

Professional Profile: Acceptable Documentation

While completing your professional profile in the SC Endeavors Registry, you will be requested to upload documents for verification. We review your documents to record and verify the self-reported achievements on your Professional Profile and Learning Record. This is used for assessing your Career Ladder Level.

High School: If you have graduated from high school, enter your graduation year.

The registry requires documentation to verify a High School Diploma or General Education Diploma (GED).

You will need to upload ONE of the following documents:

- Copy of a High School Diploma showing date of graduation.
- Copy of High School Transcripts showing date of graduation.
- Letter from the High School you attended, on school letterhead specifying the graduation date.
- GED certificate issued by the Department of Education of the state in which it was achieved.
- Transcripts from a regionally accredited college or university which show a degree completed or that the individual is enrolled in a degree program.
- An evaluated foreign transcript from a NACES accredited credential evaluation agency. Students with a high school diploma should obtain a general evaluation report.

Please Note: It is not necessary to upload a copy of your high school diploma if you upload a transcript from a regionally accredited College or University showing an awarded:

- Associate's degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree

<p>Higher Education: In this section, add your higher education, if applicable. The registry verifies the date you completed your degree (and major) and completed college credit.</p>	<p>The registry requires documentation to verify Higher Education. You will need to upload the following documents, as applicable:</p> <ul style="list-style-type: none"> • Some College – If you have not earned a degree, you must choose this option and submit your official transcript for the registry to verify. • Early Childhood Development Certificate • Early Childhood Development Diploma • Associate Diploma • Bachelor Diploma • Master Diploma • Doctorate Diploma <p>Documentation Needed: Upload your transcripts (official or unofficial) from a regionally accredited college or university. Please make sure your documentation includes the following information: your name, school name, course codes, course titles, major/minor, letter grades and dates of completion. Documentation must not be an editable word document.</p> <p><i>Please note:</i> Transfer credits will not be counted for career ladder placement. If you have transfer credits that you want applied to career ladder placement, create an additional education entry specific to the institution and transcript for those hours.</p> <p style="text-align: center;"><u>ADDITIONAL INFORMATION</u></p> <p>FOREIGN TRANSCRIPTS</p> <p>Individuals with foreign transcripts, degrees, and other relevant documents are responsible for obtaining a complete evaluation of these documents for the U.S. Equivalency prior to uploading into their professional profile. The registry does not accept translated transcripts but evaluated transcripts only.</p> <p>Students who have earned credits beyond high school should obtain a course- by-course report.</p>
<p>CDA Credentials: In this section, list your CDA Credentials, if applicable.</p>	<p>The registry requires documentation to verify a CDA Credential. You will need to upload the following documents, as applicable:</p> <ul style="list-style-type: none"> • Family Child Care • Family Child Care (Bilingual) • Home Visitor • Home Visitor (Bilingual)

	<ul style="list-style-type: none"> • Infant Toddler • Infant Toddler (Bilingual) • Preschool • Preschool (Bilingual) <p>Documentation Needed: Upload a copy of the certificate received from the National CDA Council for each CDA Credential you have completed.</p>
<p>SC Early Childhood Credentials:</p>	<p>Credentials awarded by SC Endeavors will appear on your education tab once verified and awarded.</p> <p>You do not need to create an education record for SC EC Credentials. Information on the SC Early Childhood credentials and application can be found at the following link: SC Early Childhood Credentials. When applying for credentials, refer to the higher education section to ensure acceptable documentation.</p>
<p>State Teaching Certificate:</p>	<p>If you have a current, valid teaching certificate, you may enter the certificate/license number, issue and expiration dates. Select the in-state or out-of-state option to enter the information. Teaching Certificates do not affect career ladder placement.</p>
<p>Montessori Certification: In this section, you can list your certification, if applicable.</p>	<p>The registry requires documentation to verify Montessori Certification. You will need to upload the following documents, as applicable:</p> <ul style="list-style-type: none"> • American Montessori 0-3 • American Montessori 2.5 – 6 • American Montessori 6 – 12 • American Montessori Society Administrator Credential • Association Montessori Internationale 0-3 • Association Montessori Internationale 3- 6 • Association Montessori Internationale 6-12 • Other MACTE Accredited program <p>Documentation Needed: Upload a copy of the certificate received for each Montessori Certification you have completed to the registry to verify.</p>
<p>Additional Professional Certifications/Credentials/Endorsements: If you have earned any other credentials/certificates or endorsements listed here, upload documentation.</p>	<p>If you have any of the listed items below, you may enter the requested information. This information will not be reflected on the career ladder and does not affect your placement on the ladder.</p> <p>The registry requires documentation to verify First Aid/CPR Certification. You will need to upload the</p>

following documents, as applicable:

- First Aid: Adult/Child First Aid, Pediatric First Aid
- CPR: Infant CPR, Infant/Child CPR; Adult/Child CPR

Documentation Needed: Upload a copy of the front and back of a current CPR/First Aid card for to verify. All training First Aid and CPR training/certification credits must be awarded by a national health organization and have included a demonstration component.

Please Note:

Your CPR/First Aid card must have the following:

- Your name.
- The date the training was completed.
- The date of expiration.
- The training sponsor organization which must be a nationally recognized health organization.

The registry requires documentation to verify Other Credentials and Endorsements. You will need to upload the following documents, as applicable:

- Aim4Excellence National Director's Credential
- National Board Certification
- Infant Family or Early Childhood Associate
- Infant Family or Early Childhood Specialist
- SC Infant Mental Health Specialist or Early Childhood Mental Health Specialist
- SC Infant Mental Health Mentor or Early Childhood Mental Health Mentor
- National Administrator Credential NAC

Documentation Needed: Upload a copy of the certificate received for each program you have completed. This information will not be reflected on the career ladder and does not affect your placement on the ladder.