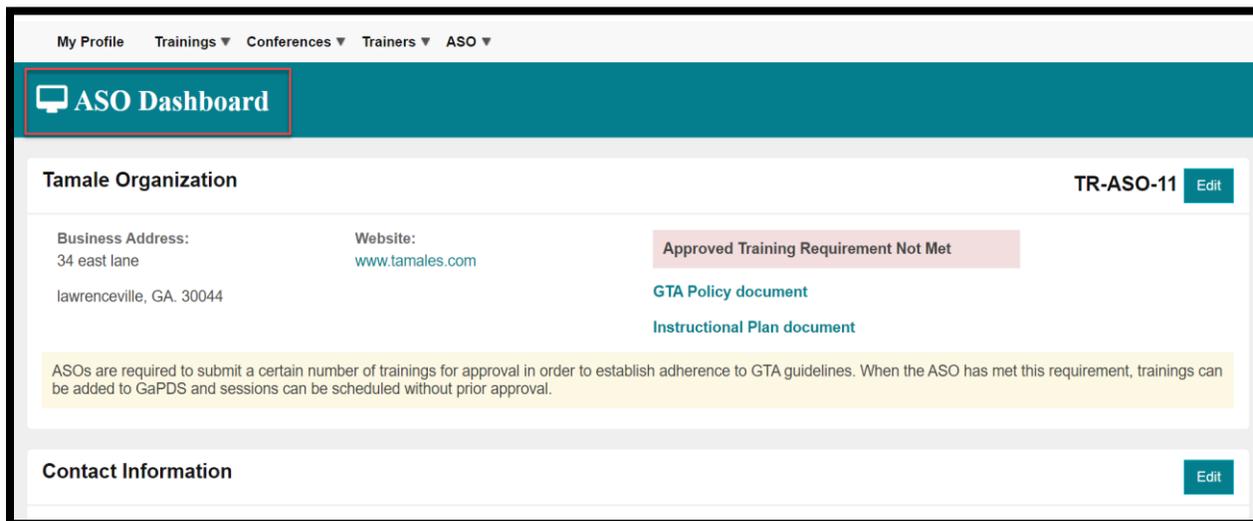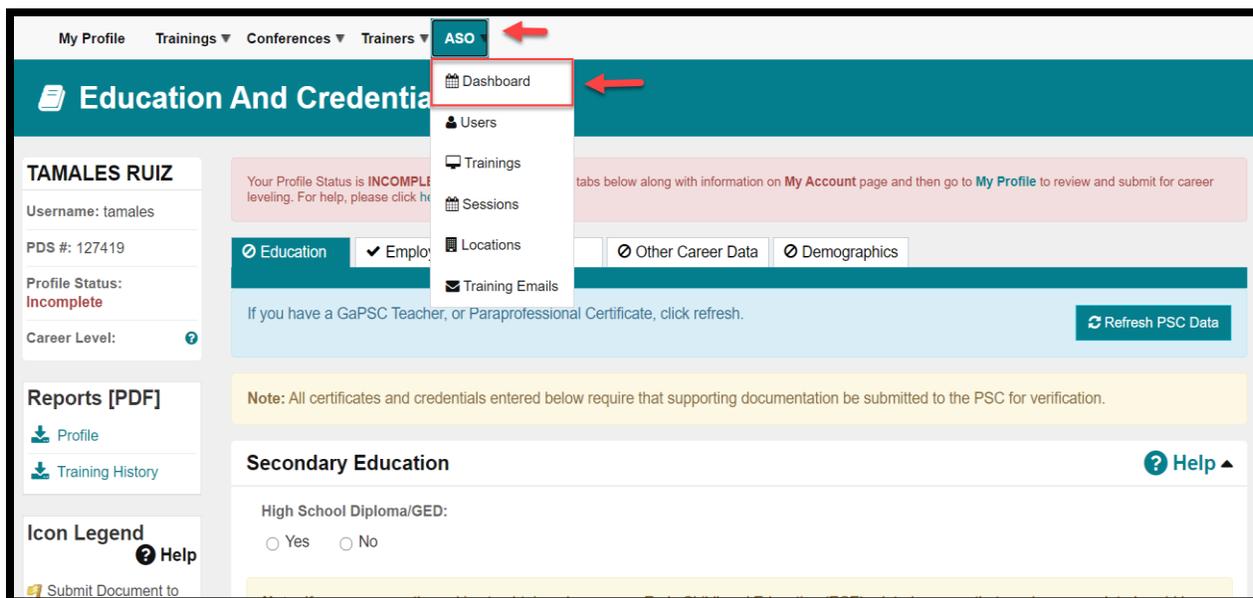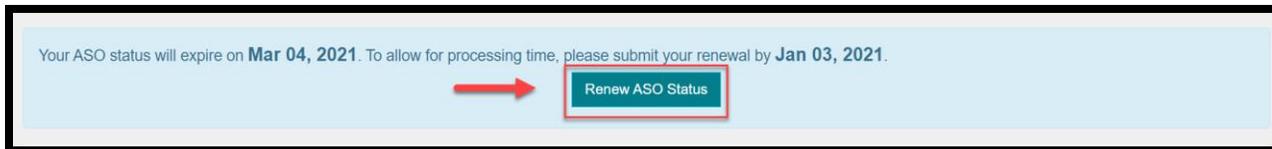# How to Renew ASO Status

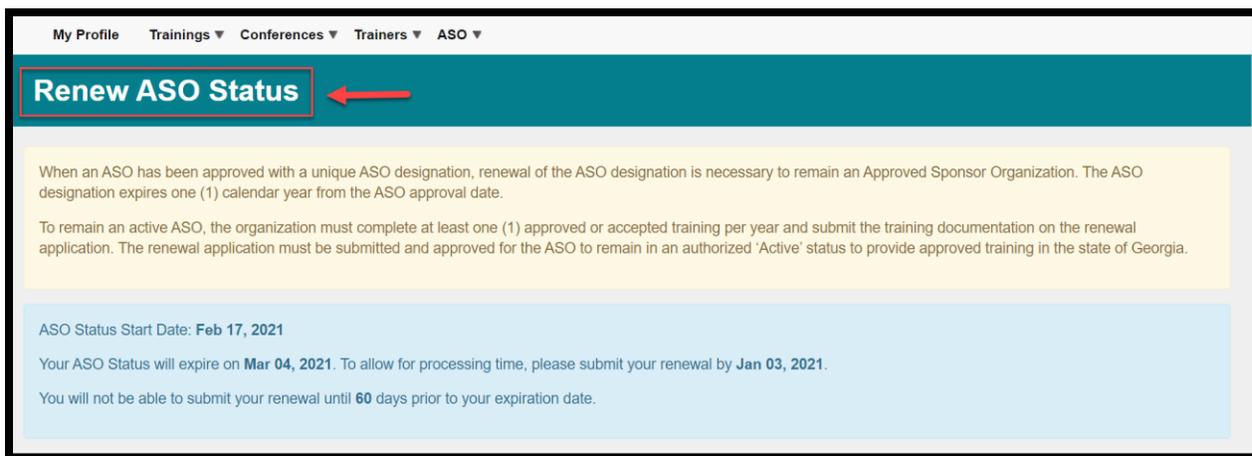1. Log in to GaPDS as an ASO Admin. The 'ASO Dashboard' page displays.

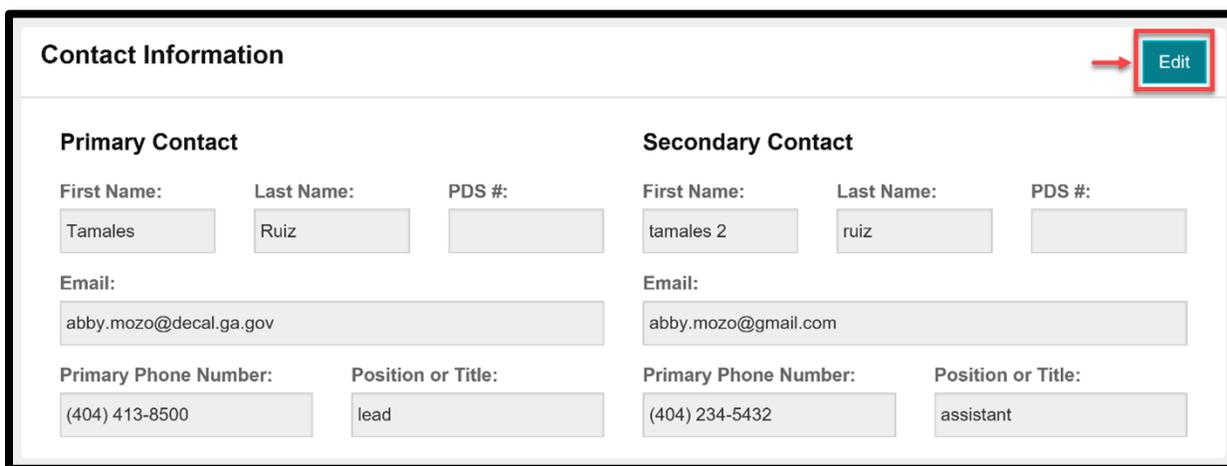**Note**: If the ASO Dashboard does not display, click on the "**ASO**" tab, and select "**Dashboard**".

2. On the ASO Dashboard, scroll down and click on the "**Renew ASO Status**" button.

Your ASO status will expire on **Mar 04, 2021**. To allow for processing time, please submit your renewal by **Jan 03, 2021**.

Renew ASO Status

3. The 'Renew ASO Status' page displays.

My Profile   Trainings ▼   Conferences ▼   Trainers ▼   ASO ▼

Renew ASO Status

When an ASO has been approved with a unique ASO designation, renewal of the ASO designation is necessary to remain an Approved Sponsor Organization. The ASO designation expires one (1) calendar year from the ASO approval date.

To remain an active ASO, the organization must complete at least one (1) approved or accepted training per year and submit the training documentation on the renewal application. The renewal application must be submitted and approved for the ASO to remain in an authorized 'Active' status to provide approved training in the state of Georgia.

ASO Status Start Date: **Feb 17, 2021**

Your ASO Status will expire on **Mar 04, 2021**. To allow for processing time, please submit your renewal by **Jan 03, 2021**.

You will not be able to submit your renewal until **60** days prior to your expiration date.

4. Review the information on the page.

5. If your contact information needs to be updated, click "**Edit**".

Contact Information   Edit

Primary Contact   **Secondary Contact**

First Name: Last Name: PDS #:   First Name: Last Name: PDS #:

Tamales   Ruiz   tamales 2   ruiz

Email: Email:

abby.mozo@decal.ga.gov   abby.mozo@gmail.com

Primary Phone Number: Position or Title: Primary Phone Number: Position or Title:

(404) 413-8500   lead   (404) 234-5432   assistant

6. If the contact information is updated, click "**Save**" to keep the changes.

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

7. Review the **ASO Trainers** section. If a trainer is not displayed, click on "**ASO**", select "**Users**", and add the missing trainer. Refer to the help document **How to Add an ASO User** for additional assistance.

8. If you managed your ASO training sessions using GaPDS for registration and attendance, the trainings will display in the **ASO Trainings Delivered in GaPDS** section.

ASO Trainings Delivered in GaPDS

Year 1 - Between February 05, 2021 and February 04, 2022

	Training Name	Training Format	Clock Hours	Training Session
1	Creating Learning Centers that Inspire	Hybrid	3.00	📅
2	Keeping Infants Safe	Face-to-Face	1.00	📅

9. If you did not manage your ASO training sessions using GaPDS for registration and attendance, you will need to upload required documentation in the **ASO Training NOT Delivered in GaPDS** section.

a. Click "**Upload File**".

b. Select a file to upload.

c. Enter a description of the document uploaded.

d. Click "**Upload**".

ASO Trainings Not Delivered in GaPDS

Upload Documents

⬆ Upload File

a

No items selected

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:

b → Select File

Description: 250 characters

c →

d → Upload   Cancel

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e. The uploaded document(s) display.

ASO Trainings Not Delivered in GaPDS

Upload Documents   ⬆ Upload File

	Document Name	Document Description	Manage	Edit
1	Professional Learning Activity.pdf	Professional Learning Activity	📄 🗑	✏
2	Professional Learning Report.pdf	Professional Learning Report	📄 🗑	✏

10. For **Accredited** ASOs, the **Accredited Certification Documentation** section displays. If your certification has expired, you will need to upload the current certificate and enter the new expiration date.

a. To upload a new certificate, click "**Edit**".

Accredited Certification Documentation   **a** → Edit

IACET Expiration Date: mm/dd/yyyy   📅

GNPEC Expiration Date: 3/26/2021   📅

	Document Type	File Name	Expiration Date	Delete
📄	GNPEC	Test 1.pdf	03/26/2021	

b. Enter a new "**Expiration Date**".

c. Click "**Upload Document**".

d. Select a file to upload.

e. Click "**Upload**". Once the file is successfully uploaded, click "**Close**".

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f. Click "**Save**".
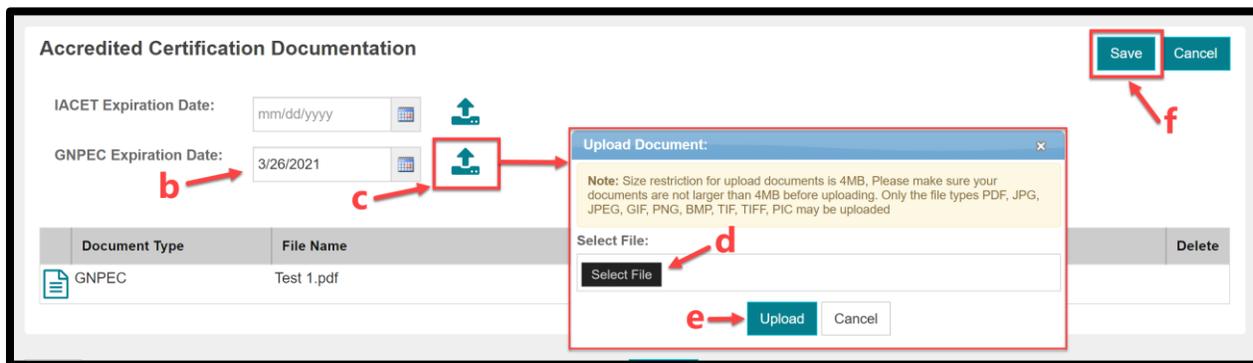
11. When you are ready to submit the Renewal Application, click the "**Submit**" button.

12. Upon clicking Submit, the system will take you back to the 'ASO Dashboard' page where the status of the ASO Renewal Application can be viewed in the **Applications** section.

After successful submission of the ASO Renewal Application, a confirmation email will be sent to the Primary Contact.

Note: ASO Trainer Admins and ASO Trainers cannot submit the ASO Renewal Application.

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