

How to Become an Approved Trainer: Trainer I

There are 5 steps required to becoming a Bright from the Start (BFTS) Approved Trainer. The following steps below outline in detail the procedure(s).

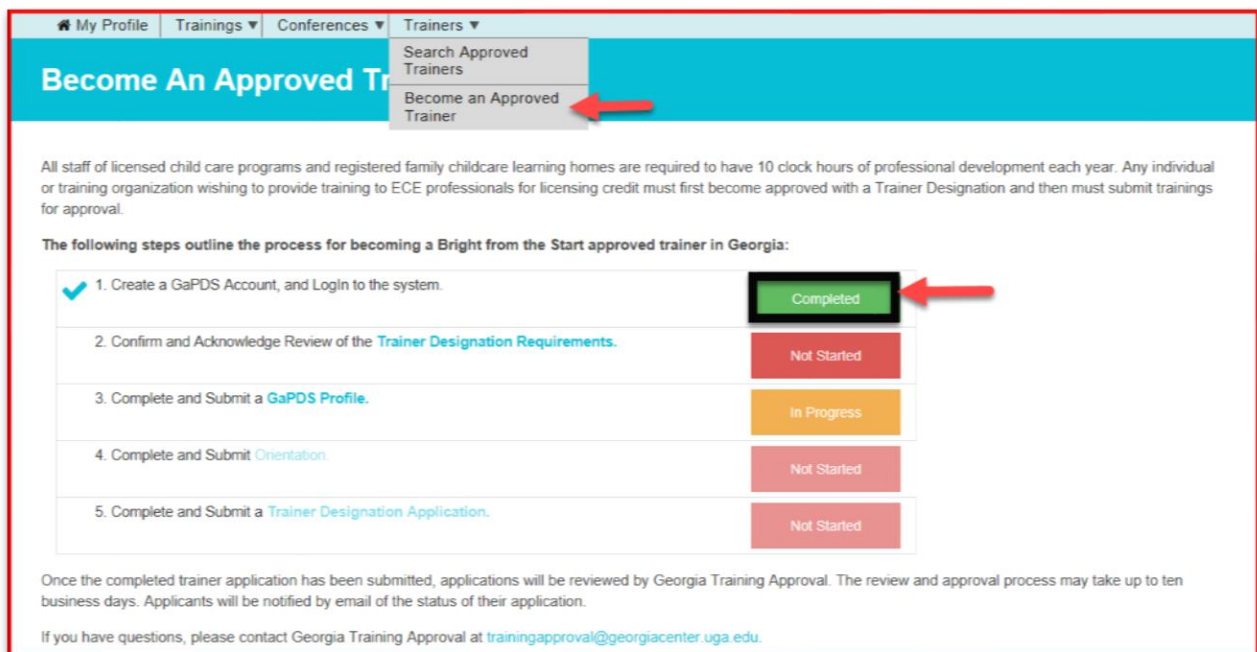
Step 1: Create a GaPDS account and log into the system. (reference [How to Create a GaPDS Account](#))

Step 2:

- A. Hover over the **Trainers** tab
- B. Select **'Become an Approved Trainer'**

**** Notice** Step 1: Create a GaPDS Account, and Login to the system

- C. Navigate to **Step 2: Confirm and Acknowledge Review of the Trainer Designation Requirements.**



My Profile | Trainings ▼ | Conferences ▼ | Trainers ▼

Become An Approved Trainer

- Search Approved Trainers
- Become an Approved Trainer**

All staff of licensed child care programs and registered family childcare learning homes are required to have 10 clock hours of professional development each year. Any individual or training organization wishing to provide training to ECE professionals for licensing credit must first become approved with a Trainer Designation and then must submit trainings for approval.

The following steps outline the process for becoming a Bright from the Start approved trainer in Georgia:

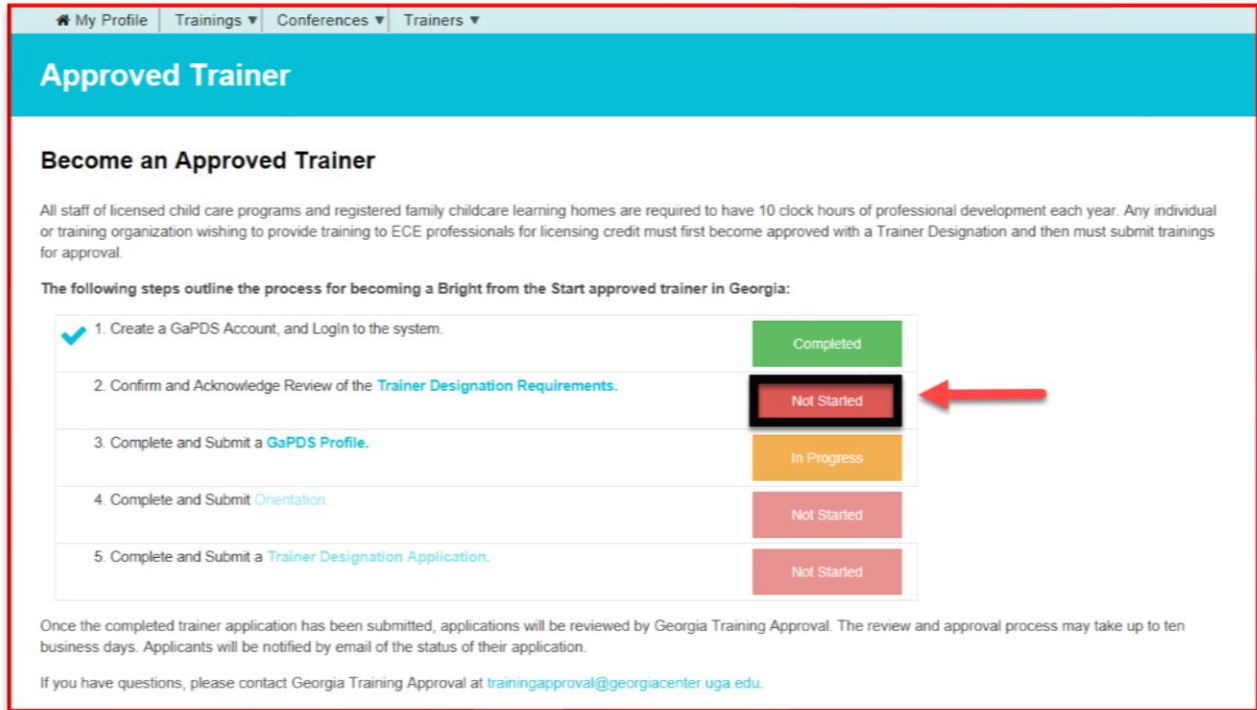
✓ 1. Create a GaPDS Account, and Login to the system.	Completed
2. Confirm and Acknowledge Review of the Trainer Designation Requirements .	Not Started
3. Complete and Submit a GaPDS Profile .	In Progress
4. Complete and Submit Orientation .	Not Started
5. Complete and Submit a Trainer Designation Application .	Not Started

Once the completed trainer application has been submitted, applications will be reviewed by Georgia Training Approval. The review and approval process may take up to ten business days. Applicants will be notified by email of the status of their application.

If you have questions, please contact Georgia Training Approval at trainingapproval@georgiacenter.uga.edu.

Step 3:

- A. Select ‘**Step 2: Confirm and Acknowledge Review of the Trainer Designation Requirements**’



My Profile | Trainings | Conferences | Trainers

Approved Trainer

Become an Approved Trainer

All staff of licensed child care programs and registered family childcare learning homes are required to have 10 clock hours of professional development each year. Any individual or training organization wishing to provide training to ECE professionals for licensing credit must first become approved with a Trainer Designation and then must submit trainings for approval.

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- B. Read the Trainer Designation Requirements.
- C. Click check box acknowledging: *I have read and understand the Trainer Designation Requirements.*
- D. Click 'Submit'

Section 6: Professional Development

(Not required for Specialty Trainer or Trainer I) Those applying for Trainer II or III must document that they have **provided** professional development to adults in the early childhood/child development field. A minimum of 30 hours is required for Trainer II and 50 hours for Trainer III. Professional development may include experience in supervisory roles, or as a trainer, co-trainer or part of a team approach to training, apprentice trainer, technical assistance provider, career advisor, or consultant.

REQUIRED DOCUMENTATION: Professional Development

Trainer II and III applicants, submit the following:

- **Resume** documenting 30 hours (for Trainer II) or 50 hours (for Trainer III) of experience providing professional development to adults in the early childhood education or child development field


You are now ready to begin the [Trainer Designation Application!](#)

The application will provide instructions about how to submit your required documentation.

If you need assistance at any time during the application process, please contact us at: [1-866-425-0220](tel:1-866-425-0220) or TrainingApproval@georgiacenter.uga.edu

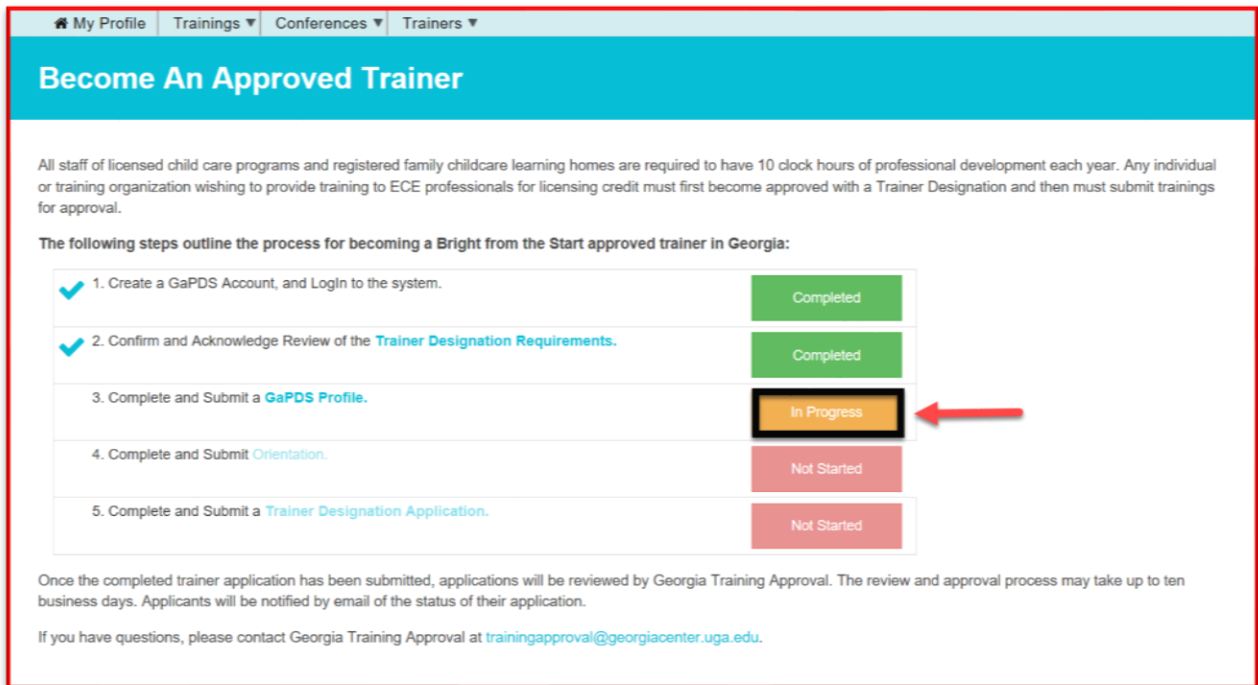
I have read and understand the Trainer Designation Requirements.

Becoming a BFTS Approved Trainer is not an employment position. You are not applying for employment as a Trainer. A BFTS Approved Trainer means that you have met the criteria and are eligible to submit your trainings for approval and acceptance by Child Care Licensing by Bright from the Start: Georgia Department of Early Care and Learning.



Step 4:

- A. Once Step 2 is completed, advance to Step 3 and advance to **‘Complete and Submit a GaPDS profile’** or the ‘In Progress’ tab.



Become An Approved Trainer

All staff of licensed child care programs and registered family childcare learning homes are required to have 10 clock hours of professional development each year. Any individual or training organization wishing to provide training to ECE professionals for licensing credit must first become approved with a Trainer Designation and then must submit trainings for approval.

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3. Complete and Submit a GaPDS Profile .	In Progress
4. Complete and Submit Orientation .	Not Started
5. Complete and Submit a Trainer Designation Application .	Not Started

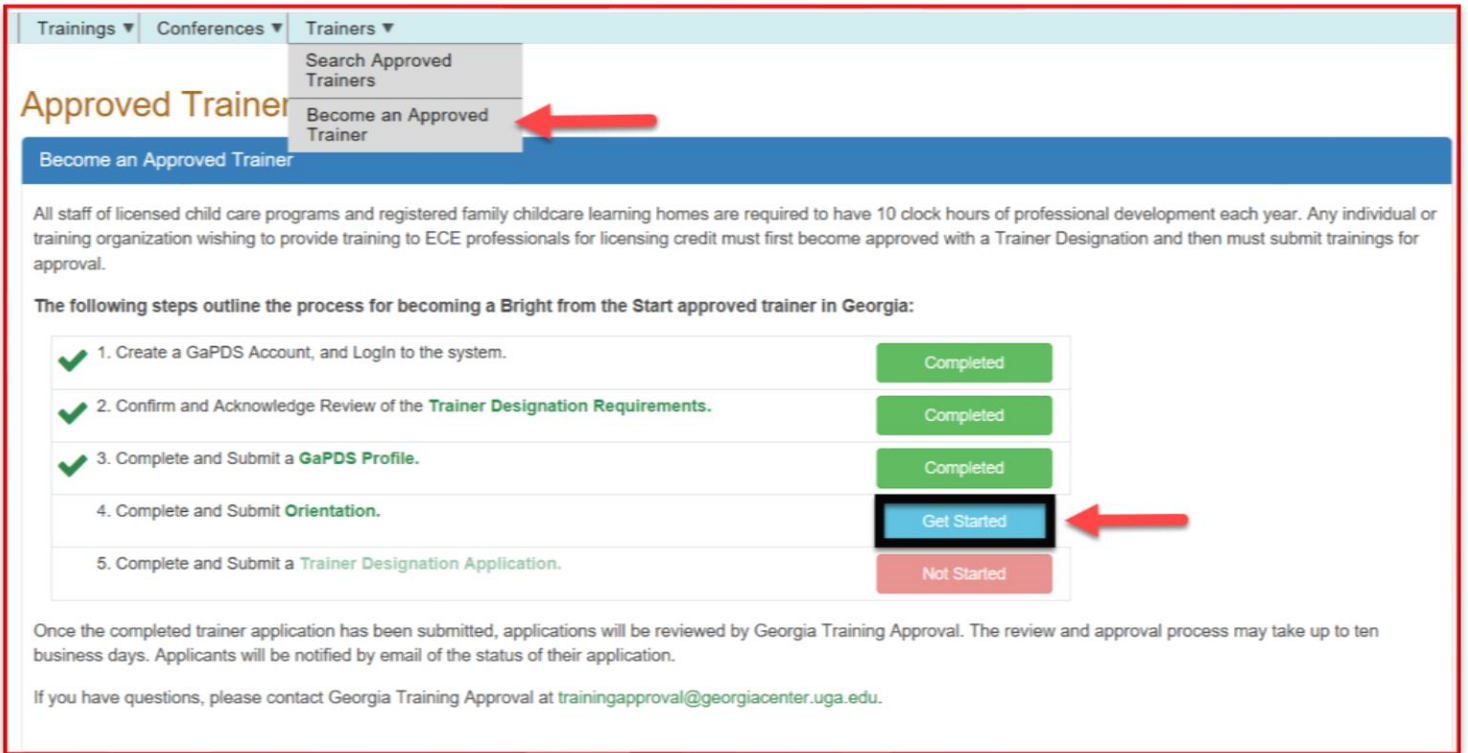
Once the completed trainer application has been submitted, applications will be reviewed by Georgia Training Approval. The review and approval process may take up to ten business days. Applicants will be notified by email of the status of their application.

If you have questions, please contact Georgia Training Approval at trainingapproval@georgiacenter.uga.edu.

When your profile is submitted, the “In Progress” button will read “Under Review”. When your profile has been verified by the PSC, the progress status button will read “Completed”.

Step 5:

- A. Select **‘Complete and Submit Orientation’** or the **‘Get Started’** status button to complete the trainer orientation.



Trainings ▾ Conferences ▾ Trainers ▾

Search Approved Trainers

Approved Trainer

Become an Approved Trainer

Become an Approved Trainer

All staff of licensed child care programs and registered family childcare learning homes are required to have 10 clock hours of professional development each year. Any individual or training organization wishing to provide training to ECE professionals for licensing credit must first become approved with a Trainer Designation and then must submit trainings for approval.

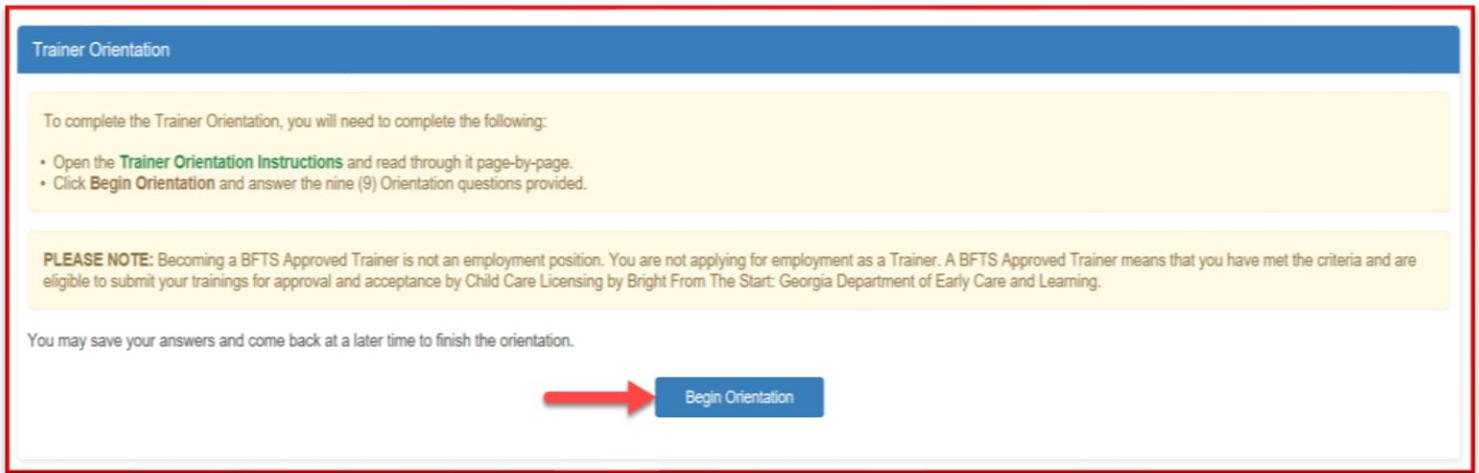
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✓ 1. Create a GaPDS Account, and Login to the system.	Completed
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4. Complete and Submit Orientation .	Get Started
5. Complete and Submit a Trainer Designation Application .	Not Started

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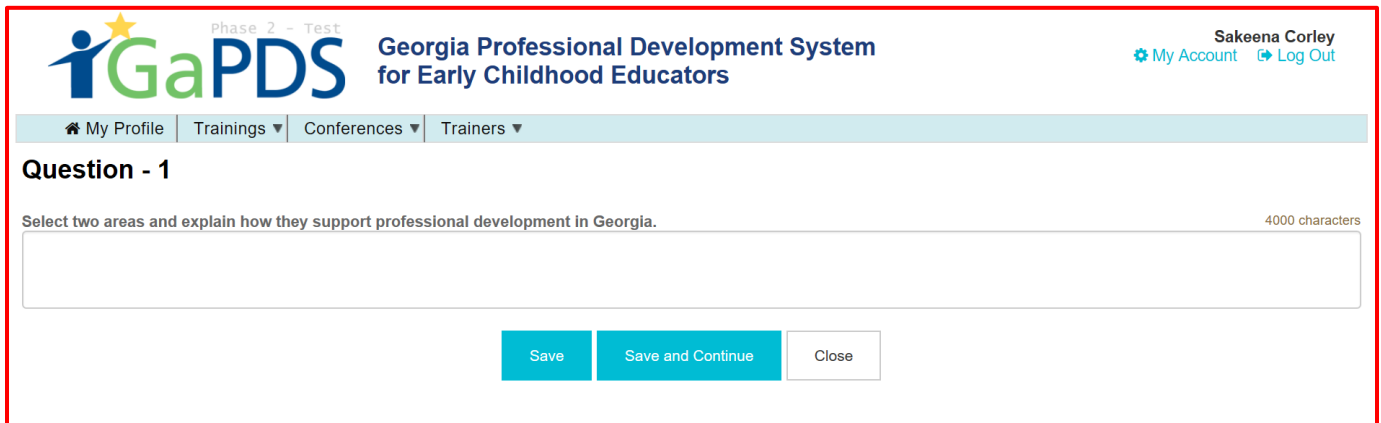
If you have questions, please contact Georgia Training Approval at trainingapproval@georgiacenter.uga.edu.

- A. The trainer orientation page displays
- B. Read the instructions thoroughly then click the **'Begin Orientation'** to start the trainer orientation.

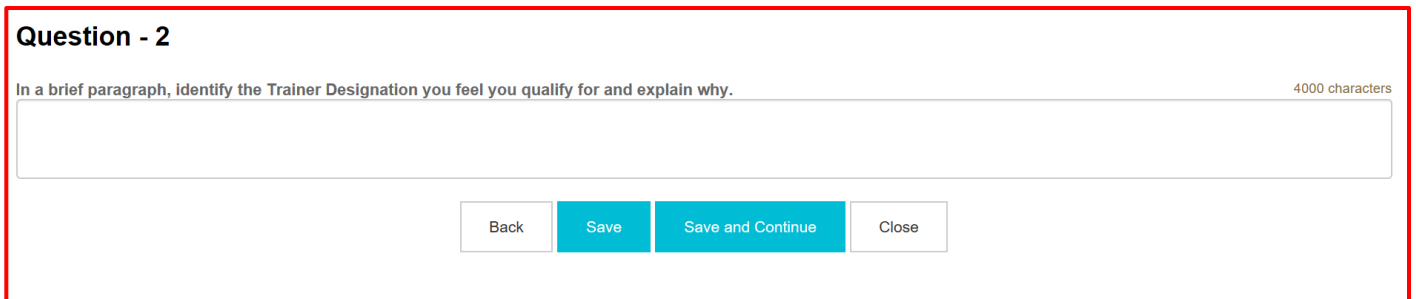


Step 6: After clicking the Begin Orientation link, the trainer orientation page displays:

- A. Thoroughly read the question(s) as they appear on the screen.
- B. Answer the question descriptively
- C. Select ‘Save and Continue’ to proceed to the next screen.
- D. Select ‘Save’ in the event you must leave the session.



The screenshot shows the iGaPDS Phase 2 - Test interface. At the top left is the iGaPDS logo. To its right is the text "Phase 2 - Test" and "Georgia Professional Development System for Early Childhood Educators". On the top right, the user's name "Sakeena Corley" is displayed, along with "My Account" and "Log Out" links. Below the header is a navigation bar with "My Profile", "Trainings", "Conferences", and "Trainers" menus. The main content area is titled "Question - 1" and contains the instruction: "Select two areas and explain how they support professional development in Georgia." A text input field is provided for the answer, with a "4000 characters" limit indicator. At the bottom of the question area are three buttons: "Save", "Save and Continue", and "Close".



The screenshot shows the iGaPDS Phase 2 - Test interface for "Question - 2". The instruction is: "In a brief paragraph, identify the Trainer Designation you feel you qualify for and explain why." A text input field is provided for the answer, with a "4000 characters" limit indicator. At the bottom of the question area are four buttons: "Back", "Save", "Save and Continue", and "Close".

Question - 3

What are the renewal requirements for the designation you plan to apply for?

4000 characters

Back

Save

Save and Continue

Close

Question - 4

Based on the TRN-1 competencies, briefly describe how you, as a trainer, are competent in Professionalism and Ethics.

4000 characters

Back

Save

Save and Continue

Close

Question - 5

Based on the TRN-2 competencies, briefly describe how you, as a trainer, are competent in Instructional Design and Development.

4000 characters

Back

Save

Save and Continue

Close

Question - 6

Based on the TRN-3 competencies, briefly describe how you, as a trainer, are competent in Knowledge of Content.

4000 characters

Back

Save

Save and Continue

Close

Question - 7

Based on the TRN-4 competencies, briefly describe how you, as a trainer, are competent in Presentation Skills.

4000 characters

Back Save Save and Continue Close

Question - 8

Based on the TRN-5 competencies, briefly describe how you, as a trainer, are competent in Quality Assurance.

4000 characters

Back Save Save and Continue Close

Question - 9

What three things are you responsible for once you become approved as a trainer?

4000 characters

[Back](#) [Save](#) [Save and Complete](#) [Close](#)

Step 7: Once trainer has completed **Trainer Orientation**:

- A. Select Review/Update if trainer wishes to review their answers.
- B. Select 'Close' to return to the **Become an Approved Trainer** checklist.

[Home](#) [My Profile](#) [Trainings](#) [Conferences](#) [Trainers](#)

Trainer Orientation

To complete the Trainer Orientation, you will need to complete the following:

- Open the [Trainer Orientation Instructions](#) and read through it page-by-page.
- Click **Begin Orientation** and answer the nine (9) Orientation questions provided.

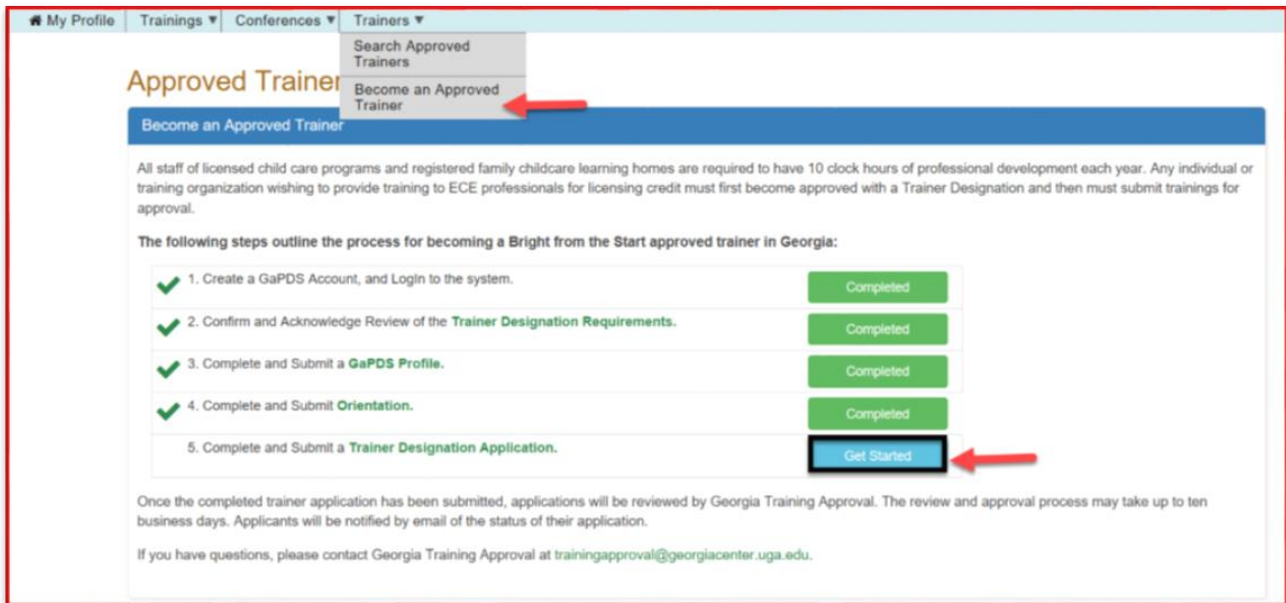
PLEASE NOTE: Becoming a BFTS Approved Trainer is not an employment position. You are not applying for employment as a Trainer. A BFTS Approved Trainer means that you have met the criteria and are eligible to submit your trainings for approval and acceptance by Child Care Licensing by Bright From The Start: Georgia Department of Early Care and Learning.

You may save your answers and come back at a later time to finish the orientation.

[Review/Update](#) [Close](#)

Trainer Orientation Completed

Step 8: After completing Trainer Orientation, select **‘Complete and Submit a Trainer Designation Application’** or the **‘Get Started’** status button.



Trainer Designation Application

Step 1: Once the ‘Trainer Designation Application’ link or the ‘Get Started’ status button is selected; the Trainer Designation page will appear.

A. Select appropriate Trainer Designation

Trainer Designation Application

[Requirements](#)

Designation | Contact Info | Experience | Review

Trainer Designation

Individuals who wish to provide training for child care licensing credit must complete the Trainer Designation Application and be approved with a trainer designation of Specialty Trainer, Trainer I, Trainer II, or Trainer III. You will apply for only one designation. The Specialty Trainer, Trainer I, II, and III Designations are based on minimum qualifications and documentation requirements.

A key difference among the Trainer I, II, and III designations is the [level of training](#) that each designation is permitted to provide.

The Trainer Designation Application requires that you submit supporting documentation showing that you meet all of the requirements for the designation for which you are applying. **Please review the minimum qualifications and required documentation before beginning your application.**

You may begin your application by selecting the trainer designation below for which you are applying:

Requested Trainer Designation:

- Trainer I
- Trainer II
- Trainer III
- Specialty Trainer

Upload Documents

Please upload the following documents:

- **All Trainers** - Upload two professional letters of recommendation (dated and written within the previous 6 months).
- **Specialty Trainer** - Upload a professional license or credential relevant to the specialty area selected.

Upload Documents [Upload File](#)

No Documents found

Education Data


Career Level: 10

PSC Level Data

No data available

- B. Upload supporting documentation
- C. Acknowledge ‘Trainer Designation Requirements’ by checking off the blue dialog box
- D. Click ‘Save’

Post-Secondary Education


Evidence	Education Level	Institution Name	Major	Status
1 	Masters Degree	University of Arkansas at Little Rock	Child and Family Development	Verified

ECE-Related Coursework

No data available


I have read and understand the requirements for the Trainer Designation that I have chosen.

Save
Next



- E. Click ‘Next’

Post-Secondary Education

Evidence	Education Level	Institution Name	Major	Status
1 	Masters Degree	University of Arkansas at Little Rock	Child and Family Development	Verified


ECE-Related Coursework

No data available

I have read and understand the requirements for the Trainer Designation that I have chosen.

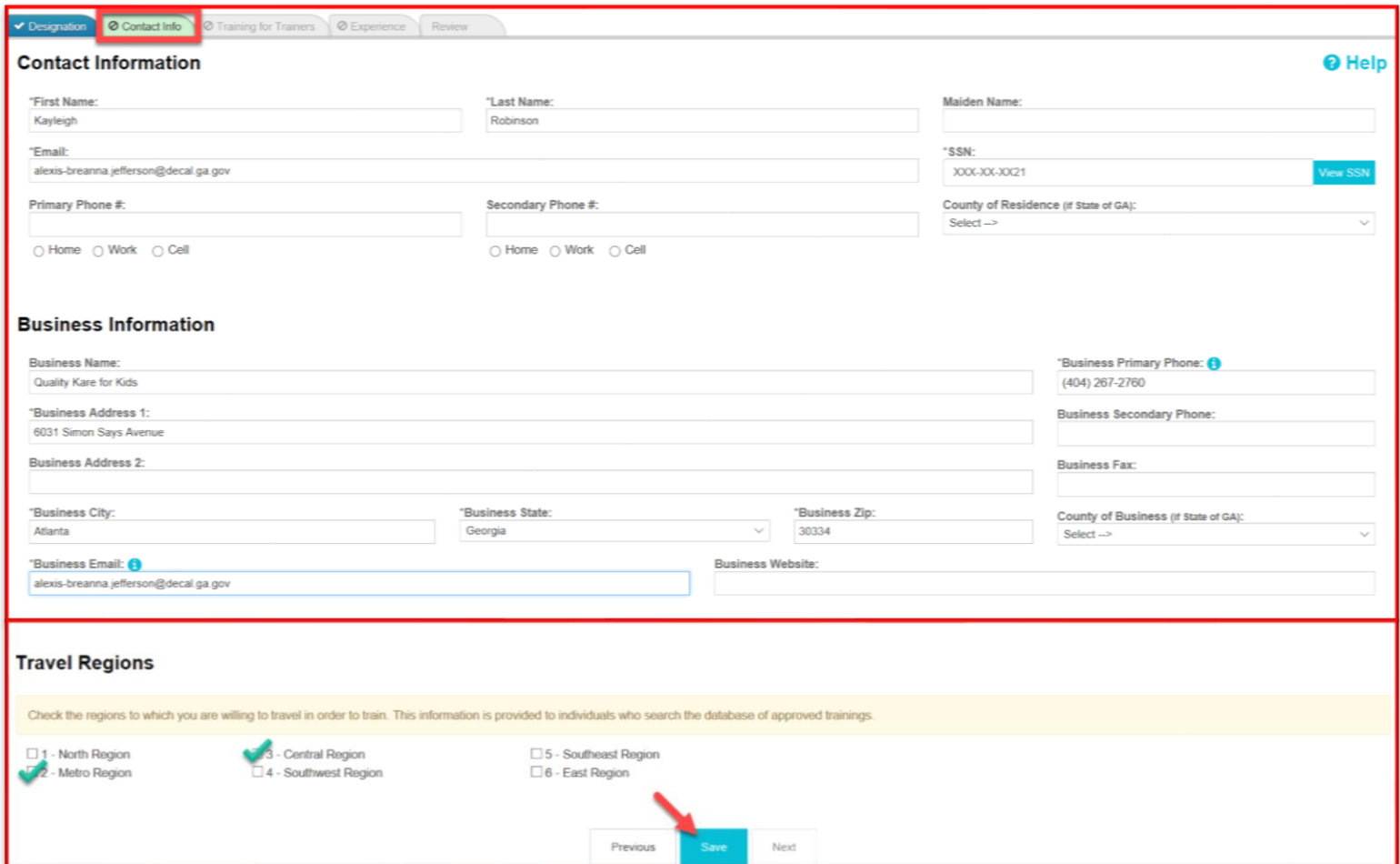
Saved Successfully.
 Please note:
 You must upload at least 1 document in order to complete your final submission.

Save
Next



Step 2: The **Contact Information** page displays:

- A. Complete all necessary information in the ‘Contact Tab’
- B. Select the travel region(s)
- C. Select ‘Save’
- D. Select ‘Next’

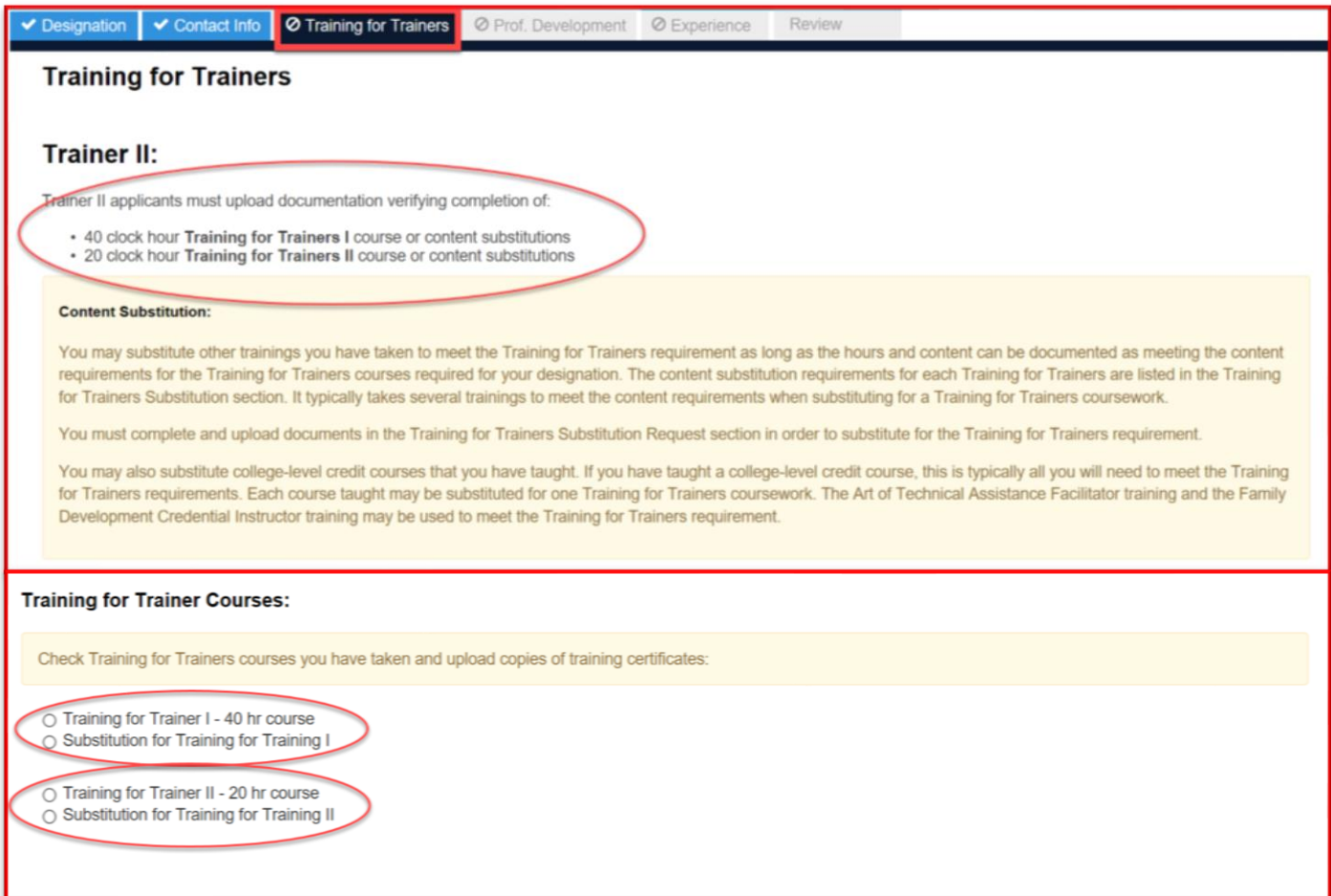


The screenshot shows the 'Contact Information' page in the GaPDS system. The 'Contact Info' tab is selected and highlighted with a red box. The form contains several sections:

- Contact Information:** Fields for First Name (Kayleigh), Last Name (Robinson), Maiden Name, Email (alexis-breanna.jefferson@decal.ga.gov), SSN (XXX-XX-XXXX), Primary Phone #, Secondary Phone #, and County of Residence (if State of GA).
- Business Information:** Fields for Business Name (Quality Kare for Kids), Business Address 1 (6031 Simon Says Avenue), Business Address 2, Business City (Atlanta), Business State (Georgia), Business Zip (30334), Business Email (alexis-breanna.jefferson@decal.ga.gov), Business Website, Business Primary Phone ((404) 267-2760), Business Secondary Phone, Business Fax, and County of Business (if State of GA).
- Travel Regions:** A section with a yellow background containing the instruction: "Check the regions to which you are willing to travel in order to train. This information is provided to individuals who search the database of approved trainings." Below this are six checkboxes for regions: 1 - North Region, 2 - Metro Region, 3 - Central Region, 4 - Southwest Region, 5 - Southeast Region, and 6 - East Region. Checkmarks are visible next to regions 1, 2, and 3. At the bottom of this section are 'Previous', 'Save', and 'Next' buttons. A red arrow points to the 'Save' button.

Step 3: The **Training for Trainers** page displays:

- A. Under the ‘Training for Trainers courses section, click the select the ‘Training for Trainers’ radio button that coincides with the courses you have taken.
- B. Upload documentation(s) for verification



✓ Designation ✓ Contact Info **Training for Trainers** Prof. Development Experience Review

Training for Trainers

Trainer II:

Trainer II applicants must upload documentation verifying completion of:

- 40 clock hour **Training for Trainers I** course or content substitutions
- 20 clock hour **Training for Trainers II** course or content substitutions

Content Substitution:

You may substitute other trainings you have taken to meet the Training for Trainers requirement as long as the hours and content can be documented as meeting the content requirements for the Training for Trainers courses required for your designation. The content substitution requirements for each Training for Trainers are listed in the Training for Trainers Substitution section. It typically takes several trainings to meet the content requirements when substituting for a Training for Trainers coursework.

You must complete and upload documents in the Training for Trainers Substitution Request section in order to substitute for the Training for Trainers requirement.

You may also substitute college-level credit courses that you have taught. If you have taught a college-level credit course, this is typically all you will need to meet the Training for Trainers requirements. Each course taught may be substituted for one Training for Trainers coursework. The Art of Technical Assistance Facilitator training and the Family Development Credential Instructor training may be used to meet the Training for Trainers requirement.

Training for Trainer Courses:

Check Training for Trainers courses you have taken and upload copies of training certificates:

- Training for Trainer I - 40 hr course
- Substitution for Training for Training I
- Training for Trainer II - 20 hr course
- Substitution for Training for Training II



- C. Upload appropriate document(s) for verification.

Upload Documents

Upload documentation for the Training for Trainers courses or substitutions that you have completed. On the file upload option, you may select the document type to identify which document you are uploading.

Upload Documents

No Documents found


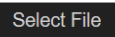
 

Upload Documents: [Close]

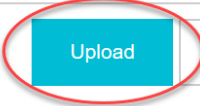

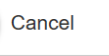
Document Type:

Select -->

- Training for Trainers I
- Course attended as Substitution for TFT I
- Course taught as Substitution for TFT I
- Training for Trainers II
- Course attended as Substitution for TFT II
- Course taught as Substitution for TFT II

Description: 250 characters

D. Select 'Save'

Upload Documents

Upload documentation for the Training for Trainers courses or substitutions that you have completed. On the file upload option, you may select the document type to identify which document you are uploading.

Upload Documents Upload File

Document Type	File Name	Description	Delete
Training for Trainers I	1200-8108-congratulations-letters-photo1.jpg	Training for Trainers I	
Training for Trainers II	2018-05-30_9-57-57 (1).png	Training for Trainers II	

Previous **Save** Next

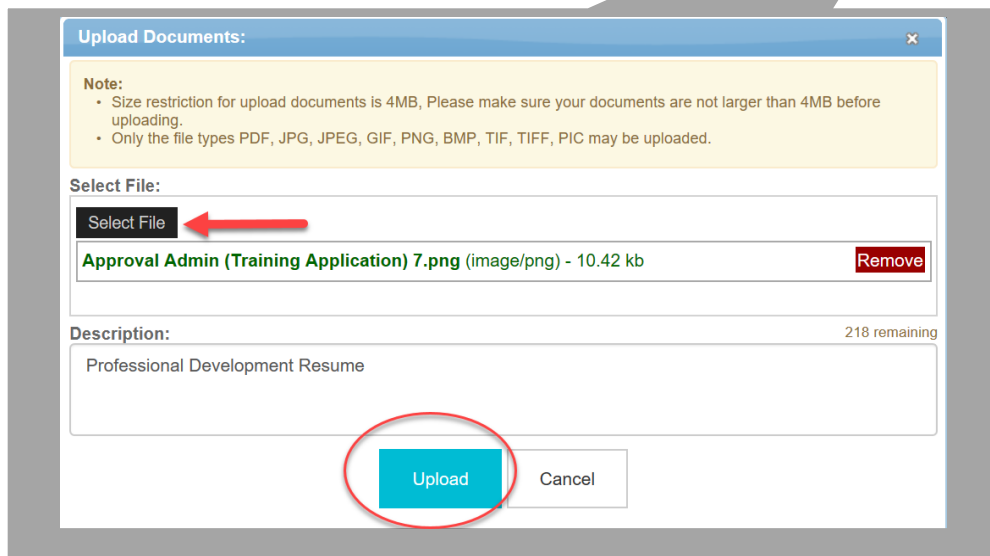
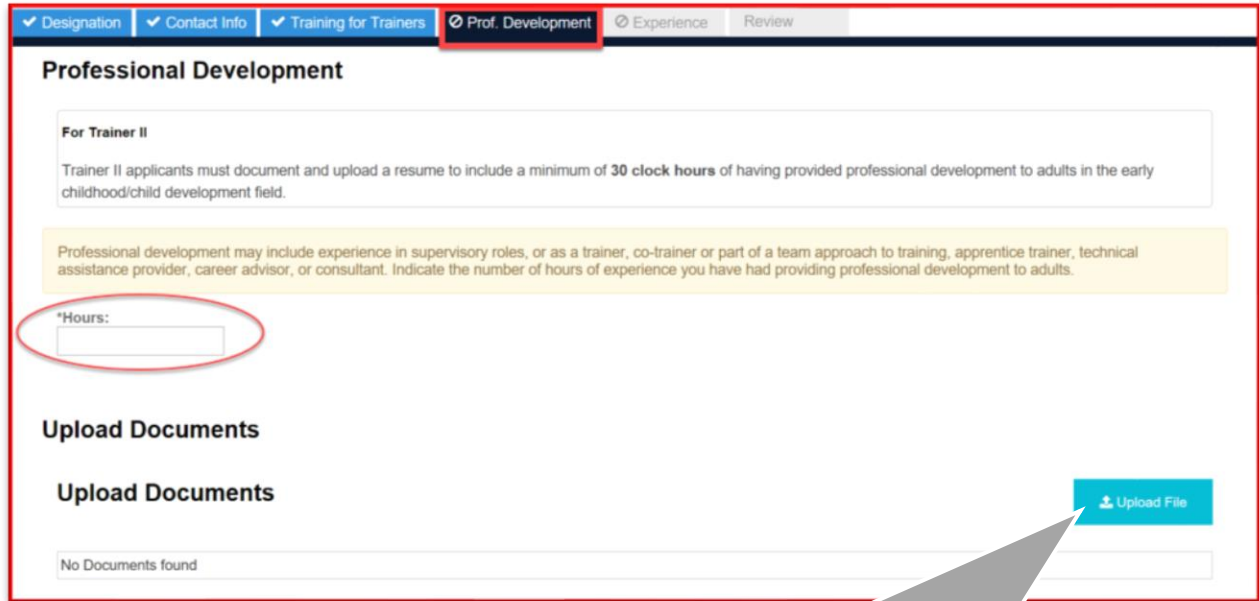
E. Select 'Next'

Saved Successfully.

Previous **Save** Next

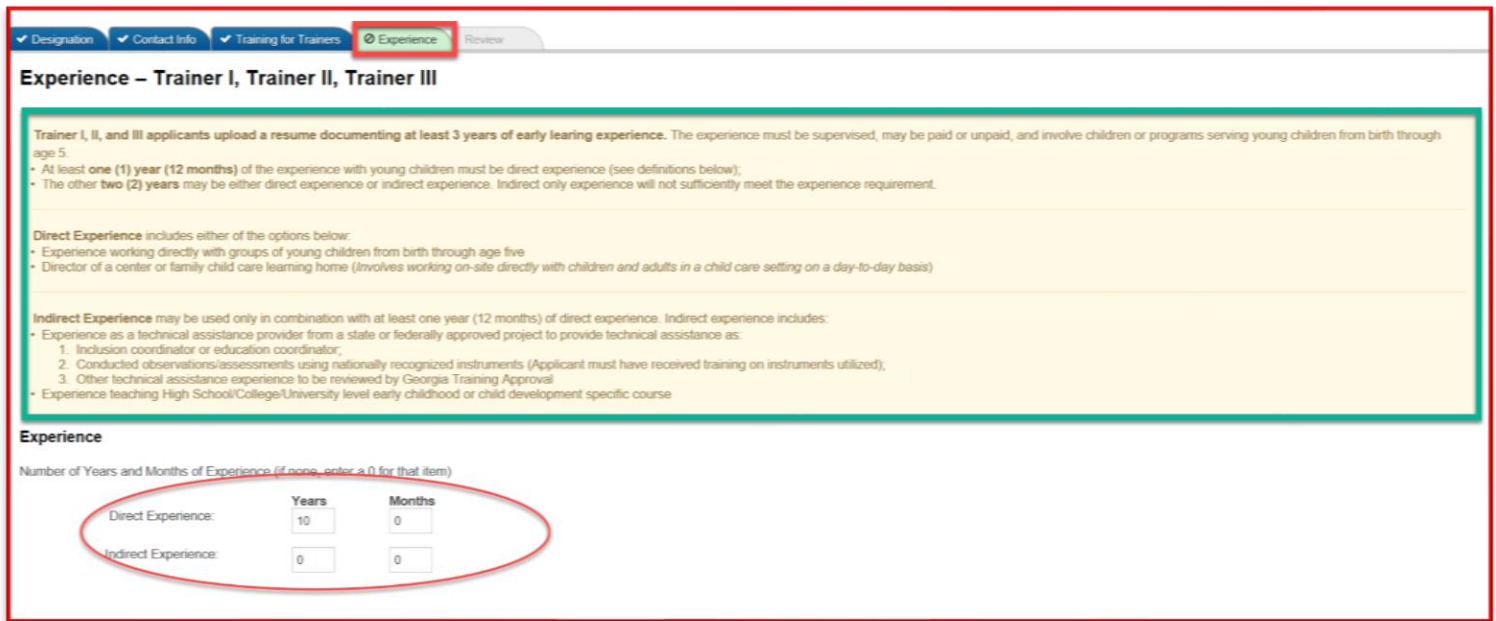
Step 4: The **Professional Development** page displays:

- A. Enter the number of hours
- B. Upload documents



Step 5: The Experience page displays:

A. Enter in the years of Direct Experience and/or Indirect Experience.



Designation Contact Info Training for Trainers Experience Review

Experience – Trainer I, Trainer II, Trainer III

Trainer I, II, and III applicants upload a resume documenting at least 3 years of early learning experience. The experience must be supervised, may be paid or unpaid, and involve children or programs serving young children from birth through age 5.

- At least one (1) year (12 months) of the experience with young children must be direct experience (see definitions below);
- The other two (2) years may be either direct experience or indirect experience. Indirect only experience will not sufficiently meet the experience requirement.

Direct Experience includes either of the options below:

- Experience working directly with groups of young children from birth through age five
- Director of a center or family child care learning home (Involves working on-site directly with children and adults in a child care setting on a day-to-day basis)

Indirect Experience may be used only in combination with at least one year (12 months) of direct experience. Indirect experience includes:

- Experience as a technical assistance provider from a state or federally approved project to provide technical assistance as:
 - Inclusion coordinator or education coordinator;
 - Conducted observations/assessments using nationally recognized instruments (Applicant must have received training on instruments utilized);
 - Other technical assistance experience to be reviewed by Georgia Training Approval
- Experience teaching High School/College/University level early childhood or child development specific course

Experience

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

	Years	Months
Direct Experience:	10	0
Indirect Experience:	0	0

Step 5: The **Review** page displays:

- A. Review information for accuracy
- B. Select ‘Continue to Submit’

Designation
Contact Info
Training for Trainers
Experience
Review

Please review your application, making changes, as needed, then click **Submit Application** at the bottom of the page. Your application will not be processed until all required documentation has been uploaded.

Please review the [Trainer Designation Requirements](#) to ensure you have uploaded all required documentation.

Orientation

1. Select two areas and explain how they support professional development in Georgia.
ABC

2. In a brief paragraph, identify the Trainer Designation you feel you qualify for and explain why.
ABC

3. What are the renewal requirements for the designation you plan to apply for?
ABC

4. Based on the TRN-1 competencies, briefly describe how you, as a trainer, are competent in Professionalism and Ethics.
ABC

5. Based on the TRN-2 competencies, briefly describe how you, as a trainer, are competent in Instructional Design and Development.
ABC


6. Based on the TRN-3 competencies, briefly describe how you, as a trainer, are competent in Knowledge of Content.
ABC

7. Based on the TRN-4 competencies, briefly describe how you, as a trainer, are competent in Presentation Skills.
ABC

9. What three things are you responsible for once you become approved as a trainer?
ABC

Designation


Requested Trainer Designation : Trainer I

Document Type	File Name	Description
 Professional Letter of Recommendation	1200-8108-congratulations-letters-photo1.jpg	Professional Letter of Recommendation 1

PSC Level Data **Career Level: 8**

No data available

Post-Secondary Education

Evidence	Education Level	Institution Name	Major	Status
1 	Bachelor Degree	Auburn University Main Campus	Early Childhood Special Education	Verified

ECE-Related Coursework

No data available

Contact Information

First Name:
Kayleigh

Email:
alexis-breanna.jefferson@decal.ga.gov

Last Name:
Robinson

County of Residence:

Maiden Name:

Primary Phone #:

Home Work Cell

SSN:
XXX-XX-XX21

Secondary Phone #:

Home Work Cell

Business Information

Business Name:
Quality Kare for Kids

Business Address:
6031 Simon Says Avenue
Atlanta, Georgia - 30334

Business Email:
alexis-breanna.jefferson@decal.ga.gov

Business Primary Phone:
[\(404\) 267-2760](tel:4042672760)

Business Website:

Business Secondary Phone:

Business Fax:

County of Business:

Travel Regions

1 - North Region

2 - Metro Region

3 - Central Region

4 - Southwest Region

5 - Southeast Region

6 - East Region

Training For Trainers

Trainer Courses

- Training for Trainer I - 40 hr course

Trainer Courses

- Training for Trainer I - 40 hr course

Documents

Document Type	File Name	Description
Training for Trainers I	1200-8108-congratulations-letters-photo1.jpg	Training for Trainers I

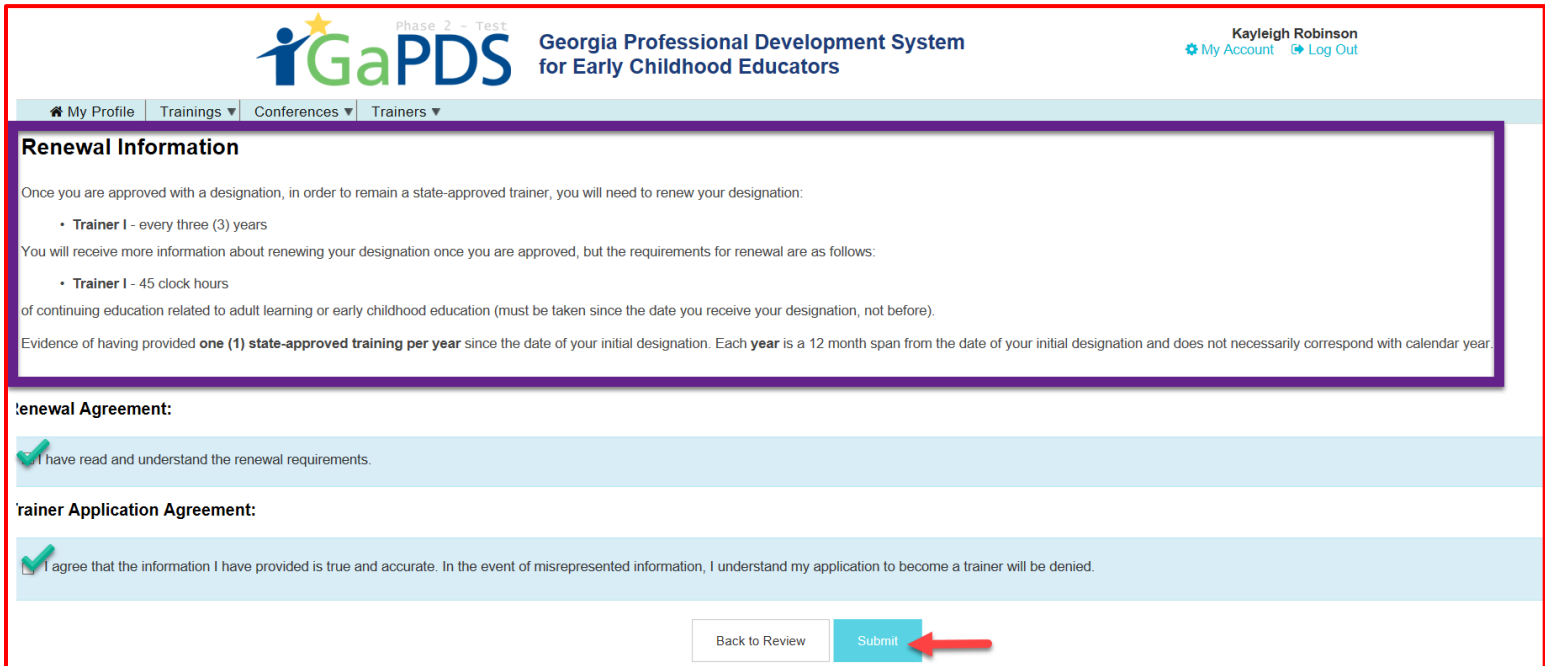
Experience

	Years	Months
Direct Experience:	10	0
Indirect Experience:	0	0

Document Type	File Name	Description
Experience	1200-8108-congratulations-letters-photo1.jpg	Experience

→

Step 12: Ensure both the ‘Renewal Agreement’ and ‘Trainer Application Agreement’ are checked off before submitting.



The screenshot shows the iGaPDS web application interface. At the top, the logo and name 'iGaPDS Georgia Professional Development System for Early Childhood Educators' are displayed, along with the user's name 'Kayleigh Robinson' and links for 'My Account' and 'Log Out'. A navigation bar includes 'My Profile', 'Trainings', 'Conferences', and 'Trainers'. The main content area is titled 'Renewal Information' and contains the following text:

Once you are approved with a designation, in order to remain a state-approved trainer, you will need to renew your designation:

- **Trainer I** - every three (3) years

You will receive more information about renewing your designation once you are approved, but the requirements for renewal are as follows:

- **Trainer I** - 45 clock hours

of continuing education related to adult learning or early childhood education (must be taken since the date you receive your designation, not before).

Evidence of having provided **one (1) state-approved training per year** since the date of your initial designation. Each **year** is a 12 month span from the date of your initial designation and does not necessarily correspond with calendar year.

Renewal Agreement:

I have read and understand the renewal requirements.

Trainer Application Agreement:

I agree that the information I have provided is true and accurate. In the event of misrepresented information, I understand my application to become a trainer will be denied.

At the bottom of the form, there are two buttons: 'Back to Review' and 'Submit'. A red arrow points to the 'Submit' button.