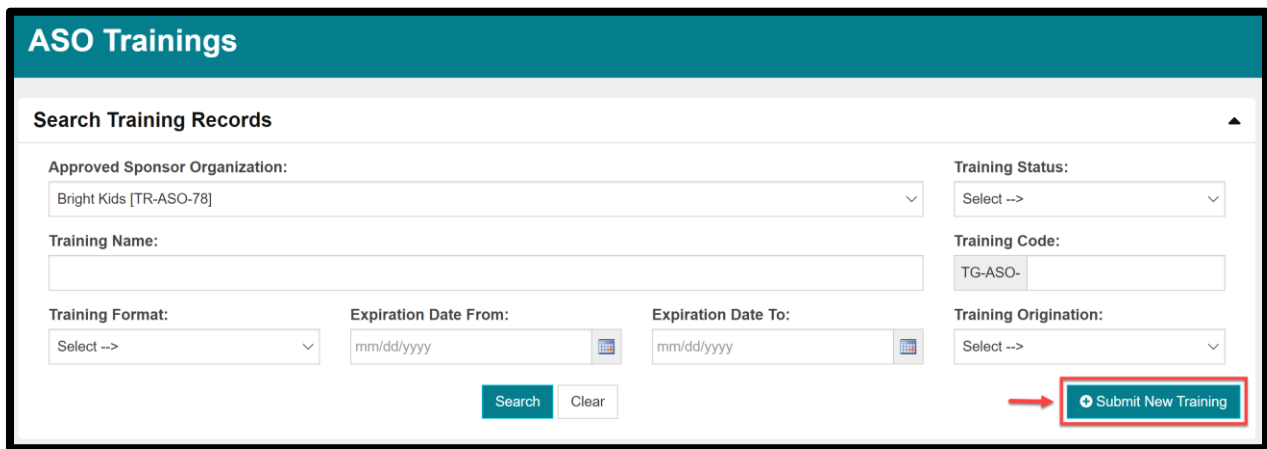


## How to Submit an Approved Sponsor Organization Training for Approval

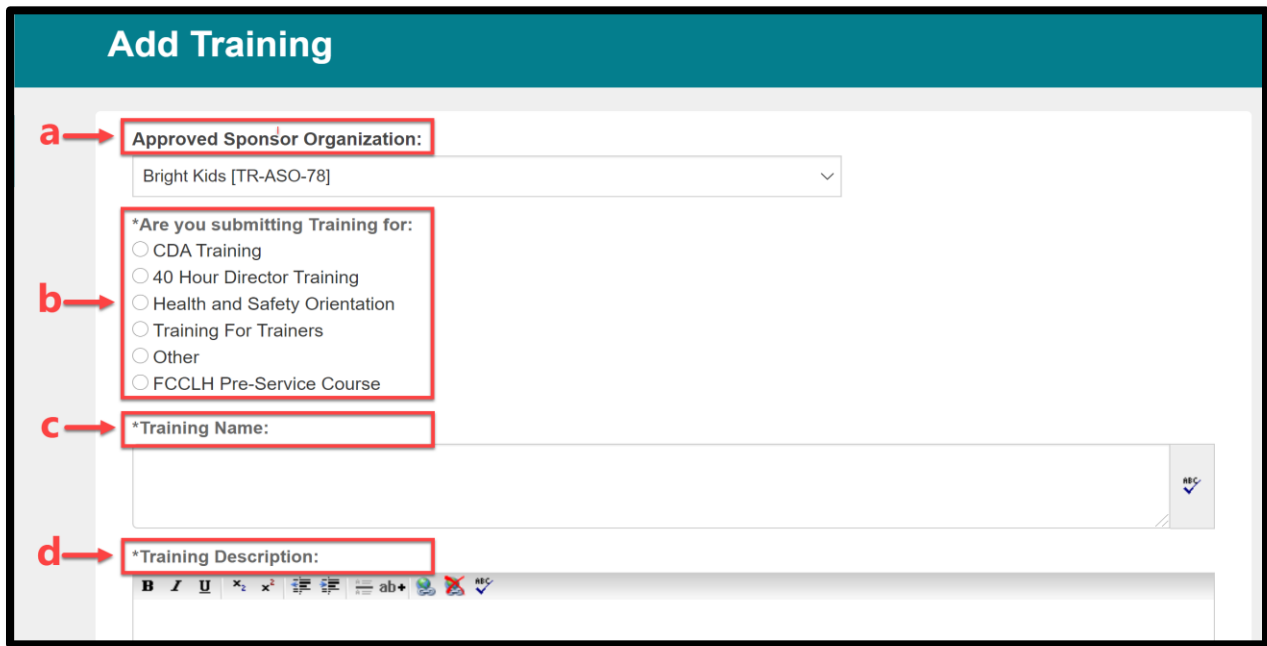
1. Log in as an ASO Admin or an ASO Trainer Admin, click on the “ASO” tab, and select “Trainings”.



2. On the ‘ASO Trainings’ page, click “Submit New Training”.



3. The **'Add Training'** page displays.
  - a. If applicable, click on the **"Approved Sponsor Organization"** drop down, and select the ASO.
  - b. Under **"Are you submitting Training for"**, select the training type.
  - c. Enter a **"Training Name"**.
  - d. Enter a **"Training Description"**.



**Add Training**

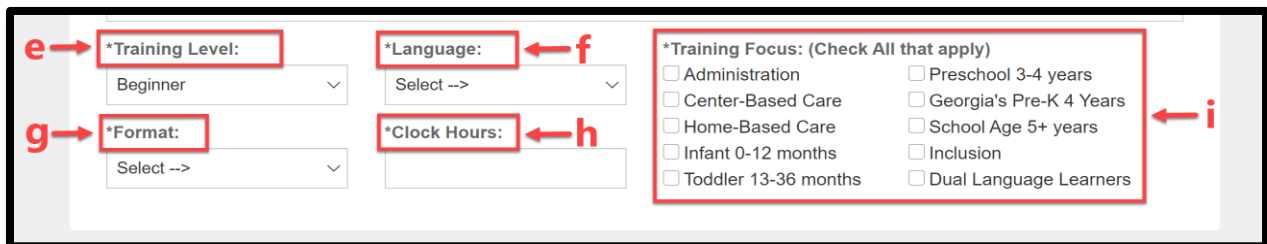
**a** → **Approved Sponsor Organization:**  
Bright Kids [TR-ASO-78]

**b** → **\*Are you submitting Training for:**  
 CDA Training  
 40 Hour Director Training  
 Health and Safety Orientation  
 Training For Trainers  
 Other  
 FCCLH Pre-Service Course

**c** → **\*Training Name:**

**d** → **\*Training Description:**

- e. Select a **"Training Level"**.
- f. Select a **"Language"**.
- g. Select a **"Format"**.
- h. Enter the **"Clock Hours"**.
- i. Select the **"Training Focus"**.



**e** → **\*Training Level:**  
Beginner

**f** → **\*Language:**  
Select -->

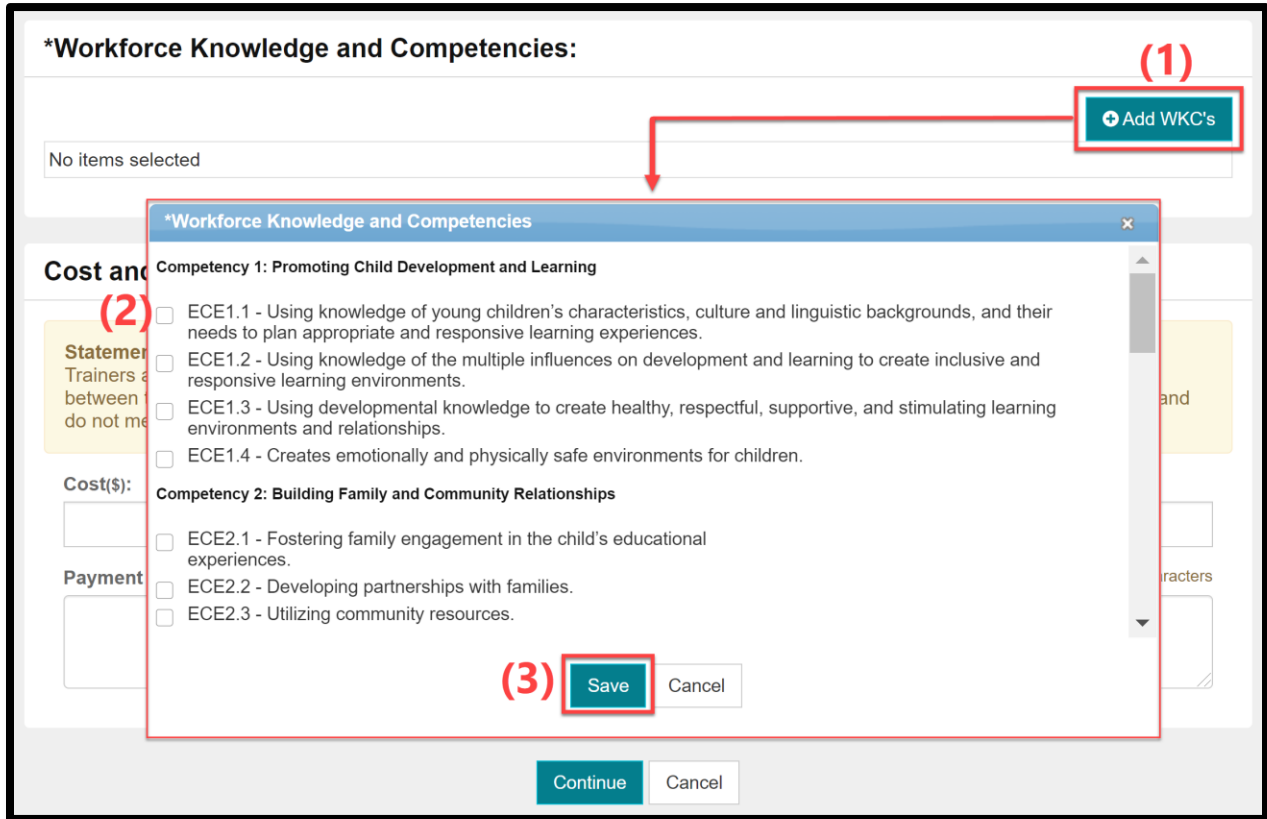
**g** → **\*Format:**  
Select -->

**h** → **\*Clock Hours:**

**i** → **\*Training Focus: (Check All that apply)**

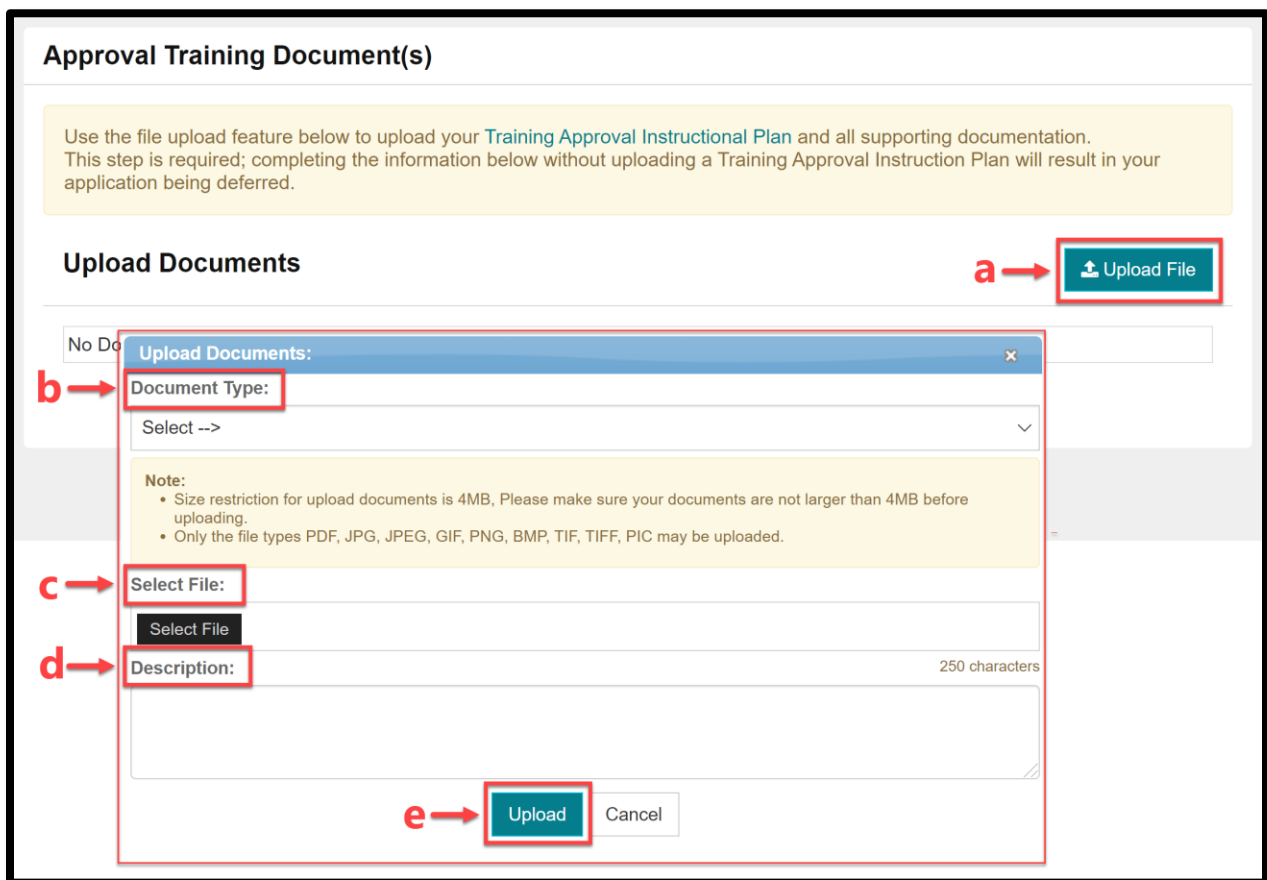
<input type="checkbox"/> Administration	<input type="checkbox"/> Preschool 3-4 years
<input type="checkbox"/> Center-Based Care	<input type="checkbox"/> Georgia's Pre-K 4 Years
<input type="checkbox"/> Home-Based Care	<input type="checkbox"/> School Age 5+ years
<input type="checkbox"/> Infant 0-12 months	<input type="checkbox"/> Inclusion
<input type="checkbox"/> Toddler 13-36 months	<input type="checkbox"/> Dual Language Learners

- j. Next, choose the “**Workforce Knowledge and Competencies**”.
  - (1). Click “**Add WKC’s**”.
  - (2). Select the appropriate WKC’s.
  - (3). Click “**Save**”.

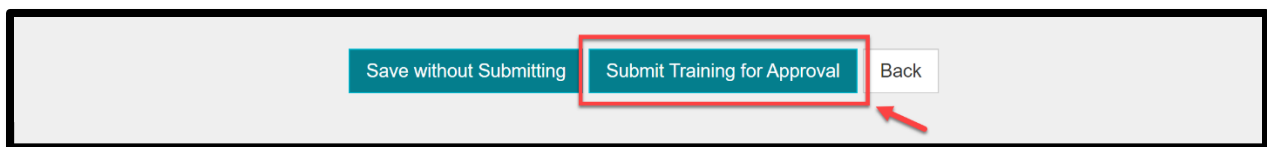


- k. If applicable, enter the “**Cost and Payment**” information for the training.
  - 2. Click “**Continue**” to proceed to the next screen.


3. The **Approval Training Document(s)** section populates. You must upload the Training Approval Instructional Plan and, if needed, supporting documentation.
  - a. Click “**Upload File**”.
  - b. Select a document type.
  - c. Select a file to upload.
  - d. Enter a description.
  - e. Click “**Upload**”.



4. Click “**Submit Training for Approval**”.



5. Once the training has been submitted for approval, it will display in the **In-Progress Trainings** grid with a Submitted status.

In-Progress Trainings					
		Training Name	Format	Origination	Status
1		March	Face-to-Face	Original Training	Submitted

**Note:** ASO Trainers cannot submit trainings for approval.