STAR

SCEIS Training Accreditation and Recognition

SOUTH CAROLINA
DEPARTMENT *of* ADMINISTRATION

2026 Certification Application

Organizational Management and Personnel Administration

PURPOSE

Offered through the South Carolina Department of Administration's (Admin) Division of Enterprise Applications (DEA), the SCEIS Training Accreditation and Recognition (STAR) certification program is designed to identify SCEIS users who have completed specific training requirements in SCEIS Human Resources (HR) and Payroll modules and can demonstrate their knowledge by passing a certification exam.

STAR certification is optional. You can perform all transactions effectively in SCEIS without being STAR certified.

APPLICATION REQUIREMENTS

DEA will verify that candidates meet the following requirements.

- **The application deadline is Monday, Dec. 1, 2025.**

- STAR Organizational Management and Personnel Administration applicants must complete all courses in the corresponding learning path **before** applying. Candidates are responsible for knowing all course material regardless of agency use.
  All courses must have been completed after July 1, 2016.

Organizational Management and Personnel Administration Learning Path Courses:	Format:
ECC100V: SCEIS ECC Basic Navigation	Online
HR100V: Introduction to HR and Payroll	Online
OM200: Organizational Management	Instructor-led
PA250: Personnel Administration	Instructor-led

- Candidates must have SCEIS security roles that correspond with the Organizational Management and Personnel Administration Learning Path. Applicable SCEIS security roles include:

  - Org Chart Maintainer
  - Position Control Maintainer
  - Position Funding Approver
  - HR Director
  - HR Master Data Maintainer
  - Employee Records Maintainer
  - Payroll Administrator

- Candidates must have two or more years of experience with the SCEIS security roles that correspond with the Organizational Management and Personnel Administration learning path.

- Candidates must be an active state employee at a SCEIS state agency at the time of their application and through the certification exam in May. If the candidate's employment status changes during this time, they must notify SCEIS Training via email

training.sceis@admin.sc.gov.

- Candidates must attend a virtual orientation meeting for Organizational Management and Personnel Administration held February 2026.

- Certification exams will be administered May 2026 at DEA. Candidates must take the STAR exam for Organizational Management and Personnel Administration on the scheduled date. Candidates must score 80% or above on the STAR exam to receive certification.

Accepted applications will be notified of specific dates and times for meetings and exams.

VALIDITY PERIOD AND RECERTIFICATION

STAR certifications remain valid for five years. Users who wish to renew their certification must complete any new, or significantly updated courses, required by SCEIS and retake the exam.

Application follows on next page.

CERTIFICATION APPLICATION

Employee Information

Save this application to your desktop and complete all fields.

First and Last Name:	
Preferred Name *(if different)*:	
Job Title:	SCEIS Personnel Number:
Agency:	SCEIS Central User ID:
Work Email:	Work Phone:
Agency Street Address:	
City:	Zip Code:

State Hire Date:	
Number of years in South Carolina state government:	
Number of years processing Organizational Management and Personnel Administration in SCEIS:	

Please describe the organizational management and personnel administration processes you perform in SCEIS:

Course Completion Dates

Provide the date each course was completed. Candidates must have completed all courses after July 1, 2016. Use these instructions to view your learning history in MySCLearning. If you cannot determine the exact date a course was completed, enter "unknown" in the 'Date Completed' column.

Course:	Format:	Date Completed:
ECC100V: SCEIS ECC Basic Navigation	Online	
HR100V: Introduction to HR and Payroll	Online	
OM200: Organizational Management	Instructor-led	
PA250: Personnel Administration	Instructor-led	

☐ Yes ☐ No	I am requesting a test accommodation. If yes, SCEIS Training will contact you for additional information.

Test accommodations are any modifications made to tests or testing conditions that allow participants with physical disabilities or learning disabilities to demonstrate their knowledge and skills in a testing situation.

I have read and understand the requirements of the STAR Organizational Management and Personnel Administration certification. I agree all information provided is accurate and complete.

Applicant Signature: _____ **Date:** _____

Supervisor Name: _____

Supervisor Signature: _____ **Date:** _____

Supervisor Email: _____

HR Director Name: _____

HR Director Signature: _____ **Date:** _____

HR Director Email: _____

Email completed/signed applications to: training.sceis@admin.sc.gov.

Applicants will receive confirmation once their application is received. Application assessments will begin following the close of the application window Dec. 1, 2025. Validation will be completed by Jan. 15, 2026. Applicants will be notified via email to confirm requirements have been met and they are able to take the certification exam – or if requirements are missing or incomplete.

Thank you for your interest in the STAR program!