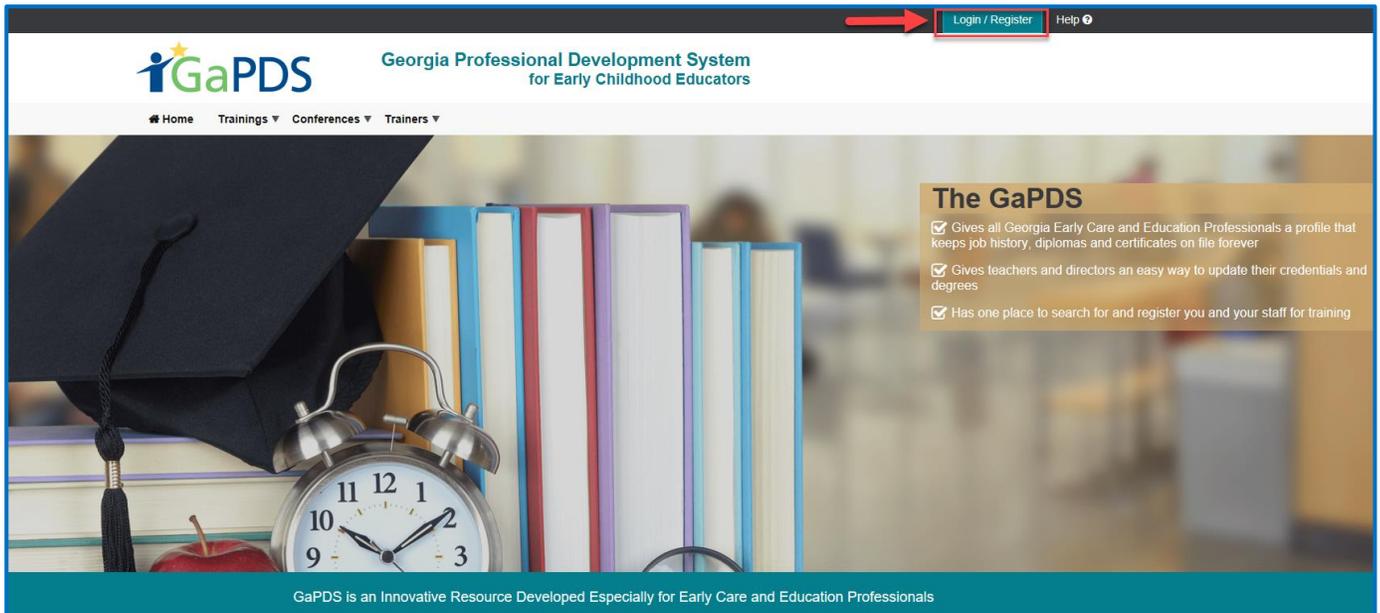


How to Complete a GaPDS Profile: Home Visitor

Step 1: To complete a GaPDS profile, go to www.gapds.decal.ga.gov

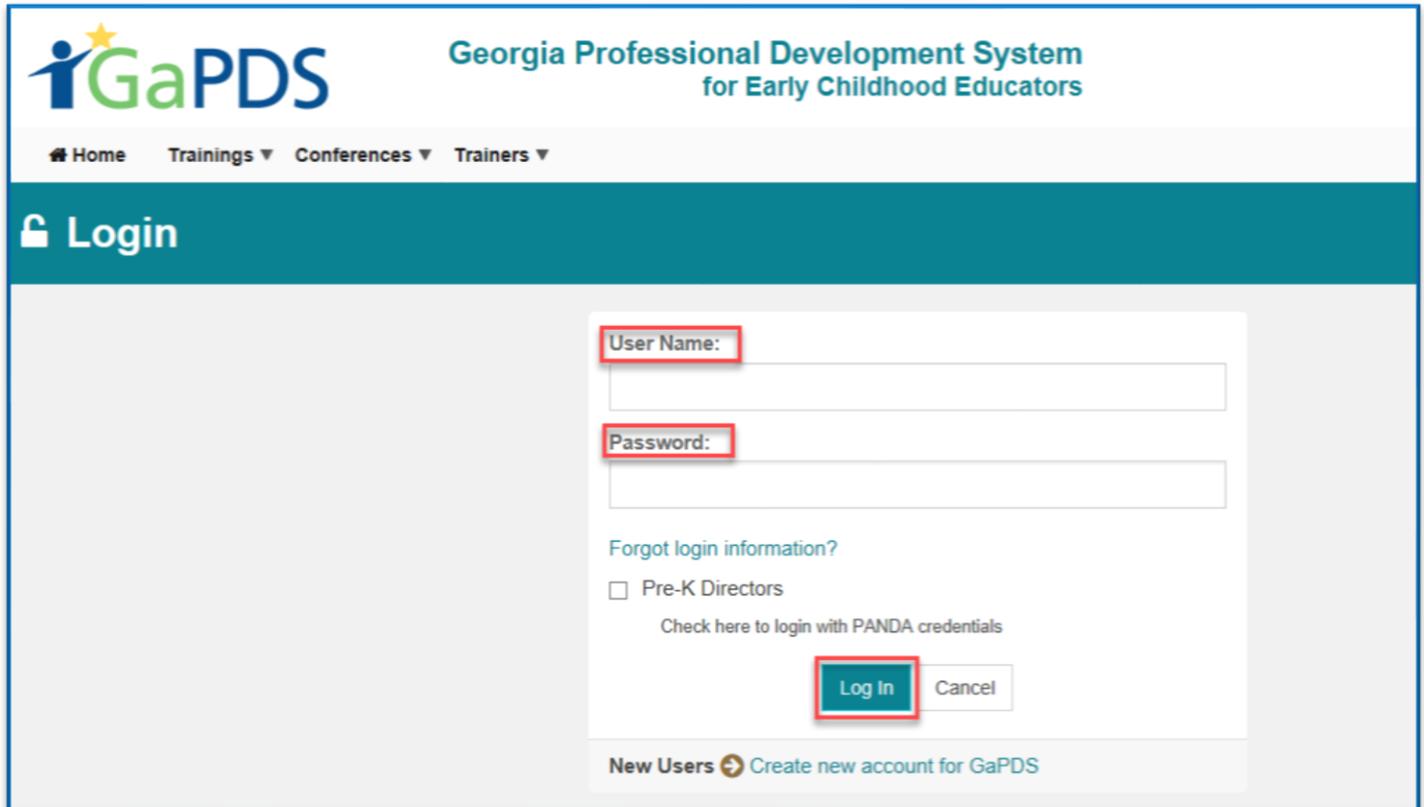
Step 2: The GaPDS Home Page displays:

A. Click **Login/ Register**



Step 3: The Login page displays:

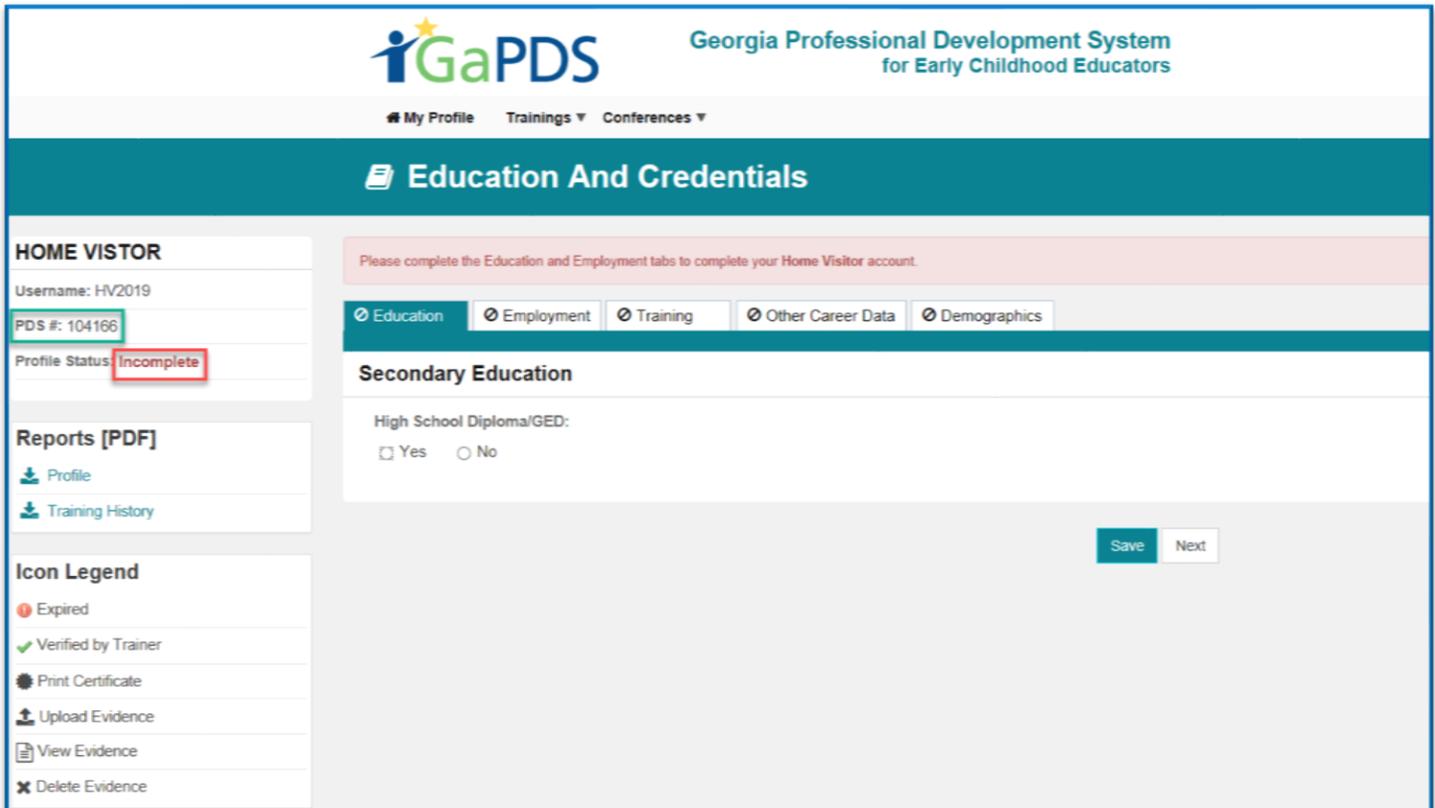
- A. Enter GaPDS username
- B. Enter password
- C. Click [Log In](#)



The screenshot shows the GaPDS login interface. At the top left is the GaPDS logo, and to its right is the text "Georgia Professional Development System for Early Childhood Educators". Below this is a navigation bar with links for Home, Trainings, Conferences, and Trainers. A teal header bar contains a lock icon and the word "Login". The main content area features a white login form with two input fields: "User Name:" and "Password:", both highlighted with red boxes. Below the fields are links for "Forgot login information?" and a checkbox for "Pre-K Directors" with the text "Check here to login with PANDA credentials". At the bottom of the form are "Log In" and "Cancel" buttons, with the "Log In" button highlighted by a red box. Below the form is a link for "New Users" with a plus icon and the text "Create new account for GaPDS".

Step 4: The user's GaPDS profile page displays:

** Notice: The GaPDS profile is in “*incomplete*” status.



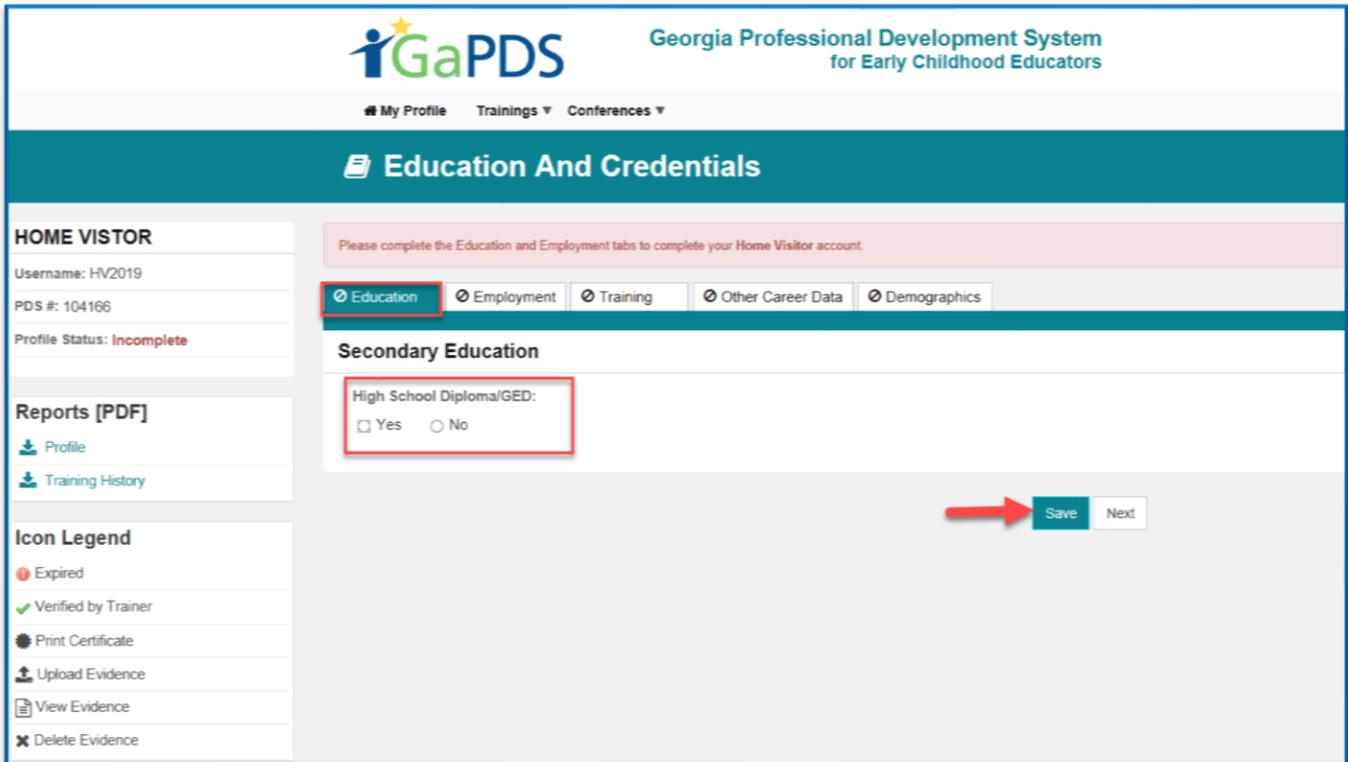
The screenshot shows the GaPDS profile page for a Home Visitor. The page header includes the iGaPDS logo and the text "Georgia Professional Development System for Early Childhood Educators". Below the header is a navigation menu with "My Profile", "Trainings", and "Conferences". The main content area is titled "Education And Credentials". On the left, there is a sidebar with "HOME VISTOR" information: Username: HV2019, PDS #: 104166, and Profile Status: Incomplete. Below this are "Reports [PDF]" and "Icon Legend" sections. The main content area has a message: "Please complete the Education and Employment tabs to complete your Home Visitor account." Below this are tabs for "Education", "Employment", "Training", "Other Career Data", and "Demographics". The "Education" tab is selected, showing the "Secondary Education" section with a "High School Diploma/GED:" question and "Yes" and "No" radio buttons. At the bottom right, there are "Save" and "Next" buttons.

Your profile status will read “*Incomplete*” upon initially logging in. Profile status is required to be set to “active” for DHP-Home Visitors.

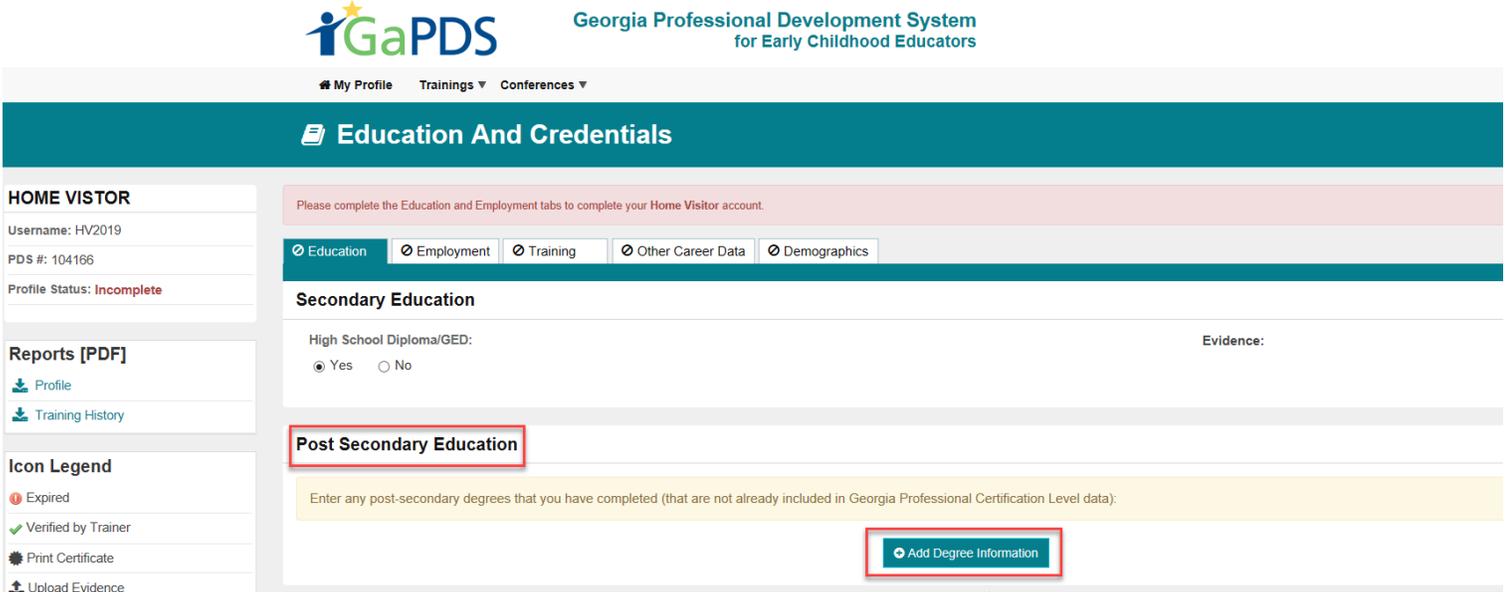
**Note: Once the user has completed and saved the required information on the two mandatory tabs: *Education and Employment*, the account will automatically be set to ‘Active’ status.

Step 5: The Education and Credentials page displays:

- A. Select the most appropriate answer for the following question: High School Diploma/GED?
- B. Click **'Save'**



Step 6: Enter any Post-Secondary degrees that the user has completed.



HOME VISITOR
Username: HV2019
PDS #: 104166
Profile Status: **Incomplete**

Education And Credentials

Please complete the Education and Employment tabs to complete your Home Visitor account.

Education Employment Training Other Career Data Demographics

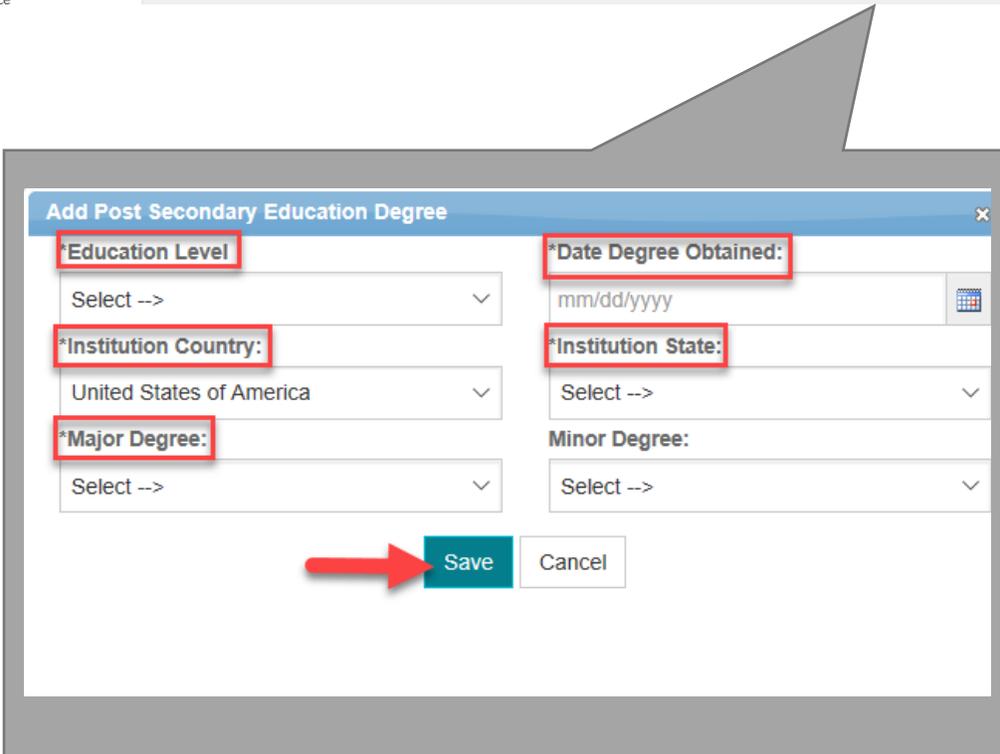
Secondary Education

High School Diploma/GED: Yes No Evidence:

Post Secondary Education

Enter any post-secondary degrees that you have completed (that are not already included in Georgia Professional Certification Level data):

Add Degree Information



Add Post Secondary Education Degree

*Education Level: Select -->

*Institution Country: United States of America

*Major Degree: Select -->

*Date Degree Obtained: mm/dd/yyyy

*Institution State: Select -->

Minor Degree: Select -->

Save Cancel

Step 7: Post-Secondary Education has been saved successfully.

Education And Credentials

HOME VISTOR

Username: HV2019

PDS #: 104166

Profile Status: Incomplete

Reports [PDF]

[Profile](#)

[Training History](#)

Icon Legend

- ⏰ Expired
- ✓ Verified by Trainer
- 🖨️ Print Certificate
- 📁 Upload Evidence
- 👁️ View Evidence
- ✖️ Delete Evidence

Please complete the Education and Employment tabs to complete your Home Visitor account.

Education

Employment

Training

Other Career Data

Demographics

Secondary Education

High School Diploma/GED: Evidence:

Yes No

Post Secondary Education

Enter any post-secondary degrees that you have completed (that are not already included in Georgia Professional Certification Level data):

	Education Level	Institution	Major	Degree Date	Action	Evidence
1	Bachelor Degree	Emory University Atlanta, Georgia	Social Work	05/02/2008	✎ 🗑️	

Update Successful

6 | Page

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

Step 8: Scroll to the sub-section: **Credentials**.

- A. If user has additional credentials, enter them here.
- B. Click 'Save'
- C. Click 'Next'

Credentials

Note: For dates where only the month and year are applicable, enter the date as the first day of the month. For Technical College Credentials, only Early Care Education (ECE) Related degrees and certificates will be accepted.

Other Teaching Certificates

Teaching Certificate (from state other than GA)

State Earned: Expiration: Evidence:

Technical College Credentials (ECE Related)

Technical College Diploma (TCD)

Date Earned: Evidence:

Technical College Certificate of Credit (TCC)

TCC Certificate Type: Date Earned: Evidence:

Child Development Associate (CDA)

CDA certificate is subject to verification by the CDA Council

Center-Based Preschool CDA

CDA Certificate Number: Date Earned: Expiration: 3 yrs 5 yrs Evidence:

Center-Based Infant Toddler CDA

CDA Certificate Number: Date Earned: Expiration: 3 yrs 5 yrs Evidence:

Family Child Care CDA

CDA Certificate Number: Date Earned: Expiration: 3 yrs 5 yrs Evidence:

Home Visitor CDA

CDA Certificate Number: Date Earned: Expiration: 3 yrs 5 yrs Evidence:

Other Credentials

Montessori (For accepted accreditations, click [here](#))

Date Earned: Evidence:

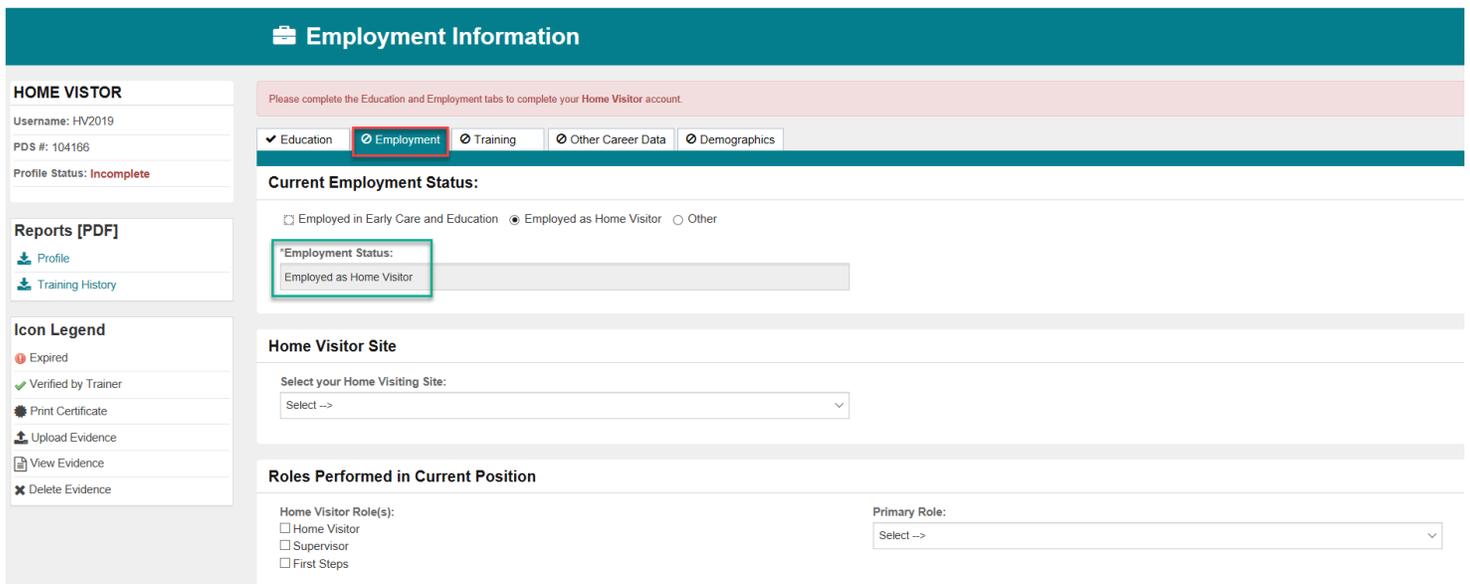
Bilingual Endorsement

Evidence:

Step 9: The Employment Information page displays

A. Indicate user's Current Employment Status

**** Notice: the *Employment Status is autofilled with the information: Employed as Home Visitor**



The screenshot shows the 'Employment Information' page for a Home Visitor. The page has a teal header with a briefcase icon and the title 'Employment Information'. On the left, there is a sidebar with sections: 'HOME VISTOR' (Username: HV2019, PDS #: 104166, Profile Status: Incomplete), 'Reports [PDF]' (Profile, Training History), and 'Icon Legend' (Expired, Verified by Trainer, Print Certificate, Upload Evidence, View Evidence, Delete Evidence). The main content area has a pink warning bar: 'Please complete the Education and Employment tabs to complete your Home Visitor account.' Below this are tabs for 'Education', 'Employment' (highlighted with a red box), 'Training', 'Other Career Data', and 'Demographics'. The 'Current Employment Status' section has radio buttons for 'Employed in Early Care and Education', 'Employed as Home Visitor' (selected), and 'Other'. Below this is a text box for 'Employment Status' containing 'Employed as Home Visitor', which is highlighted with a green box. The 'Home Visitor Site' section has a dropdown menu labeled 'Select your Home Visiting Site:' with 'Select -->' selected. The 'Roles Performed in Current Position' section has a 'Home Visitor Role(s):' section with checkboxes for 'Home Visitor', 'Supervisor', and 'First Steps', and a 'Primary Role:' dropdown menu with 'Select -->' selected.

Step 10: Select the name of the Home Visitor Site

📄 Employment Information

HOME VISTOR

Username: HV2019
PDS #: 104166
Profile Status: Incomplete

Reports [PDF]

- [Profile](#)
- [Training History](#)

Icon Legend

- ⊘ Expired
- ✔ Verified by Trainer
- 🖨 Print Certificate
- 📁 Upload Evidence
- 📄 View Evidence
- ✕ Delete Evidence

Please complete the Education and Employment tabs to complete your Home Visitor account.

Education
 Employment
 Training
 Other Career Data
 Demographics

Current Employment Status:

Employed in Early Care and Education
 Employed as Home Visitor
 Other

*Employment Status:
Employed as Home Visitor

Home Visitor Site

Select your Home Visiting Site:

Select -->

Roles Performed in Current Position

Home Visitor Role(s):

Home Visitor
 Supervisor
 First Steps

Primary Role:
Select -->

- Select -->

 - Advocates of Children Bartow
 - Augusta Family Partnership
 - Baby Luv
 - Clayton County Board of Health
 - Coastal Coalition for Children, Inc.
 - Dekalb County Government
 - Family Support Council
 - Fulton County Families First
 - Housing Authority of Cordele
 - Houston County Board of Health
 - Lowndes County ELC
 - Lutheran Services of Georgia
 - Prevent Child Abuse Gordon
 - Prevent Child Abuse Gordon-ELC
 - Prevention Child Abuse Athens - MIECHV
 - Rainbow House
 - Rockdale County Schools
 - Savannah Perinatal MIECHV
 - United Way of Central Georgia
 - University of GA "Columbus"

Step 11: While on the Current Employment page, enter the:

- A. Roles Performed in Current Position
- B. Home Visiting Models
- C. Home Visitor Experience

Home Visitor Site

Select your Home Visiting Site:

Advocates of Children Bartow

Roles Performed in Current Position

Home Visitor Role(s):

Home Visitor

Supervisor

First Steps

Primary Role:

Home Visitor

Home Visiting Models

User can select more than one Model.

Models:

PAT EHS-HB

HFA Other

NFP

Home Visitor Experience

Number of Years and Months of Experience(if none, enter a 0 for that item)

	Years	Months
*Home Visitor Experience:	10	4

Step 12: After entering current Employment Status

- A. Click **'Save'**
- B. Click **'Next'**

Home Visitor Site

Select your Home Visiting Site:

Advocates of Children Barlow

Roles Performed in Current Position

Home Visitor Role(s):

Home Visitor
 Supervisor
 First Steps

Primary Role:

Home Visitor

Home Visiting Models

User can select more than one Model.

Models:

PAT
 HFA
 NFP

EHS-HB
 Other

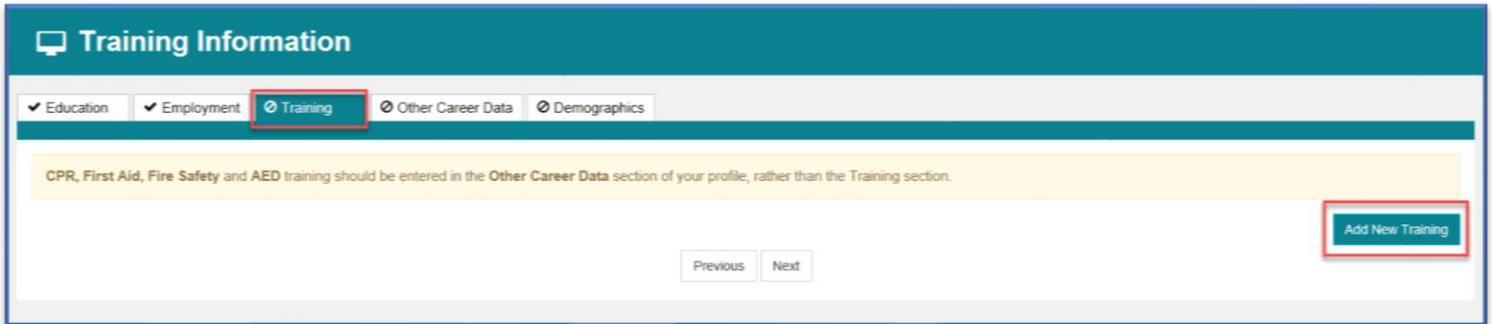
Home Visitor Experience

Number of Years and Months of Experience:(if none, enter a 0 for that item)

	Years	Months
*Home Visitor Experience:	10	4

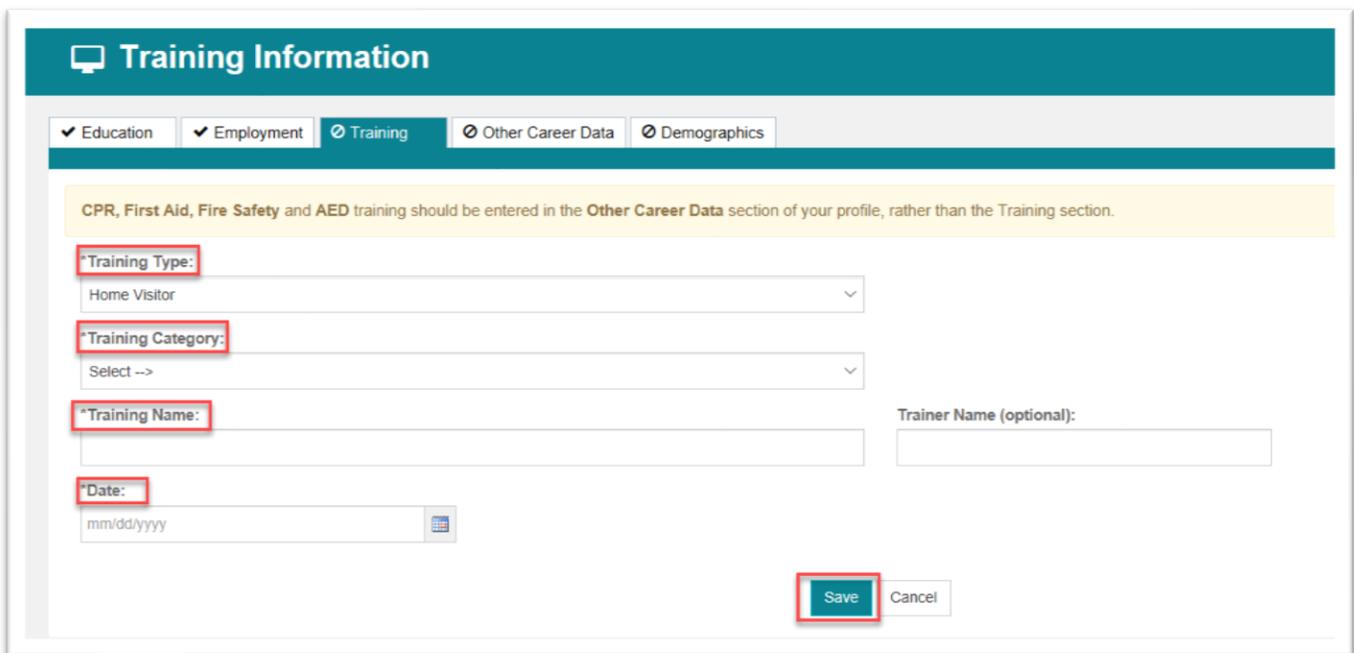
Step 13: The Training page displays:

- A. Click 'Add New Training'



Step 14: The Training Information page displays:

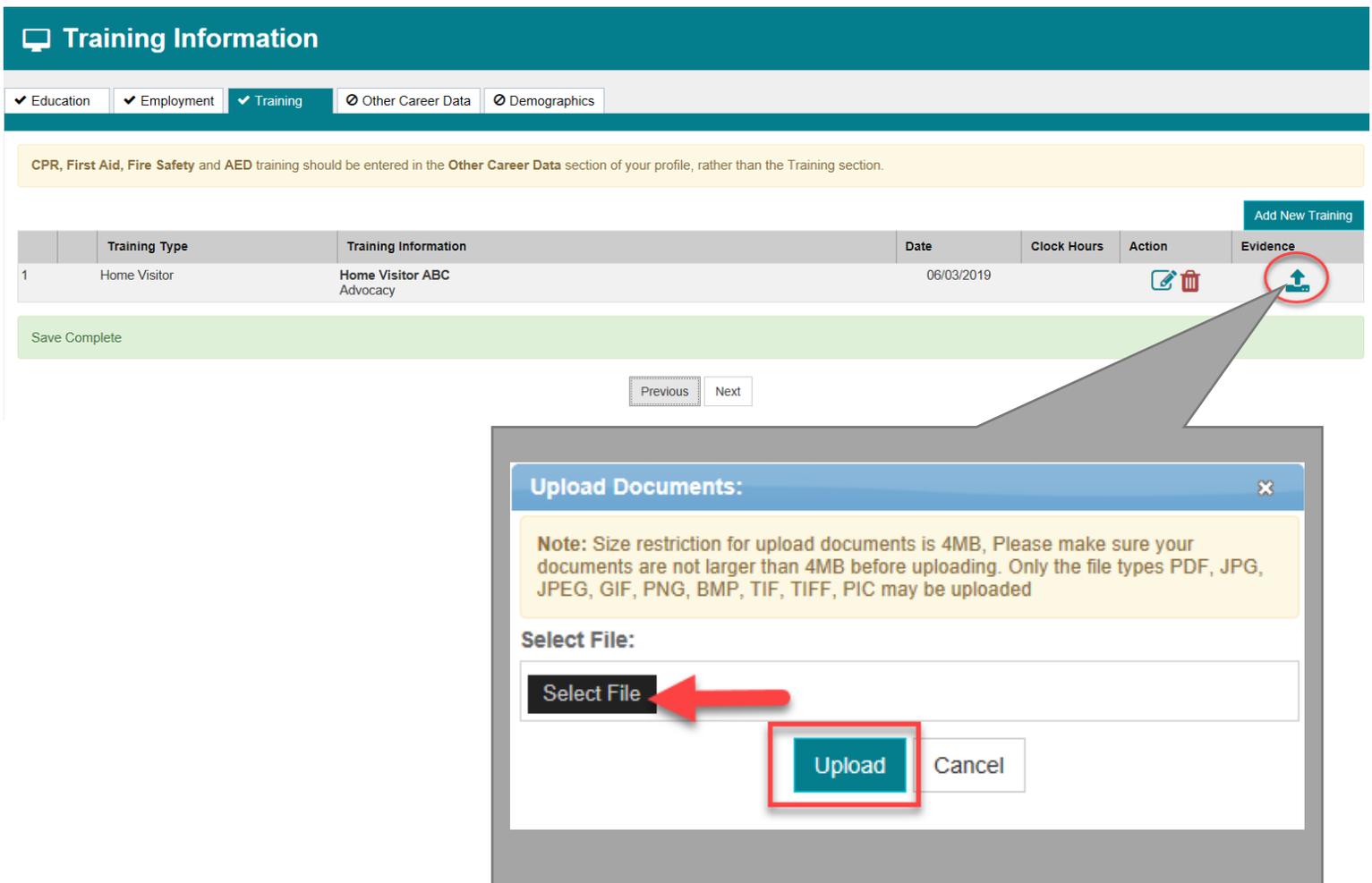
- A. Enter the following information into GaPDS
 - a. Training Type
 - b. Training Category
 - c. Training Name
 - d. Date
- B. Click 'Save'



**** Notice: the *Training Type is automatically populated: Home Visitor**

Step 15: To upload supporting documentation:

- A. Select Upload, or the icon indicated by the hard drive and up arrow.
- B. The Upload Documents pop-up page displays:
 - a. Click 'Select File'
 - b. Click 'Upload'



The screenshot shows the 'Training Information' section of the GaPDS profile. It includes a navigation bar with tabs for Education, Employment, Training, Other Career Data, and Demographics. A table lists training records, with the first row showing 'Home Visitor' training. An 'Upload' icon (a hard drive with an up arrow) is circled in red in the 'Evidence' column. A callout box shows the 'Upload Documents' pop-up window, which contains a note about file size and type restrictions, a 'Select File' button (highlighted with a red arrow), and 'Upload' and 'Cancel' buttons (with 'Upload' highlighted in a red box).

Training Type	Training Information	Date	Clock Hours	Action	Evidence
Home Visitor	Home Visitor ABC Advocacy	06/03/2019		 	

Step 16: After upload is complete, click **'Next'** to proceed to the next screen: Other Career Data.

☰ Training Information

✓ Education ✓ Employment ✓ Training ⊗ Other Career Data ⊗ Demographics

CPR, First Aid, Fire Safety and AED training should be entered in the **Other Career Data** section of your profile, rather than the Training section.

Add New Training

#	Training Type	Training Information	Date	Clock Hours	Action	Evidence
1	Home Visitor	Home Visitor ABC Advocacy	06/03/2019			

Previous Next

Step 17: The Other Career Data page displays:

- A. Enter in Other Career Related Credentials.
- B. Click 'Save'
- C. Click 'Next'

☰ Other Career Data

✓ Education
✓ Employment
✓ Training
Other Career Data
Demographics

Other Career Related Credentials

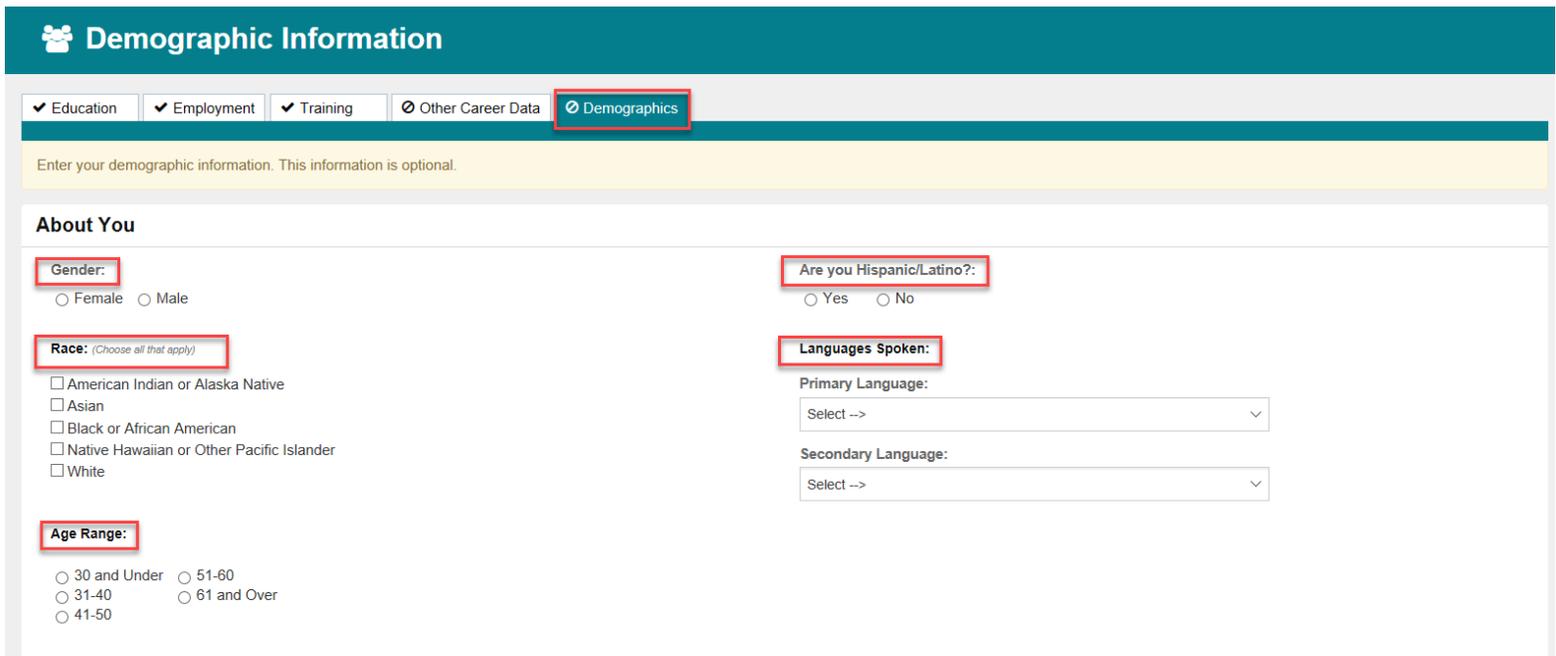
[Add Other Credential](#)

		Credential	Date Earned	Expiration Date
1	<input type="checkbox"/>	AED	mm/dd/yyyy	mm/dd/yyyy
2	<input type="checkbox"/>	Certified Childcare Professional (CCP)	mm/dd/yyyy	mm/dd/yyyy
3	<input type="checkbox"/>	CPR	mm/dd/yyyy	mm/dd/yyyy
4	<input type="checkbox"/>	Fire Safety	mm/dd/yyyy	mm/dd/yyyy
5	<input type="checkbox"/>	First Aid	mm/dd/yyyy	mm/dd/yyyy
6	<input type="checkbox"/>	Family Developmental Credential (FDC)	mm/dd/yyyy	
7	<input type="checkbox"/>	Georgia Technical Assistance Associate	mm/dd/yyyy	mm/dd/yyyy
8	<input type="checkbox"/>	Georgia Technical Assistance Candidate	mm/dd/yyyy	mm/dd/yyyy
9	<input type="checkbox"/>	Georgia Technical Assistance Specialist	mm/dd/yyyy	mm/dd/yyyy
10	<input type="checkbox"/>	National Administrator Credential (NAC)	mm/dd/yyyy	mm/dd/yyyy
11	<input type="checkbox"/>	Certified Lactation Counselor (CLC)	mm/dd/yyyy	mm/dd/yyyy

Previous
Save
Next

Step 18: The Demographics page displays:

- A. Select Gender
- B. Select Race
- C. Select Age Range
- D. Indicate whether Hispanic/ Latino
- E. Select Languages Spoken



The screenshot shows the 'Demographic Information' page. At the top, there is a teal header with a gear icon and the text 'Demographic Information'. Below this is a navigation bar with tabs for 'Education', 'Employment', 'Training', 'Other Career Data', and 'Demographics'. The 'Demographics' tab is selected and highlighted with a red box. Below the navigation bar is a yellow instruction box that says 'Enter your demographic information. This information is optional.' The main content area is titled 'About You' and contains several sections: 'Gender:' with radio buttons for 'Female' and 'Male'; 'Race: (Choose all that apply)' with checkboxes for 'American Indian or Alaska Native', 'Asian', 'Black or African American', 'Native Hawaiian or Other Pacific Islander', and 'White'; 'Age Range:' with radio buttons for '30 and Under', '31-40', '41-50', '51-60', and '61 and Over'; 'Are you Hispanic/Latino?:' with radio buttons for 'Yes' and 'No'; and 'Languages Spoken:' with two dropdown menus for 'Primary Language:' and 'Secondary Language:', both showing 'Select -->'. Each of these section headers is highlighted with a red box.

F. Select the appropriate *benefit(s) in which you receive.

****Note: In the event benefit is not listed, click ‘Add Benefit Not Listed’**

G. Click ‘Save’

Benefits (Select all that apply)

Which of the following benefits /services are available to you in your current employment?
If you are a program owner, please indicate which benefits you purchase for yourself with the income from your program.

Health Insurance
 Dental Insurance
 Vision Insurance
 Paid Sick Leave
 Paid Vacation
 Paid Holidays
 Paid Personal Days
 Retirement Plan
 Paid (all or portion) time for training and education
 Payment of training, tuition, registration fees
 Bonus
 Free or reduced rate of care for my child/family
 Paid time for Center/Home closure due to inclement weather
 Teleworking

