

How to Complete and Submit an Approved Sponsor Organization Application – Other

- 1. Launch the GaPDS website and click on "Login / Register".
- 2. Enter your login credentials and click "Log In".

Georgia	Georgia Professional Development System for Early Childhood Educators		
🖶 Home 🛛 Trainings 🔻 Conferences 🔻 Trainers 🔻			
🔓 Login			
	User Name: emilyb Password: Forgot login information? Pre-K Directors Check here to login with PANDA credentials		
	Log In Cancel New Users S 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 <u>How to Create a GaPDS Account - ASO</u> for additional assistance.



3. Click on the "Trainers" tab and select "Become an Approved Sponsor Organization".

i GaP	DS ^G	eorgia Professional Development System for Early Childhood Educators
A My Profile Trainings	Conferences V	Trainers 🔻
My Profile		Q Search Approved Trainers
		≗ Become an Approved Trainer
EMILY BRONTE		Become an Approved Sponsor Organization
Username: emilyb		

4. The 'Become an Approved Sponsor Organization' page displays with a completed Step 1.

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.	Not Started	
3. Complete and Submit an Approved Sponsor Organization Application.	Not Started	
Once the completed ASO application has been submitted, applications will be reviewed by Georgia Training Approval. The business days. Applicants will be notified by email of the status of their application.	e review and approval pro	cess may take up to ten
If you have questions, please contact Georgia Training Approval at trainingapproval@decal.ga.gov.		

5. Click on "Approved Sponsor Organization Requirements" or the "Not Started" status button.

Become An Approved Sponsor Organization		
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✓ 1. Create a GaPDS Account and Log In to the system.	Completed	
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- 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 Requirement	nts.
· →[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	
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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)

Approv	ed Spon	sor Orga	nization	Application	า	? Requirements
Organization	O Contact Info	Application	Review			
Organizati	on Informatio	on				
*Organizatio	on Name:			Department or Unit:		
*Street Add	ress:			Website:		
Suite or Uni	t #:					
*City:		*Sta Se	te: lect>	~	*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

Approv	ed Spon	sor Organ	nization	Application	Requirements
✓ Organization	Contact Info	Application	Review		
The Primary Con organization abid	tact – this is the pe es by the Approve	rson responsible th d Sponsor Organiza	at the Approved tion Agreement	Sponsor Organization Agreeme , if approved.	ent is maintained and that the
Primary	Contact Infor	mation		Secondary Contact Ir	nformation
*First Name:		*Last Name:		*First Name:	*Last Name:
*Email:				*Email:	
*Primary Ph	one Number:	*Position or Titl	e:	*Primary Phone Number:	*Position or Title:
			Previous	Save Next	

- 16. Click "Save". A saved successfully message displays.
- 17. Click "**Next**" to proceed to the Application.

Saved Successfully.		
	Save Next	



- 18. Select "No" for the MOU Questions 1 and 2.
- 19. Click "Save".

Approv	ed Spon	sor Orgai	nization	Application	Requirements
 Organization 	✓ Contact Info	 Application 	Review		
Approved	Sponsor Org	anization App	lication - M	DU	
1. *Is your o	organization a Geo	orgia-based Colleg	je or University,	a Federal Government Agency or Georgia State or Local Agency?	
⊖Yes → ●No					
2. *Is your o	organization forma	Illy affiliated with	a Georgia-based	technical college, university or state or federal governmental agency?	
⊖Yes	● No			Previous Save Next	

- 20. Click "Next" to go to the next screen.
- 21. Select "No" for the Accredited Questions 3 and 4.
- 22. Click "Save".



23. Click "Next" to go to the next screen.



- 24. The 'Approved Sponsor Organization Application Other' section of the application displays.
 - Thoroughly read the question(s) as they appear on the screen.
 - Complete the questions by filling in a response in the text field and/or uploading a document with the information requested.
 - Required questions are marked by an asterisk (*).
 - To upload a document, complete the following steps:
 - a. Click on the "**Upload Document**" icon.
 - b. Select a file to upload.
 - c. Click "Upload".

pproved Sponsor Organization Application - O	thers
equired Questions that have an upload feature and a text description quested.	on box, can be completed by filling in the description or uploading a document with the information that is
5. *Please describe your organization's history or backgrou	nd providing professional learning experiences to adults:
	Upload Document: x
6. *Please complete a mission statement or goals for your (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
b→	Select File
7. Upload any supplemental documentation related to the o	
Upload Documents	
No Documents found	

d. Once the file is successfully uploaded, click "Close".

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.



- 25. After completing the application and uploading required documentation, click "**Next**" to proceed to the Review Page.
- 26. 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.

✓ Organization	✓ Contact Info	 Application 	Review	←				
Please review your application, making changes, as needed, then click Submit Application at the bottom of the page. Your application will not be processed until all required documentation has been uploaded.								
Please review the Approved Sponsor Organization Requirements to ensure you have uploaded all required documentation.								
Organiza	Organization Information			Click here to edit the section				
Organizat	ion Name:			Department or Unit:				
Schoolhou	use Rocks							
Cára sá A d	draces			Mahaifar				

27. Once all entered information is correct, scroll to the bottom of the 'Review' page, and click "Continue to Submit".

+	Continue to Submit	Cancel

- 28. Review the Approved Sponsor Organization Agreement.
- 29. Check both agreement checkboxes.
- 30. Click "Save".

 I have read and understand the Approved Sponsor Organization Agreement. I certify that I am authorized by my organization to agree to these terms and will ensure that my organization and its staff adhere to this agreement. 						
Previous Save Next						

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



- 31. Click "Next".
- 32. Check the "**Renewal Agreement**" check box.
- 33. Check both the "Approved Sponsor Application Acknowledgement" checkboxes.
- 34. Enter the "Authorized Name".
- 35. If all information is correct, click "Submit".

	Renewal Agreement:						
32 -	► I have read and understand the renewal requirements.						
	Approved Sponsor Application Acknowledgement:						
33	■ 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.						
L	 I certify that I am authorized by my organization to submit this Approved Sponsor Organization (ASO) application. Authorized Date : 4/9/2021 						
34	SO Application - Submission confirmation email will be sent to the Primary Contact's email address - bridgette.person@decal.ga.gov						
	Back to Review Submit -35						

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



36. Once the Approved Sponsor Application is submitted, the status displays as "Under Review".

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If you have questions, please contact Georgia Training Approval at trainingapproval@decal.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.