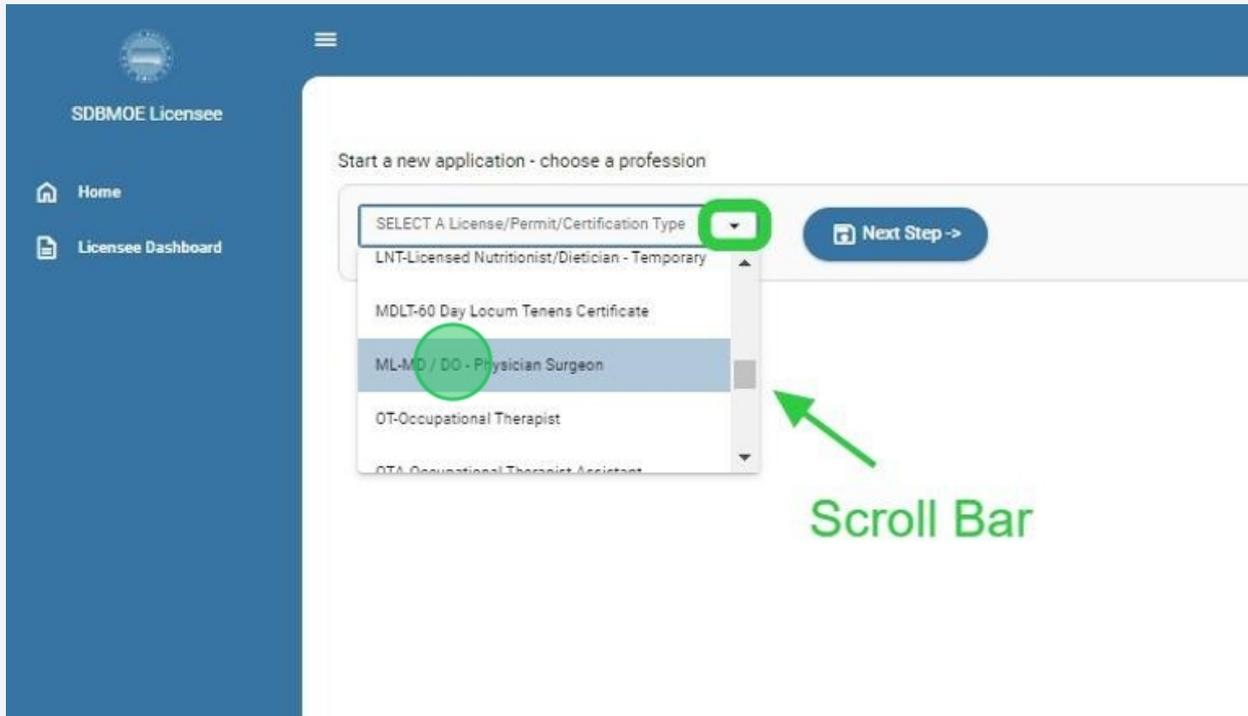
My applications
No records to show

My renewals
No records to show

START A NEW APPLICATION

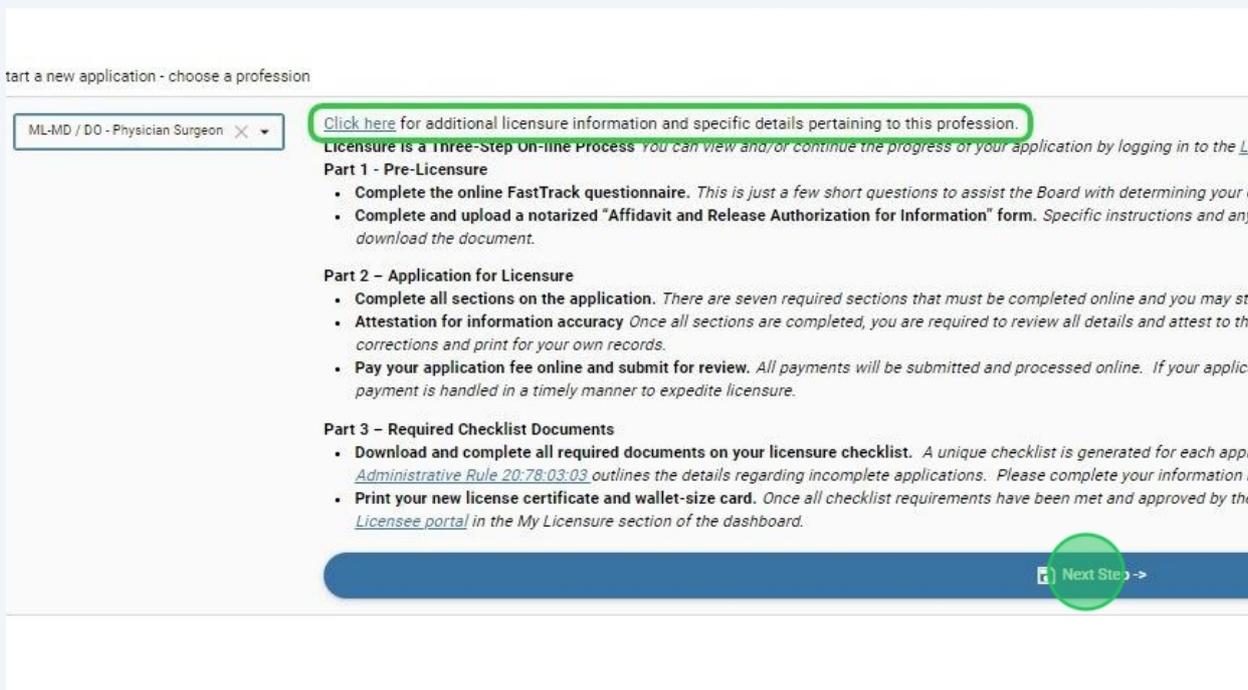
2

Click the **drop-down arrow** to expand and view the list of available professions for licensure. If needed, drag the **scroll bar** to move through the list. Click the **License Type** you want to apply for.



3

Read the overview of the 3-Part Application process to familiarize yourself with the new online licensure system. The link at the top of the page will open the public website (in a new window) if you want to explore more details about this profession. Click "**Next Step**" at the bottom of the page to begin **Part 1** of the application process.



4

Click the **YES** or **NO** bubble to answer each of the required questions on the FastTrack Questionnaire. (Note: If you answer YES to question 1 or 2, you will be prompted to upload a copy of your US PCS Military orders from your computer.)

Fast-track questionnaire

Please answer, review and update all information on this page before moving on to the next step

Full Legal name: Training Guide

Professional License Selected:

ML - MD / DO - Physician Surgeon

Personal Email: training102@lakenology-test.com

Phone number: 5628425565

USPS mailing address: 5200 Matlock Avenue
Pierre, SD 57203

1. Do you have US PCS orders for a military transfer to South Dakota and an active license in another state?

Yes No

2. Are you the dependent spouse of a US active-duty individual who has US PCS orders for a military transfer to South Dakota and have an active state license in the profession that you are applying for in SD?

Yes No

3. Are you or have you been subject to drug and/or alcohol monitoring (disciplinary or non-disciplinary) in this state or any other state?

Yes No

4. Did you complete medical school outside of the United States or Canada?

Yes No

5. For a Medical License: Successful completion of an ACGME, AOA, or RCPSC Residency (not a fellowship) Training program is one of the threshold requirements. Please respond: I meet this threshold requirement

Yes No

6. For a medical license: Successful completion of the licensing exam (e.g. USMLE) in no more than 7 years and 3 attempts start to finish is a threshold requirement. Please respond: I meet this threshold requirement

Yes No

Submit

5

Question 5 is specific to Medical license applications. In order to meet the threshold requirements for this license type, a **YES** answer to this question is required. You will then be prompted to enter the details of your completed residency training program. Use the form to enter the details and Click **Submit**.

Please enter your ACGME, AOA, or RCPSC
Residency Training program information: ×

Program Name:

Program mailing address:

Residency type/specialty:

Start month, day, and year:

Graduation month, day, and year:

6 If you select Yes for question 6, an additional question will appear.

Phone number: 5628425565

USPS mailing address: 5200 Matlock Avenue
Pierre, SD 57203

1. Do you have US PCS orders for a military transfer to South Dakota and an active license in another state?

Yes No

2. Are you the dependent spouse of a US active-duty individual who has US PCS orders for a military transfer to South Dakota and have an active state lic

Yes No

3. Are you or have you been subject to drug and/or alcohol monitoring (disciplinary or non-disciplinary) in this state or any other state?

Yes No

4. Did you complete medical school outside of the United States or Canada?

Yes No

5. For a Medical License: Successful completion of an ACGME, AOA, or RCPSC Residency (not a fellowship) Training program is one of the threshold req

Yes No

6. For a medical license: Successful completion of the licensing exam (e.g. USMLE) in no more than 7 years and 3 attempts start to finish is a threshold

Yes No

7. Are you American Board of Medical Specialties (ABMS) certified:

Yes No

Submit

7

If you answer **YES** to question 7, you will then be prompted to enter the details of your ABMS Board Information. Use the form to enter the details and Click **Submit**.

ta and an active license in another state?

Please enter your ABMS Board Information below: ×

Name of ABMS certifying board:

ABMS Specialty:

Lifetime Certification?

Yes No

8

Click **Submit** on the Fast Track Questionnaire form when all questions are answered.

Fast-track questionnaire

Please answer, review and update all information on this page before moving on to the next step

Full Legal name: Training Guide **Professional License Selected:** ML - MD / DO - Physician Surgeon
Personal Email: training102@lakenology-test.com
Phone number: 5628425565
USPS mailing address: 5200 Matlock Avenue
Pierre, SD 57203

1. Do you have US PCS orders for a military transfer to South Dakota and an active license in another state?
 Yes No
2. Are you the dependent spouse of a US active-duty individual who has US PCS orders for a military transfer to South Dakota and have an active state license in the profession that you are applying for in SD?
 Yes No
3. Are you or have you been subject to drug and/or alcohol monitoring (disciplinary or non-disciplinary) in this state or any other state?
 Yes No
4. Did you complete medical school outside of the United States or Canada?
 Yes No
5. For a Medical License: Successful completion of an ACGME, AOA, or RCPSC Residency (not a fellowship) Training program is one of the threshold requirements. Please respond: I meet this threshold requirement.
 Yes No
6. For a medical license: Successful completion of the licensing exam (e.g. USMLE) in no more than 7 years and 3 attempts start to finish is a threshold requirement. Please respond: I meet this threshold requirement.
 Yes No
7. Are you American Board of Medical Specialties (ABMS) certified:
 Yes No



9

The **"What's in Progress"** section of your dashboard will always display the status and percentage complete for your application throughout the entire application process. When status is **"pending review"**, the applicant cannot continue until it has been reviewed and approved by the SDBMOE analyst.

The dashboard displays the following information:

- Profile Information:** Training Guide, Licensee, 5200 Matlock Avenue, Pierre, SD 57203, 5628425565, training102@lakenology-test.com. Includes buttons for "View/update profile information", "Personal Info", and "Continuing Education".
- My licenses:** A table with columns "My licenses", "End Date", and "Status".

My licenses	End Date	Status
Ambulance Driver	4/30/2026	Active
- What's in-progress:** A section highlighted with a green box, containing "My applications" with a progress bar for "MD / DO - Physician Surgeon" at 25% and the status "Fast Track pending review".
- My renewals:** No records to show.
- Start a New Corporation Application:** A large blue button.
- My quick links:** A section at the bottom.

10

The **Affidavit and authorization for release of information** page is automatically displayed when the FastTrack does not require review. Click "**Download Affidavit Form**". Open the document and **print a paper copy** of the affidavit form. Complete this according to instructions. (You must sign, notarize and attach a photo before continuing). Click "**Go back to licensee dashboard**".

Note: You can continue on with **Step 11** once your completed affidavit is ready to upload.

SDBMOE Licensee

Home

Licensee Dashboard

Affidavit and authorization for release of information

This Affidavit is important! (use a computer not a phone or tablet for the fillable part).
A correct affidavit is essential to obtaining verifications for your application file. Sign in front of photograph must be in the proper place. The Affidavit must be properly submitted and accepted

[Download Affidavit Form](#) [Upload My Completed Form](#) [Upload Identity Document](#)

Please Note:
The form may be rejected for the follow reasons but not limited to:

1. The form is not signed and dated where indicated.
2. You did not put a passport-quality color photograph in the proper place.
3. The date the applicant signed the Affidavit form does not match the date the notary signed.
4. The notary's commission date has expired.
5. Poor quality scan or illegibility
6. Incorrect version of the form or other discrepancy

11

Login and navigate to your **licensee dashboard**. Click the **pencil icon** next to the License type in the **"What's in progress"** section to return to your Affidavit and authorization for release of information page

The screenshot shows a dashboard with a sidebar on the left containing a search bar and a menu with 'Education' highlighted. The main content area is divided into sections: 'My licenses' with a table, 'What's in-progress' with a progress bar, and 'My renewals' with a 'No records to show' message. A 'START A NEW APPLICATION' button is at the bottom.

My licenses	End Date	Status
Ambulance Driver	4/30/2026	Active

What's in-progress

My applications

MD / DO - Physician Surgeon

25%
Affidavit

My renewals

No records to show

START A NEW APPLICATION

12

Once you have completed the Affidavit, you must scan it and save it to a computer. Click **"Upload My Completed Form"** and choose the document you saved to your computer.

The screenshot shows a page titled 'Affidavit and authorization for release of information'. It contains a warning message, three buttons, and a 'Please Note' section with a list of reasons for rejection.

Affidavit and authorization for release of information

This Affidavit is important! (use a computer not a phone or tablet for the fillable part).
A correct affidavit is essential to obtaining verifications for your application file. Sign in front of a US photograph must be in the proper place. The Affidavit must be properly submitted and accepted prior to

[Download Affidavit Form](#) [Upload My Completed Form](#) [Upload Identity Document](#)

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13

You must upload an identity document to complete this step. **Scan a color copy** of your driver's license or passport showing photo and identification details to a computer. Click "**Upload Identity Document**" and choose the document you just saved.

Menu icon | Hello, Training Module! | Log out

Affidavit and authorization for release of information

This Affidavit is important! (use a computer not a phone or tablet for the fillable part).
A correct affidavit is essential to obtaining verifications for your application file. Sign in front of a US notary, you are stating under oath that you are being true and correct. The photograph must be in the proper place. The Affidavit must be properly submitted and accepted prior to online application access.

Download Affidavit Form | Upload My Completed Form | **Upload Identity Document**

Uploaded: SDBM OE Affidavit.pdf X

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Submit | Go back to licensee dashboard

14

The file name will display under each button showing the documents that were uploaded. To **remove a document**, simply click on the "X" and upload a new document. When finished, Click "**Submit**" at the bottom of the page

Menu icon | Hello, Training Module! | Log out

SDBM OE Licensee

Home | Licensee Dashboard

Affidavit and authorization for release of information

This Affidavit is important! (use a computer not a phone or tablet for the fillable part).
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Download Affidavit Form | Upload My Completed Form | Upload Identity Document

Uploaded: SDBM OE Affidavit.pdf X | Uploaded: SDBM OE Identity-doc.pdf X

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3. The date the applicant signed the Affidavit form does not match the date the notary signed.
4. The notary's commission date has expired.
5. Poor quality scan or illegibility
6. Incorrect version of the form or other discrepancy

Submit | Go back to licensee dashboard

15

A message will appear "**Thank You! Your affidavit will be reviewed.**" Your Affidavit has been successfully submitted to the SDBMOE Analyst. Click "**Ok**" to return to your dashboard.

