

# SC Endeavors Registry

## How to Create your SC Endeavors Registry Professional Profile and Trainer Application

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**\*Current Certified Trainers do not need to upload new education information or documents for the trainer application. \***

### Professional Profile:

1. Go to [registry.scendeavors.org](http://registry.scendeavors.org).
2. Click login in the top right-hand corner.
3. Enter your email and password.
4. Click **LOGIN**.
5. Check the "Become a trainer/Renew your trainer certification" box.
6. Click **APPLY/RENEW**.
7. The profile setup will take you through the 8 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 **START APPLICATION**.

### Personal Information:

1. Your personal page will autofill your name and address from the information you provided when your account was created.
2. Your phone number and birthdate will autofill from the information you provided when your account was created.
3. Fill in your ethnicity and gender information. Please note that you may choose 'unspecified'.
4. Choose languages spoken and preferred training language.
5. Select the box if you are currently participating in the T.E.A.C.H. Scholarship Program.
6. Communication preferences are filled in from what was previously agreed to when you made your account.
7. Click **SAVE AND CONTINUE**.

### Education:

1. To add education information, click the **EDIT** button. (Certified trainers do not need to add this information. SC Endeavors will upload what we have on file. Proceed to Employment steps.)
2. Enter your High School graduation date, or mark that you do not have a High School/GED Diploma.
3. Click **SAVE AND CLOSE**.
4. To continue adding information on your education page, view the options on each drop-down menu and complete the information in each pop-up box. Please note that the SC Endeavors Registry accepts unofficial transcripts from your college or university to be uploaded in your

# SC Endeavors Registry

professional profile. They must include the school name, your name, letter grades, semesters, and course names. Course descriptions may be requested for additional information.

5. Click **SAVE AND CONTINUE**.

## Employment:

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

## 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.

# SC Endeavors Registry

7. Click **SAVE AND CONTINUE**.
8. Click **CONFIRM** if the details are correct.
9. Enter your position information.
10. Click **SAVE**.
11. After all related field experience is entered, click **SAVE AND CONTINUE**.

## Training:

1. Your training page will track completed training 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](mailto:SCEndeavors@dss.sc.gov) with any questions.
3. Click **SAVE AND CONTINUE**.

## Professional:

1. To edit your professional page, view the options in each drop-down menu and complete the information in each pop-up box.
2. Click **SAVE AND CONTINUE**.

## Trainer Information:

1. Fill in your trainer information.
2. Only Certified Trainers and Certified Content Specialists will show up in the public search.
3. Trainer Documentation will be where you upload documents to verify the endorsements you select later on this page. Click **ADD DOCUMENTATION** to upload.
4. Click **SAVE AND CONTINUE**

## Trainer Requirements:

1. Select the trainer type that best describes your training activity.
  - a. Registered- trainers only offering registered trainings
  - b. Certified- trainers certified in ALL topic areas
  - c. Content Specialist- trainers certified in specific topic areas, NOT all topic areas.
2. Trainer type will determine the information collected next.
3. Upload the documentation types required. Please note: Current Certified Trainers do not need to upload documents previously submitted.
4. Click **SAVE AND CONTINUE**.

## Before Submitting:

1. Review the information and click **SUBMIT APPLICATION**.
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 professional profile application or renewal application to be verified.

# SC Endeavors Registry

## 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.