



Steps to Follow for SCDSS Certified Training

Center for Child Care Career Development (CCCCD)

Prior to conducting the training

At least 10 business days in advance of the training, the trainer must:

1. Complete the *Certified Training Outline Application and Training Outline Format*.
2. Email the *Certified Training Outline Application, Training Outline Format*, and all supporting documents to kimberly.jackson@dss.sc.gov.
3. Receive official DSS attendance roster via email from CCCCDC for participants to sign at the time of the training session.
4. **Make copies of the blank attendance roster** for participants to sign each time this training session is presented. **Participants will only receive credit for attending a training session one time.**
5. **Create a certificate** to give to participants to document their attendance. Certificate should include: training title, date, topic area, number of hours, and trainer's name.

At the time of the training

1. Individual signatures are required when participants are completing the official DSS attendance roster. **Announce:** Students must fill in name, home address, social security number or student number, and name of the child care program. **First-time students must fill in the social security number completely. All other students can write either:**
 - ⇒ **SSN: The first three digits of the social security number, then 3 X's and the last 3 digits of their number. (Example: 123-XX-X789).** The order must be exactly as shown. No other combinations will work for credit.
 - ⇒ **Student Number: 6-Digit Student Number (Example: 987654).** Don't know your student number? Visit our website at www.sc-cccd.net, sign in under DSS Transcripts, and your Student Number will display beneath your name.
2. **Please remember that DSS requires training to be documented as clock hours.** This means that if you register or certify a training for 2.0 hours, participants must remain in training for 2.0 clock hours.

Upon completion of the training

1. Verify the signatures by signing and dating the roster and returning the completed roster to CCCCDC. The participants' names are then entered into the SC Child Care Training Registry.
2. Mail within 10 days the original signed copy of the attendance roster to CCCCDC. **(CCCCDC does not accept faxed rosters). Please keep a copy for your records.**

Center for Child Care Career Development
SC Child Care Training System
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Questions? Call one of the training coordinators toll free at 1-866-845-1555