



Career Ladder- Take the Next Step Bonus

How to Apply for the Bonus

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 regulated programs. Completing the application within the portal is the next step to receiving your Career Ladder Bonus for successfully completing your Career Ladder Placement in the SC Endeavors Registry and receiving a Career Ladder level.

The Career Ladder Bonus is \$150.

There are six sections that must be completed before submitting your application. Progress in the application cannot be saved until it is submitted. Therefore, please read the following to ensure you have all the documentation needed to complete the application in full:

Click [here](#) to access the DSS Provider Portal- Participation Application for Career Ladder Bonus.

Steps to Complete the Application:

- 1. Applicant Information:**
 - Enter your name and address
- 2. SCEIS information:**
 - Enter your SCEIS Vendor Number/SCEIS ID and SCEIS Name (this is the designated name that was provided to you by SCEIS for payment purposes).
 - If you have not already registered for a SCEIS vendor number, this will be required for you to receive a payment from the state. To register for a SCEIS vendor number using the state accounting system, SCEIS portal [Click Here](#). A how-to guide for using the SCEIS portal can be found [Here](#).
- 3. SC Endeavors Registry Information:**
 - Enter your SC Endeavors Registry ID
- 4. Program information** (regarding the child care program where you are employed):
 - Enter the CC# of the program where you are employed.
 - The CC# is a number that is assigned to the program for the purpose of registering for fingerprints. If you need assistance in obtaining your program's CC#, please contact SC Endeavors at (864) 250-8581 or scendeavors@dss.sc.gov.
 - Once the CC# is entered the program information will auto-populate
 - After you see it populate, click **+Add Program** for your program to display in the list of program's chart.
- 5. Consents and Confirmations:**
 - Check the two boxes to acknowledge your understanding.
- 6. Sign and Submit:**
 - Enter your first name, last name, and email address.
 - Click **Submit Application**

Once you submit your application you will be taken to a confirmation screen with an Application Reference number. You will also receive this via email. You will need to use this number if you inquire 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 account provided on your direct deposit form that was mailed to the state treasurer's office. If direct deposit was not requested a check with the financial award is mailed to the address on file with SCEIS.

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