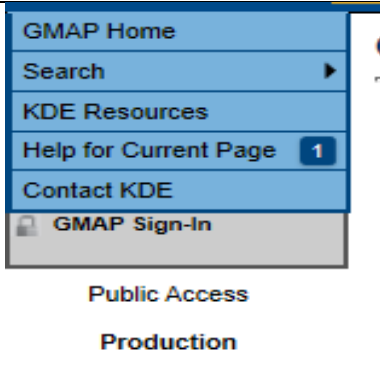


# Instructions for Completing the SBHS Certification Amendment Form

1. Go to <https://gmap.education.ky.gov/>  
(Note: The districts GMAP User Access Administrator must setup your GMAP access and assign the role of *District Medicaid Application Update*. A list of district User Access Administrators is located in GMAP under KDE Resources.)

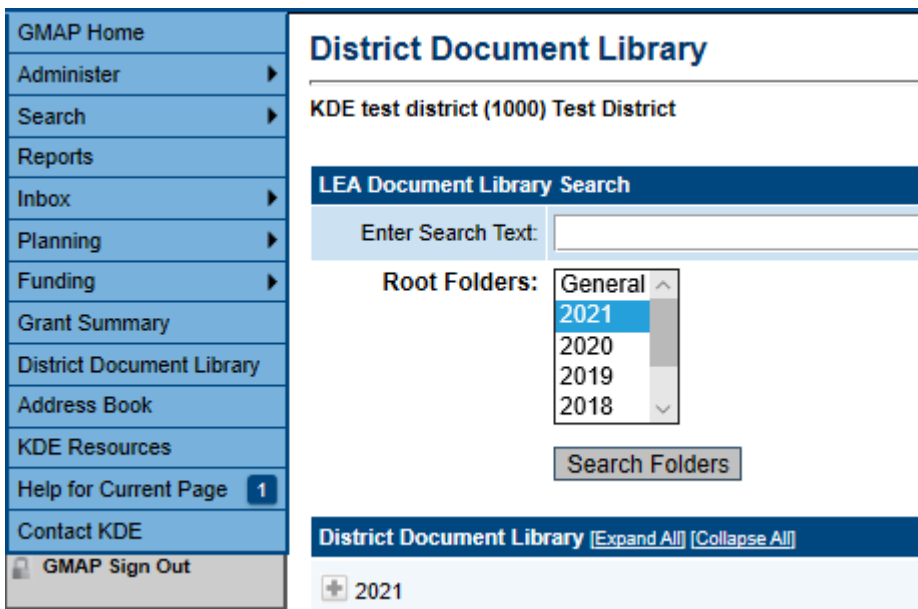


2. Select *GMAP Sign-In* on the left Main Menu.
3. Sign in with email address and password.

## GMAP Sign-In

A screenshot of the GMAP Sign-In form. It features a dark blue header with the text 'Sign-In'. Below the header are two input fields: 'Email Address:' and 'Password:'. A link for 'Forgot your password?' is located below the password field.

4. Click on *District Document Library* and select 2021 then click on *Search Folders*.



5. Click on *2021* then locate the *SBHS* folder.

District Document Library [\[Expand All\]](#) [\[Collapse All\]](#)

- [-] 2021
  - Folders**
    - + CDIP/CSIP documents
    - + Equitable Services
    - + Grant Funding Application Documents
    - + Title I Comparability Report
    - + Title II, Part A Supporting Effective Instruction
    - + Title III Monitoring Documents
    - + Title IV-A Student Support and Academic Enrichment
    - + IDEA Documentation
    - [-] Medicaid Application
  - Documents**
    - + School-Based Health Services Annual Application
    - + SBHS Certification Amendment Form

6. Click on *SBHS Certification Amendment Form*. To download the Amendment form *Edit Documents*.

7. Click on the *SBHS Certification Amendment Form* document template.

8. Save and name the document to a folder on your computer. To upload completed *SBHS Certification Amendment Form* click *Upload Document* then click *Select* and locate the document saved on your computer from the template. Enter a Document Name and Document Description and click *Save*.

9. To verify a successful upload, Click *Return to District Document Library*. Click on *SBHS Certification Amendment Form*. Under Document History, you will see the uploaded file along with the date and time stamp.

**NOTE:** Please include Certification/Licensure on your SBHS Certification Amendment Form upload.