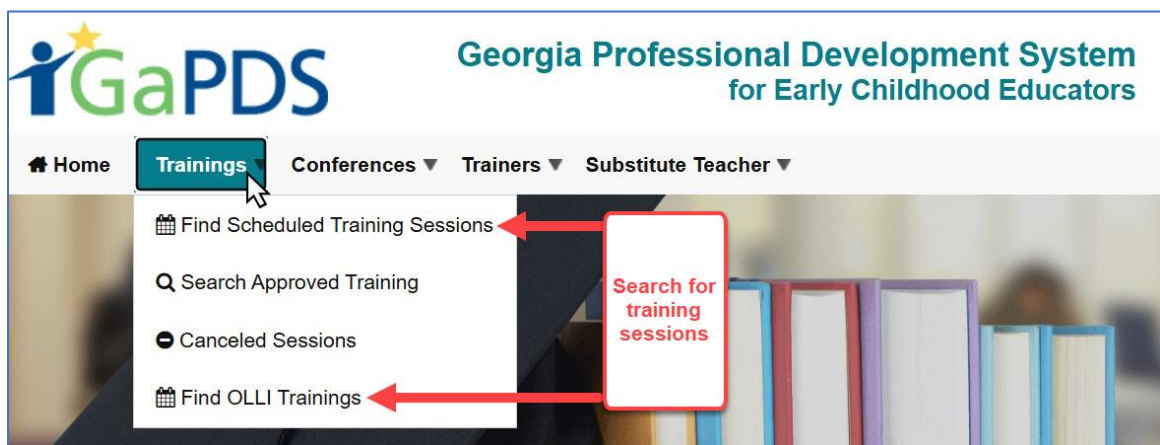


How to Find and Register for Micro Credential Trainings

Micro Credential trainings can be found under Find Scheduled Training Sessions or Find OLLI Trainings in GaPDS. A GaPDS account is required to register and attend the trainings.

Steps to Register:

1. Navigate to the GaPDS homepage and log in.
2. Click on the **Trainings** tab and select either **Find Scheduled Training Session** or **Find OLLI Trainings**.



3. On the search page, enter or select relevant criteria (e.g., type “Substitute Series Building Relationships” in the Training Name field).

Note: To narrow your results, use the **Specialized Searches** dropdown menu (e.g., Substitute Teacher Series).

Popular Searches:

- ☐ CDA Training
- ☐ 40 Hour Director Training
- ☐ Health and Safety Orientation
- ☐ Professional Learning Community Series
- ☐ Training For Trainers
- ☐ FCCLH Pre-Service Course
- ☐ Early Language and Literacy Lab

Specialized Searches:

Substitute Teacher Series

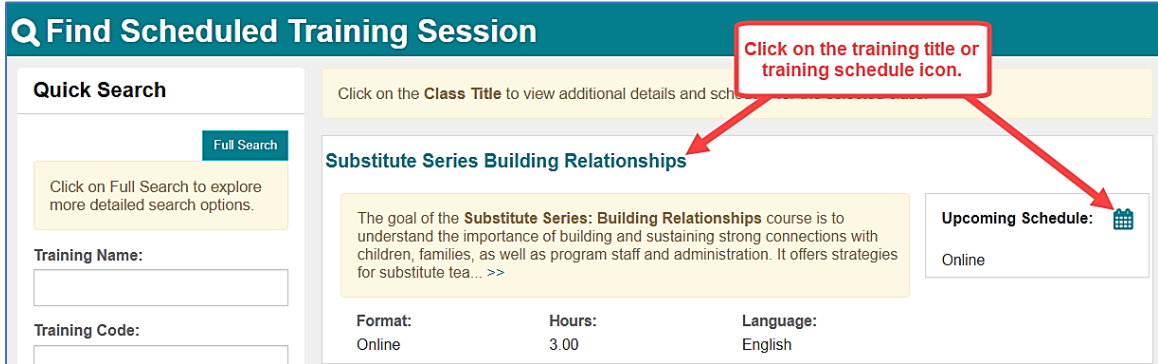
Select -->

State Approved Trai

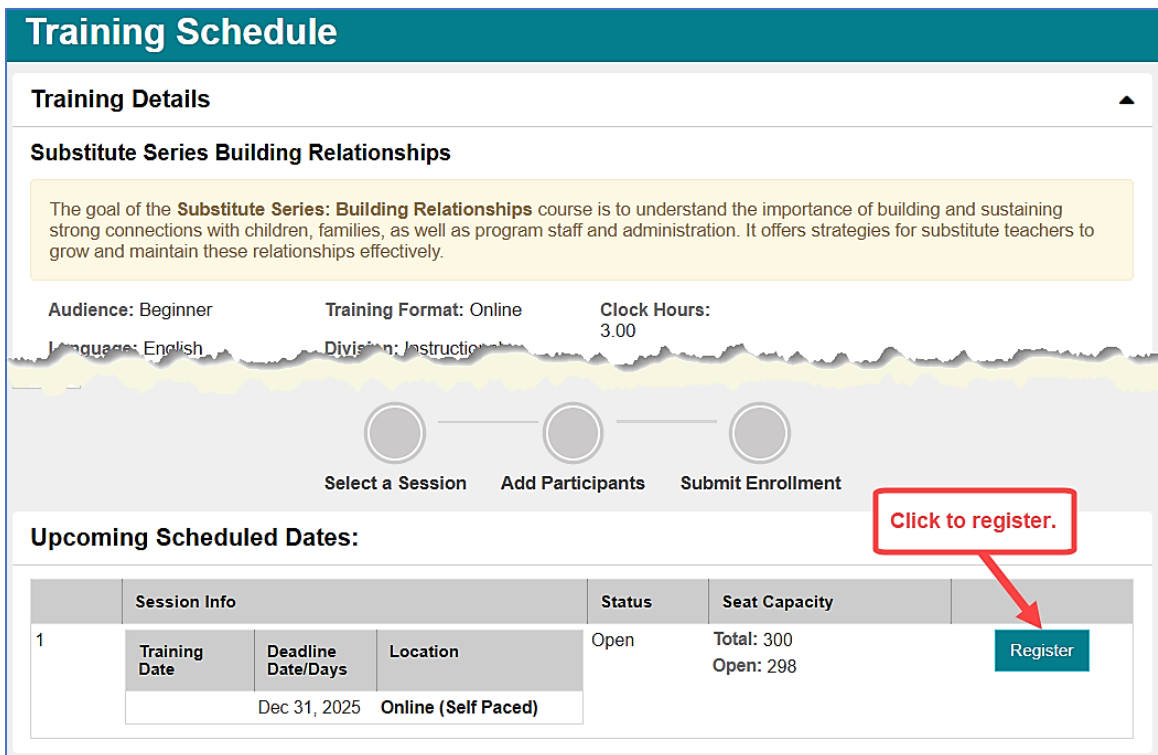
State Approved Trai

Search Training

4. Click **Search Training**. Training sessions that meet the search criteria entered or selected display.
5. From the results, click on the training title you wish to enroll in.



6. On the Training Schedule page, scroll down to Upcoming Scheduled Dates.
7. Click **Register** next to your preferred session.



Session Info				Status	Seat Capacity
1	Training Date	Deadline Date/Days	Location	Open	Total: 300 Open: 298
	Dec 31, 2025		Online (Self Paced)		Register

8. On the Training Registration page:
 - (a). Review the Cancellation and Certification Statement.
 - (b). Select the checkbox to confirm your agreement.

(c). Click **Submit Enrollment**. A confirmation email will be sent with training details.

Training Registration

Training Details

Substitute Series Building Relationships

Training Date	Deadline Date/Days	Location
	Dec 31, 2025	Online (Self Paced)

Seats	Available
Open Seats	299

[More Information...](#)

Select a Session

Submit Enrollment

	PDS #	Last Name ▲	First Name	Email	Phone #
1	552383	Stone	Flint	flintstone@bedrock.com	

☐ Read the following and check the box indicating that you have read and agree to abide by the statements below.

Cancellation Statement:

If you cannot attend this training, cancellation is required at least 24 hours before the training starts. Failure to cancel within this time frame or not attending the training will result in the attendee being marked as a No Show.

For a training series, cancelling, being marked as a No Show, or arriving more than 30 minutes late to one session will result in cancellation of all sessions in the series.

In the event of inclement weather, training will be canceled if public schools are closed in the county where training is to be held.

Certification Statement:

I certify that I am the attendee, or the employer of the attendee(s), and have the authority to enroll in the selected training. I understand that any statements or document submissions made to Bright from the Start: Georgia Department of Early Care and Learning should be true and accurate to the best of my knowledge. Any false, fraudulent, or fictitious statement or representation made to Bright from the Start is punishable by law and could result in a felony charge and/or civil penalties of up to \$11,000 plus damages for each false claim made, pursuant to O.C.G.A. §§ 16-10-20.

Steps to Access Scheduled Trainings:

When you're ready to begin your micro credential training:

1. Log into to GaPDS, click on the **Trainings** tab, and select **My Scheduled Training**.
2. On the Scheduled Trainings page, locate your session and click **Attend Training**.

Scheduled Trainings

Once an OLLI Training is completed, please allow approximately 15 minutes for your profile to be updated and to view your certificate.

Training Name ▲	Session Info	Status	Confirmation #	Action						
1 Substitute Series Building Relationships [SUBBR]	<table> <thead> <tr> <th>Training Date</th> <th>Deadline Date/Days</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td></td> <td>Dec 31, 2025</td> <td>Online (Self Paced)</td> </tr> </tbody> </table>	Training Date	Deadline Date/Days	Location		Dec 31, 2025	Online (Self Paced)	Registered	1806572	Attend Training
Training Date	Deadline Date/Days	Location								
	Dec 31, 2025	Online (Self Paced)								

Note: The training will open in a new browser tab; ensure pop-ups are enabled.

This user guide was written with the assistance of Microsoft Copilot.