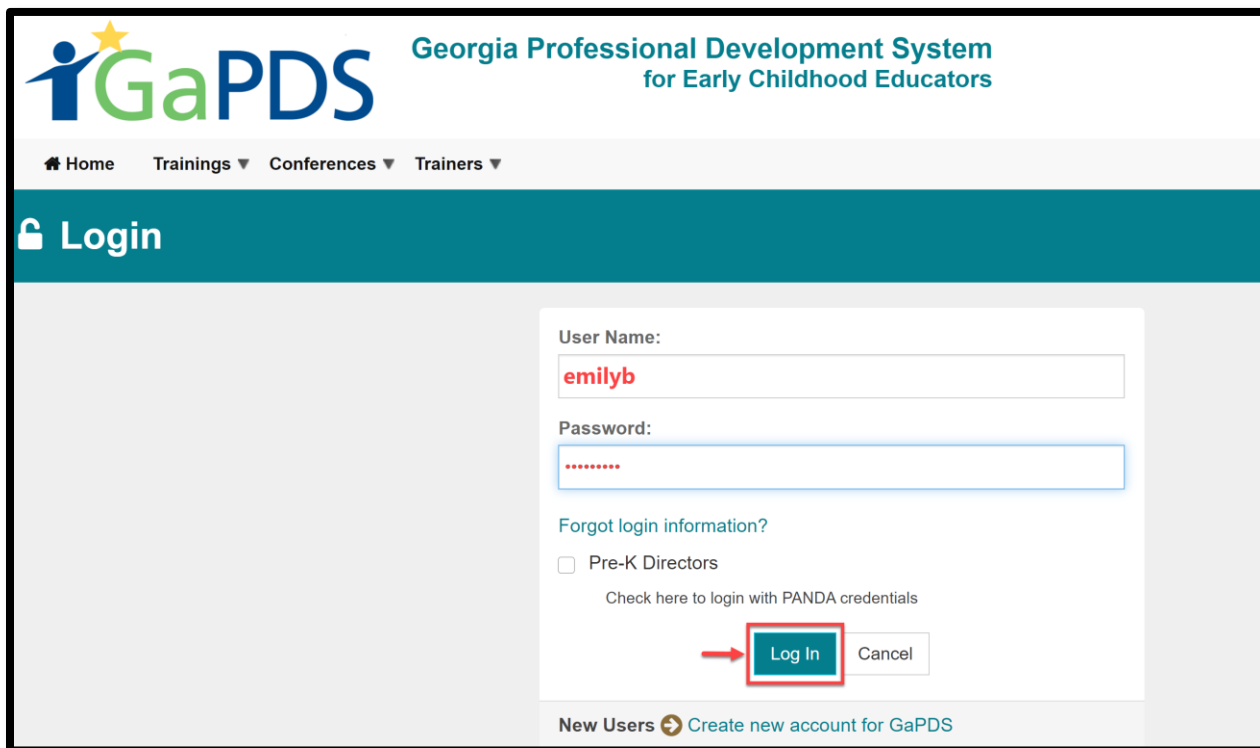


How to Complete and Submit an Approved Sponsor Organization Application - Accreditation

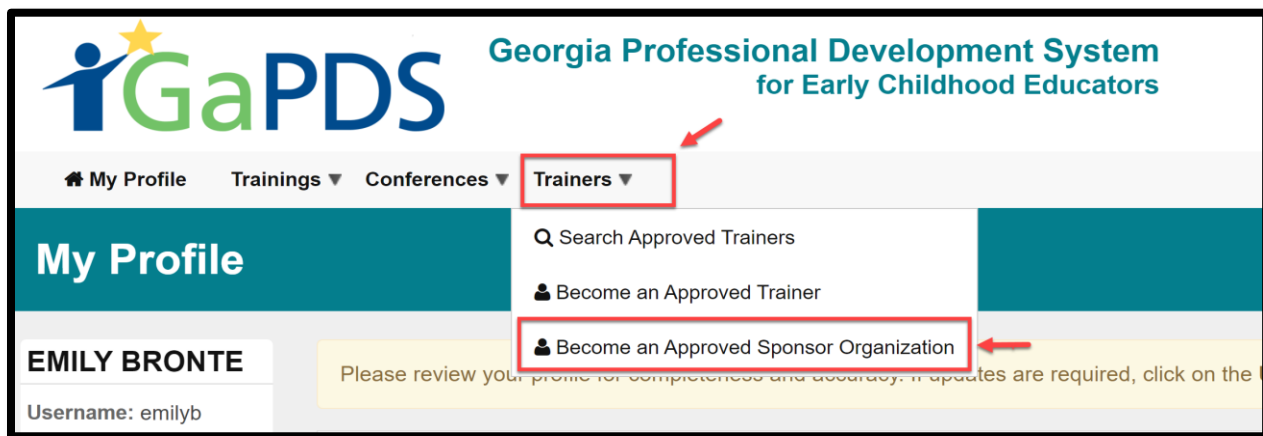
1. Launch the GaPDS website and click on “**Login / Register**”.
2. Enter your login credentials and click “**Log In**”.



The screenshot shows the GaPDS website's login interface. At the top, the GaPDS logo is on the left, and the text "Georgia Professional Development System for Early Childhood Educators" is on the right. Below this is a navigation bar with links: Home, Trainings, Conferences, and Trainers. A teal banner with a lock icon and the word "Login" is prominent. The login form contains fields for "User Name:" (with the text "emilyb" entered) and "Password:" (with masked characters). Below the password field is a link for "Forgot login information?". There is a checkbox for "Pre-K Directors" with the instruction "Check here to login with PANDA credentials". A red arrow points to the "Log In" button, which is next to a "Cancel" button. At the bottom of the form, there is a link for "New Users" and a button to "Create new account for GaPDS".

Note: If you do not have a GaPDS account, click on “**Create new account for GaPDS**” to create an account. Refer to the help document **How to Create a GaPDS Account - ASO** for additional assistance.

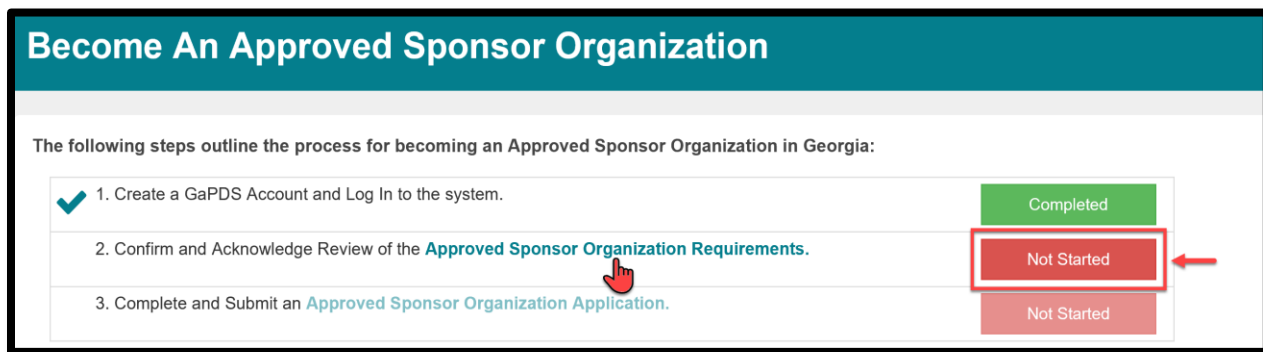
- Click on the “**Trainers**” tab and select “**Become an Approved Sponsor Organization**”.



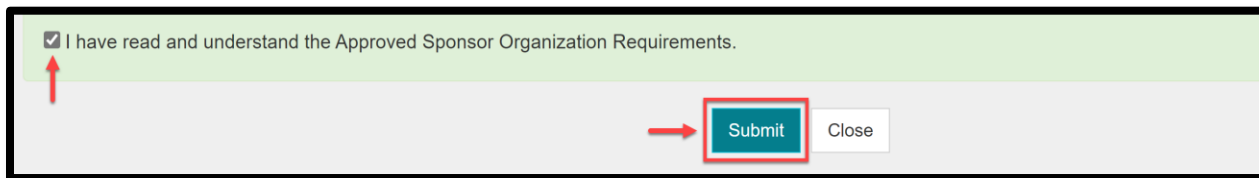
- The ‘Become an Approved Sponsor Organization’ page displays with a completed Step 1.



- Click on “**Approved Sponsor Organization Requirements**” or the “**Not Started**” status button.



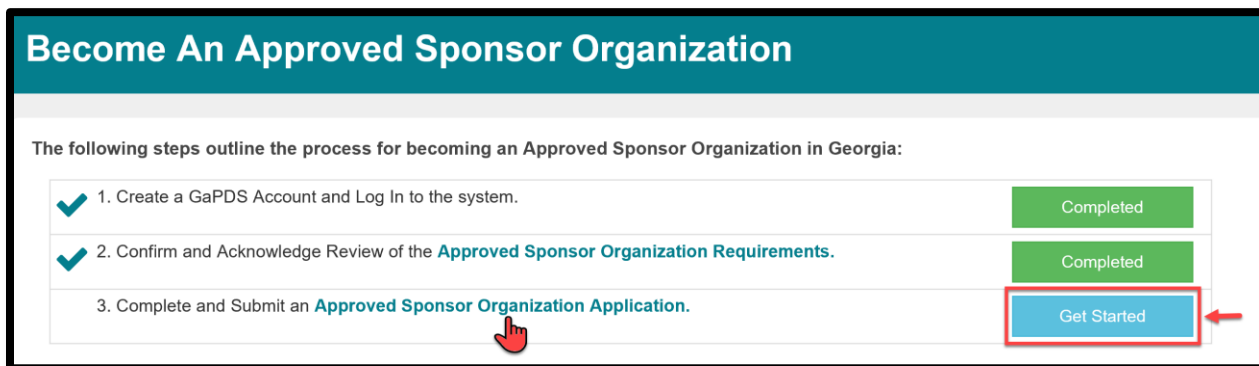
6. Read the “**Approved Sponsor Organization Requirements**”.
7. Click the check box acknowledging: “**I have read and understand the Approved Sponsor Organization Requirements**”.
8. Click “**Submit**”.



☒ I have read and understand the Approved Sponsor Organization Requirements.

[Submit](#) [Close](#)

9. The ‘Become an Approved Sponsor Organization’ page displays with a completed Step 2.
10. Click on “**Approved Sponsor Organization Application**” or the “**Get Started**” status button.



Become An Approved Sponsor Organization

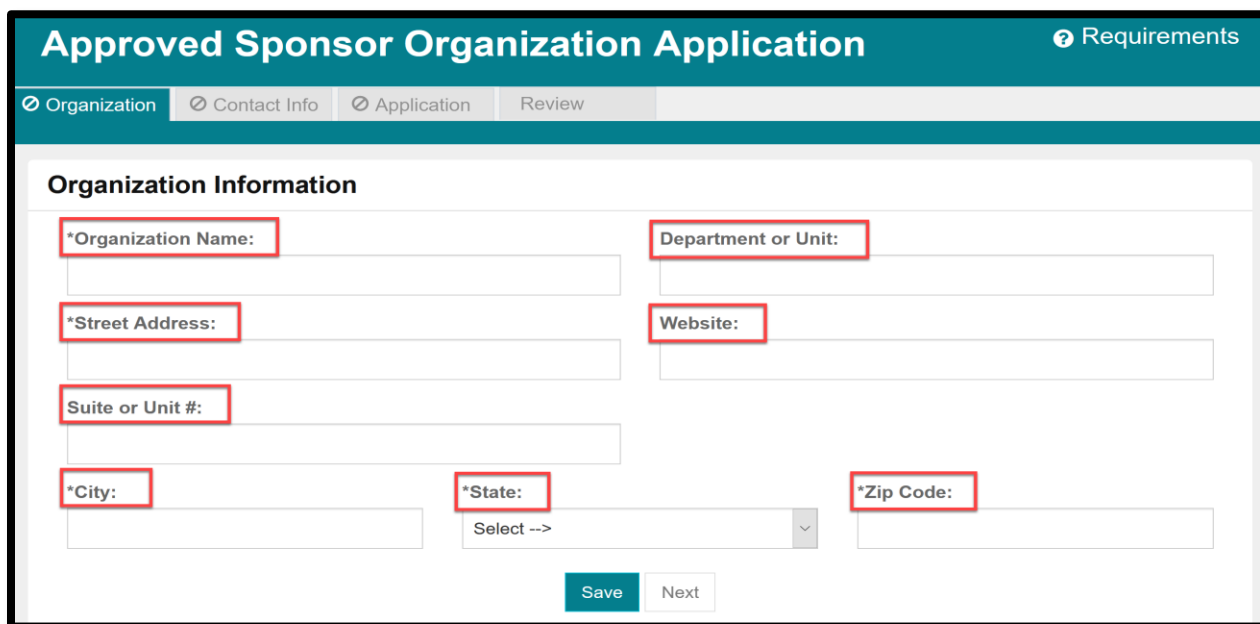
The following steps outline the process for becoming an Approved Sponsor Organization in Georgia:

✓ 1. Create a GaPDS Account and Log In to the system.	Completed
✓ 2. Confirm and Acknowledge Review of the Approved Sponsor Organization Requirements .	Completed
3. Complete and Submit an Approved Sponsor Organization Application .	Get Started

11. The **Approved Sponsor Organization Application** displays with four (4) tabs:
 - Organization
 - Contact Info
 - Application
 - Review

12. On the Organization tab, complete the following Organization Information fields:

- **Organization Name** (required)
- **Street Address** (required)
- **Suite or Unit #** (optional)
- **City** (required)
- **Department or Unit** (optional)
- **Website** (optional)
- **State** (required)
- **Zip Code** (required)



Approved Sponsor Organization Application Requirements

Organization | Contact Info | Application | Review

Organization Information

*Organization Name: Department or Unit:

*Street Address: Website:

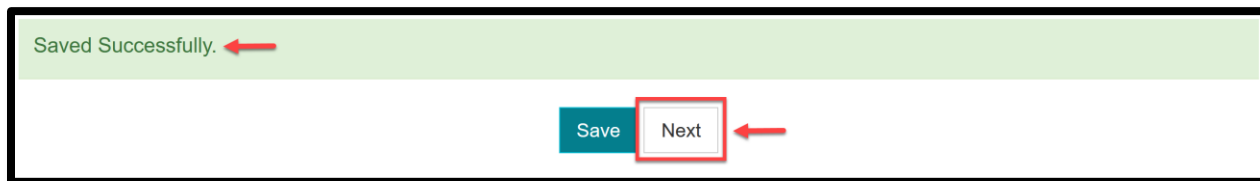
Suite or Unit #:


*City: *State: Select --> Zip Code:


Save Next

13. Click “**Save**”. A saved successfully message displays.

14. Click “**Next**” to proceed to the Contact Info.



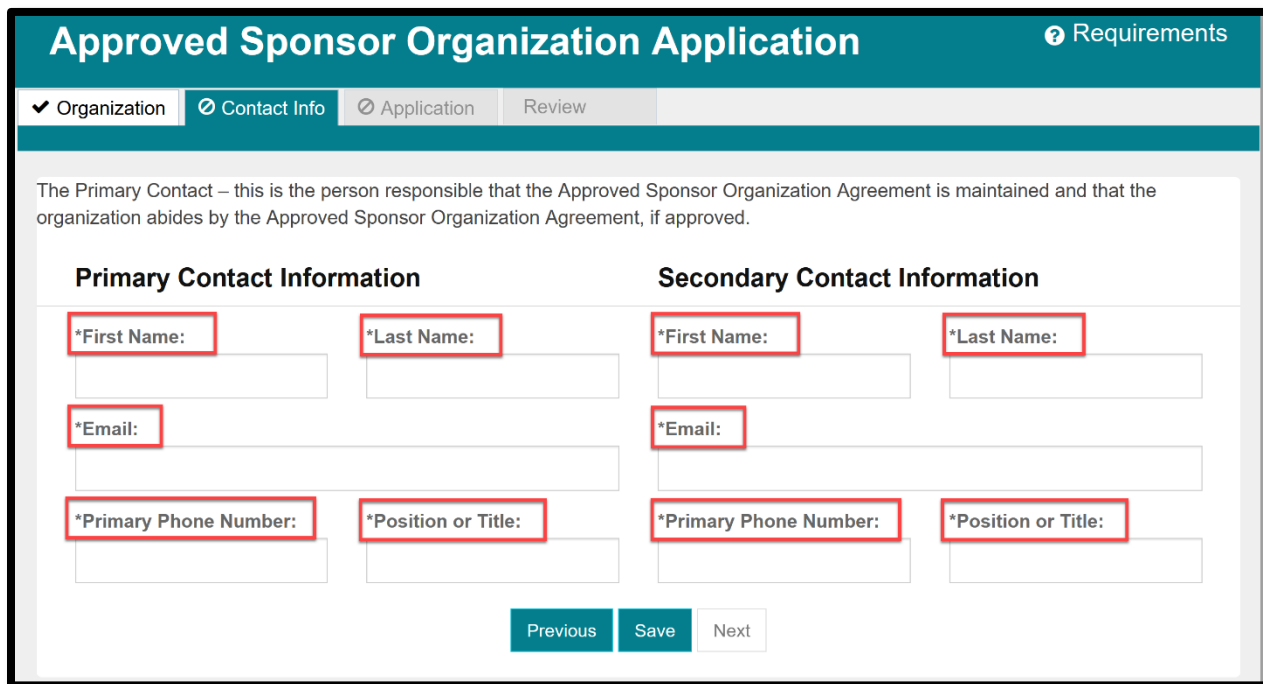
Saved Successfully. 

Save **Next** 

Note: As you complete each screen, click **Save**. You can always return to a previous section and edit or add more information before you submit the application for approval.

15. On the Contact Info tab, complete both the **Primary Contact Information** and the **Secondary Contact Information** required fields:

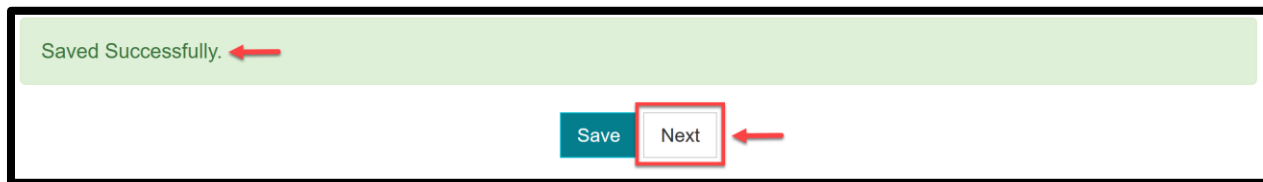
- **First Name**
- **Last Name**
- **Email** – application correspondence will be sent to the Primary Contact’s email
- **Primary Phone Number**
- **Position or Title**



The screenshot shows the 'Approved Sponsor Organization Application' form with the 'Contact Info' tab selected. The form is divided into two main sections: 'Primary Contact Information' and 'Secondary Contact Information'. Each section contains four required fields: *First Name, *Last Name, *Email, and *Primary Phone Number. The 'Position or Title' field is also present in each section. A 'Requirements' link is visible in the top right corner. At the bottom of the form, there are three buttons: 'Previous', 'Save', and 'Next'.

16. Click “**Save**”. A saved successfully message displays.

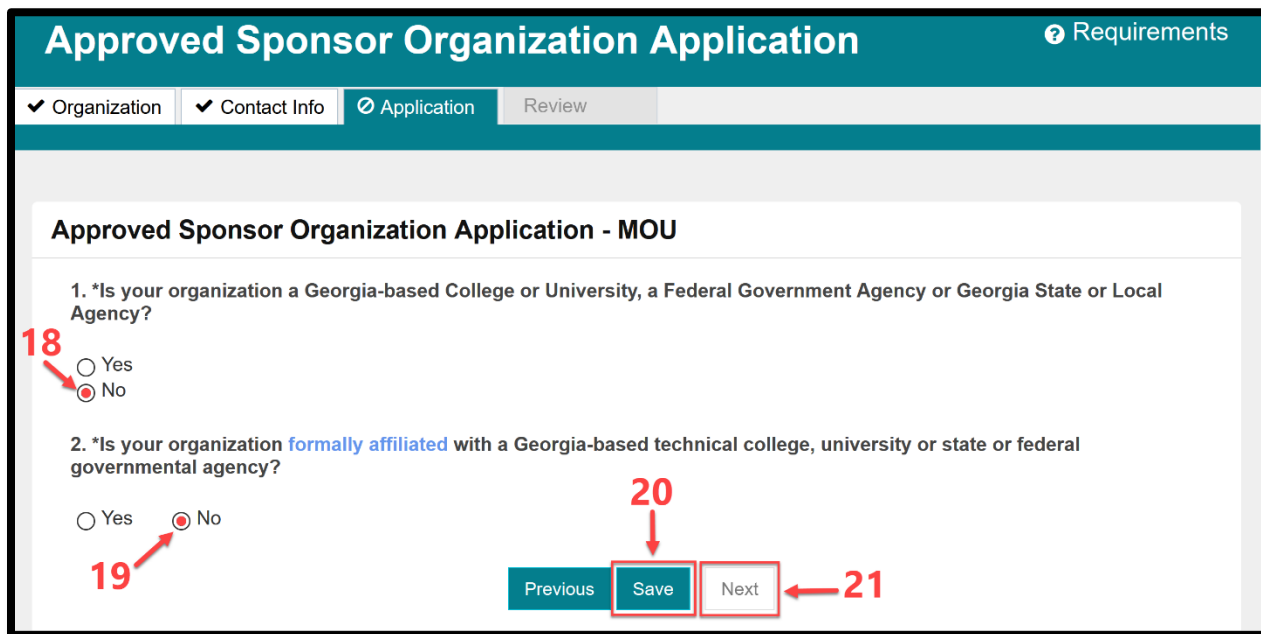
17. Click “**Next**” to proceed to the Application.



The screenshot shows a green banner at the top with the text 'Saved Successfully.' and a red arrow pointing to the right. Below the banner, there are two buttons: 'Save' and 'Next'. The 'Next' button is highlighted with a red box and a red arrow pointing to it from the right.

To submit an **Accreditation** ASO Application, thoroughly read the question(s) as they appear on the screen.

18. Select “**No**” for Question 1, “Is your organization a Georgia-based College or University, a Federal Government Agency or Georgia State or Local Agency?”.
19. Select “**No**” for Question 2, “Is your organization formally affiliated with a Georgia-based technical college, university or state or federal governmental agency?”.
20. Click “**Save**”.
21. Click “**Next**” to proceed to the next screen.



The screenshot shows the 'Approved Sponsor Organization Application' form. At the top, there is a teal header with the title and a 'Requirements' link. Below the header is a navigation bar with four tabs: 'Organization' (checked), 'Contact Info' (checked), 'Application' (selected), and 'Review'. The main content area is titled 'Approved Sponsor Organization Application - MOU'. It contains two questions:

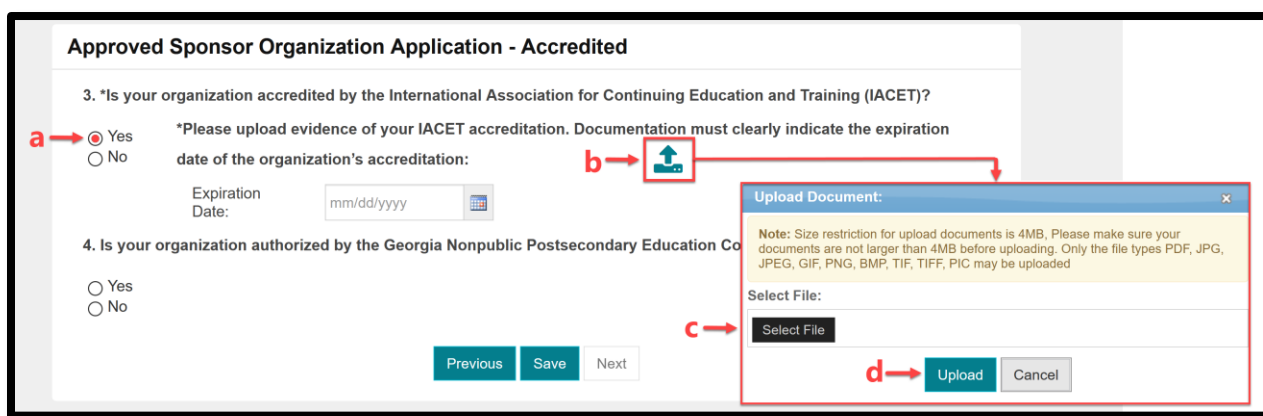
- Question 1: "Is your organization a Georgia-based College or University, a Federal Government Agency or Georgia State or Local Agency?". The 'No' radio button is selected, indicated by a red arrow and the number 18.
- Question 2: "Is your organization formally affiliated with a Georgia-based technical college, university or state or federal governmental agency?". The 'No' radio button is selected, indicated by a red arrow and the number 19.

At the bottom of the form, there are three buttons: 'Previous', 'Save', and 'Next'. The 'Save' button is highlighted with a red box and a red arrow labeled 20. The 'Next' button is also highlighted with a red box and a red arrow labeled 21.

22. The ‘Approved Sponsor Organization Application - Accredited’ section of the application displays.

There are two types of accredited applications: International Association for Continuing Education and Training (IACET) and Georgia Nonpublic Postsecondary Education Commission (GNPEC).

- To apply for the **International Association for Continuing Education and Training (IACET)** accreditation, complete the following steps:
 - a. Select “**Yes**” for Question 3, “Is your organization accredited by the International Association for Continuing Education and Training (IACET)?”.
 - b. Click on the “**Upload Document**” icon.
 - c. Select a file to upload.
 - d. Click “**Upload**”. Once the file is successfully uploaded, click “**Close**”.



Approved Sponsor Organization Application - Accredited

3. *Is your organization accredited by the International Association for Continuing Education and Training (IACET)?

☒ Yes ☐ No

*Please upload evidence of your IACET accreditation. Documentation must clearly indicate the expiration date of the organization's accreditation:

Expiration Date:

4. Is your organization authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC)?

☐ Yes ☐ No

Previous Save Next

Upload Document:

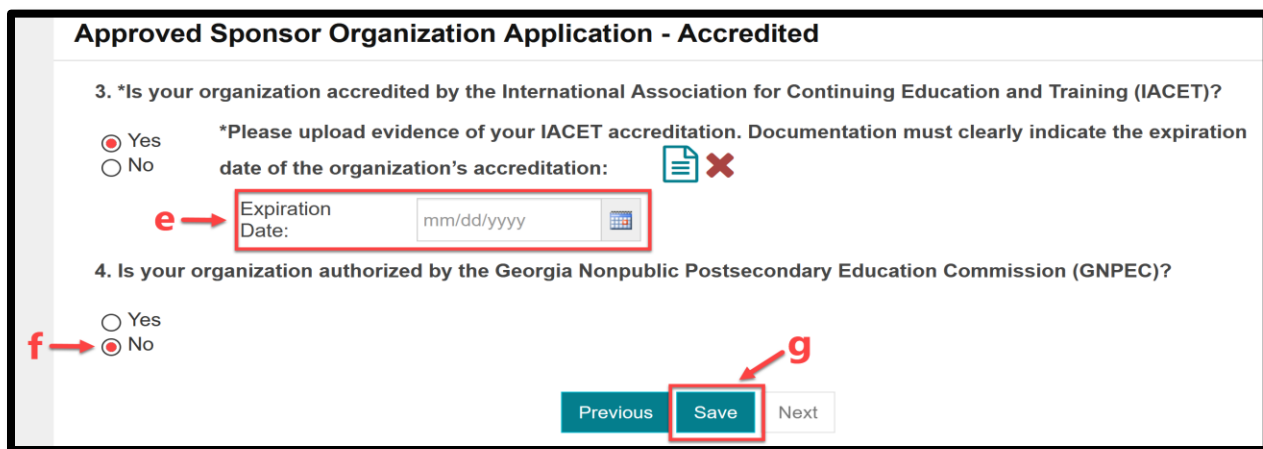
Note: Size restriction for upload documents is 4MB. Please make sure your documents are not larger than 4MB before uploading. Only the file types PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF, PIC may be uploaded

Select File:

Select File

Upload Cancel

- e. Enter an “**Expiration Date**”.
- f. Select “**No**” for Question 4.
- g. Click “**Save**”.



Approved Sponsor Organization Application - Accredited

3. *Is your organization accredited by the International Association for Continuing Education and Training (IACET)?

☒ Yes ☐ No

*Please upload evidence of your IACET accreditation. Documentation must clearly indicate the expiration date of the organization's accreditation:

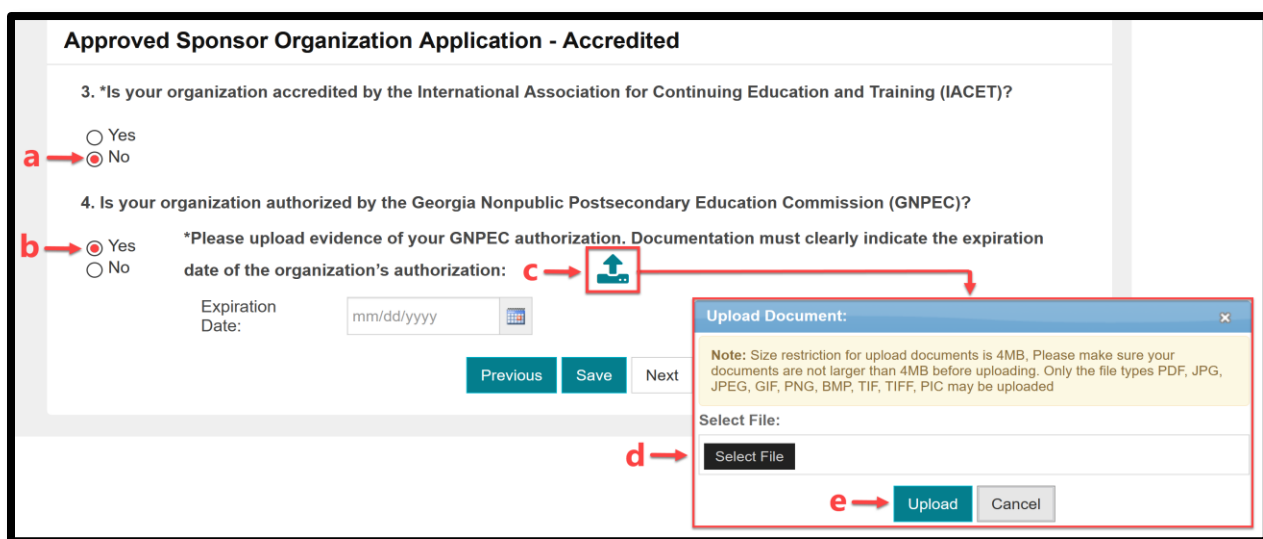
Expiration Date:

4. Is your organization authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC)?

☐ Yes ☒ No

Previous Save Next

- To apply for the **Georgia Nonpublic Postsecondary Education Commission (GNPEC)** authorization, complete the following steps:
 - a. Select “**No**” for Question 3.
 - b. Select “**Yes**” for Question 4, “Is your organization authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC)?”
 - c. Click on the “**Upload Document**” icon.
 - d. Select a file to upload.
 - e. Click “**Upload**”. Once the file is successfully uploaded, click “**Close**”.



Approved Sponsor Organization Application - Accredited

3. *Is your organization accredited by the International Association for Continuing Education and Training (IACET)?

☐ Yes
☒ No

4. Is your organization authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC)?

☒ Yes
☐ No

*Please upload evidence of your GNPEC authorization. Documentation must clearly indicate the expiration date of the organization's authorization:

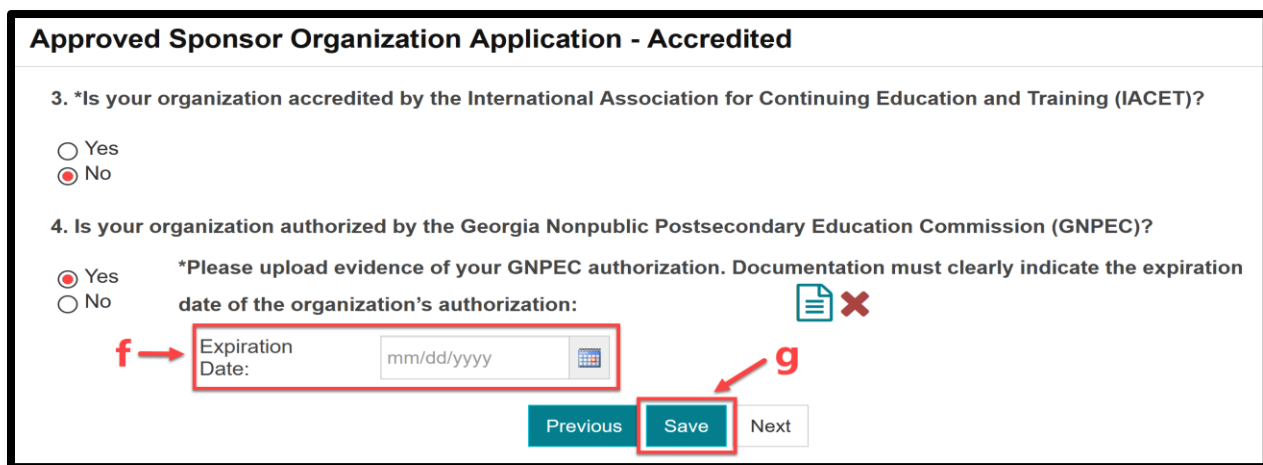
Expiration Date:

Upload Document:

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:

- f. Enter an “**Expiration Date**”.
- g. Click “**Save**”.



Approved Sponsor Organization Application - Accredited

3. *Is your organization accredited by the International Association for Continuing Education and Training (IACET)?

☐ Yes
☒ No

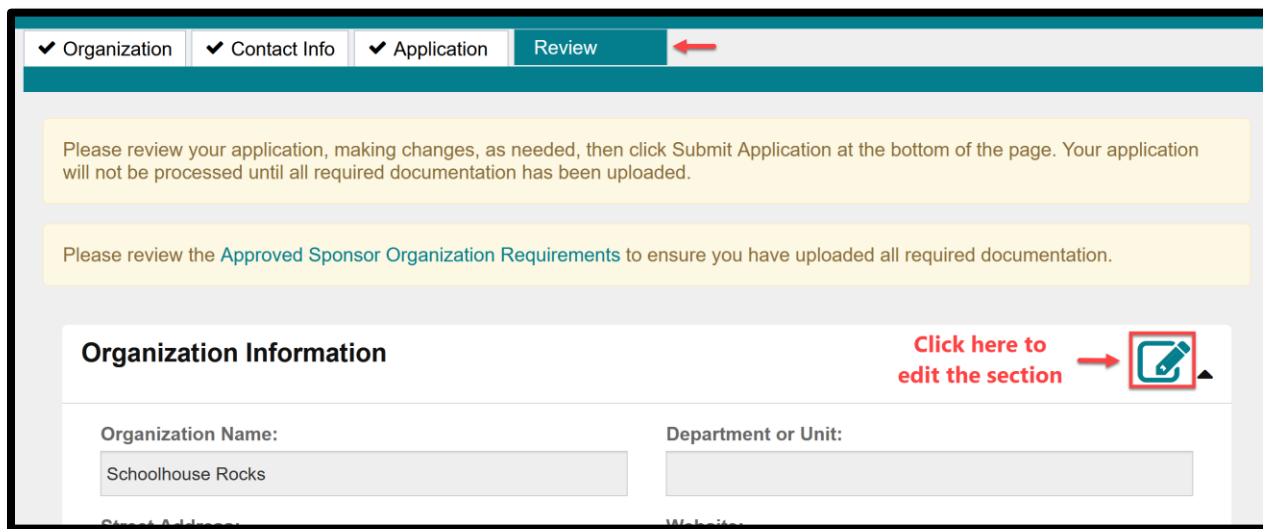
4. Is your organization authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC)?

☒ Yes
☐ No

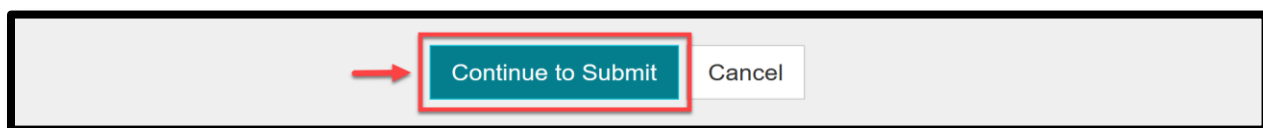
*Please upload evidence of your GNPEC authorization. Documentation must clearly indicate the expiration date of the organization's authorization:

Expiration Date:

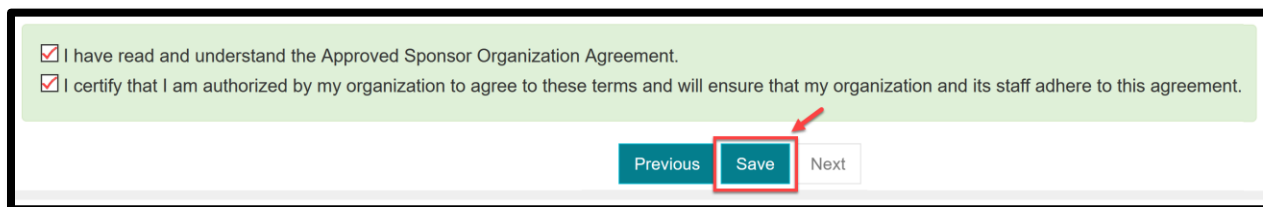
23. After selecting Yes to either Question 3 or Question 4 and completing the required fields, click “**Next**” to proceed to the Review Page.
24. Review the application. If any changes are needed, click on the applicable tab or the update button next to the section that needs to be edited.



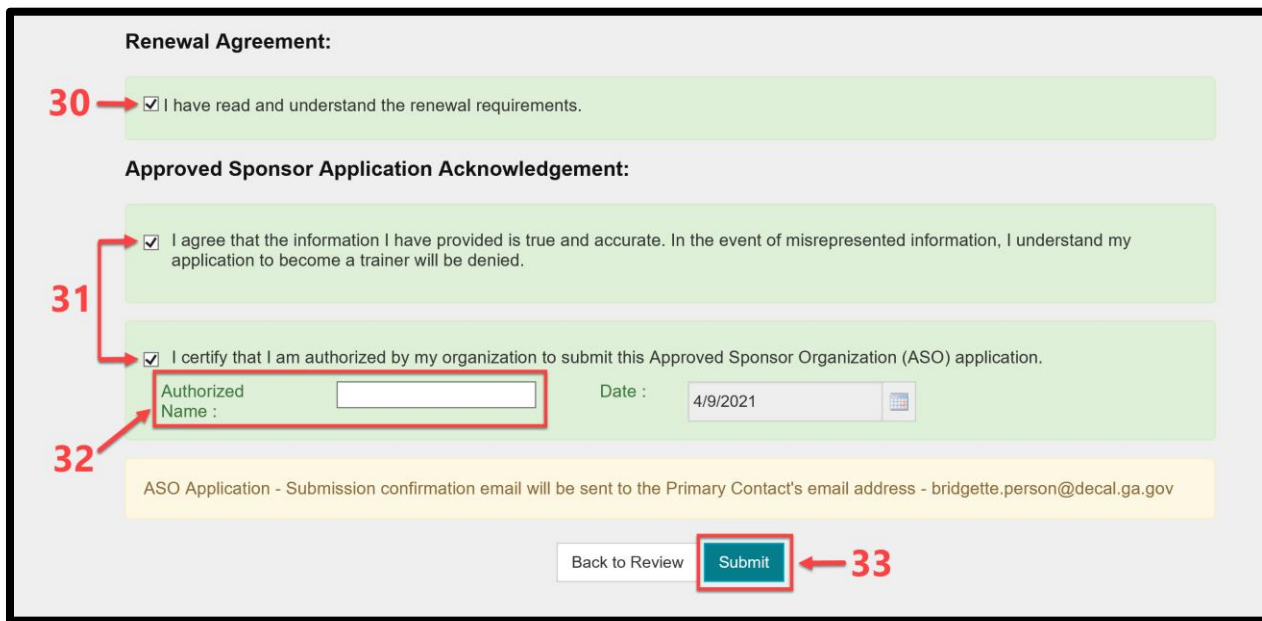
25. Once all entered information is correct, scroll to the bottom of the ‘Review’ page, and click “**Continue to Submit**”.



26. Review the Approved Sponsor Organization Agreement.
27. Check both agreement checkboxes.
28. Click “**Save**”.



29. Click “**Next**”.
30. Check the “**Renewal Agreement**” check box.
31. Check both the “**Approved Sponsor Application Acknowledgement**” checkboxes.
32. Enter the “**Authorized Name**”.
33. If all information is correct, click “**Submit**”.



The screenshot shows a web form titled "ASO Application". It contains two main sections: "Renewal Agreement:" and "Approved Sponsor Application Acknowledgement:". The "Renewal Agreement:" section has a checkbox labeled "I have read and understand the renewal requirements." with a red arrow and the number 30 pointing to it. The "Approved Sponsor Application Acknowledgement:" section has two checkboxes. The first checkbox is labeled "I agree that the information I have provided is true and accurate. In the event of misrepresented information, I understand my application to become a trainer will be denied." with a red arrow and the number 31 pointing to it. The second checkbox is labeled "I certify that I am authorized by my organization to submit this Approved Sponsor Organization (ASO) application." with a red arrow and the number 32 pointing to it. Below the second checkbox is a text input field labeled "Authorized Name:" and a date input field labeled "Date:" with the value "4/9/2021". A red box highlights the "Authorized Name:" field. Below the date field is a yellow box containing the text "ASO Application - Submission confirmation email will be sent to the Primary Contact's email address - bridgette.person@dec.al.ga.gov". At the bottom of the form are two buttons: "Back to Review" and "Submit". A red arrow and the number 33 point to the "Submit" button.

Note (1): You will not be able to edit your application once it has been submitted.

34. Once the Approved Sponsor Application is submitted, the status displays as “Under Review”.

Become An Approved Sponsor Organization

The following steps outline the process for becoming an Approved Sponsor Organization in Georgia:

✓ 1. Create a GaPDS Account and Log In to the system.	Completed
✓ 2. Confirm and Acknowledge Review of the Approved Sponsor Organization Requirements .	Completed
3. Complete and Submit an Approved Sponsor Organization Application .	Under Review

Once the completed ASO application has been submitted, applications will be reviewed by Georgia Training Approval. The review and approval process may take up to ten business days. Applicants will be notified by email of the status of their application.

If you have questions, please contact Georgia Training Approval at trainingapproval@dec.al.ga.gov.

Note (2): When the application is successfully submitted, a submission confirmation email will be sent to the Primary Contact specified in the application.

Note (3): Once Georgia Training Approval has reviewed the application, an email with the application status will be sent to the Primary Contact specified in the application.