How to Complete and Submit an Approved Sponsor Organization Application - Memorandum of Understanding (MOU)
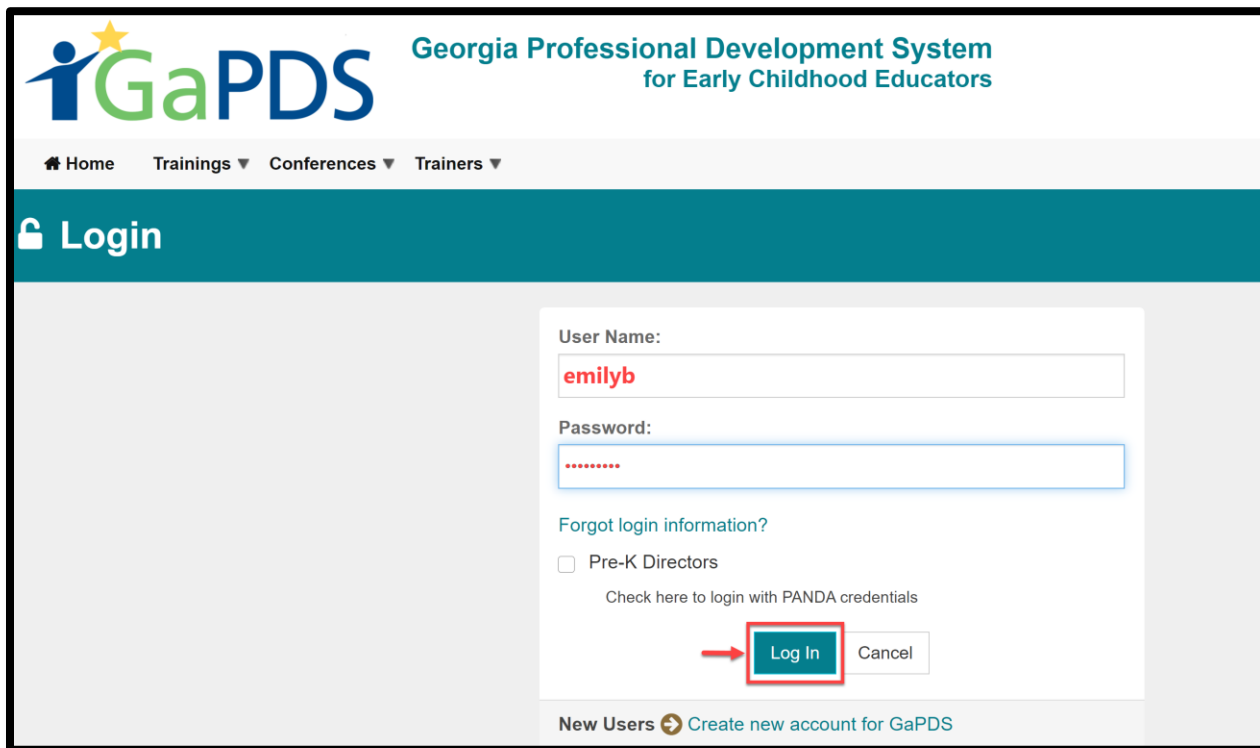
1. Launch the GaPDS website and click on "**Login / Register**".

2. Enter your login credentials and click "**Log In**".

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.

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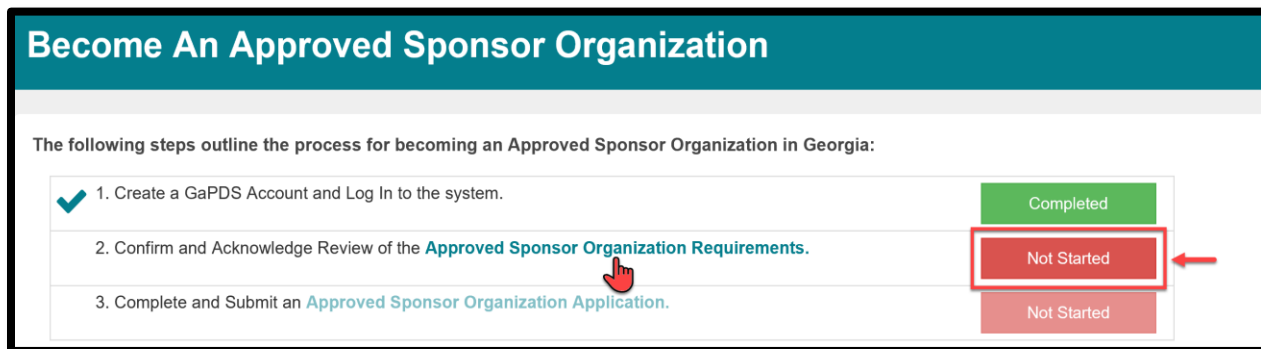
3. Click on the "**Trainers**" tab and select "**Become an Approved Sponsor Organization**".
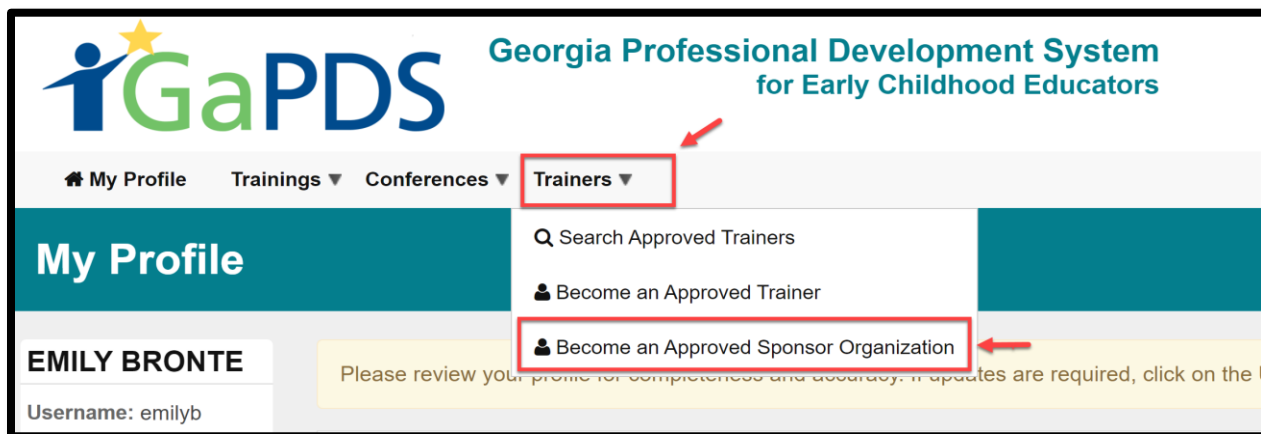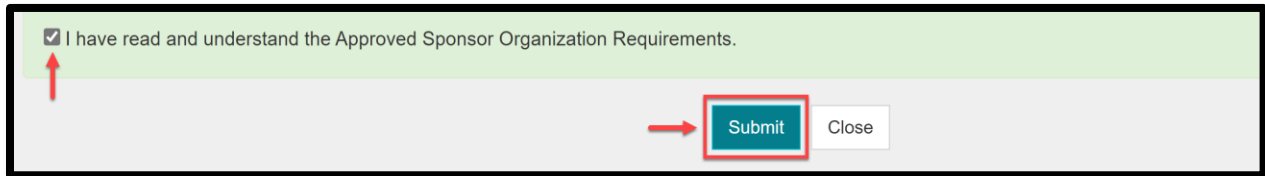

4. The 'Become an Approved Sponsor Organization' page displays with a completed Step 1.

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

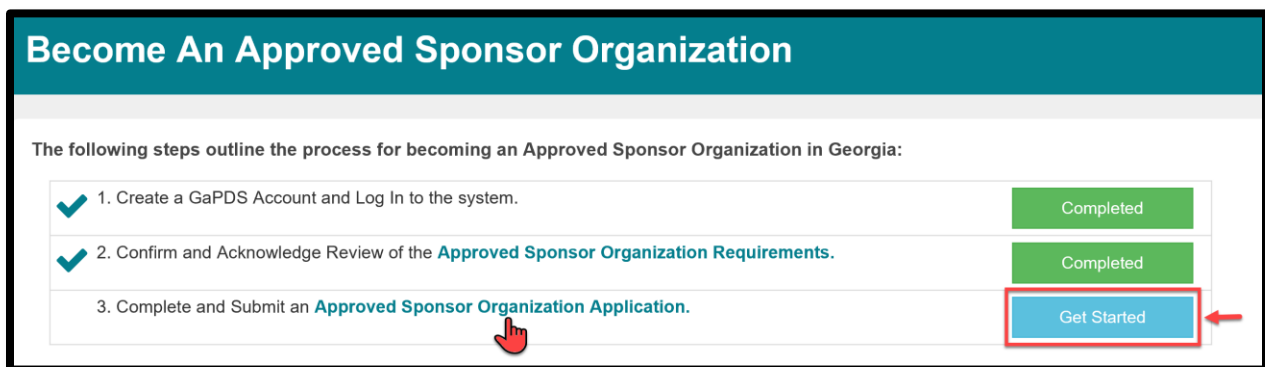*Bright from the Start: Georgia Department of Early Care and Learning*

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.

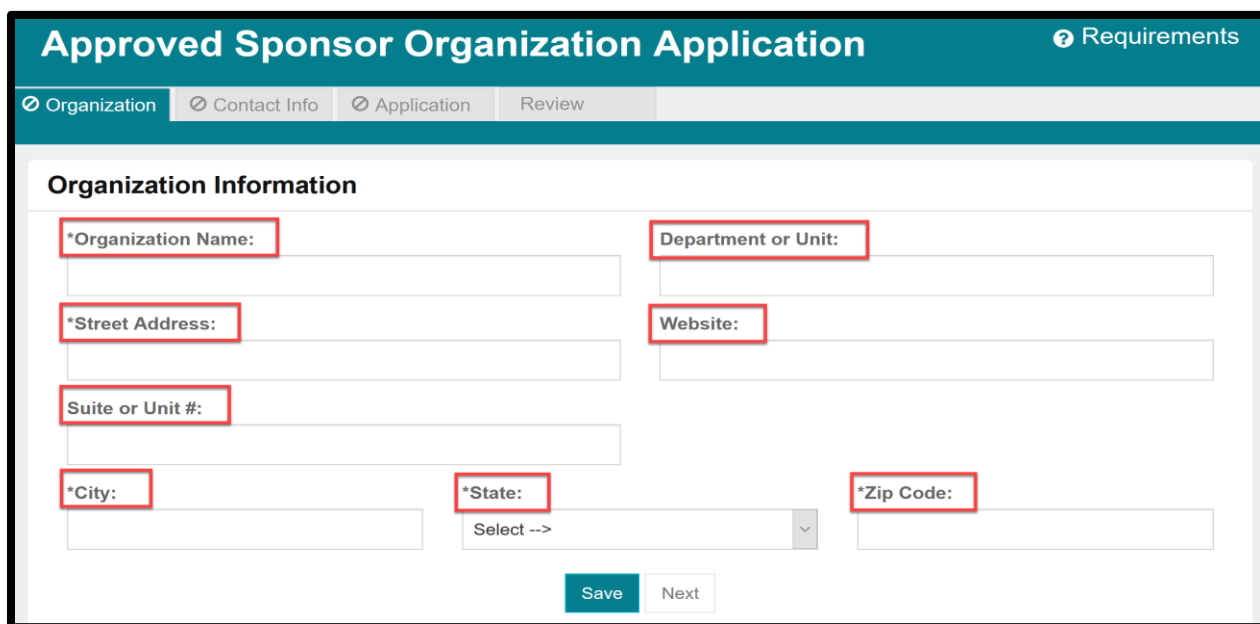10. Click on "**Approved Sponsor Organization Application**" or the "**Get Started**" status button.

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:

    a. Organization

    b. Contact Info

    c. Application

    d. Review

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

a. **Organization Name** (required)

b. **Street Address** (required)

c. **Suite or Unit #** (optional)

d. **City** (required)

e. **Department or Unit** (optional)

f. **Website** (optional)

g. **State** (required)

h. **Zip Code** (required)
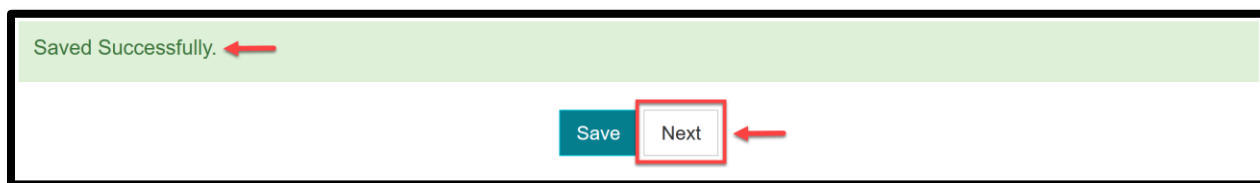
13. Click "**Save**". A saved successfully message displays.

14. Click "**Next**" to proceed to the Contact Info.

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.

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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 correspondences will be sent to the Primary Contact's email

- **Primary Phone Number**

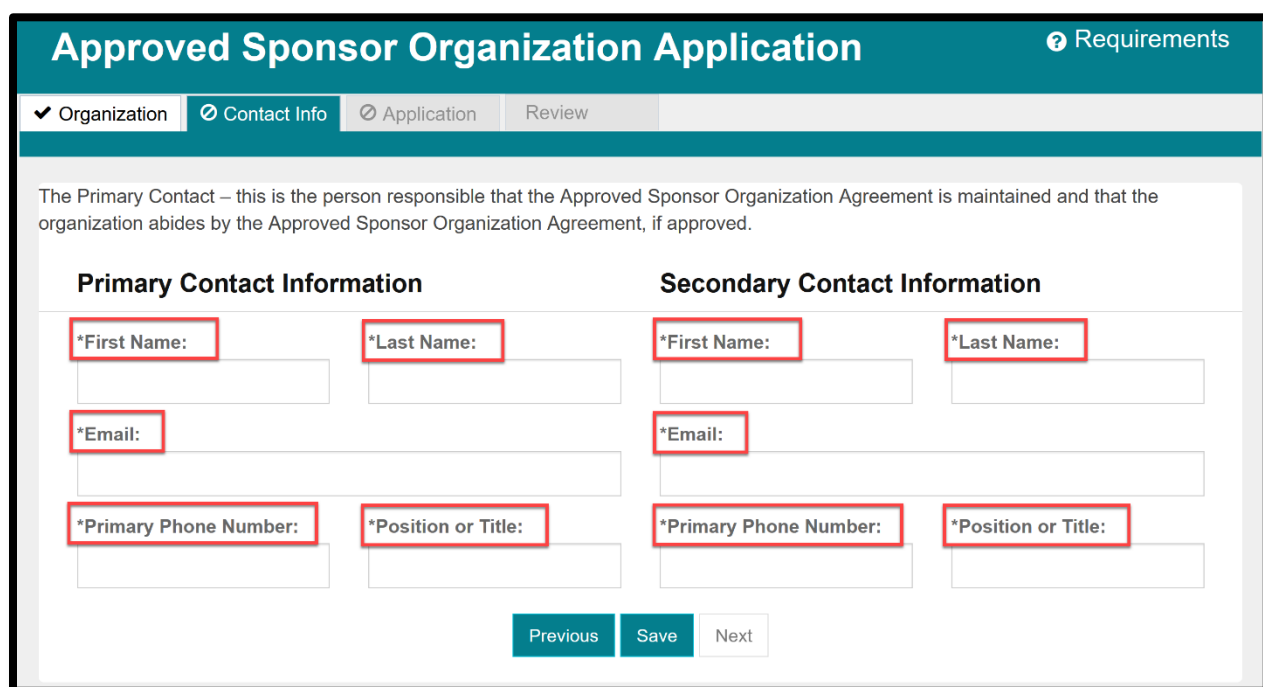- **Position or Title**

16. Click "**Save**". A saved successfully message displays.

17. Click "**Next**" to proceed to the Application.
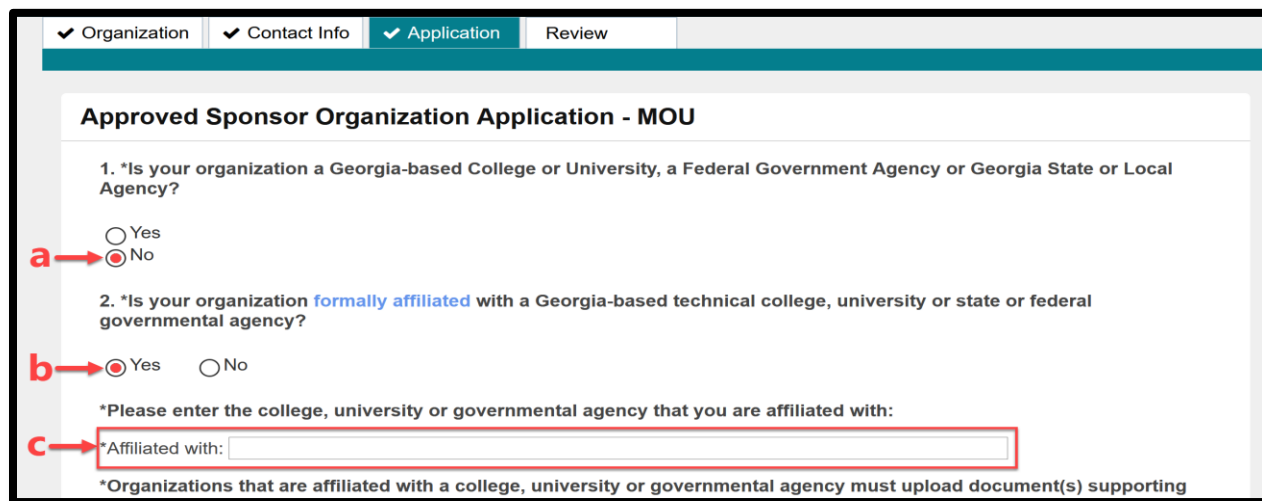
To submit an **MOU** ASO Application, thoroughly read the question(s) as they appear on the screen.

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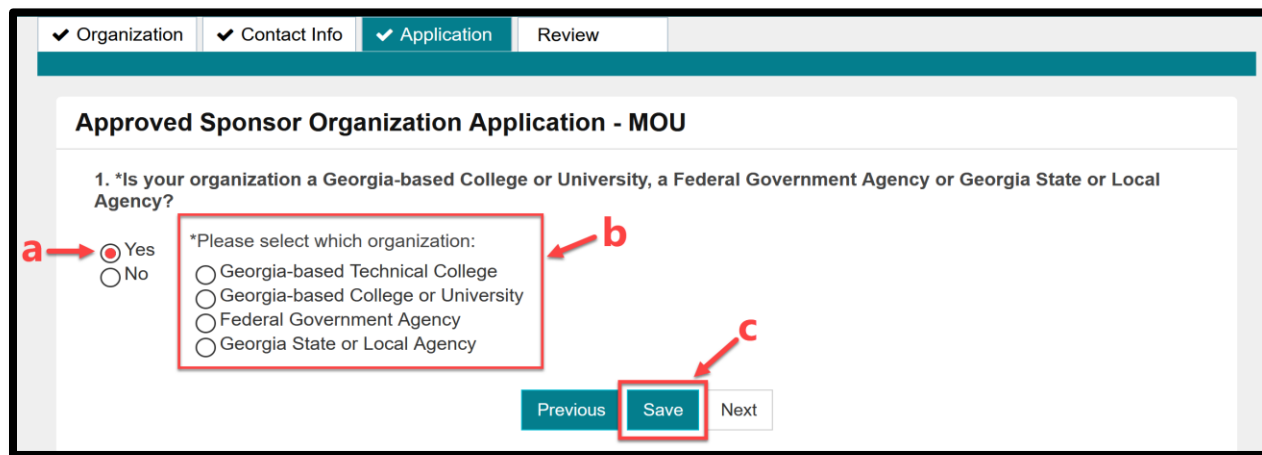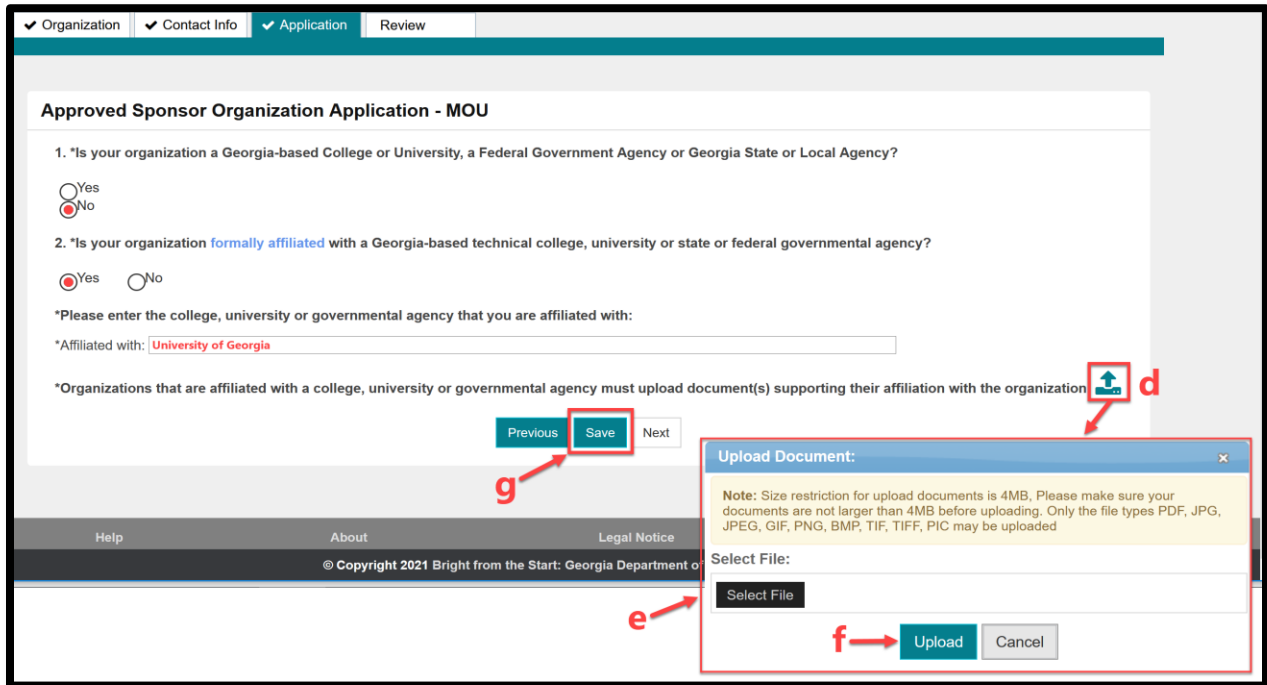18. If your organization is a Georgia-based College or University, a Federal Government Agency or Georgia State or Local Agency, complete the following steps. If not, proceed to step #19.

    a. Select "**Yes**" for Question 1.

    b. Select your organization type.

    c. Click "**Save**" and proceed to step # 20 in this document.

19. If your organization is formally affiliated with a Georgia-based technical college, university or state or federal governmental agency:

    a. Select "**No**" for Question 1.

    b. Select "**Yes**" for Question 2.

    c. In the "**Affiliated with**" field, enter the name of the college, university, or governmental agency you are affiliated with.
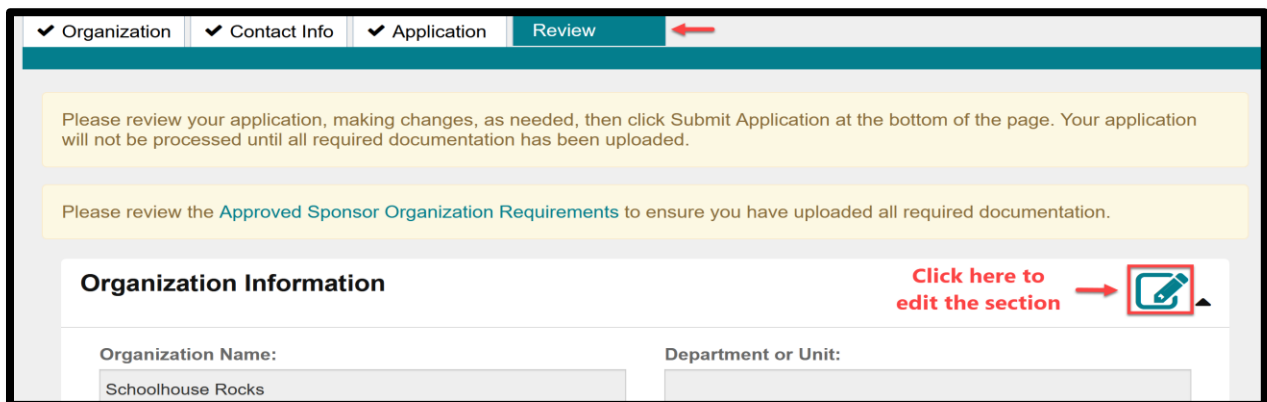
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d. Click on the "**Upload Document**" icon.

e. Select a file to upload.

f. Click "**Upload**". Once the file is successfully uploaded, click "**Close**".
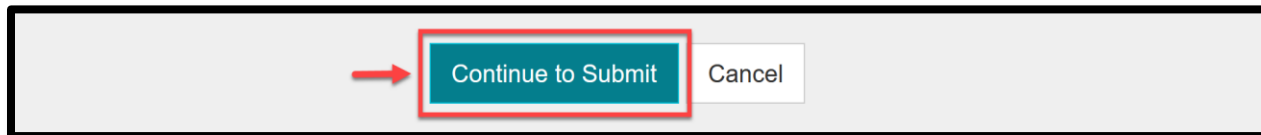
g. Click "**Save**".

20. After selecting Yes to either Question 1 or Question 2 and completing the required fields, click "**Next**" to proceed to the Review Page.

21. 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.

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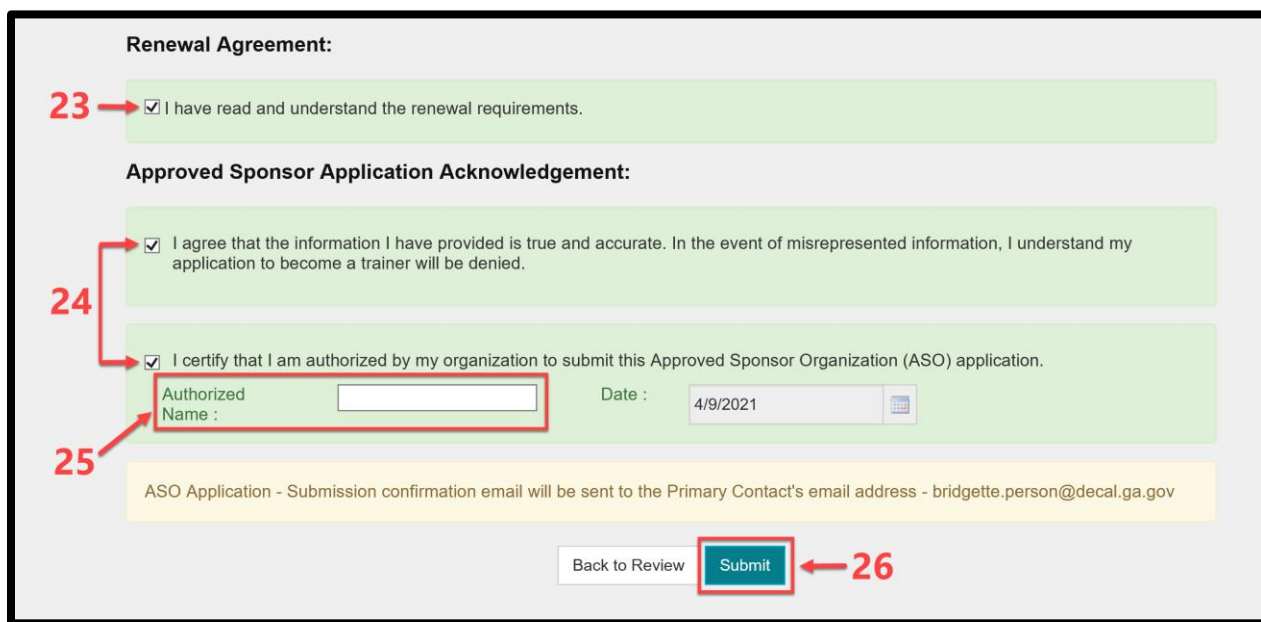

23. Check the "**Renewal Agreement**" check box.

24. Check both the "**Approved Sponsor Application Acknowledgement**" checkboxes.

25. Enter the "**Authorized Name**".

26. If all information is correct, click "**Submit**".

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

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27. 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@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.

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