

## How to Complete a GaPDS Profile

**Step 1:** After logging in, the landing page will resemble the screenshot below. example of what would appear when you have logged into your personal account

**\*\* NOTICE:** Your profile will be under an *'incomplete'* status.



The screenshot shows the GaPDS user interface for Lamont Barner. The user's profile status is 'Incomplete'. The page includes a navigation menu with options like 'My Profile', 'Scheduled Training', 'Find Training', 'Find Conference', 'Become an Approved Trainer', 'Submit Conference', and 'Canceled Sessions'. The main content area displays the user's profile information, including their username (ljbarnar), PDS number (87922), and career level. A message states: 'Your Profile Status is **INCOMPLETE**. Please complete the tabs below and then go to **My Profile** to review and submit for career leveling. For help, please click [here](#).' The tabs for 'Education', 'Employment', 'Training', 'Other Career Data', and 'Demographics' are visible, with 'Education' being the active tab. Below the tabs, there is a section for 'Education And Credentials' with a message: 'If you have a GaPSC Teacher, or Paraprofessional Certificate, click refresh.' and a 'Refresh PSC Data' button.

An *"incomplete"* profile status is required to be set to "active" for prospective trainers to apply and submit an application for trainer designation. This means that the user must complete some additional forms and then submit their profile to the "Professional Standard Commission", the PSC for verification.

The required forms that must be completed for verification are:

1. Education
2. Employment
3. Training

The remaining two tabs are optional and not required for profile submittal

\*\* For **Bright from the Start** Approved and prospective Trainers, The Professional Standards Commission will verify educational credentials only.

**Step 2:** Complete all tabs before profile submission

Your Profile Status is **INCOMPLETE**. Please complete the tabs below and then go to **My Profile** to review and submit for career leveling. For help, please click [here](#).

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

**Note:** All certificates and credentials entered below require that supporting documentation be submitted to the PSC for verification.

**Secondary Education** Help ▲

**High School Diploma/GED:**  
 Yes    No   Evidence: 

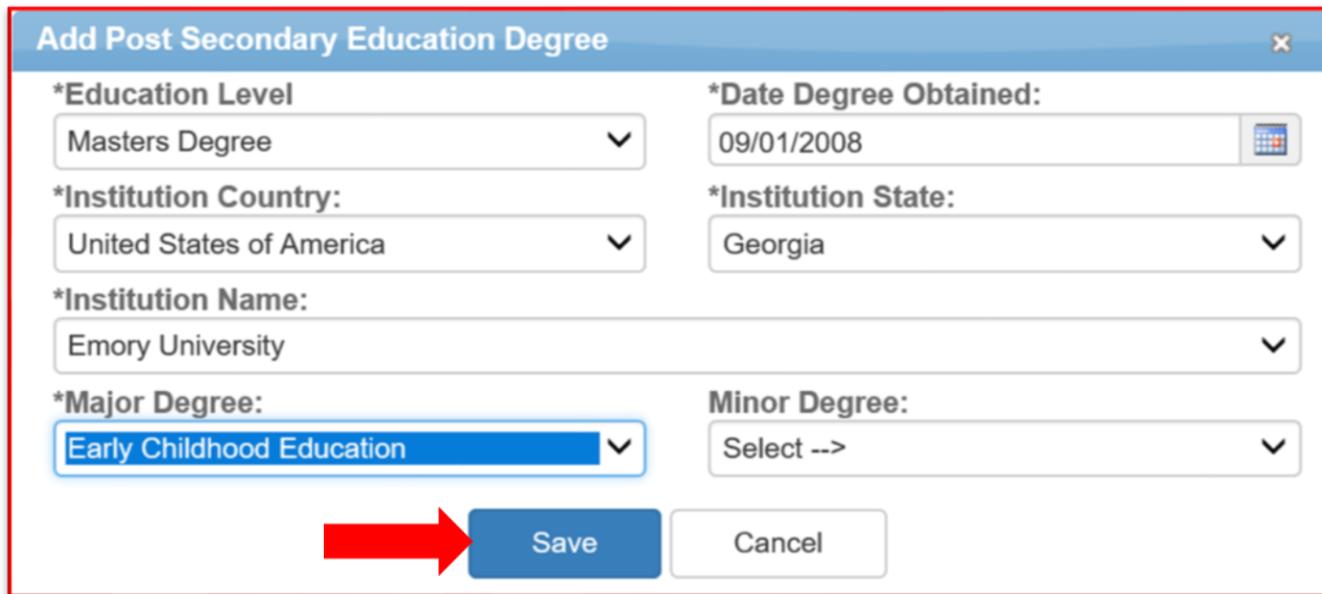
**Note:** If you are currently working to obtain a degree, any Early Childhood Education (ECE) related courses that you have completed could be considered for training hours and may impact your current career level. If this applies to you, please go to the Training tab and enter each ECE-related course.

**Post Secondary Education** Help ▲

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

 [+ Add Degree Information](#)

**Step 3:** After the “Post-Secondary Education Degree” form is completed, then click the “Save” button



The screenshot shows a web form titled "Add Post Secondary Education Degree". The form contains several fields:

- \*Education Level:** A dropdown menu with "Masters Degree" selected.
- \*Date Degree Obtained:** A date input field with "09/01/2008" and a calendar icon.
- \*Institution Country:** A dropdown menu with "United States of America" selected.
- \*Institution State:** A dropdown menu with "Georgia" selected.
- \*Institution Name:** A text input field with "Emory University" and a dropdown arrow.
- \*Major Degree:** A dropdown menu with "Early Childhood Education" selected.
- Minor Degree:** A dropdown menu with "Select -->" selected.

At the bottom of the form, there are two buttons: "Save" and "Cancel". A red arrow points to the "Save" button.

**Step 4:** After clicking the “Save” button, this line item will appear adding the education information to the trainer’s record.

From this screen, two forms of “ACTION” can take place.

1. The entire record can be deleted
2. The record can be edited

Post Secondary Education ? Help ▲

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	Masters Degree	Emory University Atlanta, Georgia	Early Childhood Education	09/01/2008		

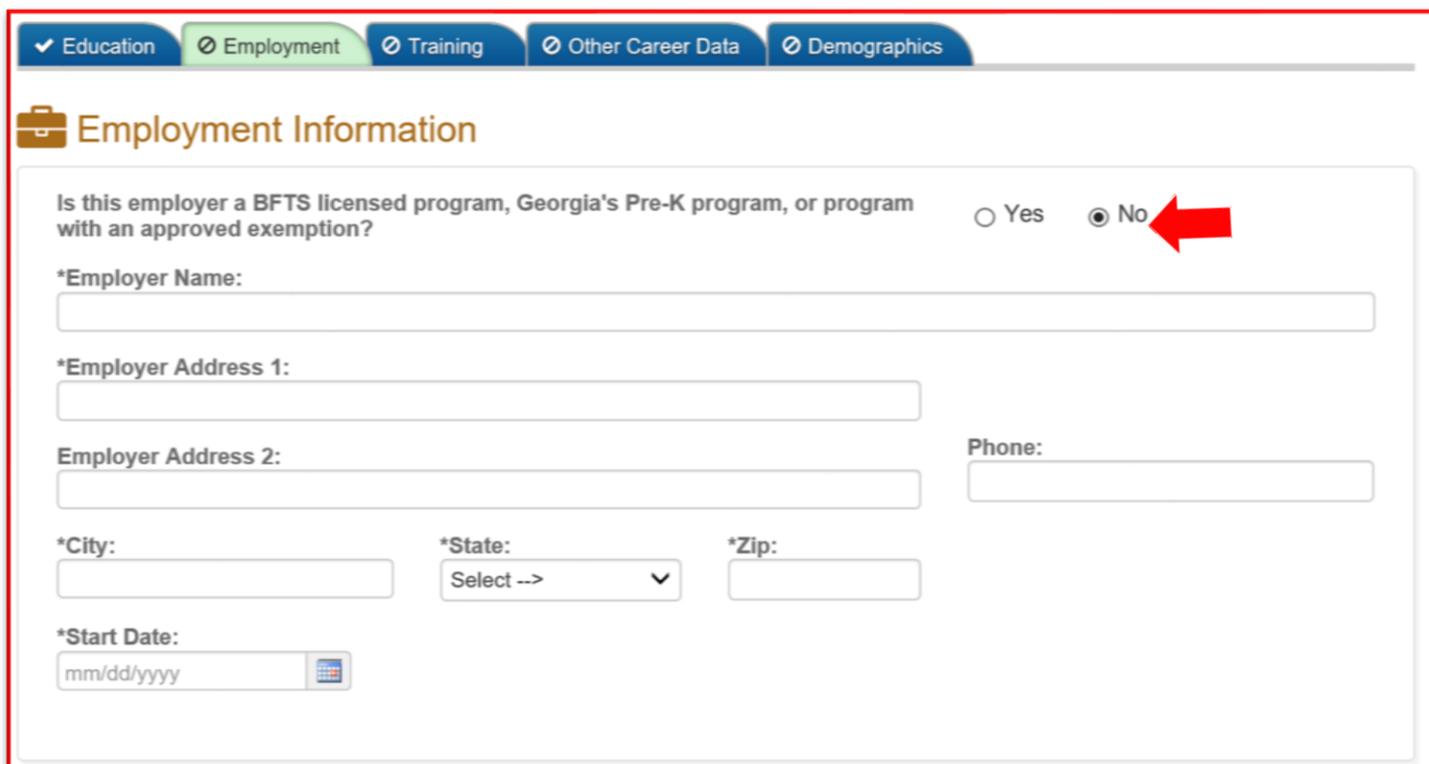
Update Successful.

➕ Add Degree Information



**Step 5:** Complete this form providing at minimum the required information.

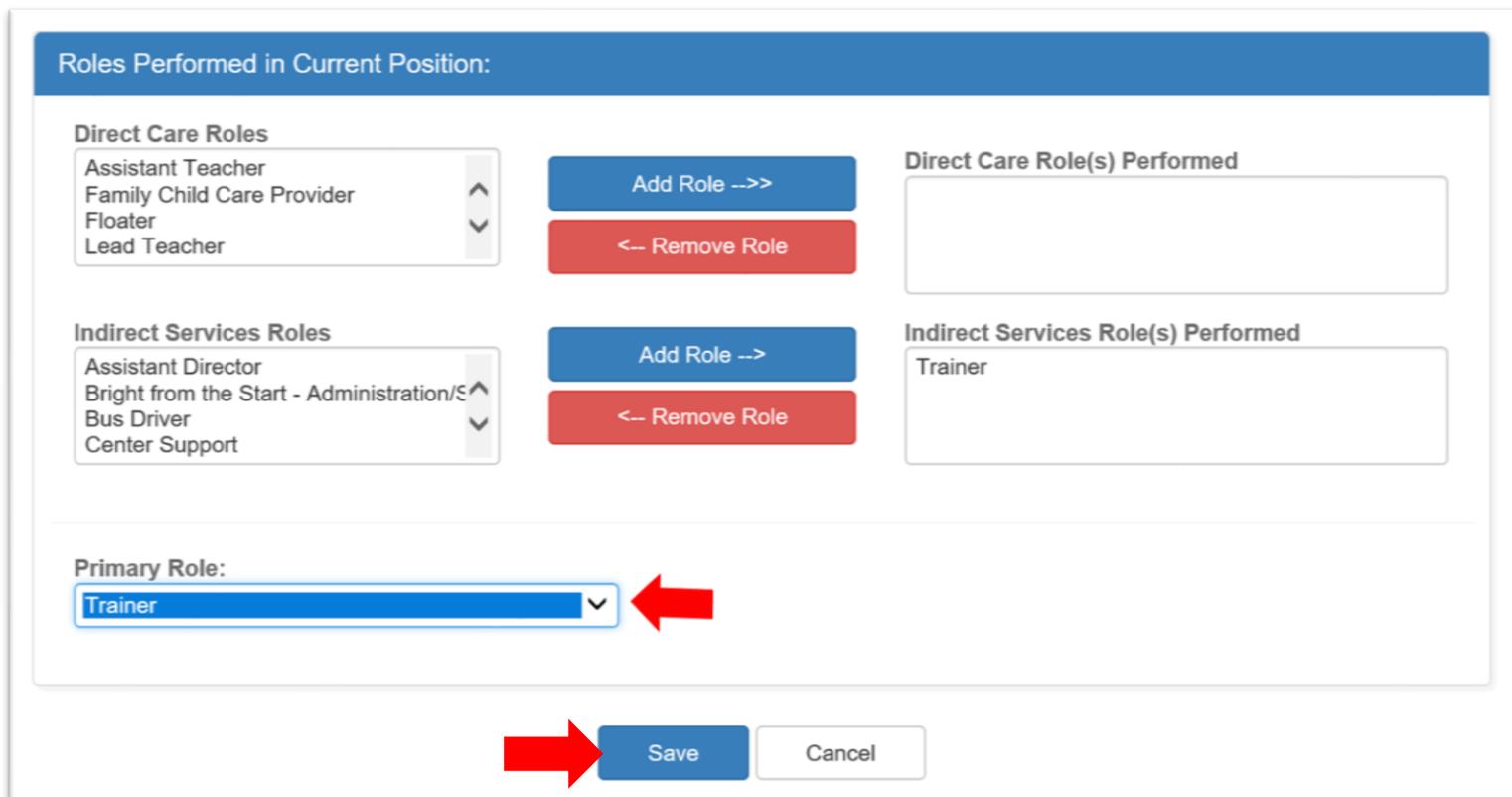
\*\* Trainers: Be sure to click “No” for the question; [Is this employer a BFTS licensed program, Georgia’s Pre-K program, or program with an approved exemption?](#)



The screenshot shows a web form titled "Employment Information" with a red border. At the top, there are navigation tabs: "Education" (checked), "Employment" (active), "Training", "Other Career Data", and "Demographics". Below the tabs is a section titled "Employment Information" with a briefcase icon. The first question is "Is this employer a BFTS licensed program, Georgia's Pre-K program, or program with an approved exemption?". It has two radio button options: "Yes" and "No". A red arrow points to the "No" option, which is selected. Below the question are several input fields: "\*Employer Name:" (text box), "\*Employer Address 1:" (text box), "Employer Address 2:" (text box), "Phone:" (text box), "\*City:" (text box), "\*State:" (dropdown menu with "Select -->" and a downward arrow), "\*Zip:" (text box), and "\*Start Date:" (text box with a calendar icon and the placeholder "mm/dd/yyyy").

**Step 6:** After completing the required employment information on the previous screen, a direct care role and/or an indirect services role must be selected.

\*\* A Primary Role must be selected before clicking the “save” button.



**Roles Performed in Current Position:**

**Direct Care Roles**

- Assistant Teacher
- Family Child Care Provider
- Floater
- Lead Teacher

Add Role -->

<-- Remove Role

**Direct Care Role(s) Performed**

**Indirect Services Roles**

- Assistant Director
- Bright from the Start - Administration/Σ
- Bus Driver
- Center Support

Add Role -->

<-- Remove Role

**Indirect Services Role(s) Performed**

Trainer

**Primary Role:**

Trainer

Save Cancel

**Step 7:** After clicking the “Save” button, the employer information is returned to the page and is displayed like this.

Current Employer Information:
Help

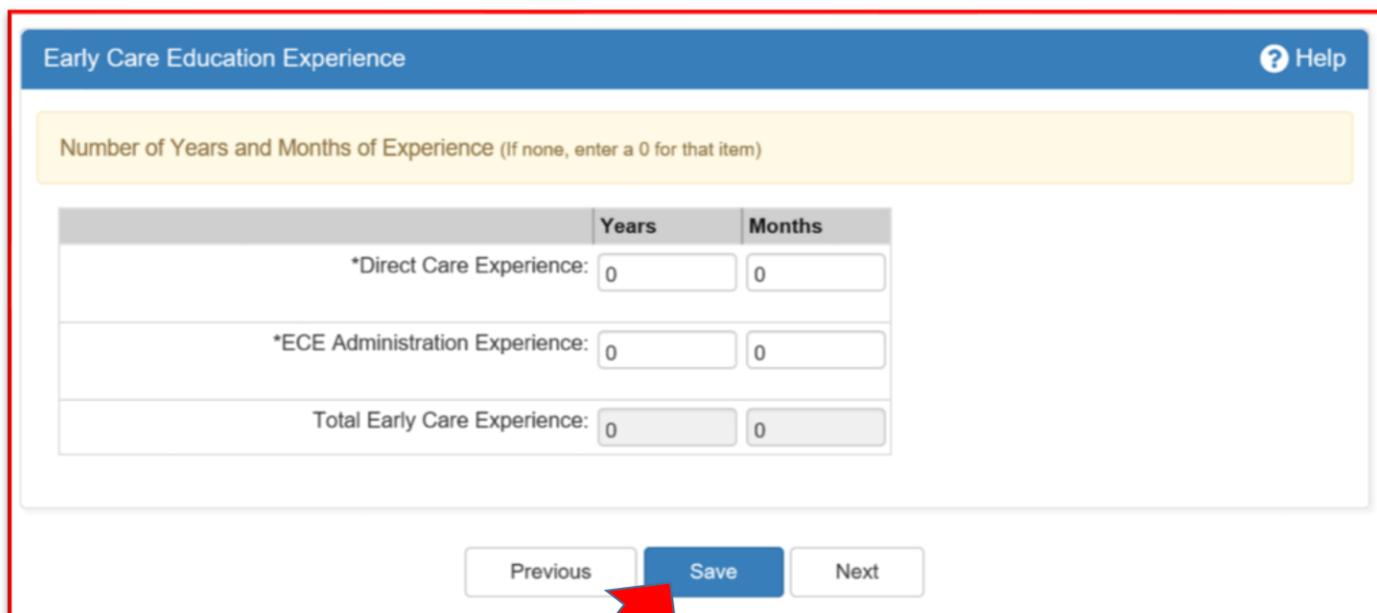
If you change employers, delete the current employment record and then click 'Select Employer' to add your new employer. If you are employed by two different employers simultaneously, then use the 'Select 2nd Employer' button to add your second employer. Please note that your employers are listed under your training history. If you list two employers, they will see BOTH employers listed.

Select Employer
Select 2nd Employer

Employer	Role(s) Performed	Age Groups Served	Action
<p>1. <b>ABC Educational Training Facility</b></p> <p>1234 Windsor Street, Atlanta, GA 30339-</p> <p>County: Fulton                      Phone: (404) 267-2760                      Email:                      Start Date: 9/3/2018</p>	<p><b>Indirect Services:</b></p> <ul style="list-style-type: none"> <li>• Trainer</li> </ul> <p><b>Primary Role:</b></p> <p>Trainer</p>		 

**Step 8:**

- A. At the bottom of the [Education Tab](#), there is a section titled “Early Care Education Experience”
- B. If the user wishes to add “Direct Care Experience or ECE Administration Experience”, that information is captured here.
- C. Select ‘Save’
- D. Select ‘Next’



	Years	Months
*Direct Care Experience:	0	0
*ECE Administration Experience:	0	0
Total Early Care Experience:	0	0

Previous Save Next

**Step 13:**

- A. After completing the Employment Tab, the system will advance the use to the Training tab.

- B. If there are trainings and/or additional coursework to be added to the profile, the information is captured within the training tab.
  
- C. Click the “Add New Training” button to begin

Your Profile Status is **INCOMPLETE**. Please complete the tabs below and then go to **My Profile** to review and submit for career leveling. For help, please click [here](#).

Education Employment **Training** Other Career Data Demographics ? Help

### Training Information

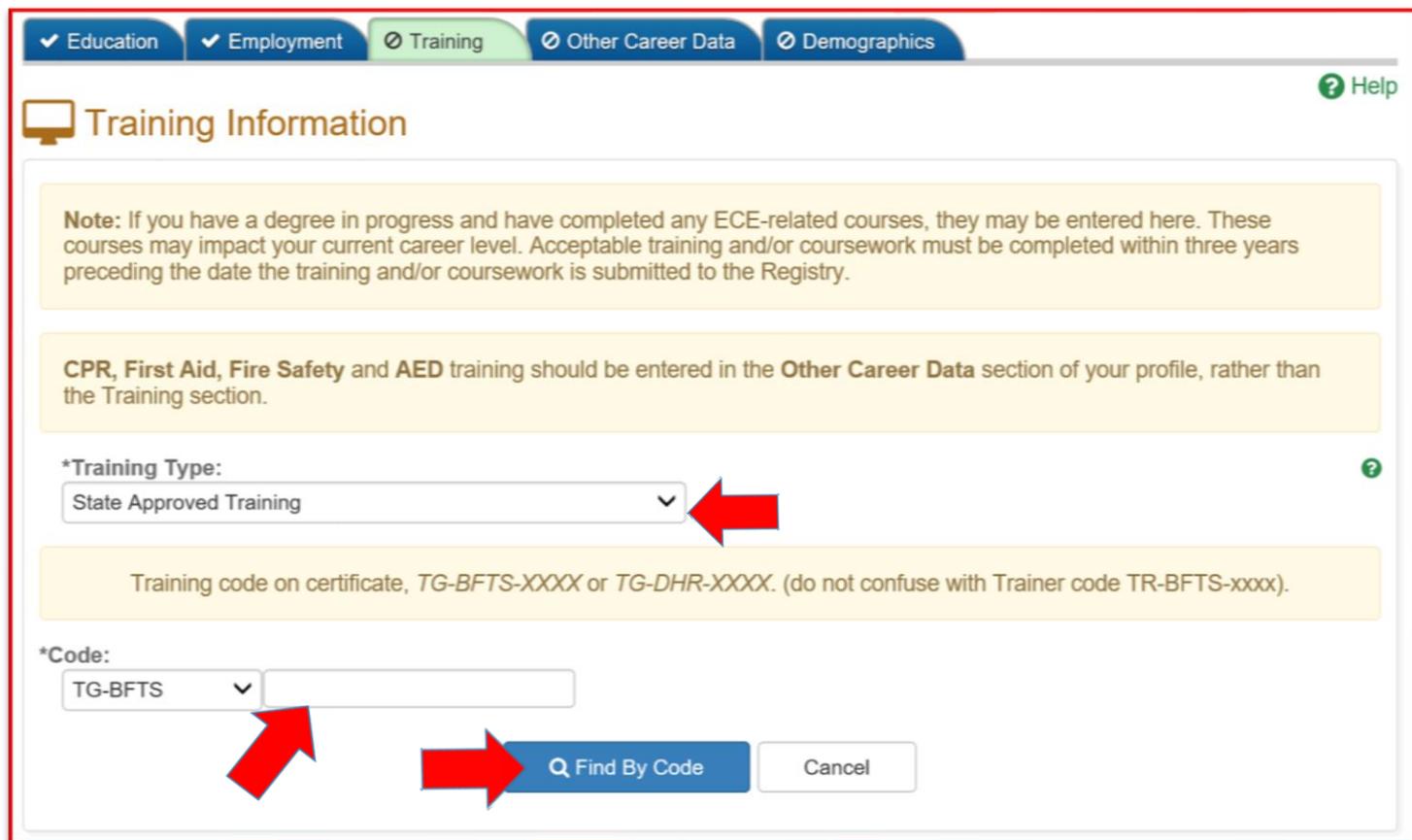
**Note:** If you have a degree in progress and have completed any ECE-related courses, they may be entered here. These courses may impact your current career level. Acceptable training and/or coursework must be completed within three years preceding the date the training and/or coursework is submitted to the Registry.

**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.

Previous Next **Add New Training**

Ready for Submission? Return to **My Profile** to review and submit your profile.

**Step 9:** To add a “State Approved Training”, select the “State Approved Training” from the Training Type drop down list.



The screenshot shows the 'Training Information' section of a web application. At the top, there are navigation tabs: 'Education', 'Employment', 'Training' (selected), 'Other Career Data', and 'Demographics'. A 'Help' icon is in the top right. Below the tabs is a 'Training Information' header with a computer icon. A yellow note box contains text about ECE-related courses. Another yellow box explains that CPR, First Aid, Fire Safety, and AED training should be entered in the 'Other Career Data' section. The main form area has two dropdown menus: '\*Training Type:' with 'State Approved Training' selected, and '\*Code:' with 'TG-BFTS' selected. A blue button labeled 'Find By Code' and a white 'Cancel' button are at the bottom. Three red arrows point to the 'State Approved Training' dropdown, the 'TG-BFTS' dropdown, and the 'Find By Code' button.

**Step 10:**

- A. The code selected should be “TG-BFTS” followed by a number or series of numbers
  
- B. Enter the numbers in the field and then click “FIND BY CODE”
  - Training information appears:
  - Training Title
  - Trainer
  - Clock Hours
  - Date Field
  
- C. Enter the date the training was taken and click “SAVE”

Training code on certificate, *TG-BFTS-XXXX* or *TG-DHR-XXXX*. (do not confuse with Trainer code *TR-BFTS-xxxx*).

**\*Code:**  
TG-BFTS



**Title:**  
**Building Blocks of the Infant/Toddler Curriculum**

**Trainer:**  
Theadora Gabrielson

**Clock Hours:**  
3

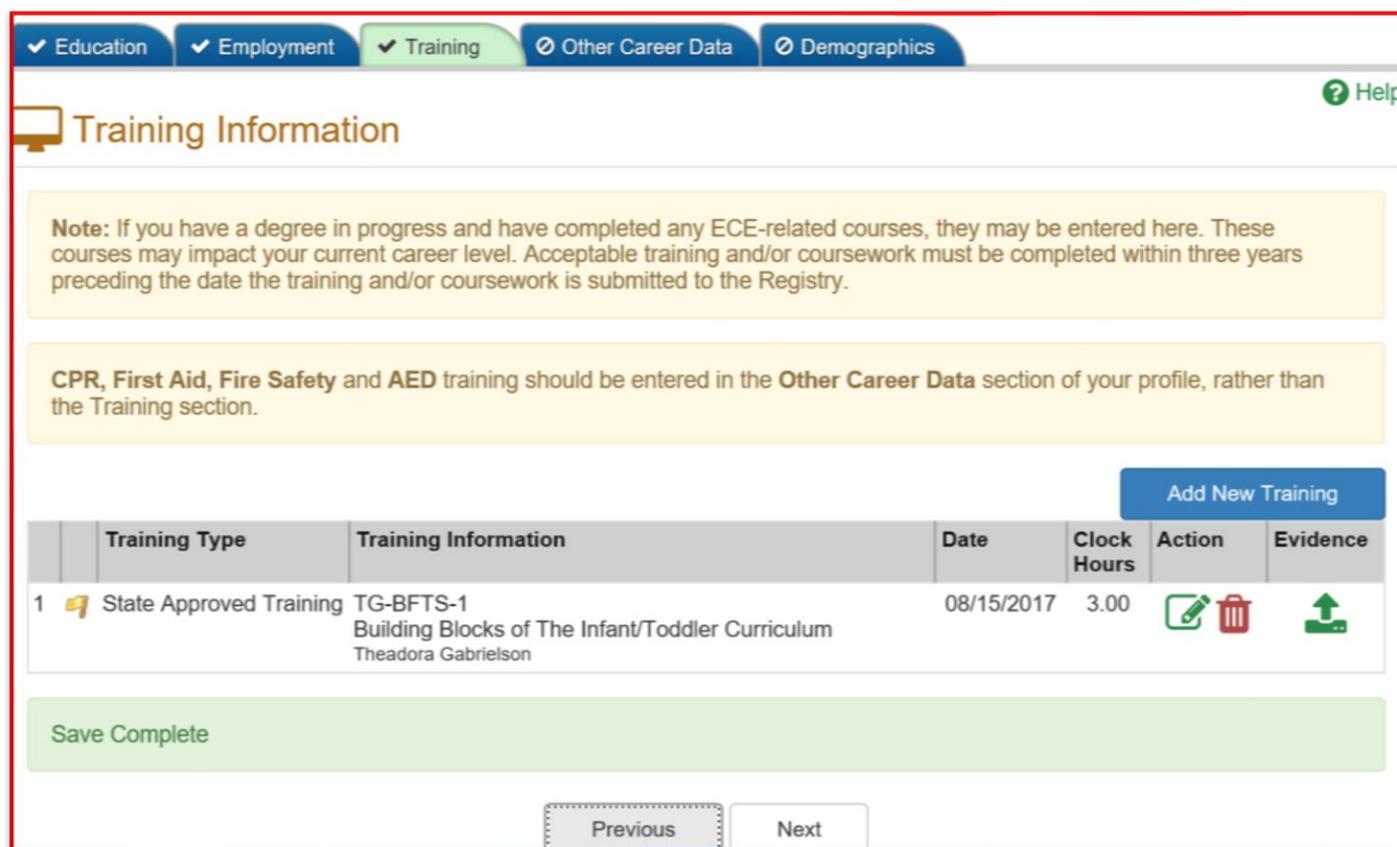
**\*Date:**  
mm/dd/yyyy  



**Step 11:**

- A. After clicking the “Save” button, the training information is returned to the page and is displayed like this.
- B. The “Action” column on the right allows the record to be “deleted” or “edited”
- C. Click the “Evidence” button to upload a copy of the training certificate.

\*\* Tabs “Other Career Data” and “Demographics” are not required for Profile verification. However, information within these tabs can be entered and added to the GaPDS profile.



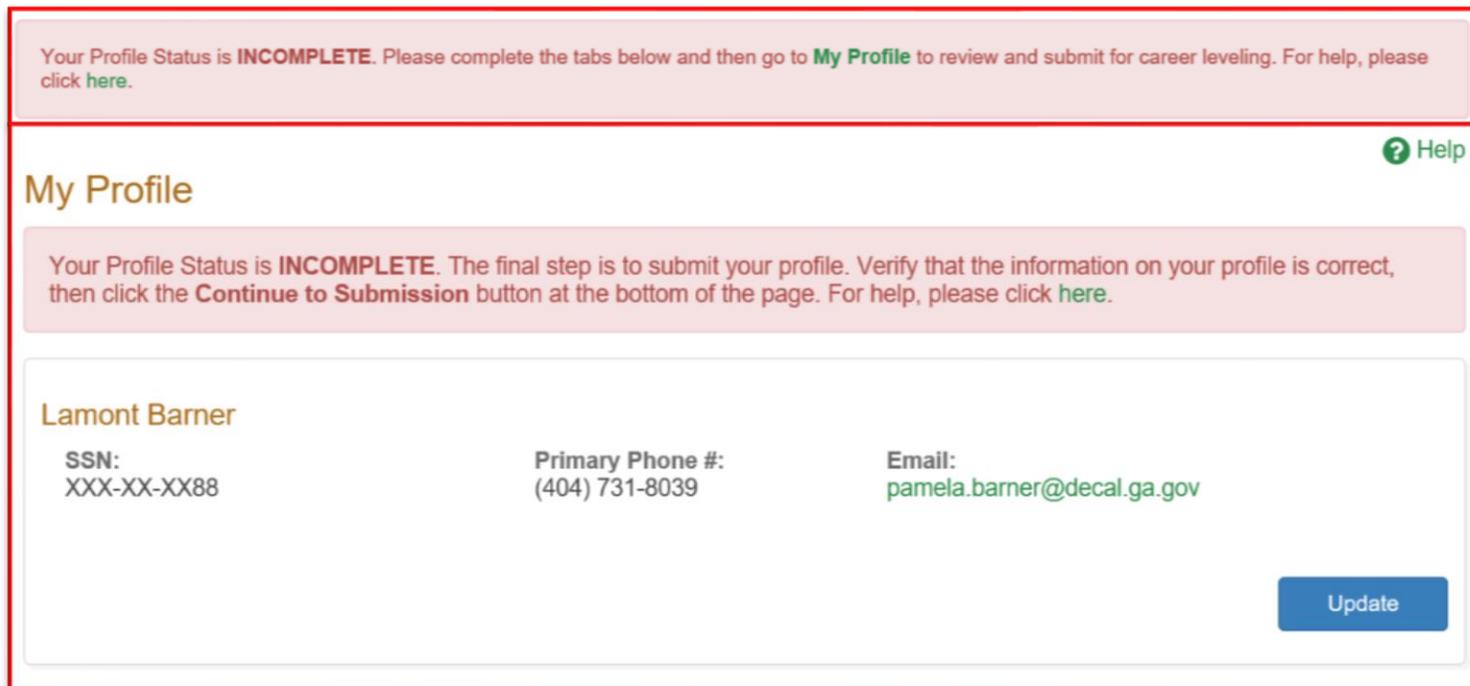
The screenshot shows the 'Training Information' section of the GaPDS profile. At the top, there are tabs for 'Education', 'Employment', 'Training' (which is active), 'Other Career Data', and 'Demographics'. A 'Help' icon is visible in the top right. Below the tabs, there are two yellow informational boxes. The first box contains a note about entering ECE-related courses. The second box states that CPR, First Aid, Fire Safety, and AED training should be entered in the 'Other Career Data' section. Below these boxes is a table with the following columns: Training Type, Training Information, Date, Clock Hours, Action, and Evidence. There is an 'Add New Training' button above the table. The table contains one record for 'State Approved Training' with details: TG-BFTS-1, Building Blocks of The Infant/Toddler Curriculum, Theadora Gabrielson, dated 08/15/2017, for 3.00 clock hours. The Action column has icons for edit, delete, and evidence upload. Below the table is a green 'Save Complete' button and 'Previous' and 'Next' navigation buttons.

Training Type	Training Information	Date	Clock Hours	Action	Evidence
1 State Approved Training	TG-BFTS-1 Building Blocks of The Infant/Toddler Curriculum Theadora Gabrielson	08/15/2017	3.00	[Edit] [Delete]	[Evidence]

### Step 12:

After completing the EDUCATION, EMPLOYMENT, and TRAINING tabs, it is finally time to submit the profile to the Georgia Professional Standards Commission.

- The RED message at the top of the screen gives instructions to the user as to what to do next.
- This message indicates that the profile is INCOMPLETE and instructs the user to go “MY PROFILE”



Your Profile Status is **INCOMPLETE**. Please complete the tabs below and then go to **My Profile** to review and submit for career leveling. For help, please click [here](#).

## My Profile Help

Your Profile Status is **INCOMPLETE**. The final step is to submit your profile. Verify that the information on your profile is correct, then click the **Continue to Submission** button at the bottom of the page. For help, please click [here](#).

**Lamont Barner**

<b>SSN:</b> XXX-XX-XX88	<b>Primary Phone #:</b> (404) 731-8039	<b>Email:</b> <a href="mailto:pamela.barner@dec.al.ga.gov">pamela.barner@dec.al.ga.gov</a>
----------------------------	-------------------------------------------	-----------------------------------------------------------------------------------------------

[Update](#)

**Employment Information**
▲

**Employment Status:**  
Self-Employed

**Current Employer(s):**

#	Employer	Role(s) Performed	Age Groups Served
1	<b>ABC Educational Training Facility</b> 1234 Windsor Street, Atlanta, GA 30339-  County: Fulton Phone: (404) 267-2760 StartDate: 09/03/2018	<b>Indirect Services:</b> • Trainer  <b>Primary Role:</b> Trainer	

**Early Care Education Experience:**  
 Direct Care Experience: 0 years 0 months  
 ECE Administrative Experience: 0 years 0 months  
 Total ECE Experience: 0 years 0 months

**Other Career Data (Optional)**
▲

**Employment History:**

#	Employer Name	Position	Start Date	End Date
1	Cheer Training Solutions		05/07/2009	09/27/2018

**ECE-Related Credentials:**  
N/A

**Professional Memberships & Contributions:**  
None Entered

**Demographics Information (Optional)**
▲



**Step 13:** User must read and provide acknowledgement for by checking the box. Click the “submit” button to ensure the record will be sent to PSC for verification.

### Submit Registry Profile

Please read the below listed facts in reference to your privacy and this system. If you are satisfied with those items and agree with the certification statement, check the box at the bottom and click the **Submit** button. Or, click **Return to Profile** for further review and update.

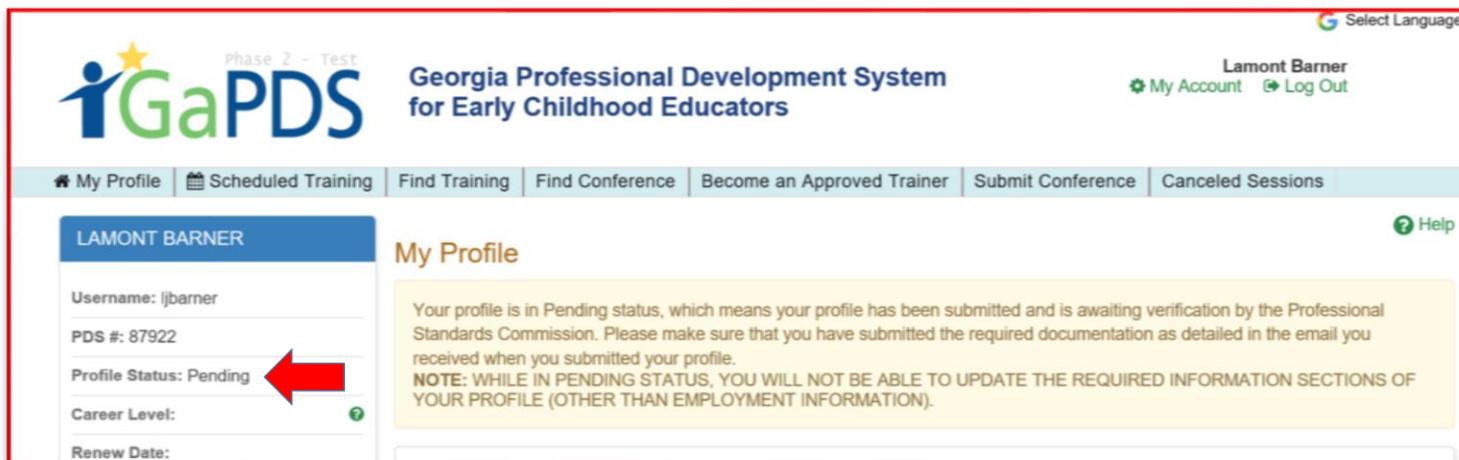
- You are hereby advised that any personal information collected will be securely stored in the Georgia Professional Development System (GaPDS), except as to the extent necessary and required by any applicable state and/or federal law.
- You are further advised that the general public will have no access whatsoever to any personal information collected by this application, except where specifically requested and approved by the user and to the extent necessary and required by any applicable state and/or federal law. The System is a public entity controlled solely by Bright from the Start: Georgia Department of Early Care and Learning (BFTS:DECAL) and is charged with guarding all personal information.
- The information in the System will be shared with other controlled public entities for the sole purpose of compiling, sharing, and publishing important statistical data to effectively enhance the quality of early childhood education.
- All public entities allowed access to any personal information are charged with adhering to all privacy constraints previously outlined in this notice.
- At no time will any personal information be sold, rented, and or shared with a person or entity not authorized to view the System.
- BFTS: DECAL will provide the registrant with secure access to view his/her information through the System.

I certify that the statements I have made to Bright from the Start: Georgia Department of Early Care and Learning are true and accurate to the best of my knowledge. I understand that 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. I also authorize assessment and agree to the above terms and conditions.



**Step 14:**

**\*\* NOTICE:** Back on the My Profile landing page, the users' profile status has changed from "Incomplete" to "Pending". This means Professional Standards Commission now has this record as a pending task in their work queue to verify.



The screenshot shows the 'My Profile' page for user LAMONT BARNER. The profile information includes: Username: ljbarnar, PDS #: 87922, Profile Status: Pending (indicated by a red arrow), Career Level, and Renew Date. A yellow notification box contains the following text: "Your profile is in Pending status, which means your profile has been submitted and is awaiting verification by the Professional Standards Commission. Please make sure that you have submitted the required documentation as detailed in the email you received when you submitted your profile. NOTE: WHILE IN PENDING STATUS, YOU WILL NOT BE ABLE TO UPDATE THE REQUIRED INFORMATION SECTIONS OF YOUR PROFILE (OTHER THAN EMPLOYMENT INFORMATION)." The page header includes the iGaPDS logo, the text "Phase 2 - Test", and the title "Georgia Professional Development System for Early Childhood Educators". The user's name "Lamont Barner" and options for "My Account" and "Log Out" are visible in the top right. A navigation bar at the top contains links for "My Profile", "Scheduled Training", "Find Training", "Find Conference", "Become an Approved Trainer", "Submit Conference", and "Canceled Sessions". A "Help" icon is located in the top right corner of the profile section.