

**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 screenshot displays the top navigation bar of the Apprenticeship Portal. It includes the Skill India logo, the NAPS logo, and a navigation menu with items: Home, Get Started, Apprenticeship Opportunities, Basic Training Providers(BTP), and Third Party Aggregator(TPA). A 'Login' button and a 'Register' button are visible in the top right corner. A dropdown menu is open under the 'Register' button, listing options: Candidate, Establishment, Third Party Aggregator, and BTP (highlighted in yellow). Below the navigation bar, a pink banner contains the text: 'on) is now available on the portal | Important advisory for Establishments on Reimbursement of Stipends expenses'. The main banner features the text 'Real Jobs need Real Training' and 'Degree Apprenticeship Program for BSc visual communication students to get on-the-job training with industry'. It also includes logos for Skill India, N-S-D-C National Skill Development Corporation, and NAPS. Below this, it lists 'In partnership with' (SHASUN) and 'Implemented by' (vikatan and bot). At the bottom of the banner, it says 'Find an Apprenticeship Opportunity'.

- 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.

The screenshot shows a success message overlay on the registration page. The overlay is white with a green checkmark icon at the top. The text reads: "Registered successfully !!", "Please check your email for activation!", and "Please note this registration number". Below this, the registration number "BTP19" is displayed, followed by a blacked-out portion. An "OK" button is at the bottom of the overlay. In the background, the registration form is visible, showing the "Enter Password" field and a checkbox for terms and conditions.

- 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.

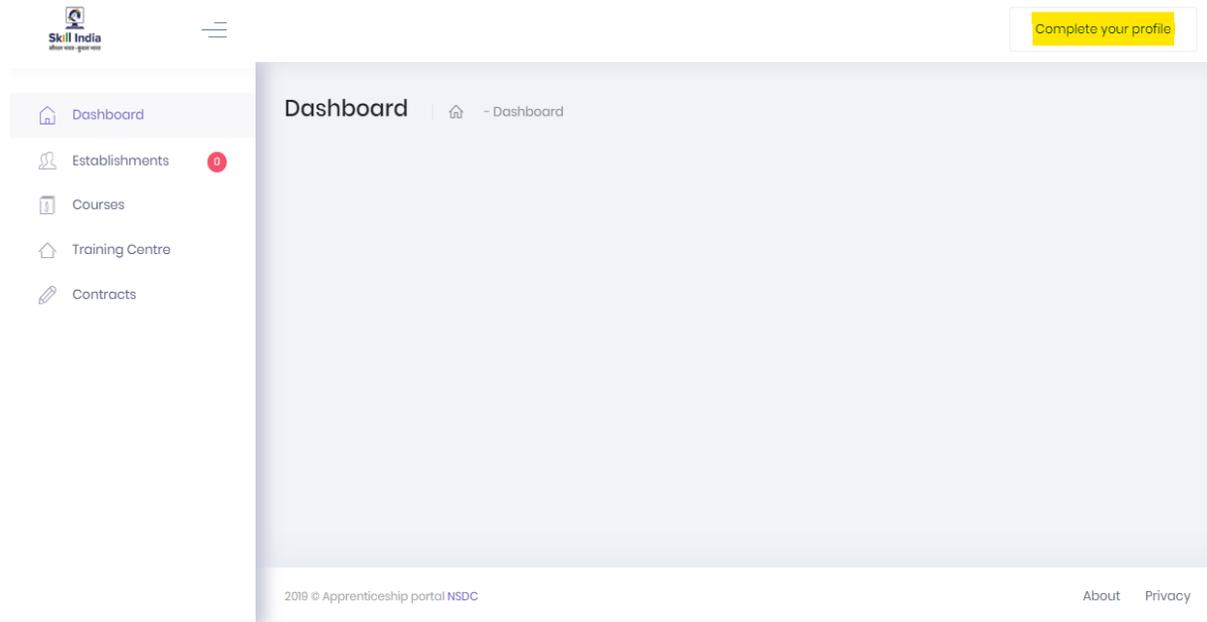
- Go to the Apprenticeship Portal and login using your **Email ID**.

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** | [Home](#) - Dashboard

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**Basic Details** [Submit](#) [Edit](#)

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

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**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.

- 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.

Sl.No	Training Centre ID	Training Centre Name	State	District	Status	Actions
1	TC41919416	TC1234	Delhi	South	Pending	<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](#)

<b>Training Centre Name</b>	TC1234	<b>Spoc Name</b>	Dummy
<b>Spoc Email</b>	dummy@gmail.com	<b>Spoc Phone Number</b>	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 home icon followed by '- Dashboard'. Below the header is a white box titled 'Add Course' with a '← Back' button in the top right corner. The form is divided into sections: 'Course Details' which includes a 'Course(sector) \*' dropdown menu with a 'Search Filter' input; 'Course Name \*' and 'NSQF \*' fields with input boxes containing 'Enter Course Name' and 'Enter NSQF Level' respectively; and 'Course Description \*' with a large text area containing 'Enter Description'. At the bottom of the form is a section titled 'Course Parameters'.

- 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 Email** dummy@gmail.com

**Spoc Name** Dummy

**Spoc Phone Number** 9988879977

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All Courses
Map Course

Search

Search
Reset

Search Course Name.

Sl.No	Training Centre Name	Course Name	Sector Name	Status	Actions
1	TC1234	Guest House Caretaker	Tourism & Hospitality	Pending	<span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">View</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin-left: 5px;">...</span>

- 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.