

# Pennsylvania Department of State (DOS) Child Abuse Training Vendor Process

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## Vendor Registration

1. Vendors will submit their course and associated materials to the respective resource accounts for the Department of State (DOS) and Department of Public Welfare (DPW) in accordance with the submission procedures
2. Department of State staff will finalize vendor approval and send verification back to DPW
3. DOS staff will then enter the new vendor into license management system
4. DOS staff will then submit a service ticket to the help desk to create the sFTP site for the new vendor, including contact information
5. DOS help desk will create the sFTP site and provide the url, user name, and password to the vendor

## Vendor Training Submission

1. Vendor will create a comma separated value (csv) file meeting the DOS standard as outlined in the required course content document
2. Vendor will log into the sFTP site provided for them at time of registration
3. Vendor will upload the training csv file, named using the nomenclature - VendorName\_YYYYMMDD\_01.csv - to the sFTP site
4. Vendor will log out of sFTP

## Technical Assistance

Technical assistance related to sFTP or DOS standard for the training file will be provided by the DOS help desk - [st-my-license-helpdesk@state.pa.us](mailto:st-my-license-helpdesk@state.pa.us)