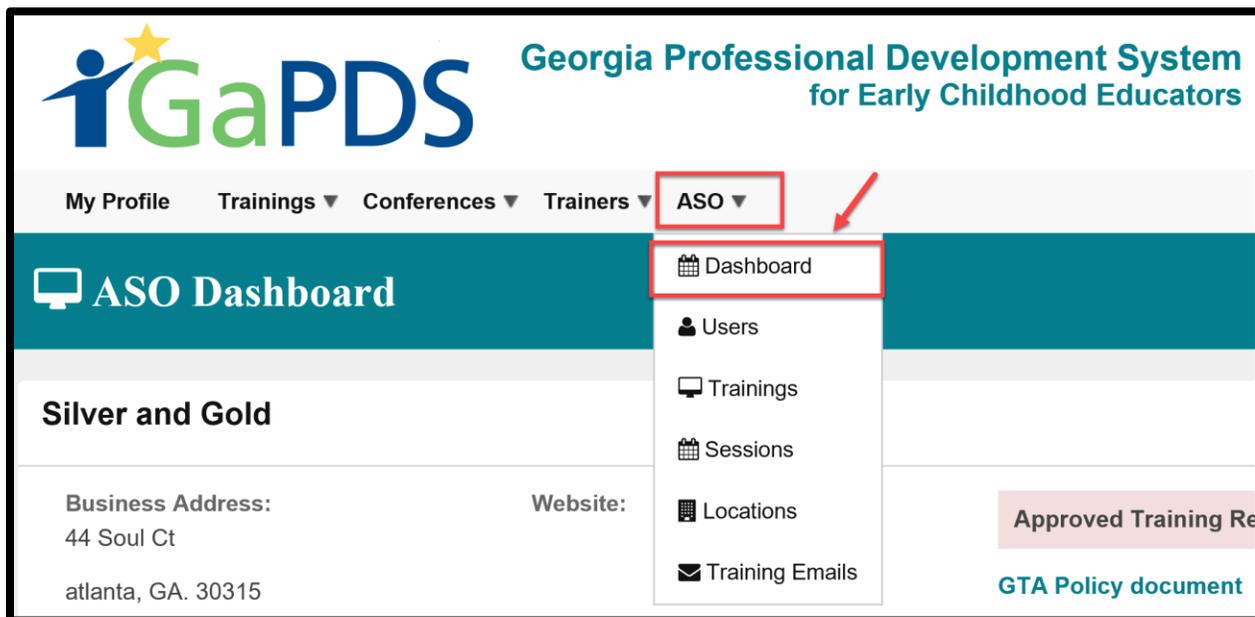# How to Apply to Qualify for 40 Hour Director Training

1. Log in to GaPDS as an ASO Admin. If needed, click on the "**ASO**" tab, and select "**Dashboard**".
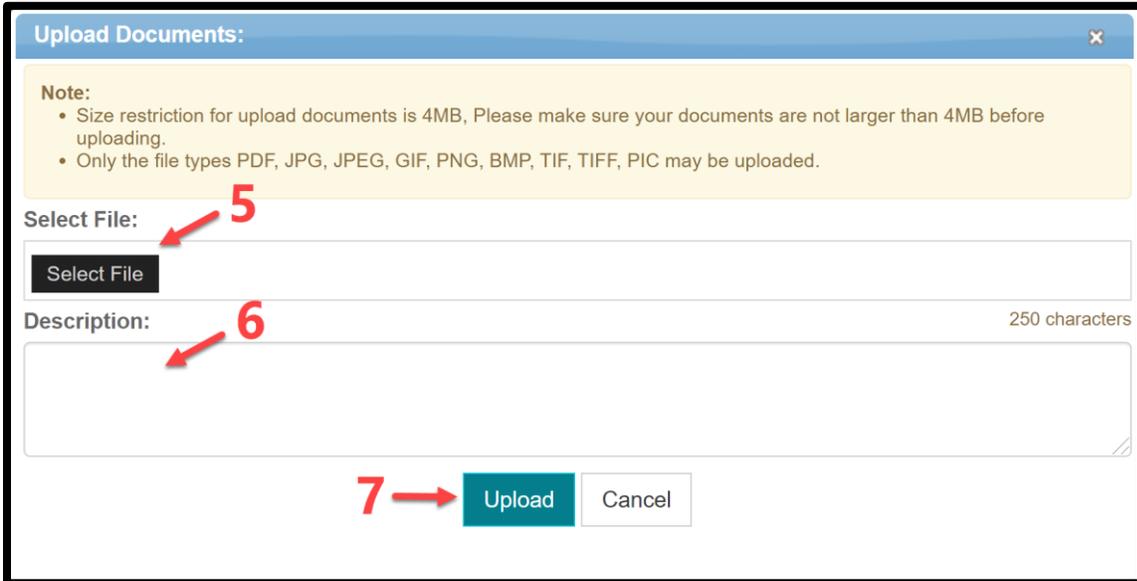

2. On the 'ASO Dashboard' page, scroll down and click on "**Qualify for 40 Hour Director Training**".

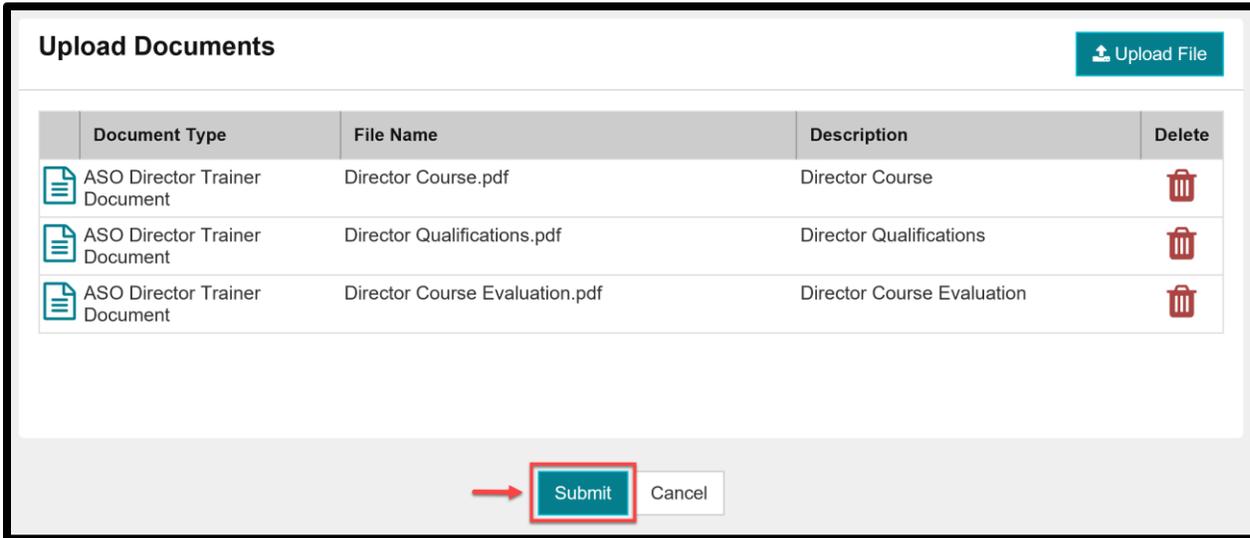3. Review the submission requirements.

4. Click "**Upload File**".

Bright from the Start: Georgia Department of Early Care and Learning

5. Select a file to upload.

6. Enter a Description.

7. Click "**Upload**". The uploaded document displays in the grid.

Upload Documents: ✕

Note:
- Size restriction for upload documents is 4MB, Please make sure your documents are not larger than 4MB before uploading.
- Only the file types PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF, PIC may be uploaded.

5

Select File:

Select File

6

Description: 250 characters

7 → Upload   Cancel

8. Click "**Upload File**" again to upload any additional documents.

9. Once the document(s) are uploaded, click "**Submit**".

Upload Documents   ⬆ Upload File

Document Type	File Name	Description	Delete
ASO Director Trainer Document	Director Course.pdf	Director Course	🗑
ASO Director Trainer Document	Director Qualifications.pdf	Director Qualifications	🗑
ASO Director Trainer Document	Director Course Evaluation.pdf	Director Course Evaluation	🗑

→ Submit   Cancel

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10. A successful confirmation message displays.

Upload Documents

	Document Type	File Name	Description
	ASO Director Trainer Document	Director Course.pdf	Director Course
	ASO Director Trainer Document	Director Qualifications.pdf	Director Qualifications
	ASO Director Trainer Document	Director Course Evaluation.pdf	Director Course Evaluation

The ASO 40 Hour Director Trainer application was submitted successfully.

Once Georgia Training Approval reviews the application, you will receive an email notification with the application status.

Note: ASO Trainer Admins and ASO Trainers cannot submit applications to Qualify for 40 Hour Director Training.

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