



# SCDSS Child Care Training Procedures

Center for Child Care Career Development

## Attention Trainers:

***New procedure for participants signing rosters. Please read!***

### Before the training

1. Print several copies of the blank attendance roster. You will need to use a new roster each time you present this training outline. **(Participants will only receive credit for attending a training session one time.)**
2. **Create a certificate** to give to participants to document their attendance. It should have the following information: training title, date, topic area, number of hours, and trainer's name.

### At the training

3. 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](http://www.sc-cccd.net), sign in under DSS Transcripts, and your Student Number will display beneath your name.

### After the training

4. Collect the roster when all participants have signed it. The information must be legible and complete for credit to be awarded.
5. **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 session for 2.0 clock hours.
6. Trainer must **sign, date, and fill in the county** on the attendance roster to verify that the session was presented and that the participants listed on the roster attended the session.
7. Make a copy of the completed attendance roster for your records. **Mail the original** completed attendance roster to the Center for Child Care Career Development within ten days of the training date. Please do not fax the rosters.

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