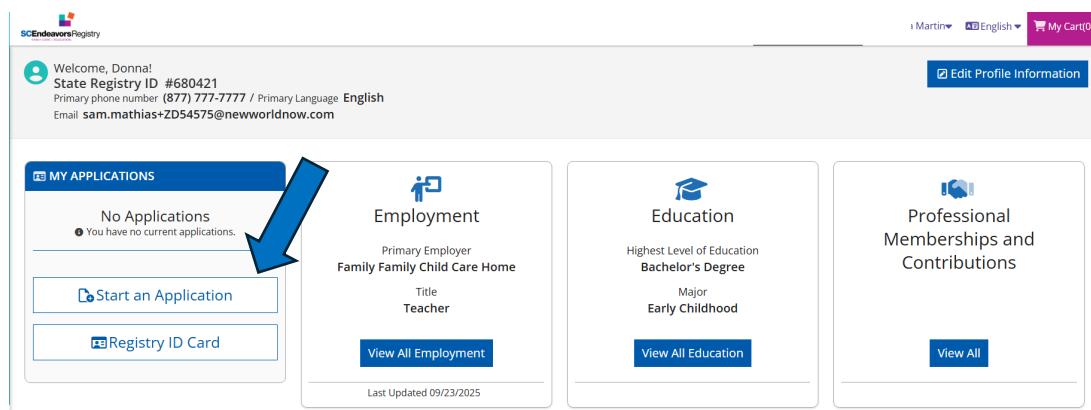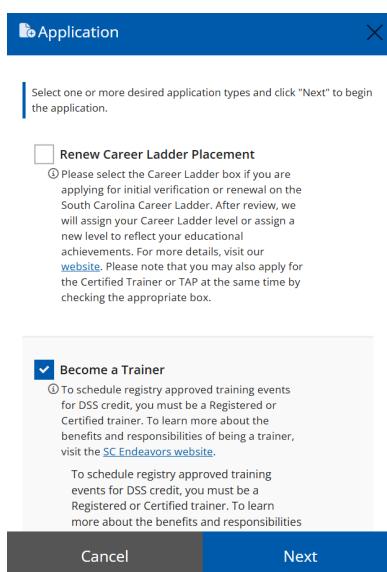# SC Endeavors Registry

Completing a Trainer Application
_____

Professional Profile:

1. Go to registry.scendeavors.org.
2. Click login in the top right-hand corner.
3. Enter your email and password.
4. Click **LOGIN.**
5. Under **MY APPLICATIONS**, click on **Start an Application**

6. A window will display on the right-side titled **APPLICATION**. Click on the box next to **BECOME A TRAINER** then click **NEXT.**
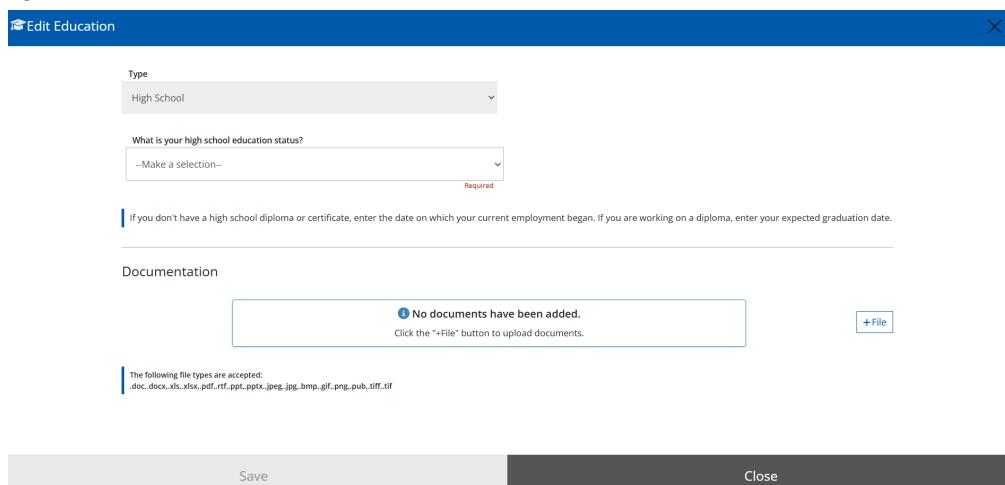
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7. The application will take you through the 7 steps listed.
8. To accurately fill out the information, having access to your updated resume with dates of employment and education can be helpful.
9. Click **REVIEW** next to the listed sections to add requested information.

Personal Information:

1. To confirm personal information, click **REVIEW.**
2. Your personal page will autofill general information, communication information, mailing address, and other information you provided when your account was created.
3. Review this information to ensure the information is still correct. If information is correct, click **SAVE & CONFIM.**
4. Click **OK** to confirm step has been successfully confirmed.

Education:

1. To add education information, click the **REVIEW** button.
2. Click ADD EDUCATION ENTRY to add High School education from the drop down menu labeled TYPE. Select the type of high school that best describes your high school education status.
3. You will need to upload a copy of your High School diploma, GED, or transcript from high school or GED with graduation date. For more information on acceptable education documentation, please visit our website at www.scendeavors.org.
4. Click **SAVE**.

To continue adding information on your education page, click on ADD EDUCATION ENTRY view the options on each drop-down menu and select the type of education you would like to add. ***Please note that the SC Endeavors Registry accepts unofficial transcripts from your college or university to be uploaded in your professional profile. They must include the school name, your name, letter grades, semesters, and course names. For more information on acceptable education documentation, please visit our website at www.scendeavors.org.***

5. Click **SAVE** after each education entry. Click **OK** to confirm step has been successfully confirmed.

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Employment:

1. Click **REVIEW.** Select **ADD POSITION**.
2. To enter employment, you must search for your organization based on the following organization types:
    - o Direct care and education programs
    - o Employment outside of the state of South Carolina or an organization not found using the two other search options
    - o Other organizations, such as training sponsor organization and institutions of higher education

Employer Search-Direct Care and Education Programs:

1. Click **SELECT** next to the Direct care option.
2. If you know your Organization ID, you can search by ID. Otherwise, enter any other search criteria and click **SEARCH**.
3. Select your organization from the list. **If your organization is not found, follow the directions listed under 'Employer Search-Employment Outside of South Carolina or Not Found in a Search' below.**
4. Click **CONFIRM** if the information is correct.
5. Enter your position information.
6. Click **SAVE AND CONTINUE.**

Employer Search-Employment Outside of South Carolina or Not Found in Search:

1. Press **SELECT** for employment outside of the state of South Carolina or employment not found using other search criteria.
2. Fill out the Employer details.
3. Click **SAVE AND CONTINUE**.
4. Click **CONFIRM** if the information is correct.
5. Enter your position information.
6. Click **SAVE**.
7. Review information is correct.
8. Click **SAVE AND CONTINUE.**

Employer Search-Other Organizations Types:

1. Press **SELECT** for employment, such as training organizations and institutes of higher education.
2. If you know your Organization ID, you can search by ID. Otherwise, enter any other search criteria and click **SEARCH**.
3. Select your organization from the list.
4. If your organization is not listed below, click **START HERE**.
5. Please note that if your employer was found in the search, you will skip this step.
6. Fill out the Employer details.
7. Click **SAVE AND CONTINUE**.

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8. Click **CONFIRM** if the details are correct.
9. Enter your position information.
10. Click **SAVE**. Click **OK** to confirm step has been successfully confirmed.

Training:

1. Click **REVIEW** to add trainings to your training page that tracks completed trainings taken for DSS training credit hours.
2. *Please note that any training that was completed and submitted to SC Endeavors before November 8, 2019 will be transferred to this page from the former system. If a training you have taken is not listed on this page, email SCEndeavors@dss.sc.gov with any questions*.
3. Click **CONFIRM.** Click **OK** to confirm step has been successfully confirmed.

Professional Memberships and Contributions:

1. Click **REVIEW** to edit your professional memberships and contributions, view the options in each drop-down menu and complete the information in each pop-up box.
2. Click **CONFIM**. Click OK to confirm step has been successfully confirmed.

Trainer Information:

1. To complete trainer information, you will be routed to the **TRAINER INFO** page. Click **EDIT next to your name to enter information about your availability, training schedule, training counties, training languages, age group of expertise, and topic areas.**

2. Only Certified Trainers and Certified Content Specialists will show up in the public search.
3. Click **EDIT** next to your name to enter your trainer information. Click **SAVE and OK** to successfully save trainer information.

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4. Click **EDIT** next to Trainer Directory Profile to enter information regarding public trainer searches. Click **SAVE and OK** to successfully save trainer directory profile information.

5. Click **EDIT** next to Certifications to add an endorsement and upload documentation of certifications. Click **SAVE and OK** to successfully save certifications.

6. Click **EDIT** next to Endorsements to add an endorsement for expertise in a specific area and upload documentation supporting this endorsement. Click **SAVE and OK** to successfully save endorsements.

7. Click **EDIT** next to Training Qualifications and check box next to Auto Qualification. Click **SAVE and OK** to successfully save training qualifications.

8. Click **EDIT** next to Trainer Documentation to upload documents such as resume or certification in adult learning principles. Click **+File** to upload. Click **SAVE and OK** to successfully save trainer documentation.

9. Click **CONFIM and OK** after all sections have been completed for Trainer Info page.

Trainer Requirements:

1. Click REVIEW to complete Trainer Requirements. You will be routed to the Trainer Requirements page to select trainer type.

    a. Registered- trainers only offering registered trainings in ALL topic areas
    b. Certified- must have a 4 year college degree and certified in ALL topic areas
    c. Content Specialist- must have a 4 year college degree and certified in specific topic areas, NOT all topic areas.
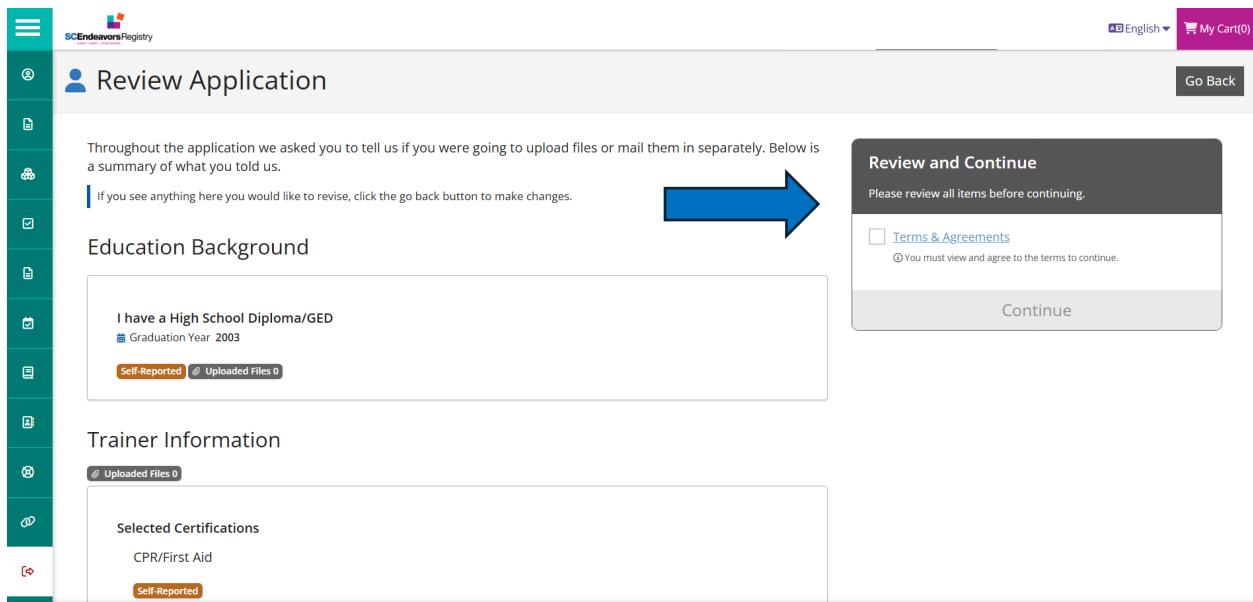

2. Trainer type will determine the information collected next.
3. Upload the documentation required for the trainer type.
4. Click **CONFIRM AND OK to successfully save trainer requirements.**

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Before Submitting:

1. Click **REVEW APPLICATION** to confirm information is correct.
2. Click on **TERMS & AGREEMENTS** in the **REVIEW AND CONTINUE** section to read the trainer terms and conditions. After reviewing, check the box to acknowledge review of the Trainer Agreement. Click **AGREE TO TERMS** and click **CONTINUE AND OK**.

3. Please note that your account will be locked from editing any information until after it has been approved. You **MUST** upload all required documentation before submitting your application. Documentation of training and other items marked on your professional and education pages must be uploaded to your professional profile application or renewal application to be verified.

Next Steps:

1. Congratulations! You have successfully submitted an application.
2. Next steps are to wait for your application to be approved. An email will be sent if additional documentation is needed or when your application has been processed.