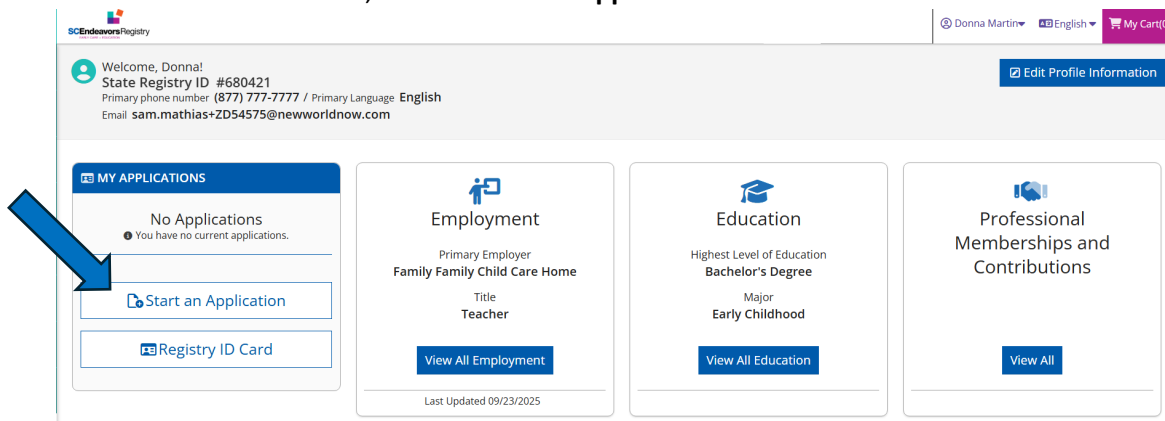# SC Endeavors Registry

How to Apply for Career Ladder Placement

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Professional Profile:

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

7. A window will display on the right-side titled APPLICATION. Click on the box next to COMPLETE YOUR CAREER LADDER PLACEMENT, then click NEXT.

SC Endeavors Registry

8. The application will take you through the 8 steps listed.
9. To accurately fill out the information, having access to your updated resume with dates of employment and education can be helpful.
10. 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, course names and *major & *graduation date (*if applicable). 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.

SC Endeavors Registry

Employment:

1. Click **REVIEW.** Select **NEW EMPLOYER**.
2. To enter employment, you must search for your organization based on the following organization types:
   - Direct care and education programs
   - Employment outside of the state of South Carolina or an organization not found using the two other search options
   - 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**.

SC Endeavors Registry

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.

Before Submitting:

1. Review the information click **REVIEW APPLICATION** and click **CONTINUE under the Review and Continue on the right side**.
2. 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 career ladder application or renewal application to be verified.

Submit Application and Next Steps:

1. Click **SUBMIT APPLICATION**.
2. Congratulations! You have successfully submitted an application.
3. Select the 'I have no additional documentation to submit' button to complete the process. Your application will be calculated based off the uploaded documents. This will impact your application based on the complete or incomplete documentation uploaded.
4. Confirm that you have no documentation to submit.
5. 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.