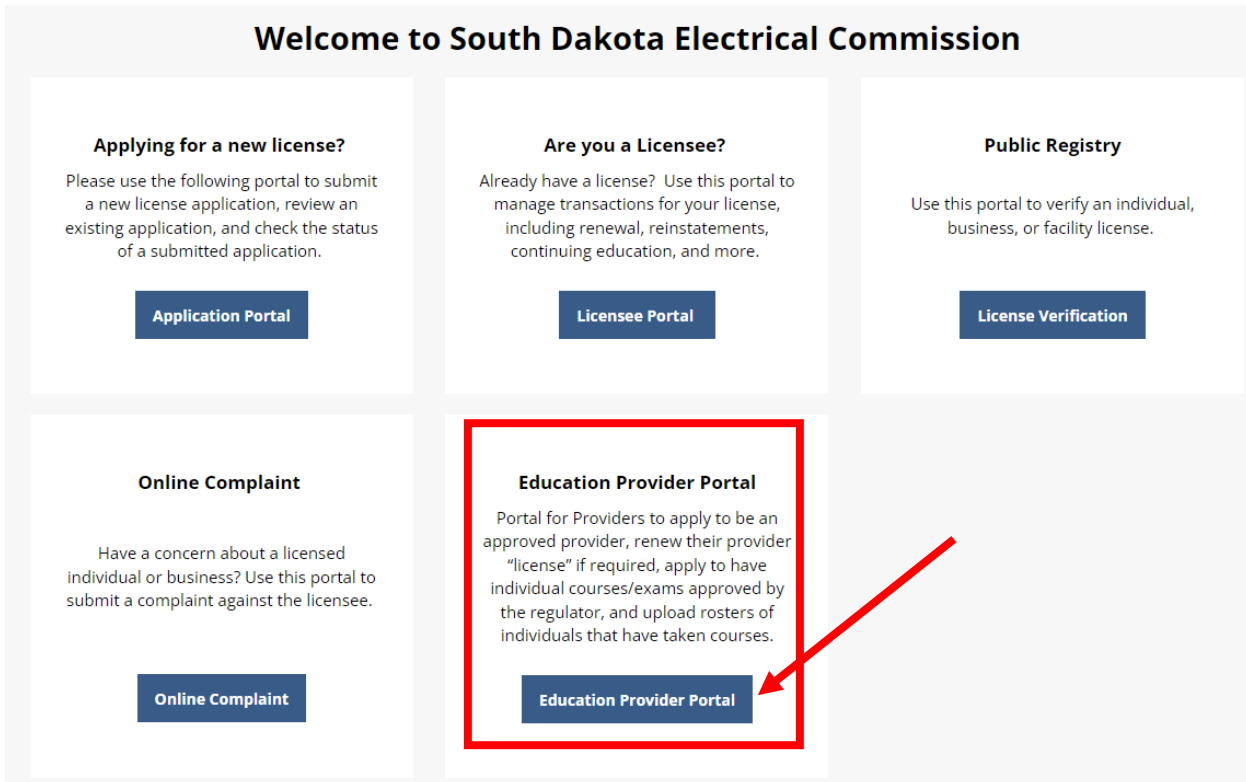


SOUTH DAKOTA ELECTRICAL COMMISSION
Submitting Continuing Education Provider Applications Online

Whether you are new to providing continuing education in South Dakota or have provided classes in the past, you need to create an account the first time you access the Education Provider Portal. This guide will lead you through how to set up your account, submit courses for approval, and add instructors to approved courses.

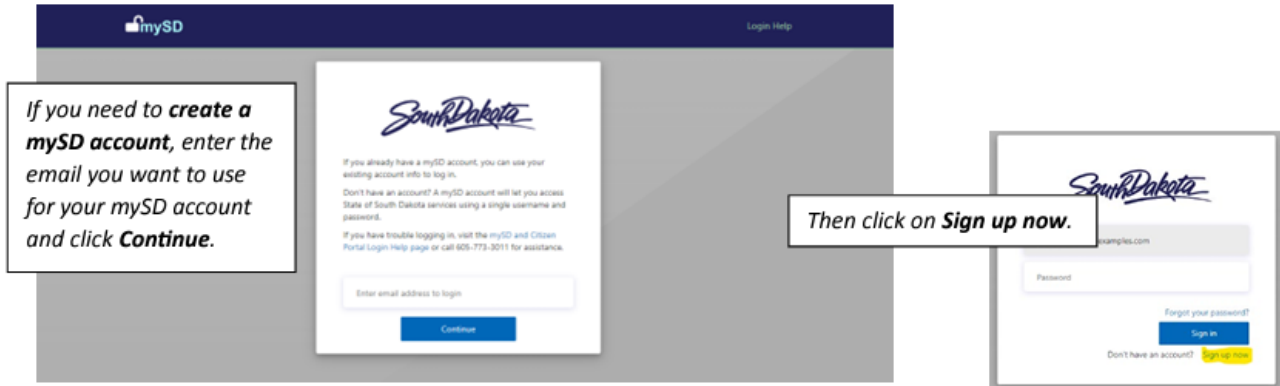
Creating Your Account *(only done the first time you access)*

Go to the Electrical Commission’s [Online Portal](#) and select the **Education Provider Portal**. You can also find a link to the online portal on our [Continuing Education](#) page.



You will be taken to the mySD login screen where you will log in with your existing mySD account. If you do not have a mySD account, you will need to create one.

Please enter the email address you want to use for your continuing education provider account. You can submit multiple applications for classes from your account, so we recommend entering the administrator's email address who will be submitting those applications.



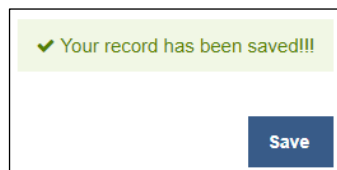
The system will guide you through the process and return you to the Education Provider Portal.

Add Personal Information

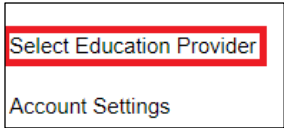
Enter your name and email address under Personal Information. You will add instructor information later when you submit classes.

A screenshot of the 'Personal Information' form in the Education Provider Portal. The page has a header with the South Dakota Dept. of Labor & Regulation logo. On the left, there are links for 'Select Education Provider' and 'Account Settings'. The main content area is titled 'Personal Information' and contains a note: 'All information with a red asterisk (*) is required.' Below this, there are two sections: 'Personal Information' with 'Last Name *' and 'First Name *' fields, and 'Contact Information' with 'Home E-mail *' field. A second note at the bottom right states: 'The email address entered here are for communication purposes only. You can change the email used for login purposes in Account Settings.' A blue 'Save' button is located at the bottom right of the form.

Once you have entered your Personal Information, click **Save**. You will receive a message your record has been saved.

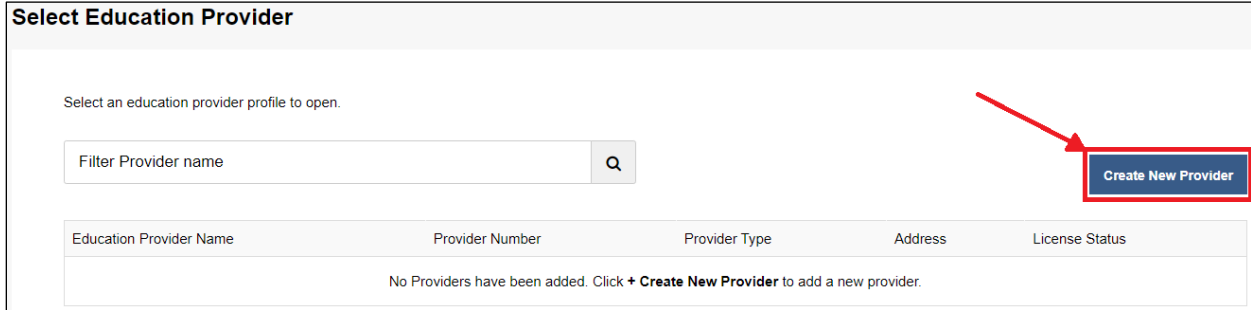


Add Education Providers

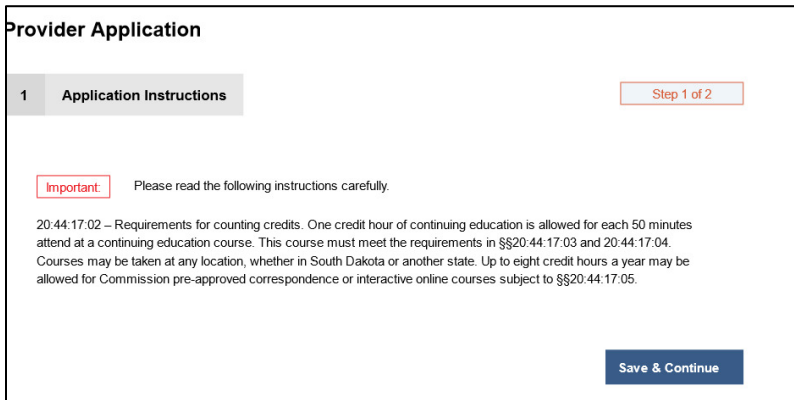


Click on **Select Education Provider** on the left-hand side of the screen to add Education Providers.

Select **Create New Provider** to create your Provider account



Review the rules regarding Continuing Education, then **Save & Continue**.



Enter all Provider information on the Provider Application screen and click **Submit**.

Select Provider >
Account Settings

Provider Application

2 Provider Information Step 2 of 2

Note: All information with a red asterisk (*) is required.

Basic Information

Provider Name *	Testing Education Provider
Email *	pamela.overweg@state.sd.us
Phone Number *	(605) 773-3573
Fax Number	
Website	electrical.sd.gov

Business Address


Street Address *	217 W Missouri Ave
Street Address 2	
City *	Pierre
Country *	United States of America
State *	South Dakota
Postal Code *	57501

Mailing Address

Same as Business Address * Yes No

[Previous](#) [Submit](#)

You will see a screen confirming your Education Provider application has been submitted.

 **Submitted**

Thank you for completing your application. South Dakota Electrical Commission will only start processing your application once all the required documents have been received.

To view the status of your application, please refer to the [Select Provider](#) section.

Submitting Courses for Approval

You will receive an email when your education provider has been approved. You can then go to **Course Application** to submit your classes for approval and click **Start New Application**.

Mike Holt Enterprises >

- Approved Courses
- Courses
- Course Application**
- Account Settings
- Provider User Accounts

Course Applications

Welcome! To get started with a new application, select "Start New Application" below. You may not be able to start a new application if you already have one in progress.

Please follow the step-by-step instructions to complete your application. Your progress will be saved as you move between application steps. You can leave and return to the application at any time to pick up from where you left off. Once the application has been submitted you will no longer be able to modify the application.

Return to this portal for updates and information related to the application.

Should you need assistance, please reach out to the regulator.

Below you will find all current and historical applications.

Application No.	Application Type	Program Name	Application Status	Submit Date	Decision Date
No Applications					

[Start New Application](#)

Continuing Education is the only option for the Application Type. Click on **Select this Application** to enter the information for the course you want to provide.

Note: Please select the type of application you are applying for.

Continuing Education

[Select this Application >](#)

Review the information regarding classes and click **Save & Continue** in the lower right-hand corner.

[Save & Continue >](#)



The Provider Information will be filled in from the information you entered. Review the information and select **Save & Continue**.

[Save & Continue >](#)

Enter all your Course Information

Note: All information with a red asterisk (*) is required.

Course Information

CE Provider *	Instructor Name
Class Title *	Name of Class
Program Start Date (Date Of Class)	optional 
Program End Date	MM/DD/YYYY 
Course Fee (USD) *	125
Code Hours *	4
Non-code Hours *	0
Total Hours *	4

Select the appropriate radial button for each option under the type of course offered. Interactive Online and In-person classes count toward a licensee’s required in-person hours. The remaining options count as online courses.

- Correspondence * Yes No
- Interactive Online * Requires a live instructor with the use of webcams and active participation. This will count as in person hours. Yes No
- In Person * Requires the class to be taught with all attendees and instructor in person Yes No
- Online Self-Paced * Online course that is completed with no timing but requires a minimum amount of time spent on the course Yes No
- Hybrid - In person & Interactive online * In person class that also has virtual participants. This method is not recommended. Yes No
- Online * Any online course that is not considered self-paced Yes No

Click **Save & Continue**

Upload all your supporting documents by clicking **Choose Files** next to the *Outline of The Subject Matter*, *Copy of Certificate*, and *Additional Documents* (if applicable). You must upload the Outline of the Subject Matter and the Copy of Certificate to proceed. **Click Save & Continue.**

Application 44

4 Supporting Documents Step 4 of 5

Note: All information with a red asterisk (*) is required.

Outline Of The Subject Matter*

Submit a comprehensive, detailed outline of the subject matter together with the sequence of each segment, materials, and visual aids being used for the course. Choose Files

Copy Of Certificate*

Submit a copy of certificate being used. Choose Files

Additional Documents

Please upload any additional documentation if applicable. Choose Files

< Previous Save & Continue >

If your course has been approved in another state, select Yes, provide details in the space indicated, and click **Choose Files** to upload supporting documentation of the approval. Click **Submit**.

If your course has not been approved in another state, select No, and click **Submit**.

Application 44

5 Declaration Step 5 of 5

Note: All information with a red asterisk (*) is required.

1. Is this course approved in any other state? If yes, please list which states and attach your approval letter from each with application. Yes No

Please give details on the space provide below and attach copies of any relevant documents *


Provide details...

Please upload supporting documentation * Choose Files

< Previous Submit >

Once your class has been submitted, you will receive confirmation your application is complete.

Submitted

 **Submitted**

Thank you for completing your application. The South Dakota Electrical Commission will only start processing your application once all the required documents have been received.

To view the status of your application, please refer to the [Program Application](#) section.

Once your course has been approved, you will receive an automated email notifying you of the approval.

Hello,

Good news! This e-mail is to confirm your application has been approved by SDEC.

Application Type: Continuing Education
Application Number: 44
Program Number: 31

You can now log into the [Education Provider Portal](https://sdec.portalus.thentiacloud.net/webs/portal/provider) (<https://sdec.portalus.thentiacloud.net/webs/portal/provider>) to manage your license.

Thanks,
South Dakota Electrical Commission (SDEC)

Adding Instructors to an Approved Course

After your course is approved, you can add instructors. Click on **Courses** on the left-hand side and click on **Select** next to the course you want to add instructors to.

Courses

Select an education program to manage.

Program Name	Program Type	Program Number	Start Date	End Date	
Name of Class	Continuing Education	31	N/A	N/A	Select >

Instructors

Program approved instructors. Click 'Add an Instructor' to add a new instructor to the approved program. To release an instructor or view more information about an instructor, click 'Manage'.

Search by keyword



Add an Instructor

First Name	Last Name	License Number	License Type
No instructors found for this program.			
0 result(s)			

Check the box for *Instructor is not licensed*. Fill out the instructor information. All fields with a red asterisk are required.

Testing Education Provider
217 W Missouri Ave, Pierre, South Da...

Approved Courses

Courses

Course Application

Account Settings

Provider User Accounts

Instructor Registration

Add Instructor

Instructor is not licensed

Assigned Course *

Testing CE Course Instructor

Start Date *

07/01/2024

End Date

MM/DD/YYYY

Personal Information

First Name *

Pamela

Last Name *

Overweg

Title/Position

Email *

pamela.overweg@state.sd.us

Street *

217 W Missouri

City *

Pierre

Country *

United States of America

State *

South Dakota

Zip Code *

57501

Describe professional or trade experience evidenced by an appropriate license or degree (attach additional information or materials as needed) *

Describe any other training/experience gained in the electrical trade industry (attach additional information or materials as needed) *

Upload Instructor Resume *

Choose Files

Note:

Instructor (s) Resume with additional documentation of profession or trade experience evidenced by an appropriate license or degree, and any other training/experience gained in the electrical industry.

Attach additional information or materials as needed.

Choose Files

Names of additional instructors other than persons listed above.

< Previous

Save & Continue >

Once you have completed all fields, click **Save & Continue**. That instructor will now show up in the list of program-approved instructors.

Instructors

Program approved instructors. Click 'Add an Instructor' to add a new instructor to the approved program. To release an instructor or view more information about an instructor, click 'Manage'.

Search by keyword

First Name	Last Name	License Number	License Type	
Pamela	Overweg	N/A	N/A	<input type="button" value="Remove"/>

1 result(s)

Instructors do not require approval in the system, but please ensure you have an instructor loaded for any approved classes. Failure to load an instructor could result in future denial of your class if an audit shows no qualified instructor is listed.

Upload Roster

Once you have provided your class, you will need to upload the roster from the attendance at your class.

Click on Courses under Approved Courses.

Click Select next to the course that you need to track attendance for.

Approved Courses

- Courses**
- Course Application
- Account Settings
- Provider User Accounts

Courses

Select an education program to manage.

Search by keyword

Program Name	Program Type	Program Number	Start Date	End Date	
Testing CE 123	Continuing Education	151	07/01/2024	06/30/2026	<input type="button" value="Select"/>

Click on Upload Roster under Submission History

Courses

Testing CE 123

Program Number	151
Program Type	Continuing Education
Start Date	07/01/2024
End Date	06/30/2026
Category	N/A
Secondary Category	N/A

Submission History

Upload the roster for this Provider Program when available. Previously uploaded rosters can be viewed from the table below.

[Upload Roster](#)

Submission Date	Status	Number of Students	
November 1, 2024	Submitted	1	View

Instructors

Program approved instructors. Click 'Add an Instructor' to add a new instructor to the approved program. To release an instructor or view

Click Download (.csv) to download a template for uploading your roster. Click Upload CSV when your roster is ready for upload. Please note, while the License # shows as not a required field, if it is not included, the attendees will not get credit for the class.

Upload Roster

File Specifications

The following are the specifications for the file that contains your course results. Uploads will not be accepted unless all required fields are completed for each row in your upload.

Select the "Download CSV" button to download the template - the first row in the template is a sample.

[Download \(.csv\)](#)

Order	Column Name	Description	Format	Sample	Required
1	First Name	First Name of the Individual	N/A	John	Yes
2	Last Name	Last Name of the Individual	N/A	Doe	Yes
3	License #	License Number	N/A	12345	No
4	Completion Date	Completion Date of the activity	YYYY-MM-DD	2000-12-22	Yes

File Upload

To upload student records to the regulator, download the CSV Template file and input each student's record. Then click 'Upload CSV' and select the .csv file to upload. The system will not allow for duplicate entries to be uploaded and will show an error if this happens. To complete the upload, the corresponding invoice must be paid.

First Name	Last Name	License #	Completion Date
No student records found. Upload .csv file to add student records.			

[Upload CSV](#)

You may receive a warning message about the date format, but you can click Submit to get past it.

File Upload

To upload student records to the regulator, download the CSV Template file and input each student's record. Then click 'Upload CSV' and select the .csv file to upload. The system will not allow for duplicate entries to be uploaded and will show an error if this happens. To complete the upload, the corresponding invoice must be paid.

Date Format Warning

The following lines contain incorrect date formats; however, they are still processed by the system.

- 2 - 02/19/2025
- 3 - 02/19/2025
- 4 - 02/19/2025

First Name	Last Name	License #	Completion Date
Aaron	[REDACTED]	[REDACTED]	2025-02-19
Darien	[REDACTED]	[REDACTED]	2025-02-19
Anthony	[REDACTED]	[REDACTED]	2025-02-19

Upload CSV

< Cancel

Submit

Do not close the window until your roster is uploaded.

Please Wait...

Almost there!

Don't close this tab or use back button, we're still processing!

This may take a few minutes.



Your roster should now show under Submission History.

Submission History

Upload the roster for this Provider Program when available. Previously uploaded rosters can be viewed from the table below.

[Upload Roster](#)

Submission Date	Status	Number of Students	
February 24, 2025	Submitted	1	View 
November 1, 2024	Submitted	1	View 