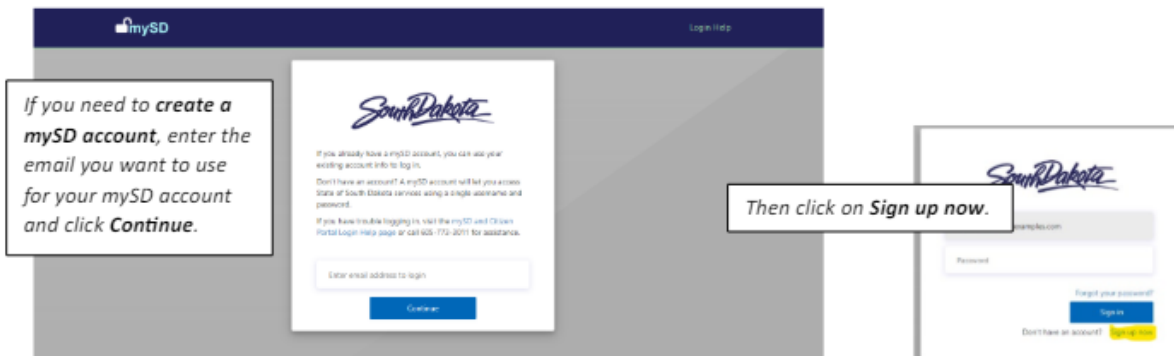


SOUTH DAKOTA ELECTRICAL COMMISSION  
**2024 South Dakota Electrician Renewal Step-by-Step Guide**

Go to our [Online Licensee Portal](#). You can also find the portal link on our [License](#) and [Forms](#) webpages. You are required to have a valid email address to renew your license this year. When you get to the new licensing site, click on [Licensee Portal](#).



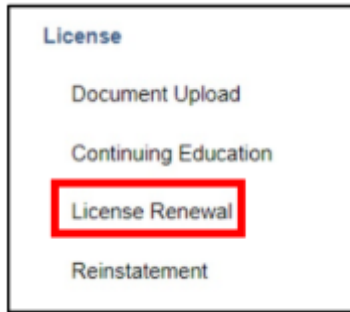
You will be taken to the mySD login screen, where you will login to your existing mySD account. If you do not have a mySD account, you will need to create one.



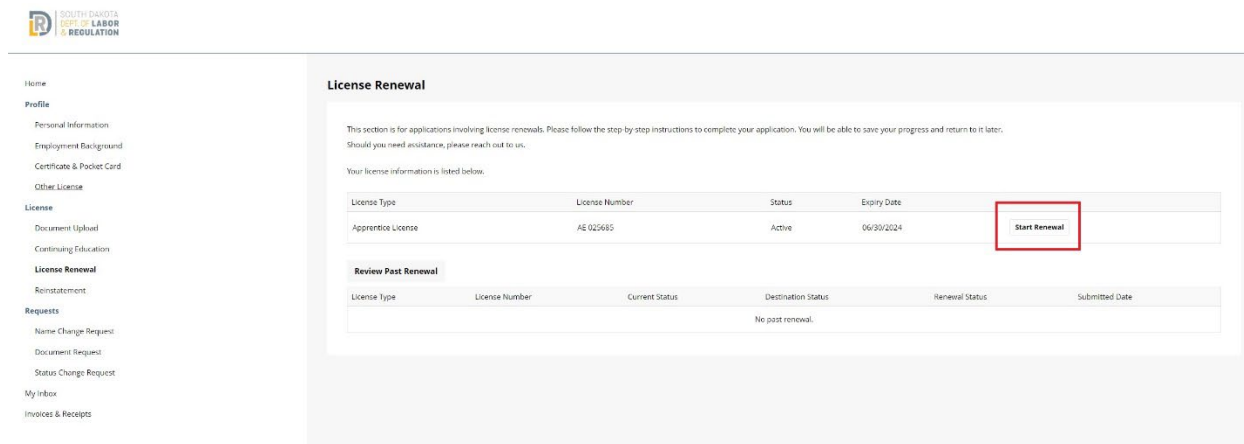
The system will guide you through the process and return you to the Licensee Portal.

If you receive an error message when you attempt to log in, please email [electrical@state.sd.us](mailto:electrical@state.sd.us) or call the Electrical Commission office at 605.773.3573 with your license number and correct email information so that we may update your account.

Once you are logged into the Licensee Portal, you will select **License Renewal** on the left-hand side.



Your license(s) information should be listed to the right. Click **Start Renewal** next to the license you are attempting to renew.



## Step 1 – Personal Information

Ensure your demographic information is correct. All required items will have red asterisks next to them.

## Step 2 – Employment Background

Ensure that your employment information is up to date.

If there is no employment listed, click **+ Add New** and enter the required information. Once the required information is entered, click **Save & Continue**.

If an employer is listed but you need to update the information, click **Update**.

If you are self-employed, check the box next to *“I am self-employed.”*

### Step 3 – Status Change Request

If your license is currently active, it should be set to **Active**.  
 If you’d like to close your license, choose **Closed** from the drop-down.  
 If you’d like to change it to inactive, choose **Inactive** from the drop-down.  
 After you’ve made your selection, click **Save & Continue**.

### Step 4 – Continuing Education Summary

If you received your license after July 1, 2023, you are not required to meet the CE requirements and will click the *“Obtaining a license in the second year of the biennium”* box under CE Exemptions and then **Save & Continue**.

If you received your license prior to July 1, 2023, you must visit the **Continuing Education (CE)** page and add your CE credits before you can proceed with your renewal.

**!** There were some errors handling your submission.

- You cannot continue with your renewal as the continuing education program requirements have not been met.

Below is your Continuing Education Summary for the most recent CE period.  
To add or change a continuing education activity, please visit the **Continuing Education** page.

**Status: Open**

Once on the Continuing Education page, click **View** next to the license you are renewing.

**Continuing Education**

For further information regarding continuing education requirements, please visit our website at the following link:  
[https://thentia.com/Continuing\\_Education/index.html](https://thentia.com/Continuing_Education/index.html)

CE Period	License	License Status	Status	
05/20/2024 - 06/30/2024	Electrical Contractor License	Active	Open	<a href="#">Q View</a>
05/20/2024 - 06/30/2026	Apprentice License	Active	Open	<a href="#">Q View</a>
05/20/2024 - 06/30/2024	Apprentice License	Active	Submitted	<a href="#">Q View</a>

**Continuing Education Summary**

Below is a summary of your continuing education program.

**Status: Open**

License	CE Period	Hours Required	Total Submitted	Hours Remaining
Electrical Contractor License	05/20/2024 - 06/30/2024	16	0	16

**Credits By Category**

Category	Maximum Required	Maximum Permitted	Total Submitted
Non - Code	0	N/A	0
Code	0	N/A	0

**Program Activities**

CE Category	Activity Provider	Activity Type	Date of Completion	Units
No activity records have been added. <a href="#">Click + Add New</a> to add a new activity.				

[+ Add New](#)

**CE Exemptions**

Please enter a CE exemption label, if applicable.

- Active Military Duty  
If a licensee is on active military duty, they would be exempt for one year since their return.
- Obtaining a license in the second year of the biennium  
Electicians obtaining a license in the second year of the biennium are not required to meet the scheduled continuing education requirements until the second renewal of their license or registration.  
Example: If my registration expires on October 2022, I would need the relative 16 hours of CE during renewal in 2024 but if my initial registration was between July 1st 2022 and June 30th 2023 I would not need CE.

Click **+ Add New** in the middle of the page and enter the required information. If the provider is not listed, click any of the ones listed and upload your certificate. After the required information is entered, click **Save & Back**. Repeat for any additional CE credits. Once all CE credits are loaded, click **License Renewal** on the left-hand side and then **Continue** next to the license you have started a renewal for. Click **Save & Continue**.

### Step 5 – Declarations

Answer yes or no to both questions and then click **Save & Continue**.

### Step 6 – Attestations

Read and check the box next to each attestation. Draw your signature and then click **Save & Continue**.

## Step 7 – Payment

Acceptable methods of payment are check, credit card, or money order. Choose your preferred payment method.

Invoice Item	Amount
Apprentice License Fee	\$20.00
<b>Total</b>	<b>\$20.00</b>

Method of Payment

Please select method of payment

Method of Payment

< Previous

**To pay by credit card:** Select **Credit Card** and click **Process Payment**. enter your credit card information and pay your fees securely online. After your payment has been successfully processed, you'll be returned to the renewal application. Click **Submit** to complete the renewal process.

Invoice Item	Amount
Apprentice License Fee	\$20.00
<b>Total</b>	<b>\$20.00</b>

Method of Payment

Please select method of payment

Method of Payment

**Process Payment**

< Previous

**If paying by check/money order:** Select **Pay by Check/Money Order** and click **Submit**. You'll receive an email that your renewal application has been successfully submitted.

**Approval of Renewal:** If you pay via credit card, your application will automatically be approved. If you pay via check or money order, the Electrical Commission will manually approve your application once your fee(s) has/have been received.

Once approved, you will receive an email titled SDEC – Renewal – Approved. This completes the renewal cycle for 2024.