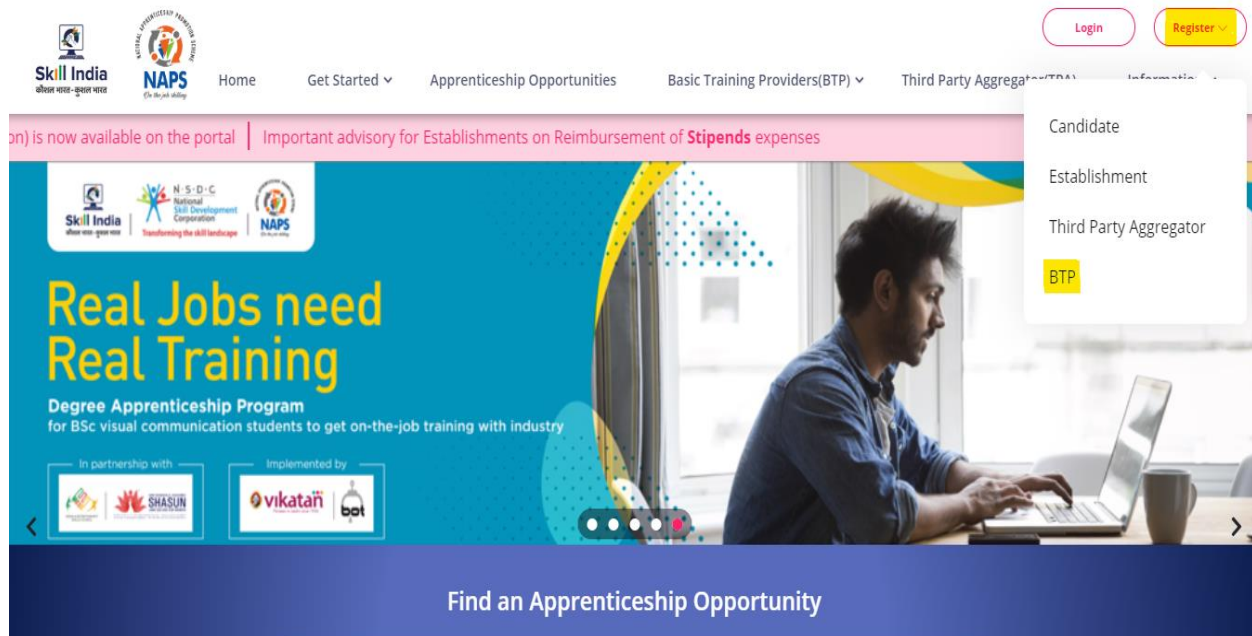


# **Basic Training Provider – Training Centre Instruction Manual**

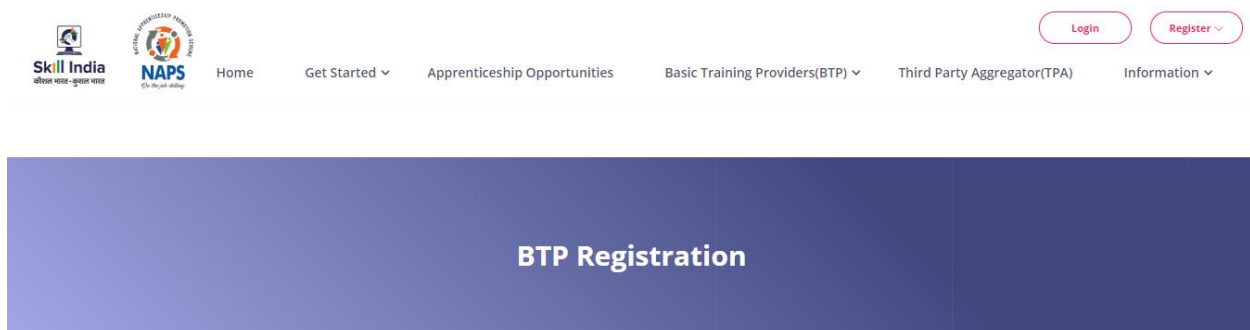
## Step 1: Quick Registration

The Basic Training Provider (BTP) can quickly register their profile in the following way: -

- Go to the **Apprenticeship Portal** – [www.apprenticeshipindia.org/](http://www.apprenticeshipindia.org/)
- Click **Register** → **BTP**



- The system redirects to the page – **BTP Registration**.



**BTP Registration**

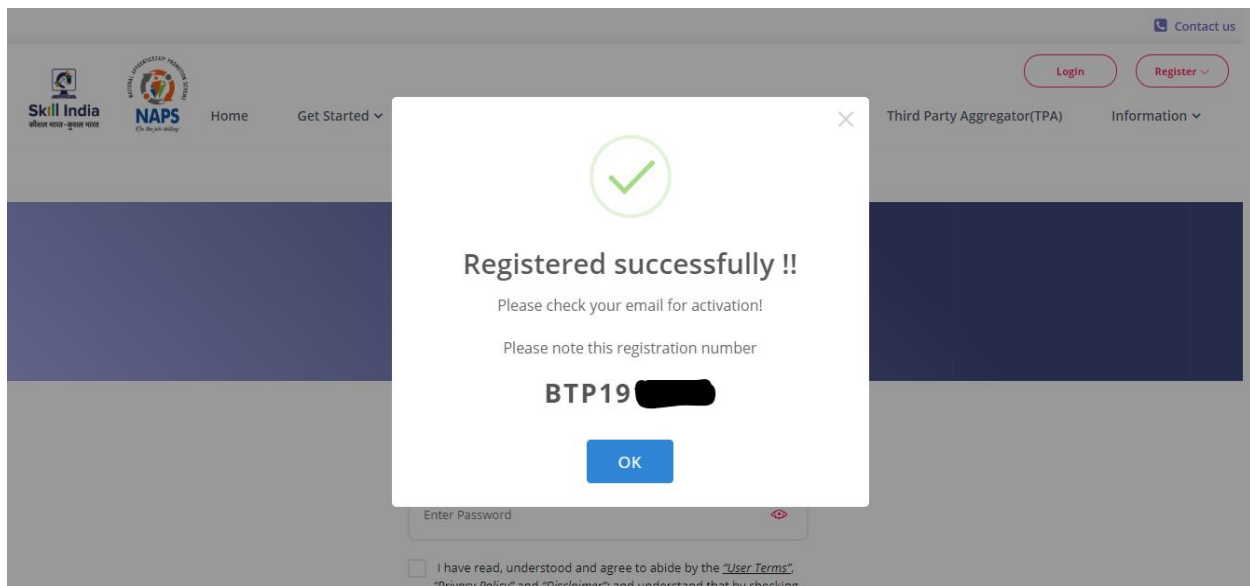
**BTP Details**

Name of the BTP/Organisation \*

Enter BTP/Organisation Name

Address Line 1 \* Address Line 2

- Fill all the fields with correct information.
- After filling in the required details/information, Click **Submit**.
- On registering successfully, you will get a unique **BTP ID**. Please note down this ID for your future use.



**Registered successfully !!**

Please check your email for activation!

Please note this registration number

**BTP19 [REDACTED]**

OK

☐ I have read, understood and agree to abide by the "User Terms", "Privacy Policy" and "Disclaimer", and understand that by checking

- Users will receive a link to activate their BTP account on the registered email address. If the email cannot be found, kindly check the spam/junk folder.
- Click **Activate** to successfully verify their account.

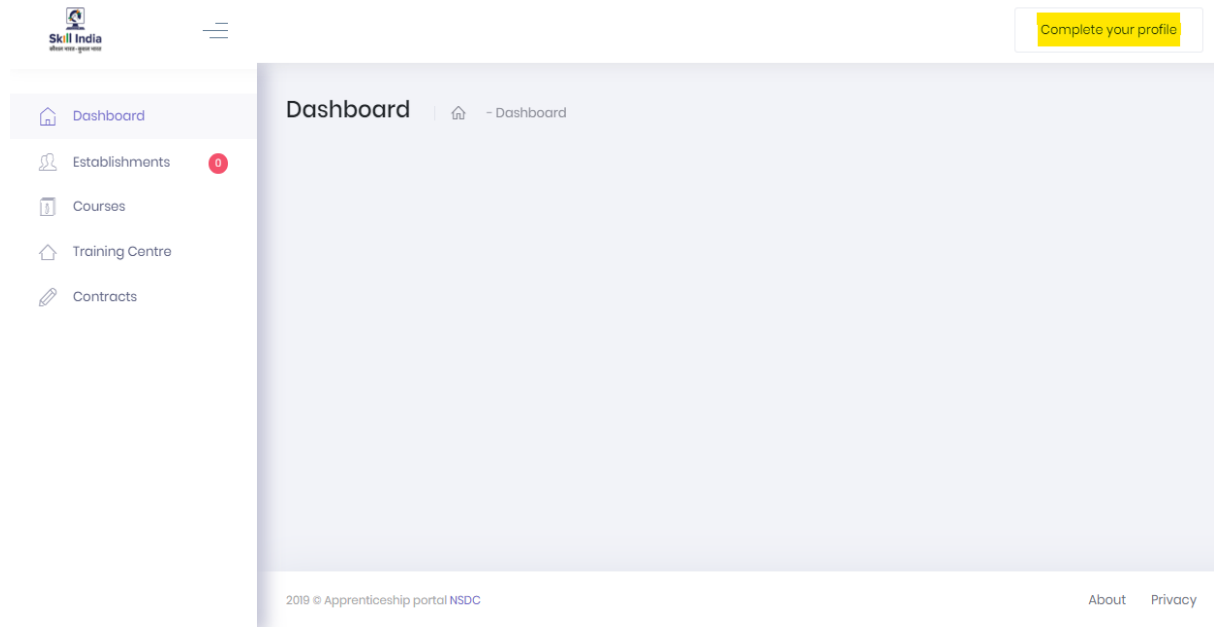
- Go to the Apprenticeship Portal and login using your **Email ID**.

You have successfully registered as a Basic Training Provider.

## **Step 2: Profile Completion**

After the user successfully registers, the next step is to complete the profile.

- Login with the respective credentials and click on **‘Complete your profile’**.



- Click **Edit** → Fill in the required information → Click **Save**
- After saving all the information, Click **Submit**.

BTP Profile

[Dashboard](#)

Basic Details

Submit

Edit

Name of the BTP/Organisation	BTP	Type of Organisation	--
Year of Establishment	--	Landline Number	--
Website	--	Certificate of Incorporation	--

Single Point of Contact Details

Edit

- Once the profile is completed, it will move to **NSDC** for approval. If the information is deemed insufficient, the submission will be sent back for modification.

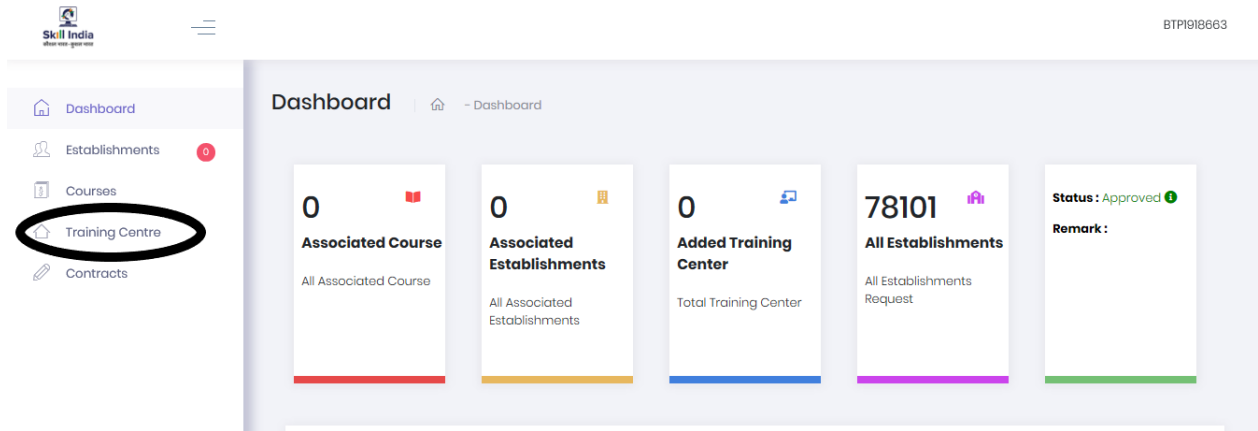
### **Step 3: Training Centre and Courses**

Once the submitted application gets approved from NSDC, the BTP is deemed ready.

To create a Training Centre and Courses, follow the steps as mentioned below:

#### **A. Training Centre**

- Click on **Training Centre**, from the available options present on the left side of the screen.



- Click 'Create Training Centre' → Fill all the required information.

The screenshot shows the 'Add Training Centre' form. The form is titled 'Add Training Centre' and has a 'Back' button. It is divided into two main sections: 'Training Centre Info' and 'Single Point of Contact Details'. The 'Training Centre Info' section includes fields for 'Name of the Training Centre', 'Type of the Organisation' (with radio buttons for Rural and Urban), 'Centre Area (in Sq.Ft)', 'Centre Ownership' (a dropdown menu), and 'Upload Ownership Document' (with a 'Choose file' button and a 'Browse' button). Below the 'Upload Ownership Document' section, there is a note: 'Please upload only (Eg: jpeg, jpg, png, pdf) file, Maximum 4MB allowed.' The 'Single Point of Contact Details' section includes a 'Name' field.

- After filling the required details and attaching the supporting documents, Click 'Submit'.
- You will be redirected to the below shown page, with the Training Centre status showing as 'Pending'.

Training Centre

[Home](#) - Dashboard

All Training Centres

[Create Training Centre](#) [Back](#)

Search

[Search](#) [Reset](#)

Search by Training Center ID or Name, Spoc Name.

SLNo	Training Centre ID	Training Centre Name	State	District	Status	Actions
1	TC41919416	TC1234	Delhi	South	<span>Pending</span>	<a href="#">View</a> ...

**Note:** You won't be able to submit your TC for approval without mapping a course.

The next step is to map a course for the TC.

## B. Courses

- Click on **View** → Click on **Map Course**

Training Centre

[Home](#) - Dashboard

Training Centre Details | TC41919416-TC1234

[View Profile Details](#) [Back](#)

Training Centre Name

TC1234

Spoc Name

Dummy

Spoc Email

dummy@gmail.com

Spoc Phone Number

9988879977

All Courses

[Map Course](#)

Search

[Search](#) [Reset](#)

Search Course Name.

- Fill in the required course details and click **'Submit'**.

The screenshot shows a web interface for a 'Training Centre'. At the top, there is a header with the text 'Training Centre' and a navigation link '- Dashboard'. Below the header is a form titled 'Add Course'. In the top right corner of the form, there is a button labeled '← Back'. The form is divided into sections. The first section is 'Course Details', which contains a dropdown menu labeled 'Course(sector) \*' with a 'Search Filter' option. Below this, there are two input fields: 'Course Name \*' and 'NSQF \*'. The 'Course Name \*' field has a placeholder text 'Enter Course Name', and the 'NSQF \*' field has a placeholder text 'Enter NSQF Level'. Below these fields is a text area for 'Course Description \*' with a placeholder text 'Enter Description'. The final section is 'Course Parameters', which is currently empty.

- Once the course is created, click on the action items (3 dots) available on the right side of the training centre. You can either view or edit the details of TC or submit it for approval.
- If all the details have been filled and verified, click **'Submit for Approval'**.



Training Centre Details | TC41919416-TC1234

View Profile Details

← Back

Training Centre Name

TC1234

Spoc Name

Dummy

Spoc Email

dummy@gmail.com

Spoc Phone Number

9988879977

All Courses

✍ Map Course

Search

🔍 Search

Reset

Search Course Name.

SLNo	Training Centre Name	Course Name	Sector Name	Status	Actions
1	TC1234	Guest House Caretaker	Tourism & Hospitality	Pending	<div><div>👁 View</div><div>⋮</div></div>

- The TC status will be shown as **‘Pending for Approval’** which is reviewed by the respective Sector Skill Councils (SSCs).
- After getting the approval from SSCs, the BTP can start issuing contracts.