

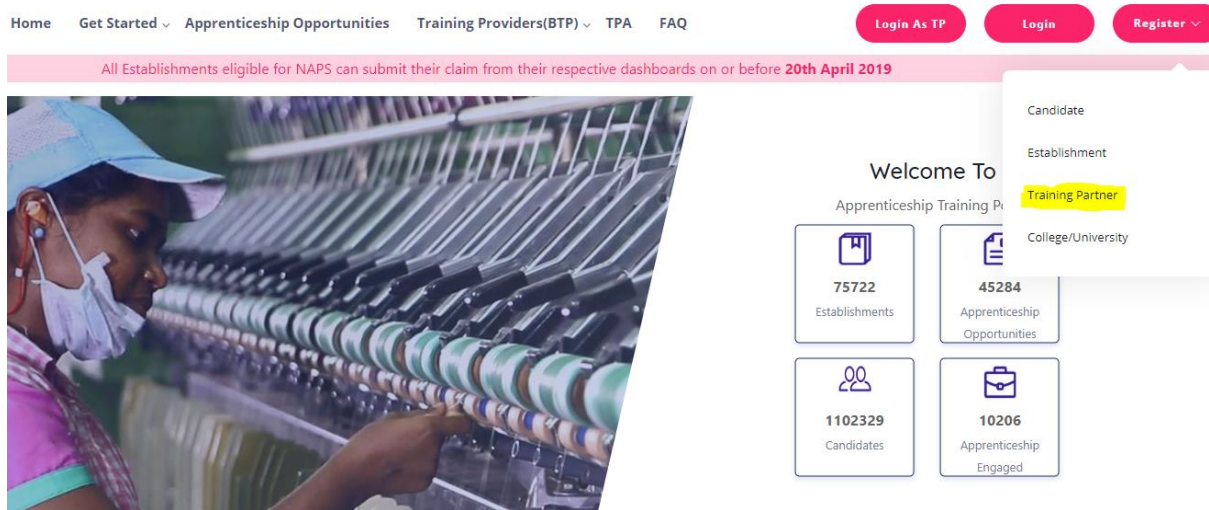
# **BTP**

## **Instructional Guide**

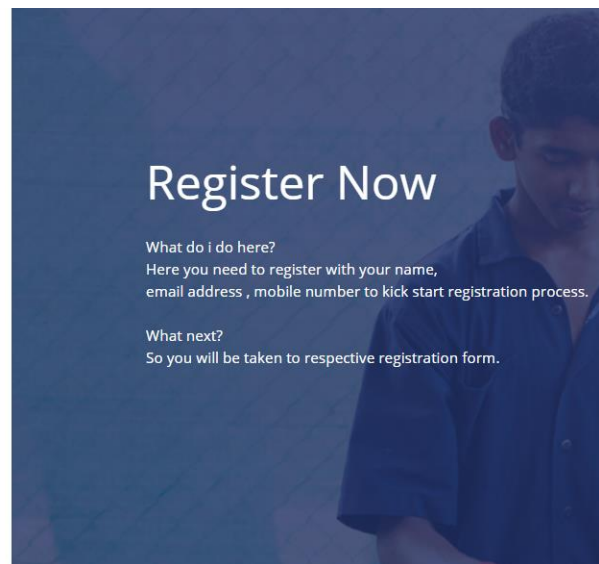
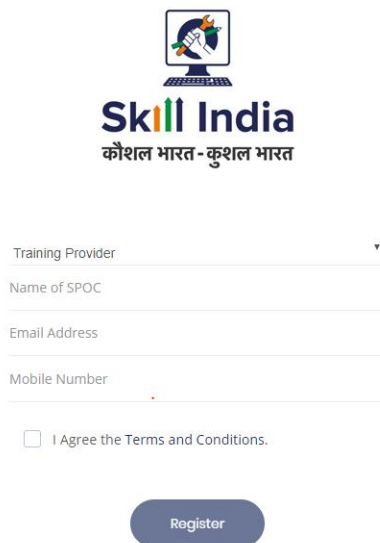
## Step 1: Quick Registration

The Basic Training Provider will quickly register their profile.

- Go to Apprenticeship Portal <https://apprenticeshipindia.org/>
- Click **Register > Training Partner**



- ➔ The system will redirect to '<https://btp.apprenticeshipindia.org/direct-registration>'
- Enter the required details and click **Register**



- ➔ User will receive OTP on 'Mobile Number' as well as 'Email-ID'



Enter Email OTP

Enter Mobile OTP

Verify & Save

- Enter the OTP, click **Verify & Save**
- ➔ 'TP ID' and 'temporary Password' will be created by the system. The user will receive the same on their registered Email address
- Login to portal using the TP ID and temporary Password, reset the password and login again

## Step 2: Profile Completion

Once the registration is done, BTP user will complete the profile

- Login with the respective credentials and '**Complete the profile**'

**TRAINING PARTNER DETAILS**

- Name of Organization
- Type of Organization
- Year of Establishment
- Landline Number
- Website
- Name of CEO/MD/Head
- Email of CEO/MD/Head
- Mobile No. of CEO/MD/Head
- Name of Authorized Signatory
- Email ID of Authorized Signatory
- Mobile No. of Authorized Signatory

**ADDRESS**

- Address Lines
- Landmark
- Pincode
- State/Union Territory
- District
- Tehsil/Mandal/Block
- City/Town/Village
- Parliamentary Constituency
- Address Proof

**Organization info:**

Name of the Organization: \*

Type of the Organization: \*

Year of Establishment: \*

File size upto 5 mb  
(only jpg, png, jpeg, pdf)

Landline Number:

Website:

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**CEO/MD/Head of the Organization info:**

CEO/MD/Head's Name: \*

Activ: Go to S

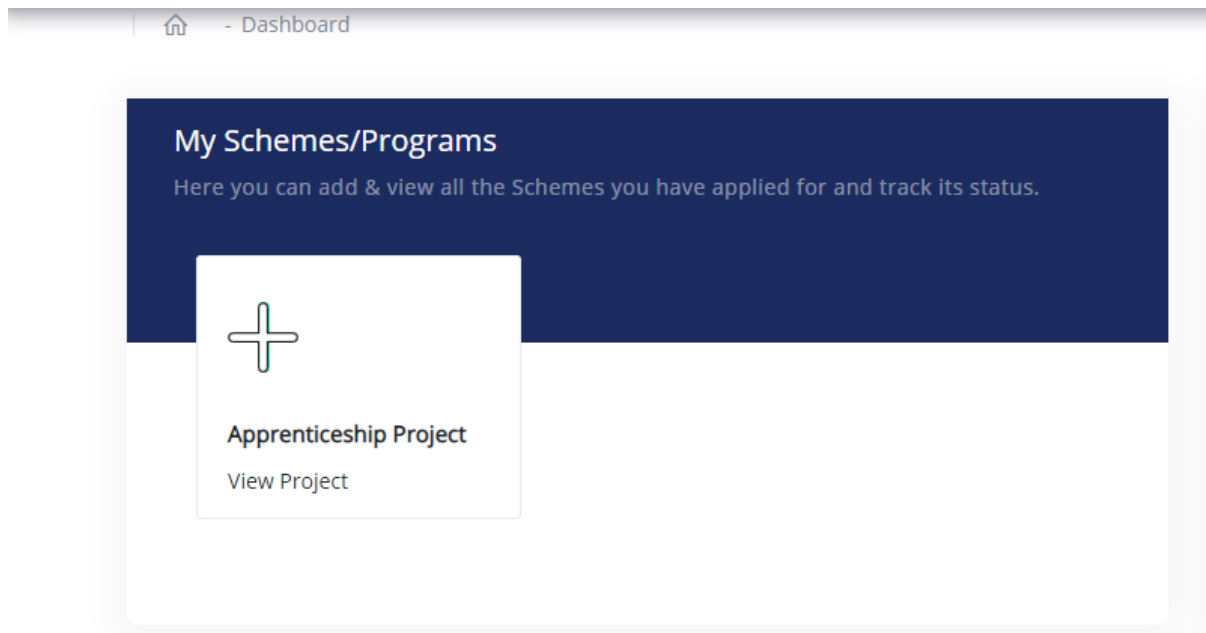
- Once the profile is completed it will move to Inspection Agency (IA) for approval purpose

**Note:** the form will be forwarded to IA on the basis of region selected at the time of profile completion

### Step 3: Create TC and Courses

Once the TP is deemed ready, the TP can create Training Centre and Courses

- Login with TPs credentials,
- Select **Apprenticeship Project > View Training Centres**



# Apprenticeship Program Aligned

Here you can view all the training centers



## View Training Centres

All My Apprenticeship Training Centers

- Click **Add Training Centre**

Back

+ Add Training Centre

ID	Training Centre Name	State	District	Status	Capacity	Actions
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- Select the **Course** and under **Avail Reimbursement through NAPS**, select **'Yes'** or **'No'**. Click **Save and Continue**

### Choose Type for the Training Centre ✕

**Course: \***

Select Course ▼

**Avail reimbursement through NAPS: \***

Yes

No

Close Save and Continue

**Note:**

- ➔ If **Designated Course** is selected, then Process Terminates
- ➔ If **Optional Course** is selected, then system will redirect to below screen to create Training Centre

Adding a Training Centre

**Training Centre Info:**

Training Centre Name \*

Geographical Location \*  Rural Location  Urban Location

Centre Ownership \*  ▼ Franchise Documents \*

File size upto 3 mb  
(Allowed formats pdf, jpeg, png, jpg)

- Fill all the details and click **Submit**, it will redirect the user to add a Course as well as Trainer
- The TP must now wait for the TC and Course Approval