



Elevations™
The Career Discovery Tool

Scully Career Associates, Inc.
151 N Sunrise Avenue, Suite 1303
Roseville, CA 95661

Phone: 1-877-TO-ELEVATE

Fax: 916-787-0229

Email: info@scullycareerassociates.com

Elevations™
The Career Discovery Tool

**PROFESSIONAL
ADMINISTRATOR
PROGRAM**



S C U L L Y
Career Associates

To Purchase **Elevations™** Products
and Services call: 1 877 TO ELEVATE

“With the Elevations™
Professional Administrator
Program, my operational
hassles are gone. I have
a seamless delivery
system and Elevations™ is
a recognizable product
that actually enrolls new
customers.
It all works together.”



[www. ElevateYourCareer.com](http://www.ElevateYourCareer.com)

RECORD YOUR ELEVATIONS™
PROFESSIONAL ADMINISTRATOR
CODES HERE:

Login E-Mail Address: _____

Password: _____

Administrator ID: _____

Need Help?

Scully Career Associates, Inc.

toll free 877-To-Elevate

or

Email: info@ElevateYourCareer.com



TRAINING

Scully Career Associates, Inc. offers two training options for Professional Administrators:

Introduction to Elevations™—Teleclass

This one-hour teleclass includes a step-by-step introduction to Elevations™ Online. You will learn typical applications for using Elevations™ in a private practice (or within an organization), methods to integrate Elevations™ into your practice, and tips on using Elevations™ as part of your business strategy.

Registration fee \$25

Fee waived when you register for the Professional Administrator Program!

Testimonials- What Coaches Are Saying About Elevations™

"Wow! I really liked the Elevations™ process. It was easy, fun and provided a summary report that is a great benchmark for future coaching."

Jamie Novick, Career Coach

"Bravo! This tool is full of surprises and flexible options - could be the ultimate answer to that "options open" client!"

Robin Wortley-Hammond, Career Counselor

"Elevations™ opens up conversations with my clients to get in there and really do some deep work. It doesn't label you, like some other assessments. It puts up a mirror and reinforces the client's choices."

Bob Andrews, Executive Coach

"Rich; Full of Information; User Friendly, Thank you!"

Karen Altus, Career Counselor, Seattle Pacific University

"Very informative, very lively...lots of fun."

Kristin Mortensen, Career Dev. Specialist, City of Sacramento

Elevations™ The Career Discovery Tool

THE PROFESSIONAL ADMINISTRATOR PROGRAM

TABLE OF CONTENTS

The Professional Administrator Program	4
Program Benefits	5
Joining the Program	6
Requirements	6
Your Professional Administrator Codes	7
Payment Options	8
Volume Discounts	9
Training	10



THE PROFESSIONAL ADMINISTRATOR PROGRAM

Are you searching for versatile career development product that enriches your service offerings and turns clients into raving fans?

And—do you struggle with the cumbersome process of scoring multiple assessments that are not designed to work together, the expense (and inefficiency) of mail-in scoring and lack of quality assessment options suitable for both telephone-based or in-office client work?

Well, you are not alone. We developed the Professional Administrator Program with your needs in mind. This booklet will show you how you can use Elevations™ (in it's software format) and the related benefits of this Program, to attract quality clients, increase revenue, improve your services offerings, enhance your effectiveness and reduce the time you spend on administrative details.

Moreover, we will show you how Elevations™ can pay for itself many times over as you enjoy product discounts and reduced fees or services, designed to enhance your business. This Program is a total business development solution and operational asset that lets you focus on your clients-not paperwork!

4



VOLUME DISCOUNTS

We offer volume discounts for our Professional Administrators interested in prepaying for Elevations™ Online. Please contact us for more information. Toll Free: 1-877-863-5382.

9



PAYMENT OPTIONS

Pre-Payment

This is the method provides a seamless link from your web site to the online application. Simply call our office and buy in volume. For each “use” you purchase we will provide an Email Address and Password for your clients to use at the standard Login Screen. Your Elevations™ Administrator ID is automatically linked to your pre-paid session. This is the easiest route for both you and your clients, letting the system do all the work for you.

Having Your Client Pay

The retail cost of Elevations™ Online is \$65.00 per use. Ask your clients to visit www.ElevationsOnline.com. Next have them click on the “Register Now” button and enter your Elevations™ Professional Administrator ID code in the “Administrator ID” field. This links their report with your secure storage and viewing area online in the Administrator section.

COST OF THE PROFESSIONAL ADMINISTRATOR PROGRAM

A **one time** fee of \$99.95.

8



PROGRAM BENEFITS

- Your own Elevations™ Administer ID that functions as a secure access code you share with current or prospective clients.
- Access to volume discounts and the ability to pre-pay for Elevations™ products.
- Your own “private access” Elevations™ icon on your web page—linking your clients directly to the start page of Elevations™ online.
- A online viewing and storage location for your client reports.
- 1 Free Enrollment in our Introduction to Elevations™ Teleclass.
- Advance Notice on Elevations™ upgrades and training opportunities.

5



JOINING THE PROFESSIONAL ADMINISTRATORS PROGRAM

Joining the Professional Administrator Program is easy!

1. Visit www.ElevationsOnline.com
2. Scroll down and you will see “Administrator Logon” link.
3. Click on that link and complete the brief registration form.

Your registration submission will automatically generate an e-mail back to you with your provisional Professional Administrator Codes. Please SAVE THIS E-MAIL. It is the only record you will have that tells you what your Professional Administrator codes are.

At this stage (prior to payment and approval) you will be able to use your Elevations™ Administrator ID immediately but will not be able to view client reports until payment and program approval is complete.

Within two weeks you will receive another e-mail indicating your approval status. If approved, your Professional Administrator Codes will be made fully operational.

REQUIREMENTS

Approval for the Professional Administrator Program requires that you have experience or training that prepares you to help others in times of transition. If you have had limited exposure to counseling, coaching or human development, we may request that you access some career development training prior to approval for this program.

6



YOUR PROFESSIONAL ADMINISTRATOR CODES

There are 3 codes you will become familiar with—they are your keys to the Professional Administrator kingdom.

1. Your Login Email Address
2. Your Password
3. Your Elevations™ Administrator ID

Your “Login Email Address” and “Password” allow you to enter the Administrator section of Elevations™ online (found the same place your registered online for the Professional Administrator Program).

Please note that your Professional Administrator codes are case sensitive. You will use these codes to “login” and privately review your client’s reports. Every time one of your clients completes an Elevations™ online, you will automatically receive an e-mail. Then you will be able to review his or her results using your Professional Administrator codes.

Your Elevations™ Administrator ID is your “calling card” entered by current and prospective clients in the “Administrator ID” field, if you have not pre-paid for this session. Read on about your payment options to learn how to use your Elevations™ Administrator ID.

7

