SC Endeavors Registry

Policies and Procedures for Edit/Revise/Renewal

Editing of a Course

Policy: Instructors are not authorized to alter an approved course. If a minimal edit needs to be made to a course, a SC Endeavors registry staff will need to make the edit/change.

Procedure: Instructors can email SC Endeavors registry at scendeavors@dss.sc.gov with information regarding the edit(s) needed for a specific course, including the following:
- Course Title
- Course ID #
- Owner of the course
- Information that needs to be edited

SC Endeavors registry staff member will advise the instructor if creating a new course is necessary.

Revising a Course

Policy: If course content including description, hours, learning objectives, or any other pertinent course information changes, a new course will need to be created with the new information.

Example: Changing the hours of a course from three (3) hours to two (2) hours would result in a new course.

Procedure: Please refer to the Training Course Entry how to guide https://www.scendeavors.org/media/rzidsecm/course-entry.pdf.

If you have questions about when to create a new course or if an existing course can be edited, please email SC Endeavors registry staff at scendeavors@dss.sc.gov with the below information:
- **Course Title**
- **Course ID #**
- **Owner of the course**
- **Information that needs to be edited**

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Renewal of a Course

Policy: Course owners are responsible for monitoring courses and renewing a course after five (5) years from the course approval date. A course renewal will create a new course ID number resulting in the previous course expiring. An instructor may request to expire a course at any time.

Procedure: When renewing a course, review all the course information to ensure the information is correct, complete, and relevant. Courses submitted will be reviewed by SC Endeavors registry staff within 7 to 10 business days. If any additional information is needed, an email will be sent to the instructor. Below are the steps for course renewal.

1. Log into the SC Endeavors registry with email and password.
2. If renewing a course that is owned by you, check for your name displayed on the individual/personal profile page. If renewing a course that is owned by your Organization, click the drop drown menu by your name and click on your Organization Profile below your name.
3. Click "Training Entry" on the left menu.
4. Click on the "Courses" tab.
5. Under the "Course Status" choose "Approved" to filter for your courses.
6. Scroll down the list of courses and click on the title of the course you want to renew.
7. Click on "Revise/Renew".
8. A pop-up message will appear stating that this will result in a new course. Click "OK" to continue.
9. Review and confirm information if the following sections: Course Entry, Course Details and Authorized Trainers. If this information is the same, click "Save and Continue" for each section.
10. Scroll down to read the "Agree to the Terms and Conditions".
11. Click on the box to "Agree" to the Terms and Conditions.
12. Click "Submit for Approval"

USER TIP: Only boxes with an asterisk (*) are required to be completed.