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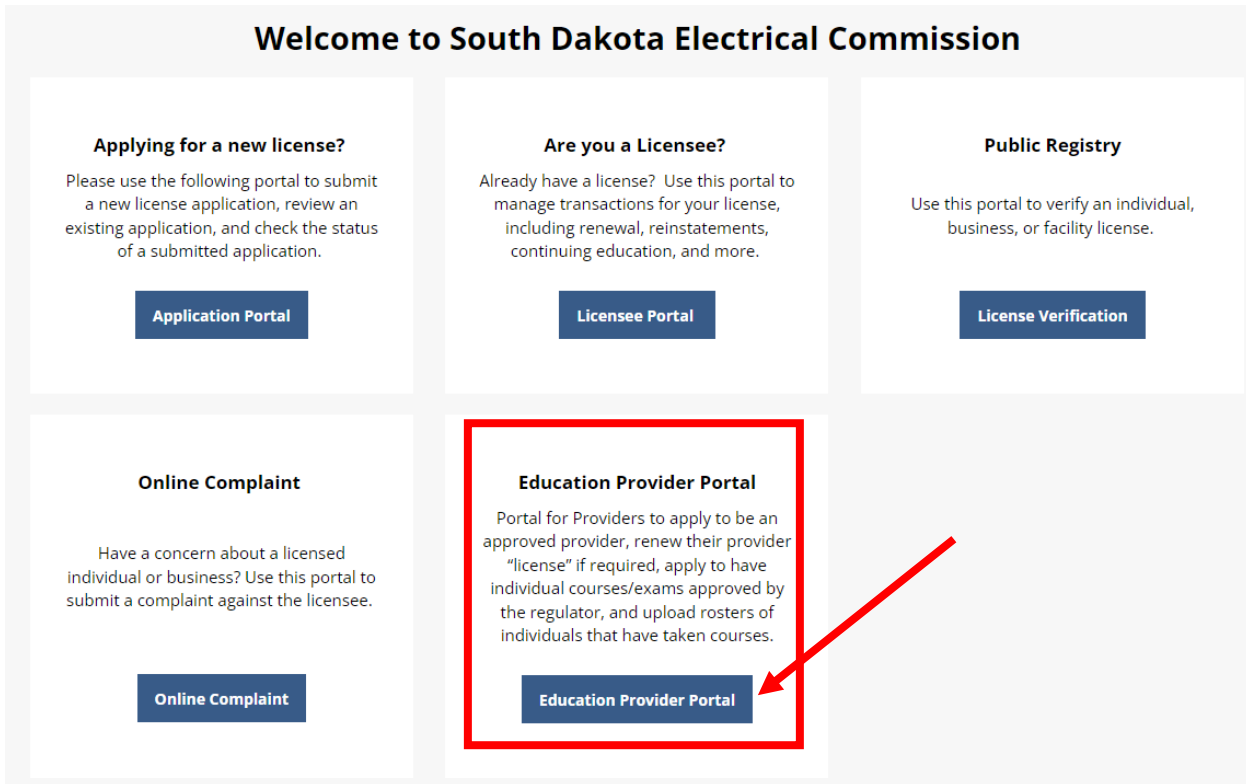
You will be taken to the mySD login screen where you will log in with your existing mySD account. If you do not have a mySD account, you will need to create one.

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.
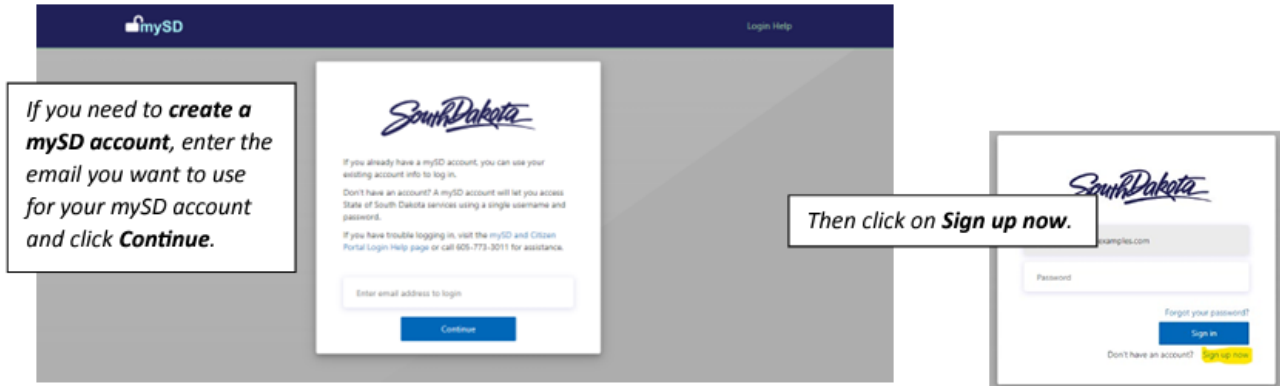

The system will guide you through the process and return you to the Education Provider Portal.
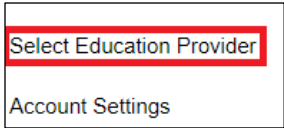
Add Personal Information

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

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

Add Education Providers
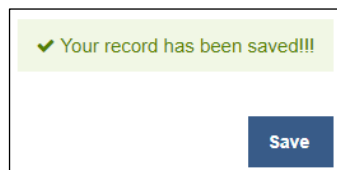
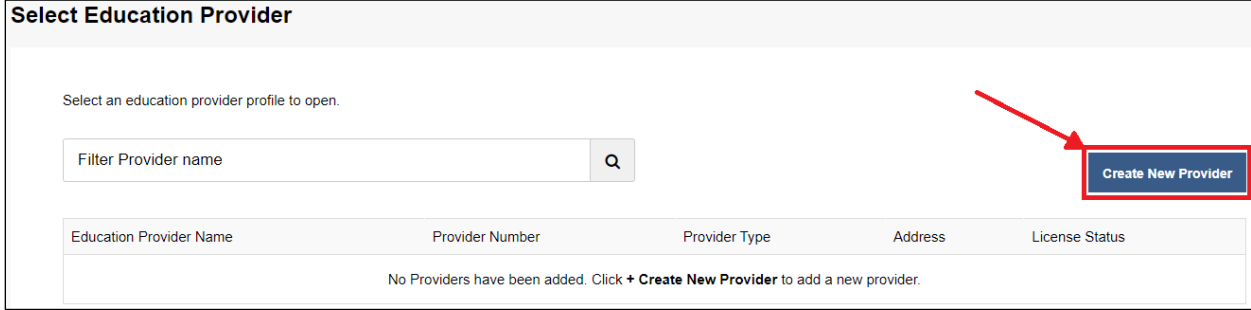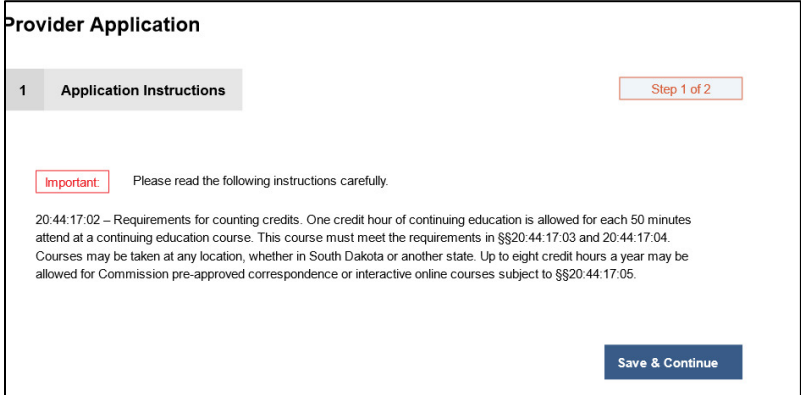| |
|---|
| Select Education Provider |
| Account Settings |

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

Select Education Provider

Select an education provider profile to open.

Filter Provider name	🔍

Create New Provider

Education Provider Name	Provider Number	Provider Type	Address	License Status
No Providers have been added. Click **+ Create New Provider** to add a new provider.				

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

Provider Application

1	Application Instructions	Step 1 of 2

Important: Please read the following instructions carefully.

20:44:17:02 – Requirements for counting credits. One credit hour of continuing education is allowed for each 50 minutes attend at a continuing education course. This course must meet the requirements in §§20:44:17:03 and 20:44:17:04. Courses may be taken at any location, whether in South Dakota or another state. Up to eight credit hours a year may be allowed for Commission pre-approved correspondence or interactive online courses subject to §§20:44:17:05.

Save & Continue

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

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.

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

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

Enter all your Course Information

3	Course Information		Step 3 of 5

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**

‹ Previous   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) 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.

Search by keyword	🔍

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	Q		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	🔍			Add an Instructor

First Name	Last Name	License Number	License Type	
Pamela	Overweg	N/A	N/A	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.