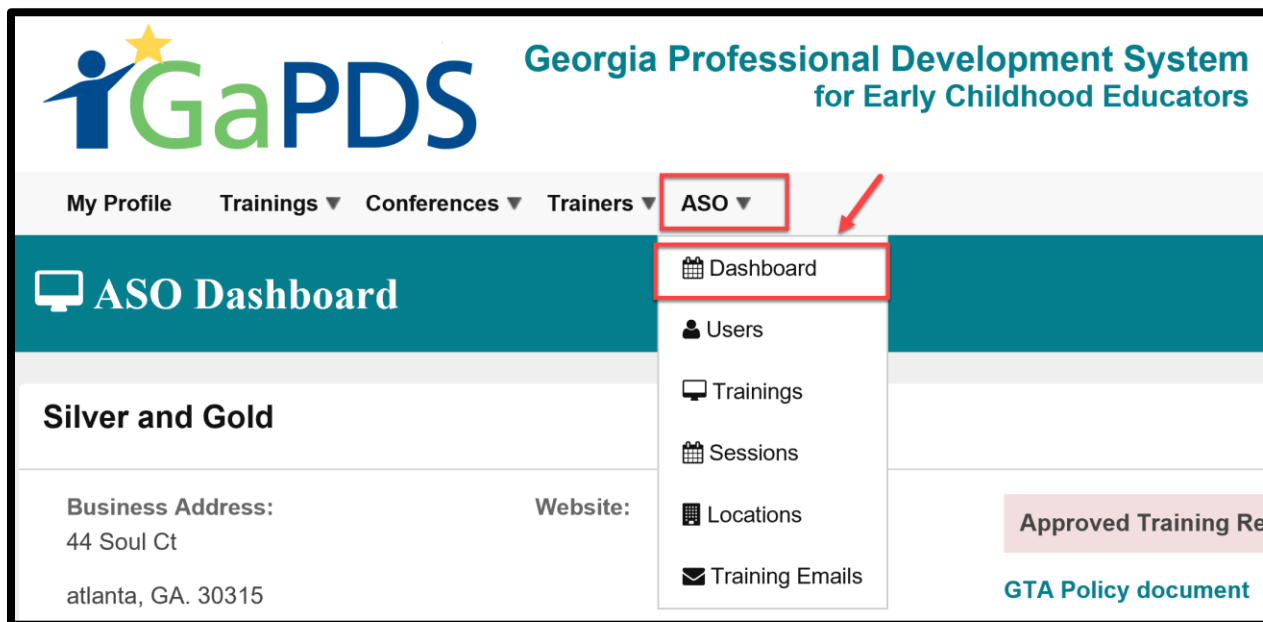
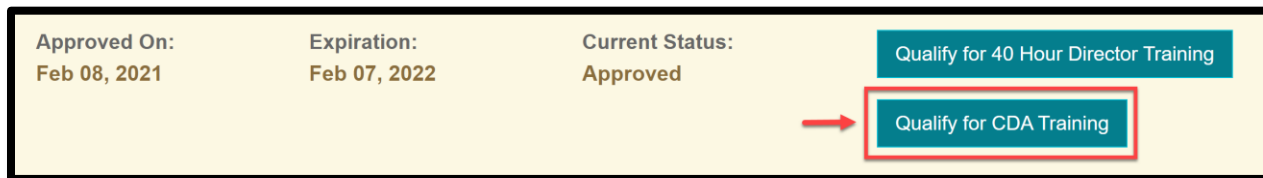


How to Apply to Qualify for CDA Training

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



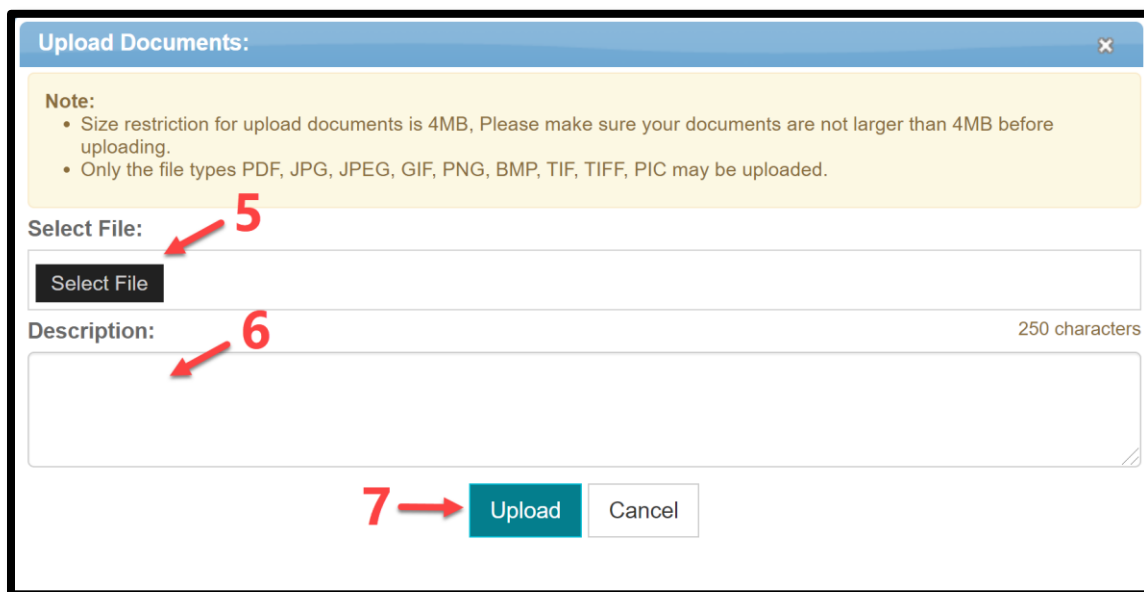
2. On the ‘ASO Dashboard’, scroll down and click on “Qualify for CDA Training”.



3. Review the submission requirements.
4. Click “Upload File”.



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.

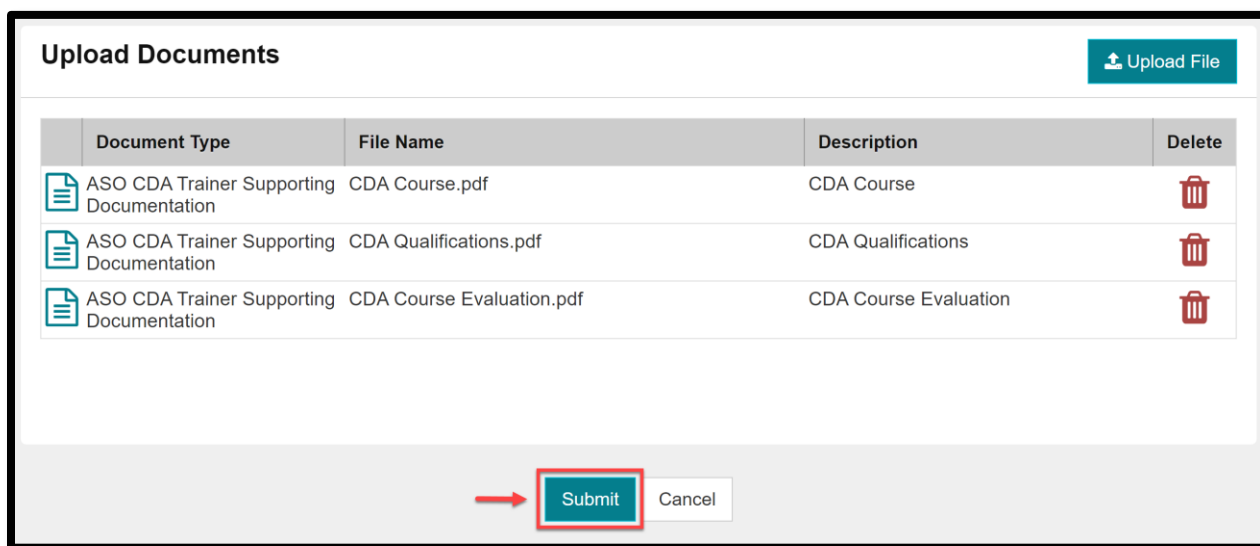
Select File: 5

Select File







Description: 250 characters 6

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 CDA Trainer Supporting Documentation	CDA Course.pdf	CDA Course	
	ASO CDA Trainer Supporting Documentation	CDA Qualifications.pdf	CDA Qualifications	
	ASO CDA Trainer Supporting Documentation	CDA Course Evaluation.pdf	CDA Course Evaluation	

→ Submit Cancel

10. A successful confirmation message display.

Upload Documents

	Document Type	File Name	Description
	ASO CDA Trainer Supporting Documentation	CDA Course.pdf	CDA Course
	ASO CDA Trainer Supporting Documentation	CDA Qualifications.pdf	CDA Qualifications
	ASO CDA Trainer Supporting Documentation	CDA Course Evaluation.pdf	CDA Course Evaluation

The ASO CDA 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 CDA Training.