

## Steps for Training

Step – 1 : Register as Training provider on [www.kaushalkar.com](http://www.kaushalkar.com)

User name and password will be sent to the email and password to the CEO details entered in portal.

Step – 2: Login to Kaushalkar (<https://www.kaushalkar.com/app>) using the login credentials. You can now enter details of your training center. Press the Finish button. If you do not press 'Finish Button' the TC will not be processed for inspection.

Step – 3: The Center will be on dashboard of the Accrediting team. The Team will inspect your center.

Step – 4: The scores will be generated as per the matrix prescribed in the Guidelines. The scores of the Job role and Training Provider will be combined and gradation will be generated by the system. The scores of the all the centers will be periodically be put before the AESC.

Step – 5: The TPs whose TCs/Job roles are as per Guidelines will be provided with Provisional Accreditation and email will be sent intimating them to pay fees to Khajane 2.

Step – 6: The TPs shall pay fees and intimate the department. Upon paying fees, the TPs will be deemed accredited for those job roles and provide login to the TCs to form batch

Step – 7: TCs can form batch, submit to department for approval

Step – 8: The TCs' upon batch approval can commence batch. TPs should submit contract and Bank Guarantee

Step – 9: The inspection team at the District shall conduct periodical inspection of the training

Step – 10: Invoices to be submitted for payment

For any clarifications, please raise support ticket by Clicking 'Support' of Kaushalkar.com portal

- In case, the TP has incomplete information, please provide missing details to support for Updation
- In case, TC score in less or incomplete information – Please raise support ticket.
- You can request edit option through trouble ticket and request for re-inspection online
- In case, you have changed the address, the center should be re-inspected and re-accredited.