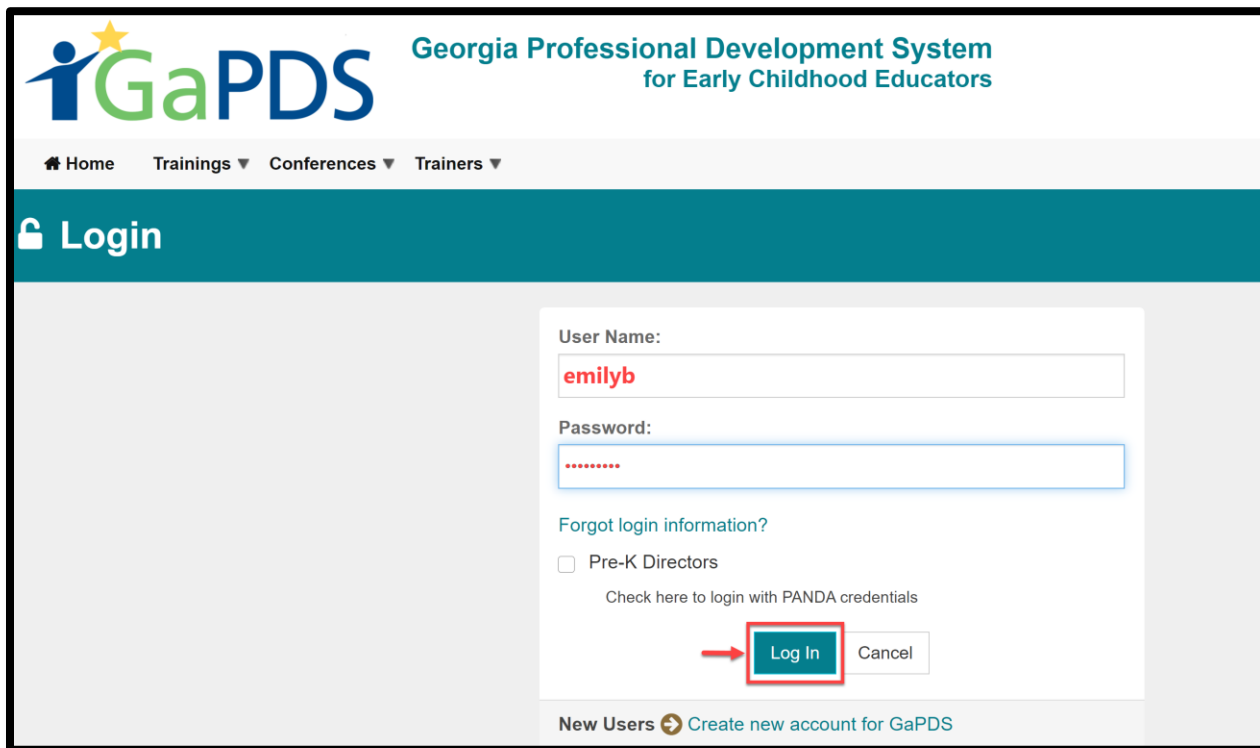


How to Complete and Submit an Approved Sponsor Organization Application - Memorandum of Understanding (MOU)

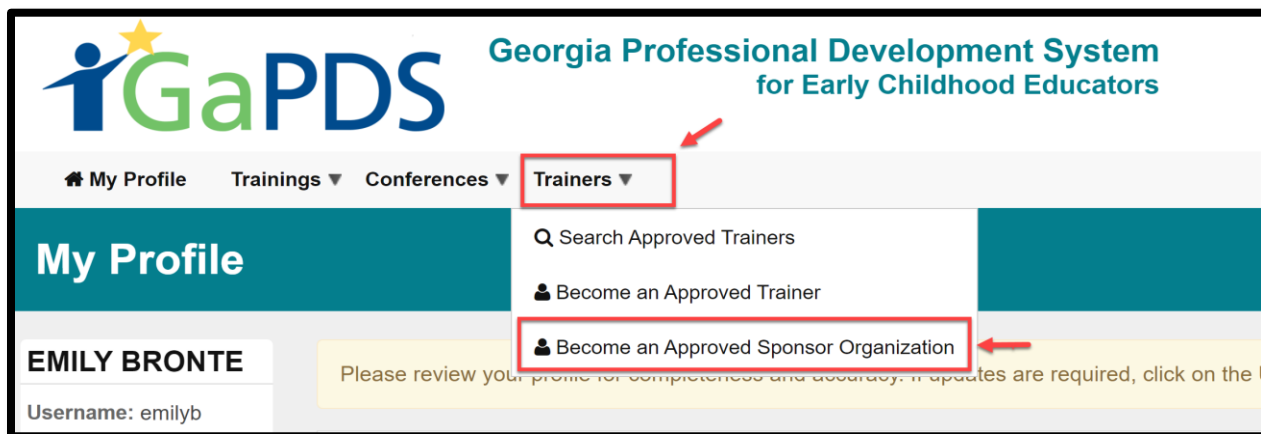
1. Launch the GaPDS website and click on “**Login / Register**”.
2. Enter your login credentials and click “**Log In**”.



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 text "Check here to login with PANDA credentials" underneath it. At the bottom of the form are two buttons: "Log In" (highlighted with a red box and a red arrow) and "Cancel". At the very bottom of the page, there is a link for "New Users" followed by "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.

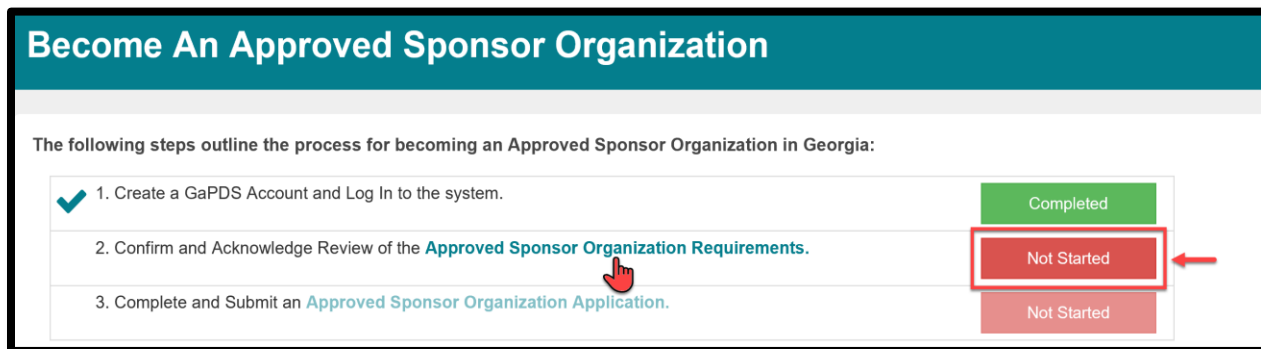
- Click on the “**Trainers**” tab and select “**Become an Approved Sponsor Organization**”.



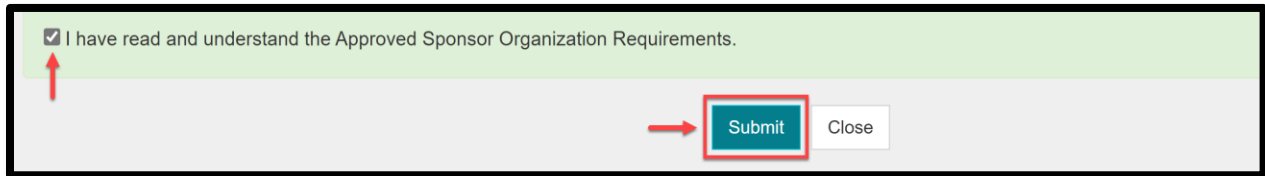
- The ‘Become an Approved Sponsor Organization’ page displays with a completed Step 1.



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

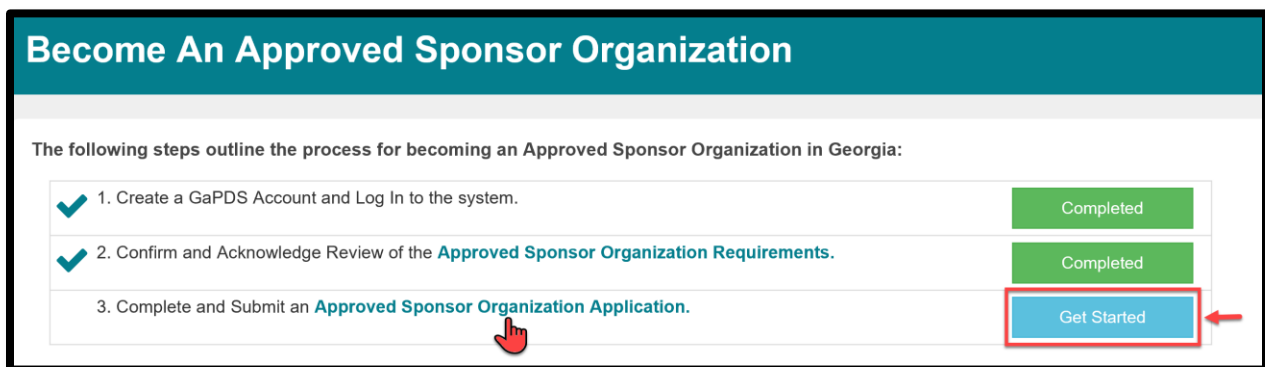


6. Read the “**Approved Sponsor Organization Requirements**”.
7. Click the check box acknowledging: “**I have read and understand the Approved Sponsor Organization Requirements**”.
8. Click “**Submit**”.



A screenshot of a confirmation box. At the top, there is a green bar containing a checked checkbox and the text "I have read and understand the Approved Sponsor Organization Requirements." Below this bar, there is a red arrow pointing to the checkbox. At the bottom right, there is a red arrow pointing to a blue "Submit" button, which is also outlined in red. Next to the "Submit" button is a "Close" button.

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.

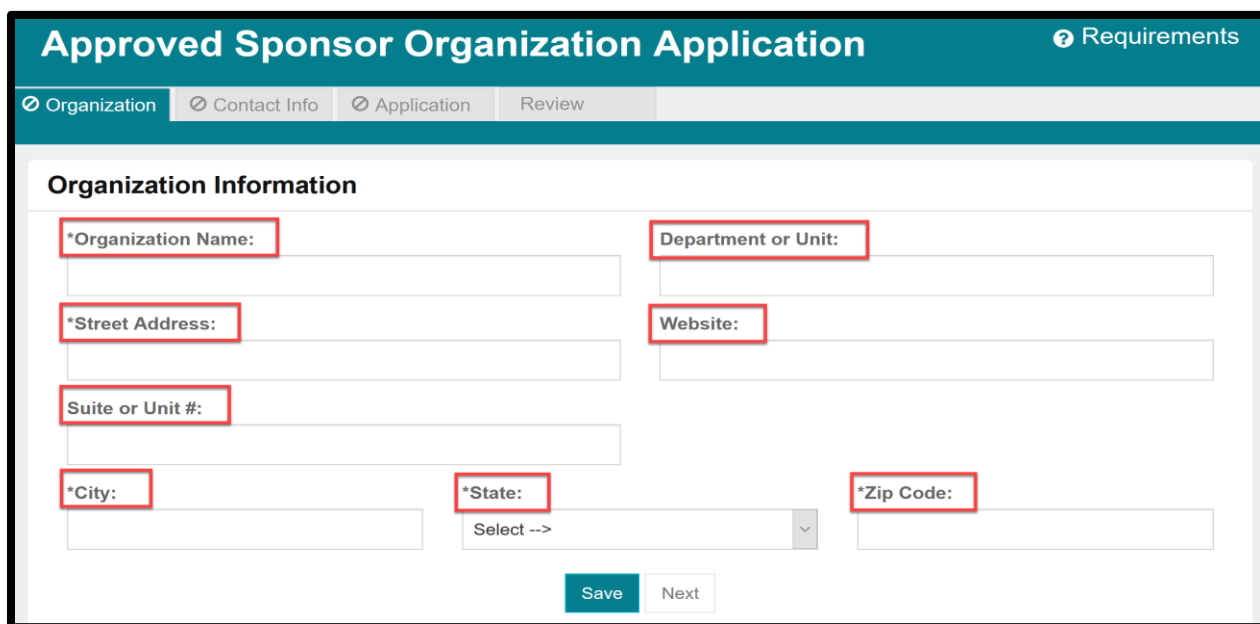


A screenshot of the "Become An Approved Sponsor Organization" page. The title is in a teal header. Below the title, it says "The following steps outline the process for becoming an Approved Sponsor Organization in Georgia:". There is a list of three steps, each with a green checkmark icon on the left and a status box on the right. Step 1: "1. Create a GaPDS Account and Log In to the system." with a green "Completed" box. Step 2: "2. Confirm and Acknowledge Review of the [Approved Sponsor Organization Requirements](#)." with a green "Completed" box. Step 3: "3. Complete and Submit an [Approved Sponsor Organization Application](#)." with a blue "Get Started" box. A red arrow points to the "Get Started" box, and a hand cursor icon is over the text of Step 3.

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) | e. Department or Unit (optional) |
| b. Street Address (required) | f. Website (optional) |
| c. Suite or Unit # (optional) | g. State (required) |
| d. City (required) | h. Zip Code (required) |



Approved Sponsor Organization Application Requirements

Organization | Contact Info | Application | Review

Organization Information

*Organization Name: Department or Unit:

*Street Address: Website:

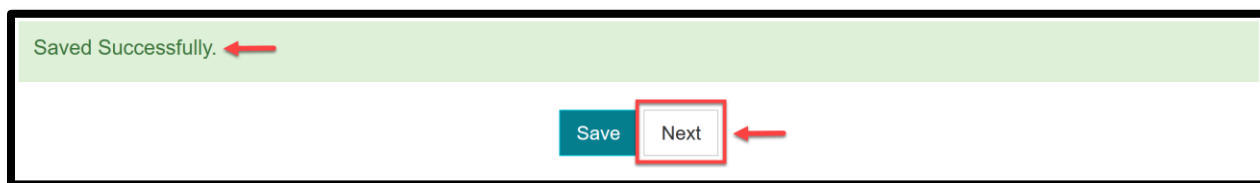
Suite or Unit #:

*City: *State: *Zip Code:

Save Next

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

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



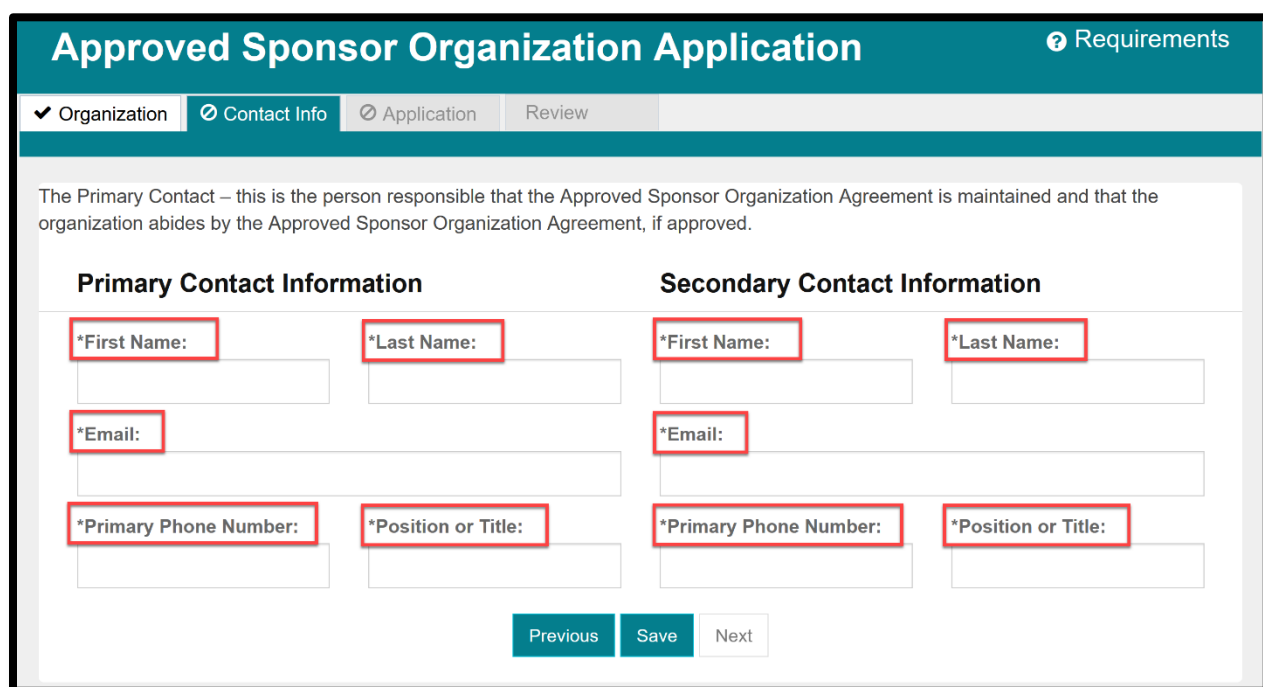
Saved Successfully. ←

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 correspondences will be sent to the Primary Contact’s email
- **Primary Phone Number**
- **Position or Title**



Approved Sponsor Organization Application Requirements

✓ Organization Contact Info Application Review

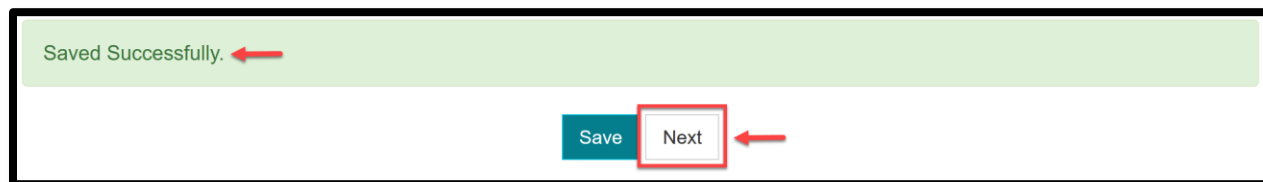
The Primary Contact – this is the person responsible that the Approved Sponsor Organization Agreement is maintained and that the organization abides by the Approved Sponsor Organization Agreement, if approved.

Primary Contact Information		Secondary Contact Information	
*First Name:	*Last Name:	*First Name:	*Last Name:
*Email:		*Email:	
*Primary Phone Number:	*Position or Title:	*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.

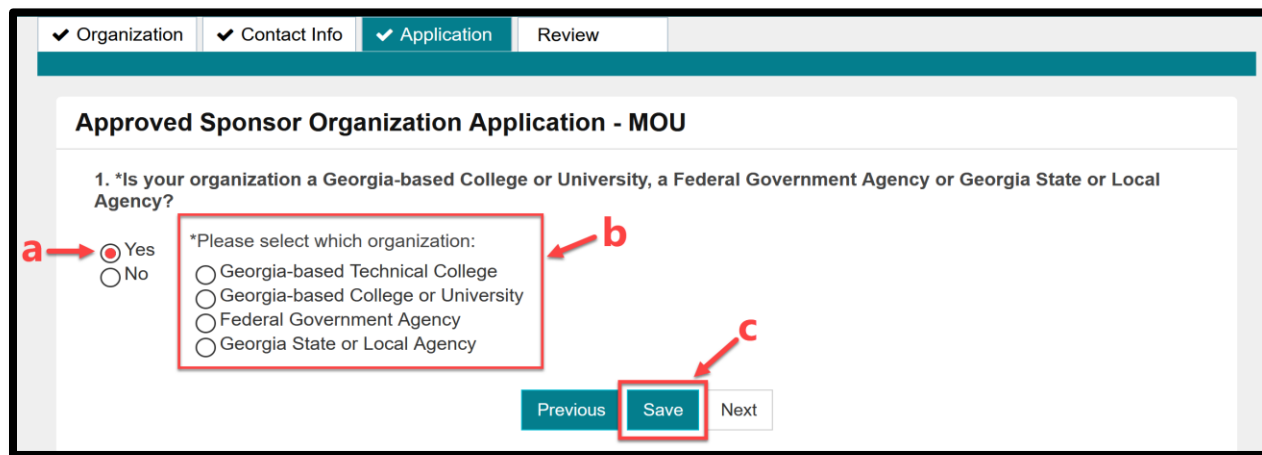


Saved Successfully. ←

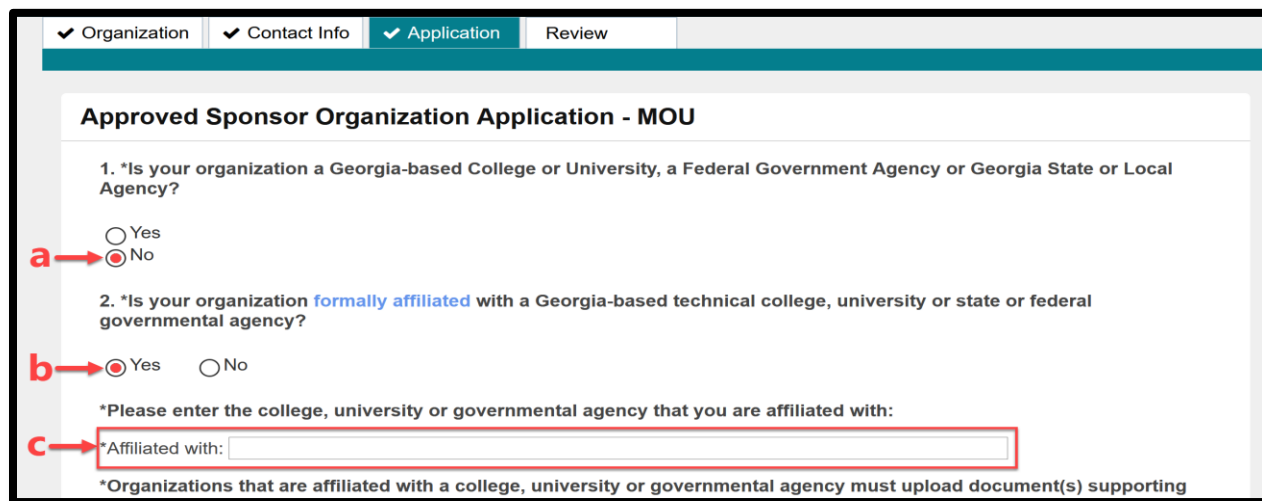
Save Next →

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

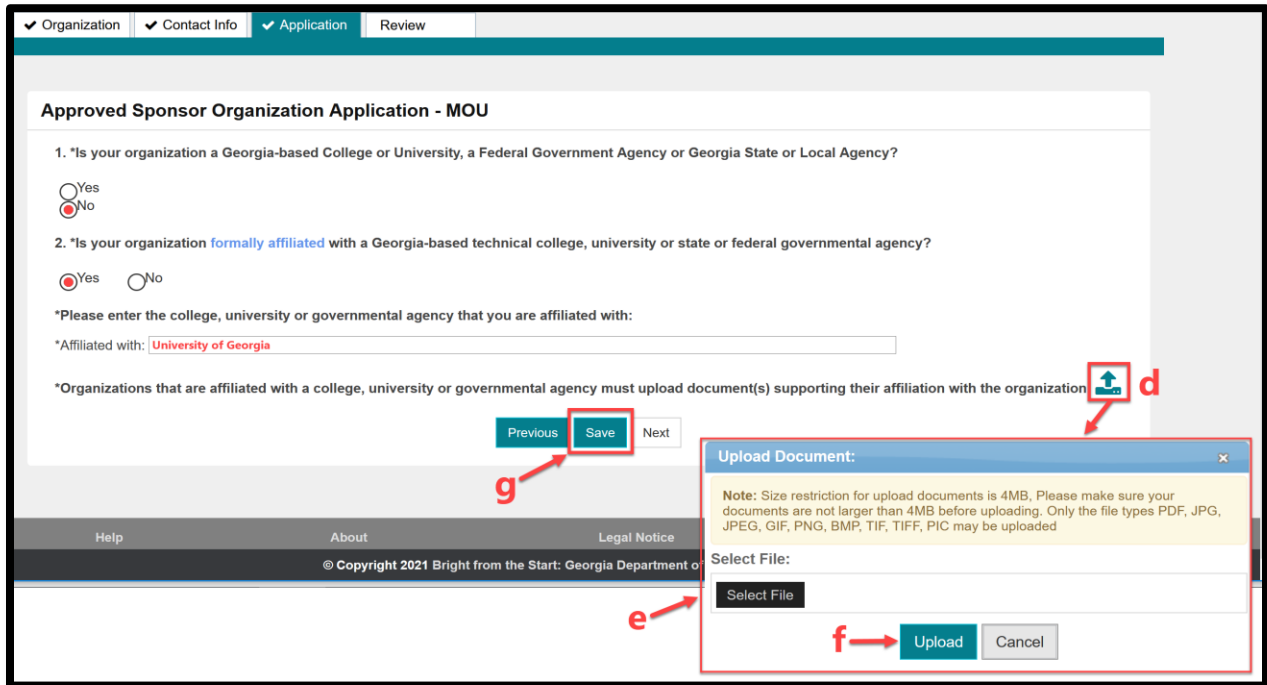
18. If your organization is a Georgia-based College or University, a Federal Government Agency or Georgia State or Local Agency, complete the following steps. If not, proceed to step #19.
 - a. Select “**Yes**” for Question 1.
 - b. Select your organization type.
 - c. Click “**Save**” and proceed to 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.

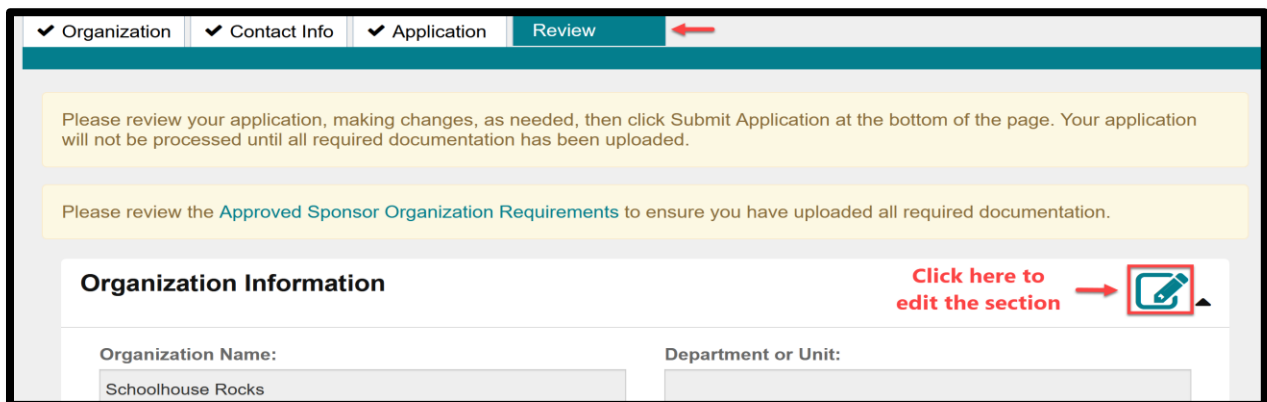


- d. Click on the “**Upload Document**” icon.
- e. Select a file to upload.
- f. Click “**Upload**”. Once the file is successfully uploaded, click “**Close**”.
- g. Click “**Save**”.

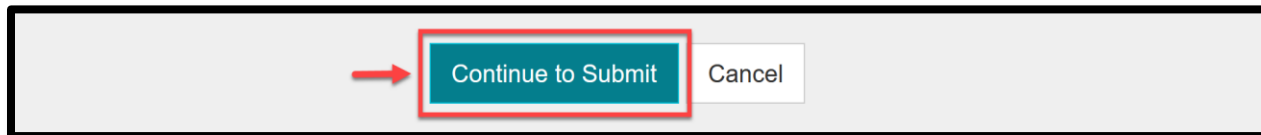


20. After selecting Yes to either Question 1 or Question 2 and completing the required fields, click “**Next**” to proceed to the Review Page.

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”.



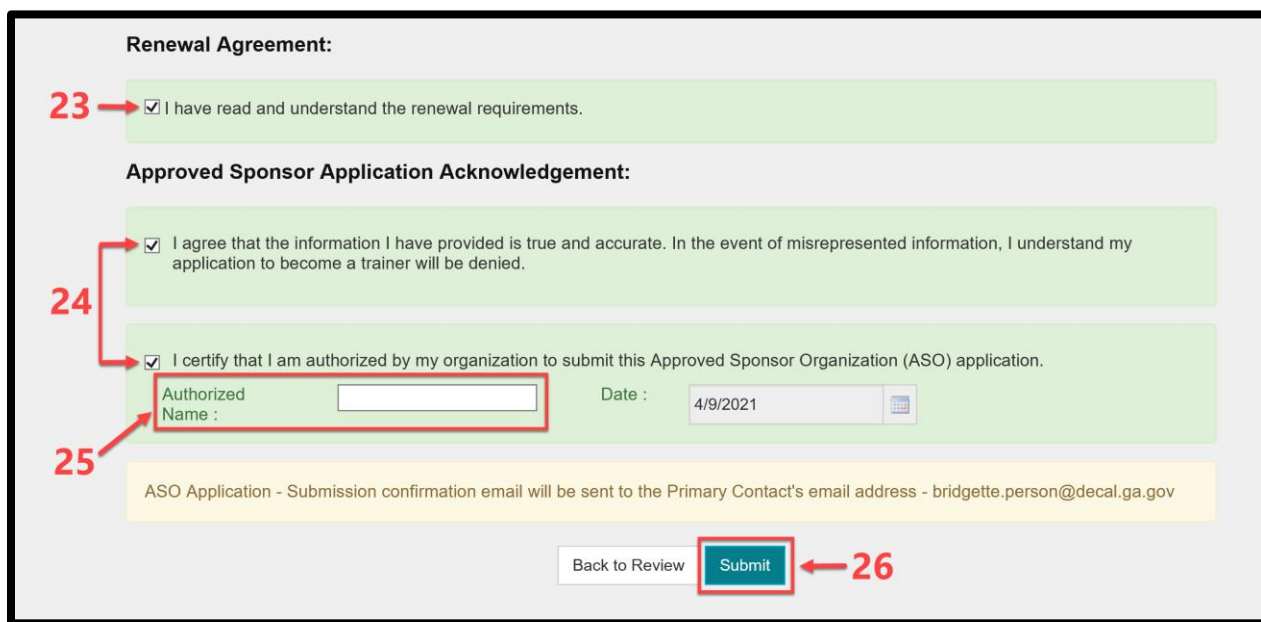
A screenshot of a button labeled "Continue to Submit" in a teal box, with a red arrow pointing to it from the left. To its right is a "Cancel" button in a white box.

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”.



A screenshot of the application review page. It features three sections: "Renewal Agreement:" with a checkbox (23) checked; "Approved Sponsor Application Acknowledgement:" with two checkboxes (24) checked; and an "Authorized Name:" field (25) with a date field set to 4/9/2021. A yellow box contains 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 are "Back to Review" and "Submit" (26) buttons.

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

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@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.