



Application in the Workforce Registry

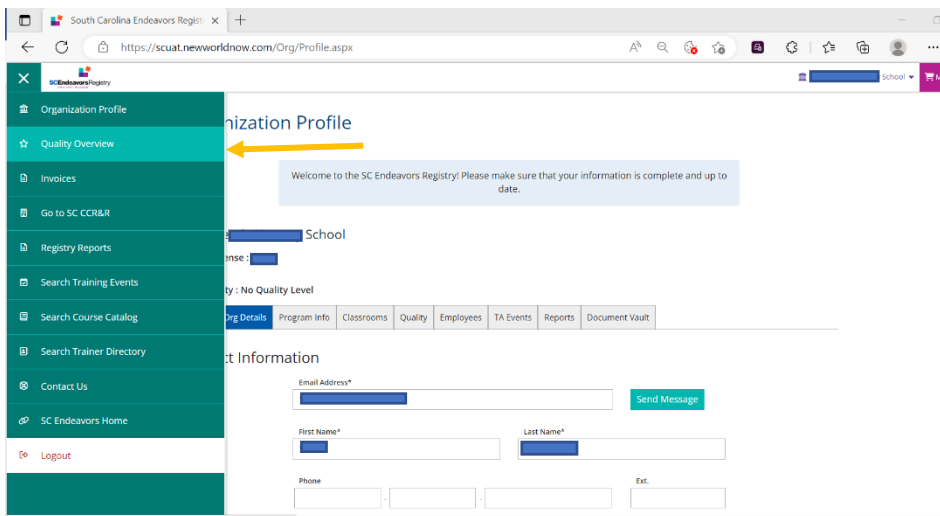
How-to-Guide

Prior to applying for ABC Quality, your program must have an Organization Profile in the SC Endeavors Registry.

Follow the following link for a detailed guide on this process.

https://scendeavors.org/media/nauacmwz/create-and-manage-organization-profile-for-direct-care-program-_10_2022.pdf

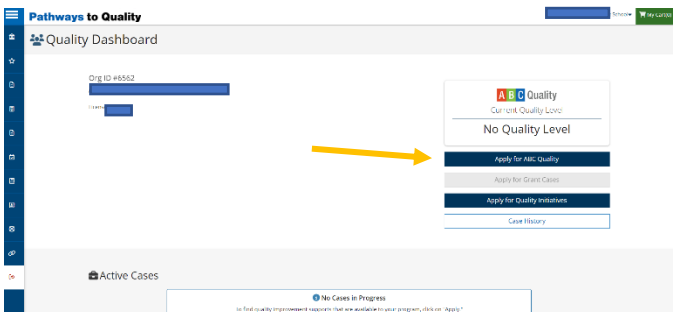
Step 1: Navigate to the Quality Dashboard



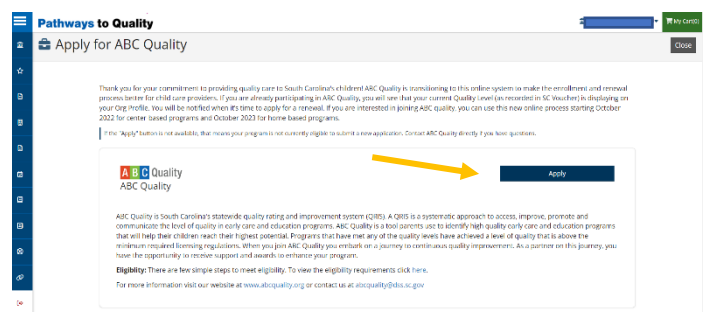
After logging in to your Organization Profile use the teal menu to the left and click “Quality Overview.”

Step 2: Apply for ABC Quality

Click “Apply for ABC Quality”

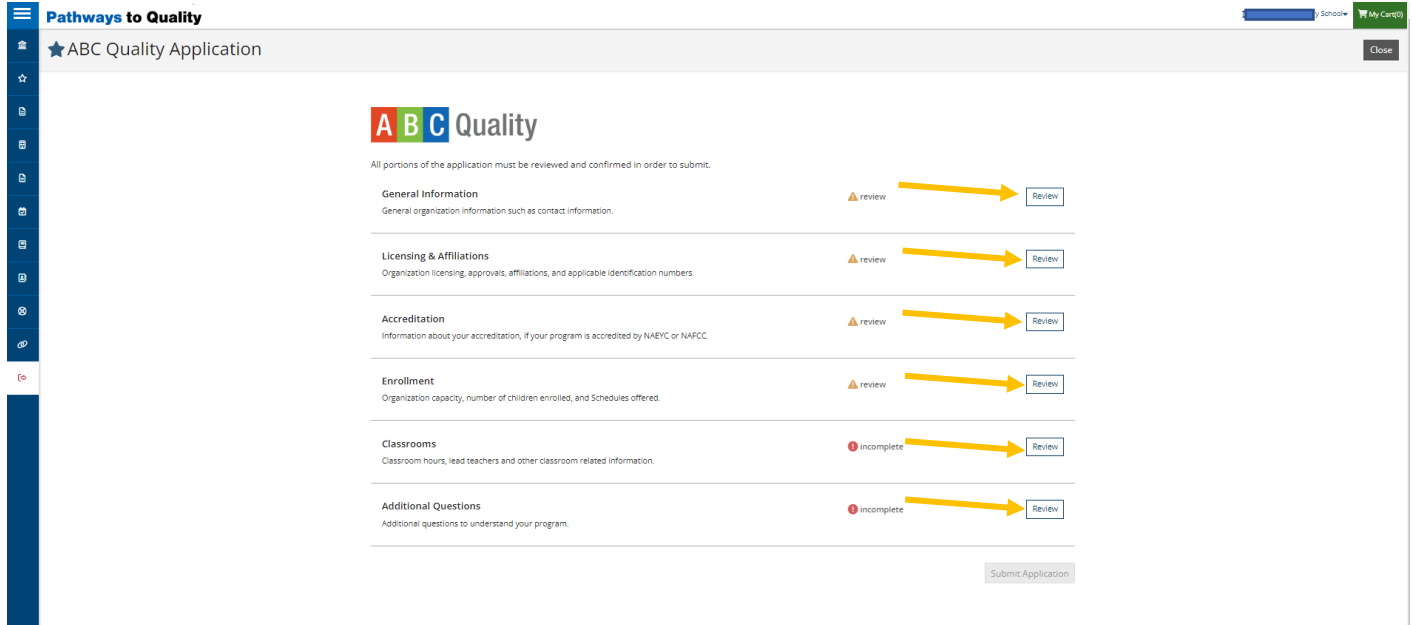


Click “Apply”



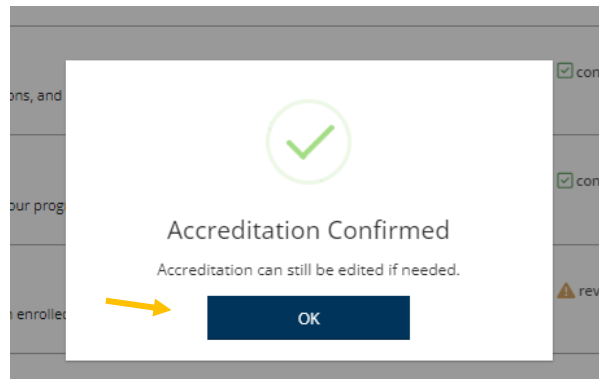
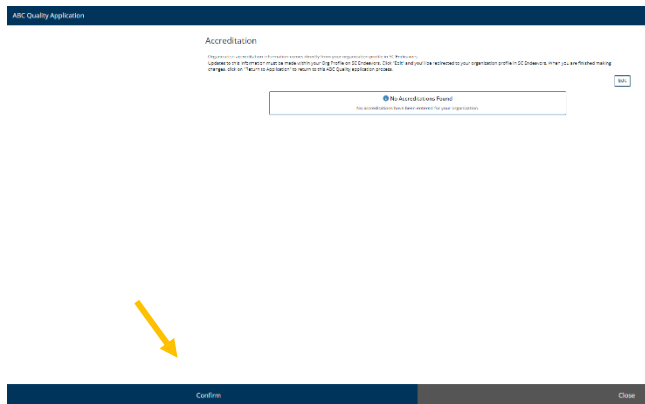
Step 3: Review the ABC Application

All of the information from your Organizational Profile imports into your ABC Quality Application, which helps streamline the process. Click “Review” for each of the sections of the application.

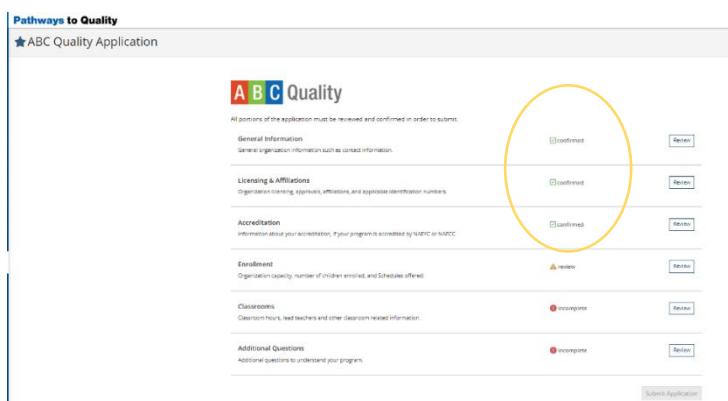


Step 4: Confirm correct information for each section of the application

If the information that is displayed is correct, click the blue “Confirm” button on the bottom of the screen.



Once confirmed, click “OK.”



After you confirm that the information is correct for each section, the yellow “review” text will change to a green check, “confirmed.”

Step 5: Edit any incorrect information

ABC Quality Application

Enrollment

Children should be counted only for your program and 4:22 Children should be only those that have been certified by the SC DEHS. Do not include the number of children in other programs. The only children that are being counted are those that have been certified by the SC DEHS.

The total number of children in each age group is the sum of the number of children in each age group. This can be updated at any time in the system. The number of children in each age group is the sum of the number of children in each age group.

Total Number of Children Provided:

Infants (0 to 12 months)	5	High Needs	0
Young Toddlers (12 to 24 months)	6	High Needs	0
Older Toddlers (2 to 3 years)	8	High Needs	0
Preschool (3 to 4 years)	7	High Needs	0
Pre-K (4 to 5 years)	5	High Needs	0
Kindergarten (5 to 6 years)	0	High Needs	0
Young School Age (6 to 9 years)	0	High Needs	0
Older School Age (9 to 13 years)	0	High Needs	0

Do you offer transportation for children?

Close

If the information is incorrect, click “edit” to return to your Organization Profile to make changes.

Organization Profile

Welcome to the SC Endeavors Registry! Please make sure that your information is complete and up to date.

6562

ABC Quality: No Quality Level

Status | Org Details | Program Info | **Classrooms** | Quality | Employees | TA Events | Reports | Document Vault

Program Enrollment

Licensed Capacity: 36
 Number of Classrooms / Groups: 2
 Number of Children Enrolled: 31

Infants (0 to 12 months)	5	High Needs	0
Young Toddlers (12 to 24 months)	6	High Needs	0
Older Toddlers (2 to 3 years)	8	High Needs	0
Preschool (3 to 4 years)	7	High Needs	0
Pre-K (4 to 5 years)	5	High Needs	0
Kindergarten (5 to 6 years)	0	High Needs	0
Young School Age (6 to 9 years)	0	High Needs	0
Older School Age (9 to 13 years)	0	High Needs	0

Return to Application

When you return to the Organization Profile click “Edit” to make changes.

Organization Profile

Welcome to the SC Endeavors Registry! Please make sure that your information is complete and up to date.

6562
 AppleSeeds Nursery School
 12345 Main St, Columbia, SC 29208

Program Enrollment

Enter the number of children by age group for which you provide care. In each age group, a child should be counted as “high needs” if it meets one or more of the following criteria: children from low-income families (at or below 200% poverty rate) or otherwise in need of special assistance and support; including children with disabilities or developmental delays, who are English Language Learners, who reside on “Indian lands,” who are migrant, homeless or in foster care.

Number of Classrooms / Groups: 2
 Total Number of Children Enrolled: 31

Infants (0 to 12 months)	5	High Needs	0
Young Toddlers (12 to 24 months)	6	High Needs	0
Older Toddlers (2 to 3 years)	8	High Needs	0
Preschool (3 to 4 years)	7	High Needs	0
Pre-K (4 to 5 years)	5	High Needs	0
Kindergarten (5 to 6 years)	0	High Needs	0
Young School Age (6 to 9 years)	0	High Needs	0
Older School Age (9 to 13 years)	0	High Needs	0

Return to Application

Make the changes and at the bottom of the screen click “Update”

What kind of programming does your Organization offer? (Select all that apply)

Part day (4 hours per day or less)
 Full day (More than 4 hours per day)
 Part week (less than 5 days per week)
 Full week (5 or more days per week)
 Evenings (after 7pm)
 Weekends (Saturday and/or Sunday)

When is your program open and serving children? (Please choose the one answer that best fits.)
 School year only (Typically September-May)

If your program closes its not serving children for two or more consecutive weeks at any time during the year, please enter the dates when your program is closed. Please be as specific as possible.
 This program is closed during the following time(s) each year:
 We are closed for winter break - which is two weeks, and also fall and spring break - which are just one week.

Do you offer transportation for children?
 To/From Home
 To/From School
 No Transportation Provided

Additional Details

Update Cancel

Once you click “Update” you will return to a tab on your Organizational Profile. To return to the ABC Application click the blue “Return to Application” button in the top right.

Organization Profile

Welcome to the SC Endeavors Registry! Please make sure that your information is complete and up to date.

6562

Return to Application

Step 6: Ensure that classrooms are added



All portions of the application must be reviewed and confirmed in order to submit.

General Information General organization information such as contact information.	<input checked="" type="checkbox"/> confirmed	Review
Licensing & Affiliations Organization licensing, approvals, affiliations, and applicable identification numbers.	<input checked="" type="checkbox"/> confirmed	Review
Accreditation Information about your accreditation, if your program is accredited by NAEYC or NAFCC.	<input checked="" type="checkbox"/> confirmed	Review
Enrollment Organization capacity, number of children enrolled, and Schedules offered.	<input checked="" type="checkbox"/> confirmed	Review
Classrooms Classroom hours, lead teachers and other classroom related information.	<input type="checkbox"/> incomplete	Review
Additional Questions Additional questions to understand your program.	<input type="checkbox"/> incomplete	Review

[Submit Application](#)

Click “Review” for the Classrooms section of the application.

The Classrooms section will show as incomplete until classrooms are created.

ABC Quality Application

Classrooms

Classroom / Group information comes directly from your organization profile in SC Endeavors. Updates to this information must be made within your Org Profile in SC Endeavors. Click “Edit” and you’ll be redirected to your organization profile in SC Endeavors. When you are finished making changes, click on “Return to Application” to return to this ABC Quality application process.

▲ Classroom Requirements Not Met

At least one classroom must be configured and the number of classrooms must match the **Number of Classrooms / Groups** in order to complete the application.

[Click here to configure the classrooms for your organization.](#)

Number of Classrooms / Groups

2

Director of Record

Pepper Manserrest

[Confirm](#)

[Close](#)

The same number of classrooms must be created to match the number of classrooms that were entered on the enrollment tab. See circled number.

Until classrooms are created you will not be able to confirm this part of the application.

Click “Edit” to create and/or edit classrooms.

Organization Profile

[Return to Application](#)

Welcome to the SC Endorsers Registry! Please make sure that your information is complete and up to date.

Regular
ABC Quality: No Quality Level

Status Org Details Program Info **Classrooms** Quality Employees Tax Events Reports Document Audit

Program Enrollment

Listened Capacity 36
Number of Classrooms / Services 2
Number of Children Enrolled 31

Age Range	High Needs	0
Infants (0 to 12 months)	5	0
Young Toddlers (12 to 24 months)	6	0
Older Toddlers (2 to 3 years)	8	0
Preschool (3 to 4 years)	7	0
Pre-K (4 to 5 years)	5	0
Kindergarten (5 to 6 years)	0	0
Young School Age (6 to 9 years)	0	0
Older School Age (9 to 13 years)	0	0

When is your program open and serving children? (Please choose the one answer that best fits.)

School year only (typically September-May)

If your program closes (is not serving children) for two or more consecutive weeks at any time during the year, please describe below when your program is closed. Please be as specific as possible.

This program is closed during the following timeframe each year:

We are closed for winter break - which is two weeks, and also fall and spring break - which are just one week.

Do you offer transportation for children?

- To/From Home
 To/From School
 No Transportation Provided

Additional Details

Director of Record

[Edit](#)

Classrooms

[Add Classroom](#)

⚠ No Classrooms exist

Scroll to the bottom of the Classrooms tab.

Click "Add Classroom"

6562
Regular
ABC Quality: No Quality Level

Add Classroom

Name*
Butterflies

Start Date* 02/01/2023
Hours Open Per Week* 50

Starts* 6:30am
Ends* 5:30pm

Days per Week*

- Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday

Age Ranges*

- Infants (0 to 12 months)
 Young Toddlers (12 to 24 months)
 Older Toddlers (2 to 3 years)
 Preschool (3 to 4 years)
 Pre-K (4 to 5 years)
 Kindergarten (5 to 6 years)
 Young School Age (6 to 9 years)
 Older School Age (9 to 13 years)

What is the capacity of this room / group?

12

In which age range are the majority of students?

Infants (0 to 12 months)

- This classroom serves children that are DLL
 This classroom serves children with developmental delays, disabilities and/or chronic health conditions.

[Save](#) [Cancel](#)

Complete the information about the classroom and click "Save."

Edit Classroom

✓ Save Complete

Your changes have been saved successfully.

Name*
Butterflies

[Delete](#)

Start Date* 02/01/2023
Hours Open Per Week* 50

Starts* 6:30am
Ends* 5:30pm

Days per Week*

- Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Teacher

Position is Vacant

[+](#)

Once you save you will get a message that the save was complete.

Now you can add the teacher to this room.

Click the "+" button.

6562
Regular
ABC Quality : No Quality Level

You will be taken to your employee list and you can select the correct teacher for the classroom.

Select Teacher for Butterflies

Cancel

ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
442452		Assistant Teacher	8/5/2019 - Present		Verified by Program		Select
652346		Assistant Teacher	8/9/2021 - Present		Verified by Program		Select
442229		Director	1/7/2019 - Present	Level 8	Current-Expires 7/31/2023	Verified by Program	Not Selectable
213908		Assistant Teacher	9/23/2021 - Present		Verified by Program		Select
664658		Teacher	6/1/2023 - Present		Verified by Program		Select
443638		Teacher	1/7/2019 - Present		Verified by Program		Select
645393		Assistant Teacher	8/21/2020 - Present		Verified by Program		Select

6562
Regular
ABC Quality : No Quality Level

Answer the questions on the following screen and click "Next".

Add Teacher to Butterflies

Cancel

Smithttest, Tomekia #443638

When did this teacher start in this classroom

If applicable, when did this teacher leave this classroom

Hours per Week

Next



Organization Profile

Return to Application

Welcome to the SC Endeavors Registry! Please make sure that your information is complete and up to date.

Regular
ABC Quality : No Quality Level

You will get a "save complete" message. Then click "Return" to go back to the classroom screen.

Add Teacher to Butterflies

Cancel

Smithttest, Tomekia #443638

✓ Save Complete.
Your changes have been saved successfully.

Return



If you are done adding classrooms you click "Return to Application" in the top right.

If you need add more classrooms, click "Cancel" at the bottom of the screen.

Repeat this process, until you have added all of the classrooms for your program.

After the number of classrooms created matches the number listed on the enrollment tab, the classrooms section in the application is no longer "incomplete" and can be reviewed.

Review the information completed about the classrooms and click "Confirm"

Step 7: Answer the Additional Questions



All portions of the application must be reviewed and confirmed in order to submit.

General Information General organization information such as contact information.	<input checked="" type="checkbox"/> confirmed	Review
Licensing & Affiliations Organization licensing, approvals, affiliations, and applicable identification numbers.	<input checked="" type="checkbox"/> confirmed	Review
Accreditation Information about your accreditation, if your program is accredited by NAEYC or NAFCC.	<input checked="" type="checkbox"/> confirmed	Review
Enrollment Organization capacity, number of children enrolled, and Schedules offered.	<input checked="" type="checkbox"/> confirmed	Review
Classrooms Classroom hours, lead teachers and other classroom related information.	<input checked="" type="checkbox"/> confirmed	Review
Additional Questions Additional questions to understand your program.	<input type="checkbox"/> incomplete	Review

[Submit Application](#)

Click “Review” to answer the additional questions.

ABC Quality Application

Additional Questions

Are you serving only children that are enrolled in school? If so, select the School-Age pathway. If you are serving any children that are not enrolled in school (preK-12), select the Comprehensive pathway.

- School-Age
 Comprehensive

Are ALL of your current staff (who work with children) listed as verified employees on your program profile in SC Endoscore?

- Yes
 No



[Save & Confirm](#)

[Close](#)

The first question is to help determine the correct assessment type for your program.

If you serve more than just school-age children, select “Comprehensive.”

If you only serve school-age children, select “School-Age.”

Verified employees in your Organizational Profile will import into other parts of your ABC assessment. Therefore, it is helpful to have all staff verified at the time of application.

Once you answer the questions. Click “Save and Confirm”

Step 8: Submit your Application

Pathways to Quality

★ ABC Quality Application



All portions of the application must be reviewed and confirmed in order to submit.

General Information General organization information such as contact information.	<input checked="" type="checkbox"/> confirmed	Review
Licensing & Affiliations Organization licensing, approvals, affiliations, and applicable identification numbers.	<input checked="" type="checkbox"/> confirmed	Review
Accreditation Information about your accreditation, if your program is accredited by NAEYC or NAFCC.	<input checked="" type="checkbox"/> confirmed	Review
Enrollment Organization capacity, number of children enrolled, and Schedules offered.	<input checked="" type="checkbox"/> confirmed	Review
Classrooms Classroom hours, lead teachers and other classroom related information.	<input checked="" type="checkbox"/> confirmed	Review
Additional Questions Additional questions to understand your program.	<input checked="" type="checkbox"/> confirmed	Review



[Submit Application](#)

Now that you have confirmed all the sections to the application, you can click “Submit Application”

Step 9: Certify the Terms and Conditions

Terms and Conditions

To be eligible to participate in ABC Quality, programs must meet and maintain the following eligibility requirements.

The following documentation for all staff must be submitted at the time of application in order that eligibility may be verified.

- Current Infant/Child CPR and Pediatric First Aid Certification for all staff responsible for caring for or supervising children. (Once enrolled with ABCQ, new hires must complete CPR/First Aid within 90 days of hire).
- Completion of the Pre-Service Health and Safety Certificate or ECD 101 (from a SC Technical College) by all staff responsible for caring for or supervising children at enrollment. (Once enrolled with ABCQ, new hires must complete the Pre-Service Certificate within 90 days of hire).
- Signed acknowledgment from all staff confirming their knowledge of and adherence to the ABC Quality Code of Ethics. Once enrolled with ABCQ, new hires must complete the Signed acknowledgement within 90 days of hire.

Additional eligibility requirements for License-Exempt Providers ONLY:

- Verification of minimum staff education/qualifications. All staff must be at least 18 years of age, with a GED or

I hereby certify the following:

- I am making this application on behalf of my program and have the authority to do so.
- I understand this application is valid only for the facility address indicated in the application.
- I have read, understand and agree to the ABC Quality Terms and Conditions in order to participate in the ABC Quality Rating and Improvement System.
- I understand this is a voluntary program.
- I understand that submittal and acceptance of this application does not guarantee my program will be enrolled in ABC Quality.
- I understand my program will not be assigned a Quality Rating until successful completion of both the Process Quality and Structural Quality sections of the assessment.
- The documents and information that I have furnished are true, accurate and complete.

[Continue](#)

Once you submit, you will be prompted to read and certify the Terms and Conditions. Click the box by “I hereby certify the following” and then click “Continue.”

Submit Application?

Once submitted, the application will no longer be available. Additional changes made to your program after submission will be reflected in your application.

[No](#) [Yes](#)

[Continue](#)

You will be prompted to confirm your submission.

Click “Yes”

Application Submitted

Your ABC Quality application has been successfully submitted.

You will be notified once your application has been reviewed.

[OK](#)

[Continue](#)

Click “OK” to return to your Quality Dashboard.

Step 10: Track your progress!

Pathways to Quality

Quality Dashboard

Org ID #6562

ABC Quality
Current Quality Level
No Quality Level

[Apply for ABC Quality](#)
[Apply for Grant Cases](#)
[Apply for Quality Initiatives](#)
[Case History](#)

Active Cases

ABC Quality
Case ID #4101
ABC Quality
Case Status Applied

Next Steps
You have submitted an application to participate in ABC Quality. Your application is now in review.

[Case Details](#)

After submitting your application the status for your ABC Quality Case is now “Applied.”

The term “Case” reflects the assessment.

Check back frequently for status updates. Once your status is “Application Accepted” you can continue through the assessment process.

Click “Case Details” for next steps in the assessment process.