



## Career Ladder- Take the Next Step Bonus Application

SC Endeavors is excited to announce that the DSS Provider Portal- Participation Application for Career Ladder Bonus is now available to **ALL** direct care early childhood professionals working in a regulated program! Completing the application in the portal is one step closer to receiving your Career Ladder bonus.

*The Career Ladder Bonus is \$150.*

### **There are 5 steps to earning your Career Ladder Bonus!**

*Step 1 is completed by program leadership and steps 2-5 are completed by individual employees.*

**Step 1** The program's leadership must [Create an Organizational Profile in the SC Endeavors Registry](#). Program's leadership creates an organizational profile for the program in the SC Endeavors Registry and verifies all employees within the profile. Click on the link above for instructions to complete this step.

**Step 2** Complete your Career Ladder application to earn your [Career Ladder Placement](#). Click the link above to access a how-to guide. **Please note: you will be required to upload evidence of your education, which may include your high school diploma and unofficial college transcripts.**

**Step 3** [Obtain your SCEIS Vendor Number](#).

You must have a SCEIS Vendor Number to receive a payment from the state. Click the link above to access the SCEIS portal to register for a vendor number. A how-to guide for using the SCEIS portal can be found [here](#). Make sure to keep your SCEIS Vendor Number in a safe place.

**Step 4** [Sign Up for ACH/Direct Deposit](#) following obtaining your SCEIS vendor number.

- Once logged in to the Vendor Registration Portal, click on the *Sign up for ACH Payments* link to begin the ACH enrollment process.
- Complete the ACH enrollment screens in their entirety and provide the preferred bank account and routing numbers.
- You will receive an immediate onscreen notification as to whether your bank account number has been validated.
- **If you do not sign up for direct deposit a check with the award is mailed to the address on file with SCEIS.**

**Step 5** [Apply for your Career Ladder Bonus in the DSS Provider Portal](#).

Complete all 6 sections of the application before submitting. Make sure to complete your application in one sitting, because your information cannot be saved. You will need your SCIES vendor number, SC Endeavors Registry ID, and your program's CC number. Click [here](#) for the steps to the complete the application.

Once you submit your application you will receive an Application Reference number on the confirmation screen and via email. Keep this number handy for any future inquiries about your application while it is being processed. Once your application has been approved for payment, you will receive a notification email. Payments will be deposited into the bank account you provided in your Vendor Registration Portal or mailed by check to the address provided in your Vendor Registration Portal if direct deposit was not requested.

**If you have questions, please contact SC Endeavors at (864) 250-8581 or [scendeavors@dss.sc.gov](mailto:scendeavors@dss.sc.gov).**