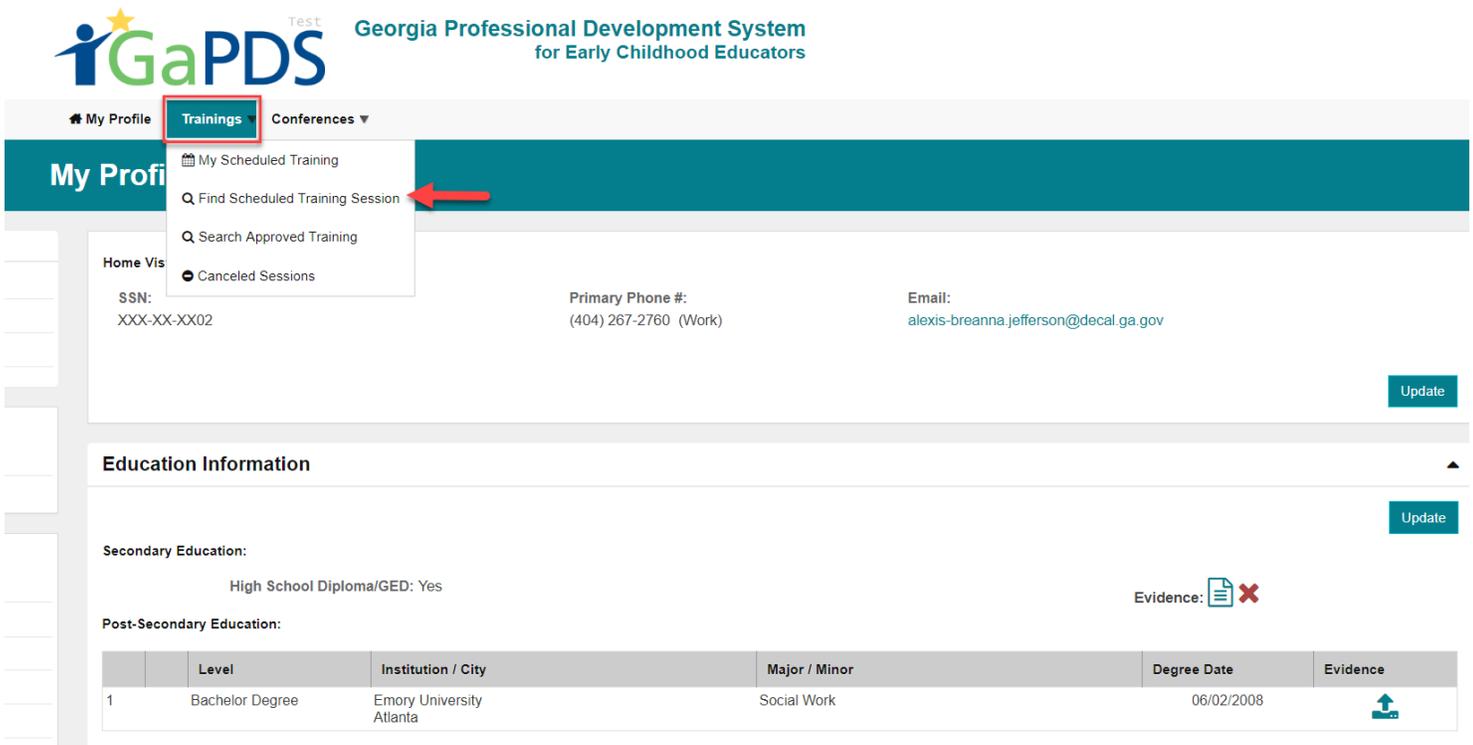


How to Find Scheduled Training Sessions

1. Log into your GaPDS, click the “Trainings” navigation tab.
2. The **My Profile** page displays:
 - a. Hover over **Trainings**.
 - b. Select **Find Scheduled Training Session**.



The screenshot shows the iGaPDS interface. At the top, the logo and name 'Georgia Professional Development System for Early Childhood Educators' are visible. Below the navigation bar, the 'My Profile' section is active. The 'Trainings' dropdown menu is open, showing options: 'My Scheduled Training', 'Find Scheduled Training Session' (highlighted with a red arrow), 'Search Approved Training', and 'Canceled Sessions'. The profile information includes SSN, Primary Phone #, and Email. Below this is the 'Education Information' section, which includes 'Secondary Education' (High School Diploma/GED: Yes) and 'Post-Secondary Education' (Bachelor Degree from Emory University, Atlanta, 06/02/2008).

Level	Institution / City	Major / Minor	Degree Date	Evidence
1	Emory University Atlanta	Social Work	06/02/2008	

3. The **Find Scheduled Training Session** page displays.
 - a. To find the appropriate training, enter in any of the following information:
 1. Training Name
 2. Keyword
 3. County/Zip code
 4. Session Dates
 5. Popular Searches
 6. Training Focus
 7. Training Format
 8. Training Level
 9. Language
 10. Workforce Knowledge and Competencies
 11. State Approved Trainer Code
 12. State Approved Trainer First Name
 13. State Approved Trainer Last Name

Q Find Scheduled Training Session

Training Search Criteria

To find the training you wish to register for, enter at least one search criteria and click **Search Training**.

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Training Name:</div> <input style="width: 95%; height: 20px;" type="text"/> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Training Code:</div> <input style="width: 95%; height: 20px;" type="text"/> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Keyword:</div> <input style="width: 95%; height: 20px;" type="text"/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">County:</div> <div style="border: 1px solid #ccc; padding: 2px; width: 95%;">Select --></div> </div> <div style="width: 45%;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Zip Code:</div> <input style="width: 95%; height: 20px;" type="text"/> </div> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Session Dates:</div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 45%;"> <input type="radio"/> This Week <input type="radio"/> Next Month </div> <div style="width: 45%;"> <input type="radio"/> This Month <input type="radio"/> Date Range </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 45%;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">From:</div> <input style="width: 95%; height: 20px;" type="text"/> </div> <div style="width: 45%;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">To:</div> <input style="width: 95%; height: 20px;" type="text"/> </div> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Popular Searches:</div> <ul style="list-style-type: none"> <input type="checkbox"/> CDA Training <input type="checkbox"/> 40 Hour Director Training <input type="checkbox"/> Health and Safety Orientation <input type="checkbox"/> Health and Safety Plus 6 <input type="checkbox"/> Training For Trainers 	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Training Focus:</div> <ul style="list-style-type: none"> <input type="checkbox"/> Administration <input type="checkbox"/> Center-Based Care <input type="checkbox"/> Home-Based Care <input type="checkbox"/> Infant 0-12 months <input type="checkbox"/> Toddler 13-36 months <input type="checkbox"/> Preschool 3-4 years <input type="checkbox"/> Georgia's Pre-K 4 Years <input type="checkbox"/> School Age 5+ years <input type="checkbox"/> Inclusion <input type="checkbox"/> Dual Language Learners <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Training Format:</div> <ul style="list-style-type: none"> <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Hybrid <input type="checkbox"/> Online <input type="checkbox"/> Webinar <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Training Level:</div> <ul style="list-style-type: none"> <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Language:</div> <div style="border: 1px solid #ccc; padding: 2px; width: 95%;">Select --></div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Workforce Knowledge and Competencies:</div> <div style="text-align: right; font-size: 12px; margin-bottom: 5px;">Expand</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Competency 1: Promoting Child Development and Learning</div> <ul style="list-style-type: none"> <input type="checkbox"/> ECE1.1 <input type="checkbox"/> ECE1.2 <input type="checkbox"/> ECE1.3 <input type="checkbox"/> ECE1.4 <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Competency 2: Building Family and Community Relationships</div> <ul style="list-style-type: none"> <input type="checkbox"/> ECE2.1 <input type="checkbox"/> ECE2.2 <input type="checkbox"/> ECE2.3
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">State Approved Trainer Code:</div> <input style="width: 95%; height: 20px;" type="text"/>		
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">State Approved Trainer First Name:</div> <input style="width: 95%; height: 20px;" type="text"/>		<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">State Approved Trainer Last Name:</div> <input style="width: 95%; height: 20px;" type="text"/>
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="background-color: #008080; color: white; padding: 5px 15px; border: 1px solid #ccc;">Search Training</div> <div style="border: 1px solid #ccc; padding: 5px 15px;">Clear</div> </div>		

b. Click 'Search Training'

Find Scheduled Training Session

Training Search Criteria

To find the training you wish to register for, enter at least one search criteria and click **Search Training**.

Training Name:

Training Code:

Keyword:

County: **Zip Code:**

Session Dates:
 This Week Next Month
 This Month Date Range

From: **To:**

Popular Searches:
 CDA Training
 40 Hour Director Training
 Health and Safety Orientation
 Health and Safety Plus 6
 Training For Trainers

Training Focus:
 Administration Preschool 3-4 years
 Center-Based Care Georgia's Pre-K 4 Years
 Home-Based Care School Age 5+ years
 Infant 0-12 months Inclusion
 Toddler 13-36 months Dual Language Learners

Training Format:
 Face-to-Face
 Hybrid
 Online
 Webinar

Training Level:
 Beginner
 Intermediate
 Advanced

Language:

Workforce Knowledge and Competencies: [Expand](#)

Competency 1: Promoting Child Development and Learning
 ECE1.1 ECE1.2 ECE1.3 ECE1.4

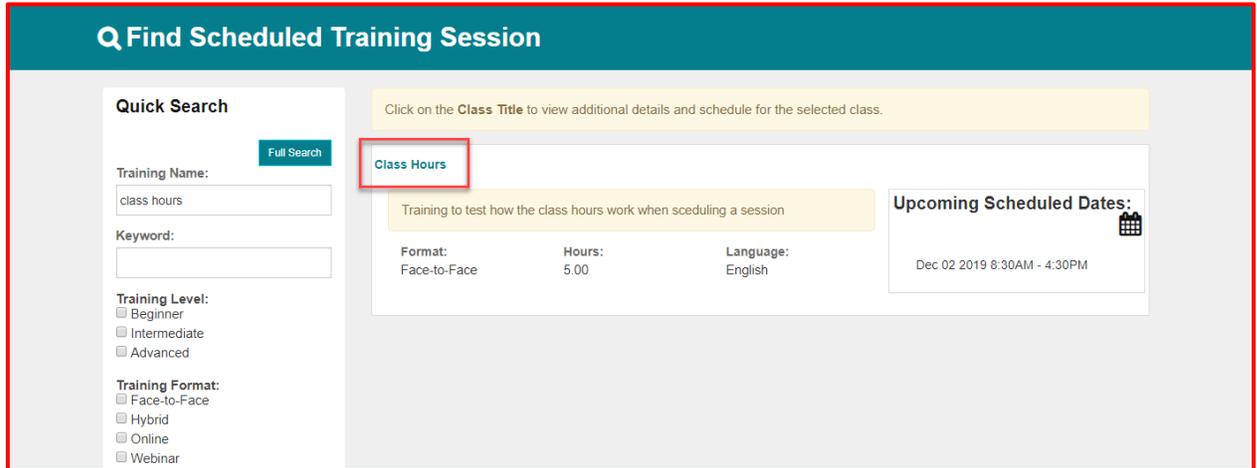
Competency 2: Building Family and Community Relationships
 ECE2.1 ECE2.2 ECE2.3

State Approved Trainer Code:

State Approved Trainer First Name: **State Approved Trainer Last Name:**

****Note you do not have to enter information into all fields in order to find the appropriate training.**

4. The **Find Scheduled Training Session** results display.



Q Find Scheduled Training Session

Click on the **Class Title** to view additional details and schedule for the selected class.

Quick Search

Full Search

Training Name:
class hours

Keyword:

Training Level:

- Beginner
- Intermediate
- Advanced

Training Format:

- Face-to-Face
- Hybrid
- Online
- Webinar

Class Hours

Training to test how the class hours work when scheduling a session

Format:	Hours:	Language:
Face-to-Face	5.00	English

Upcoming Scheduled Dates:

Dec 02 2019 8:30AM - 4:30PM