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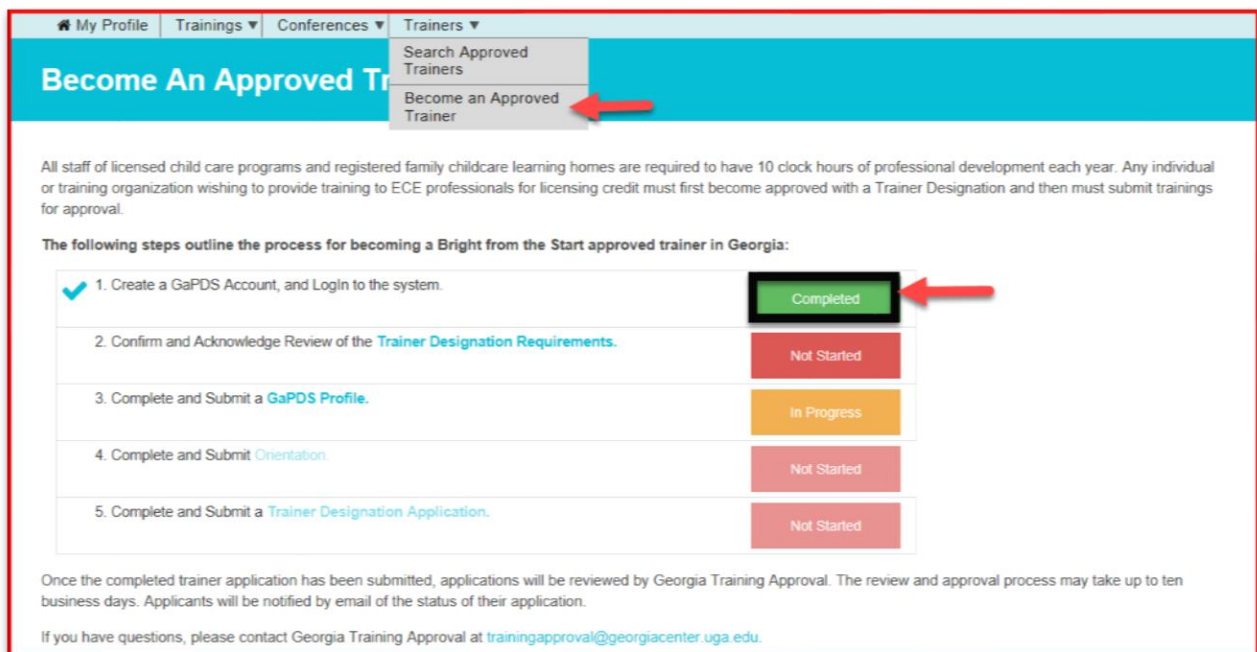
Step 1: Create a GaPDS account and log into the system. (reference **How to Create a GaPDS Account**)

Step 2:

A. Hover over the **Trainers** tab
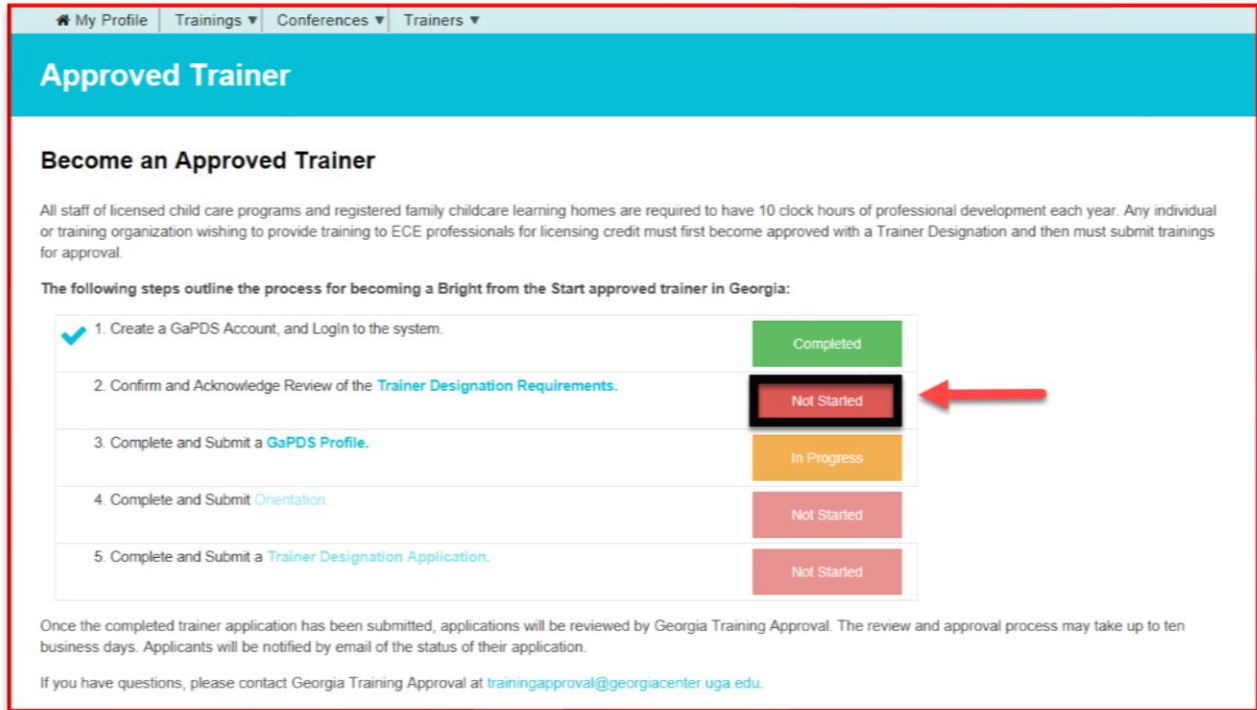B. Select **'Become an Approved Trainer'**
   ** Notice Step 1: Create a GaPDS Account, and Login to the system

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

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Step 3:

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

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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** or TrainingApproval@georgiacenter.uga.edu
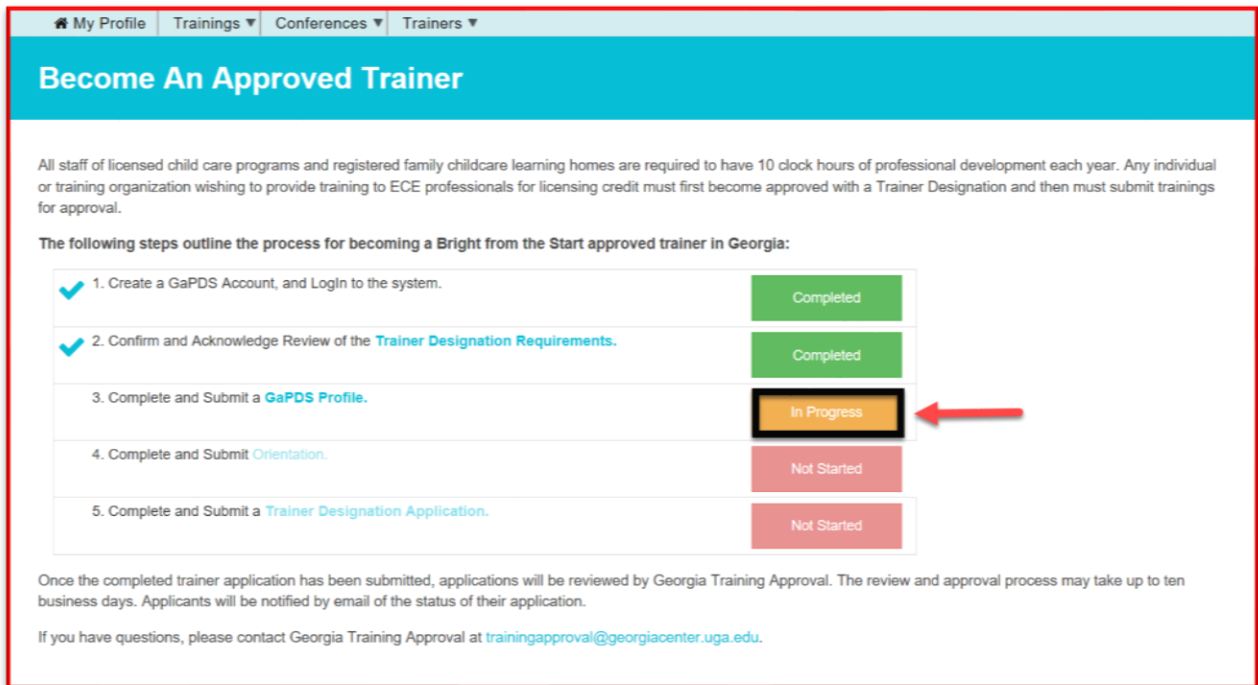
✔️ I have read and understand the Trainer Designation Requirements.
Becoming a BFTS Approved Trainer is not an employment position. You are not applying for employment as a Trainer. A BFTS Approved Trainer means that you have met the criteria and are eligible to submit your trainings for approval and acceptance by Child Care Licensing by Bright from the Start: Georgia Department of Early Care and Learning.

Submit

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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.

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".

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Step 5:

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

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

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.

[Begin Orientation]

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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.

Phase 2 - Test

Georgia Professional Development System for Early Childhood Educators

Sakeena Corley
⚙ My Account   ➔ Log Out

🏠 My Profile | Trainings ▾ | Conferences ▾ | Trainers ▾

Question - 1

Select two areas and explain how they support professional development in Georgia.
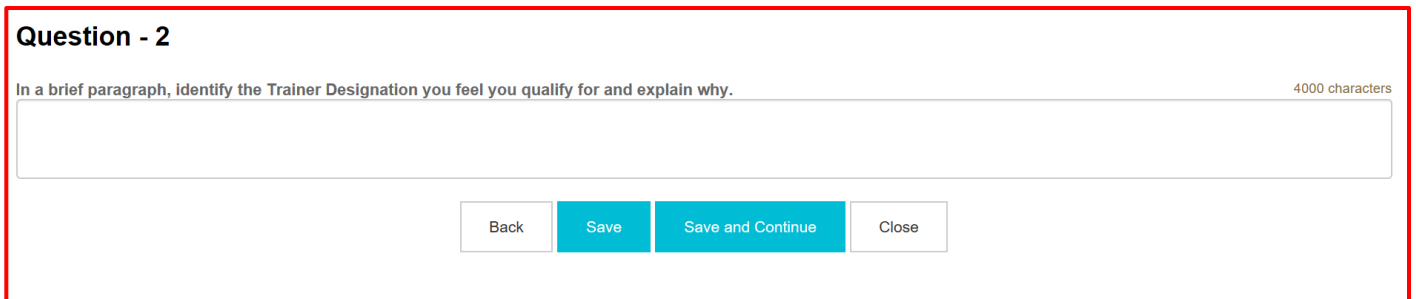
4000 characters

Save | Save and Continue | Close

Question - 2

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

4000 characters

Back | Save | Save and Continue | Close

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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 |

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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 |

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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

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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.

    🏠 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

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

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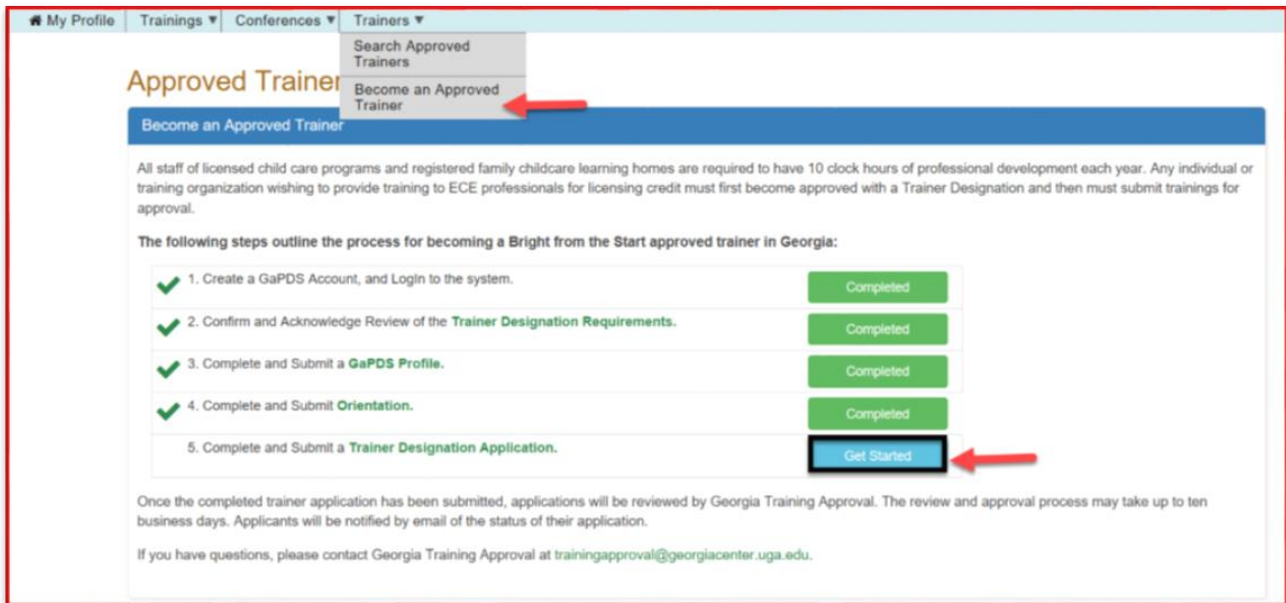
Trainer Designation Application

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

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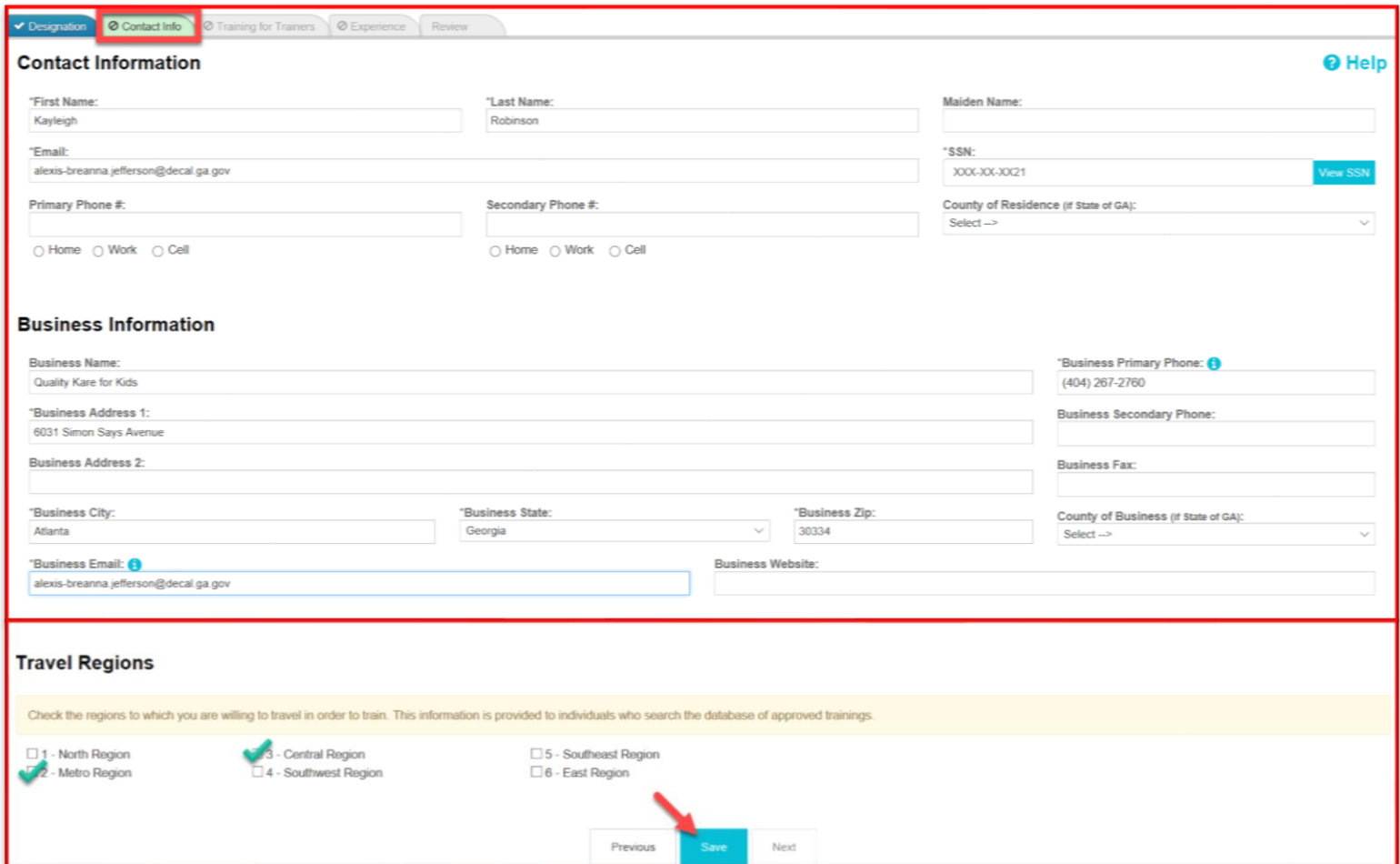
Saved Successfully.
Please note:
You must upload at least 1 document in order to complete your final submission.

Save   Next

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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'

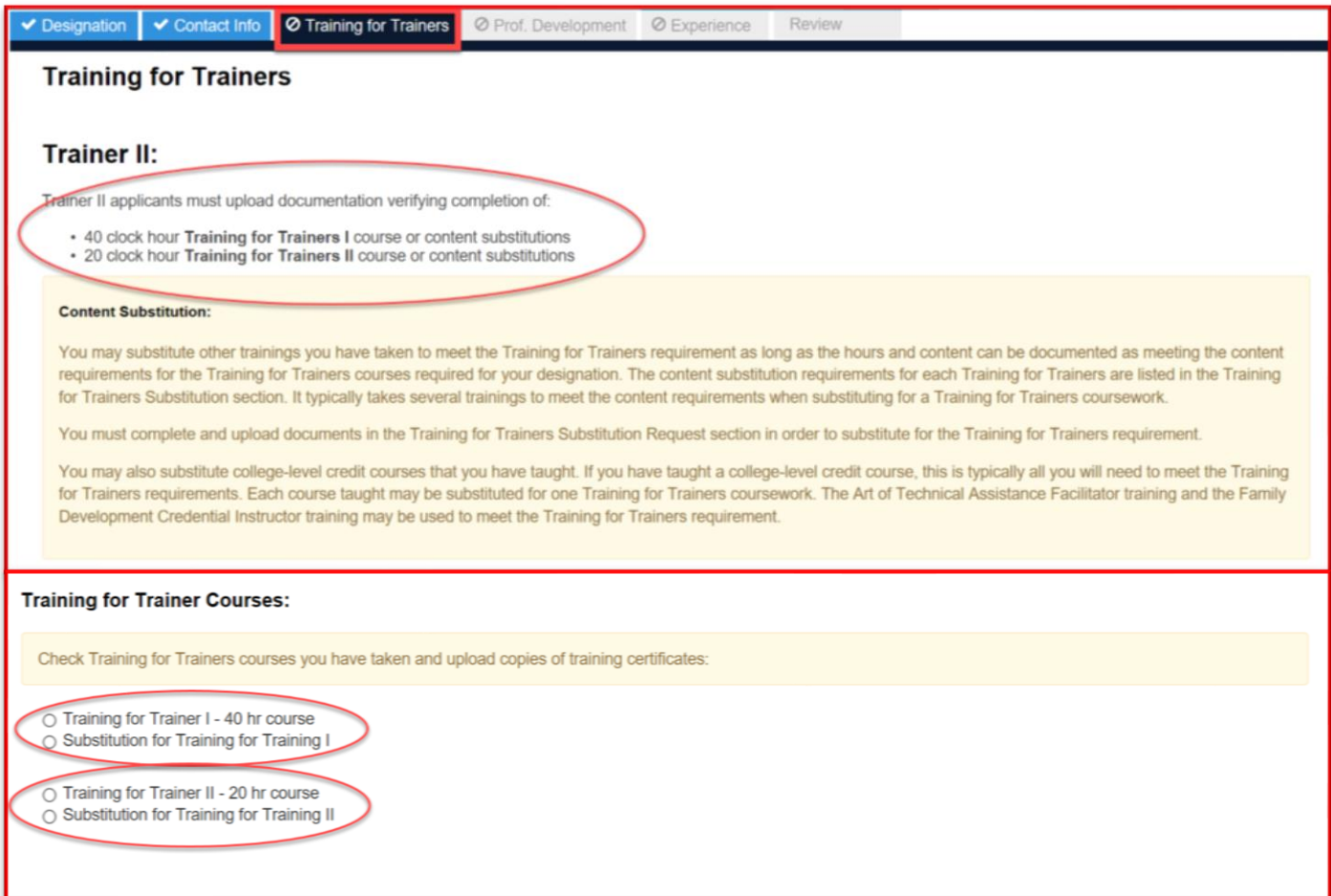   D.   Select 'Next'

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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

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

⬆ Upload File

No Documents found
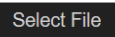
Upload Documents:
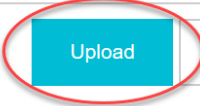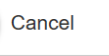
Document Type:

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

Select File

Description: 250 characters

Upload   Cancel

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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
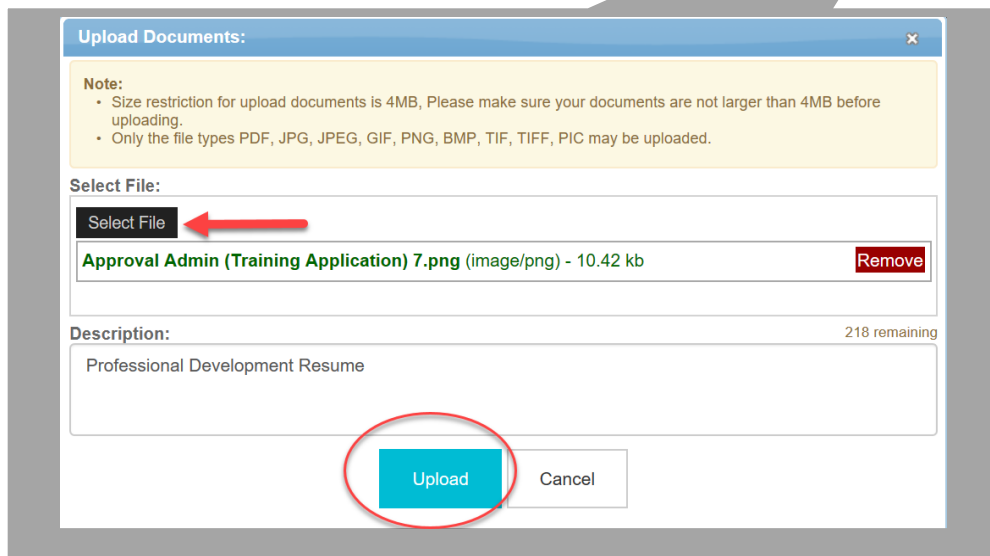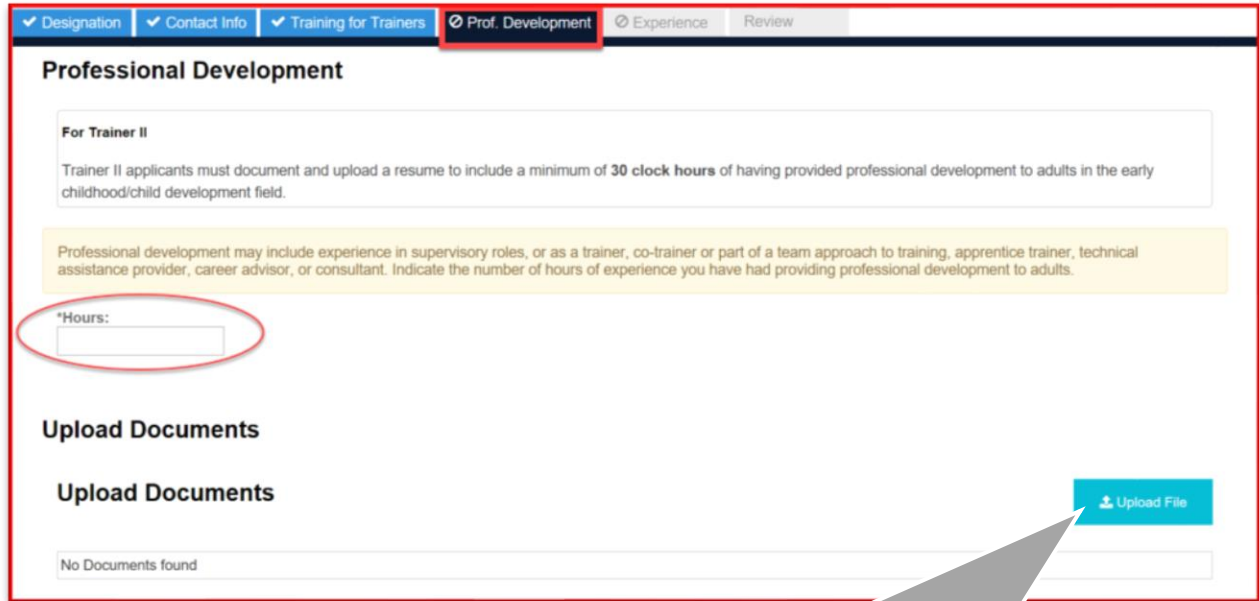
E. Select 'Next'

Saved Successfully.

Previous   Save   Next
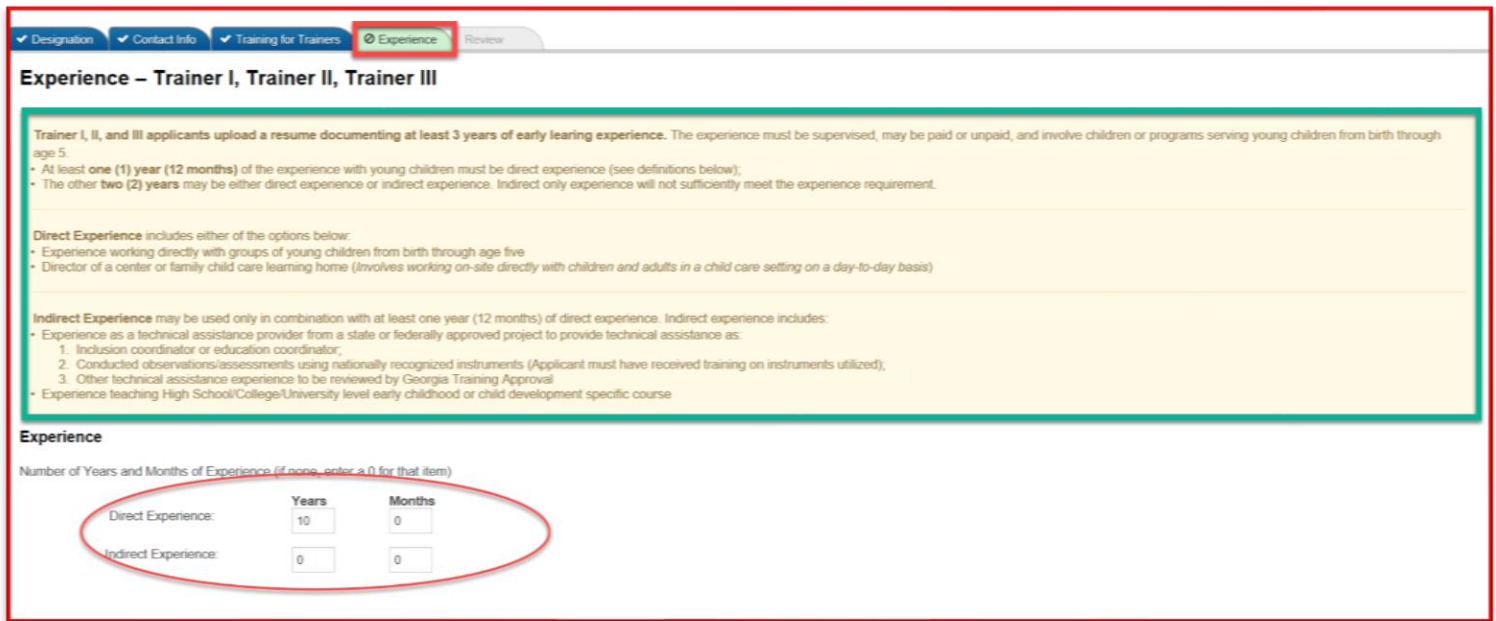
Step 4: The **Professional Development** page displays:

A. Enter the number of hours
B. Upload documents

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Step 5: The **Experience** page displays:

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

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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

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Contact Information

First Name: Kayleigh	**Last Name:** Robinson	**Maiden Name:**	**SSN:** XXX-XX-XX21
Email: alexis-breanna.jefferson@decal.ga.gov	**County of Residence:**	**Primary Phone #:** ○ Home ○ Work ○ Cell	**Secondary Phone #:** ○ Home ○ Work ○ Cell

Business Information

Business Name:
Quality Kare for Kids

Business Address: 6031 Simon Says Avenue Atlanta, Georgia - 30334	**Business Primary Phone:** (404) 267-2760	**Business Secondary Phone:**	**Business Fax:**
Business Email: alexis-breanna.jefferson@decal.ga.gov	**Business Website:**		**County of Business:**

Travel Regions

☐ 1 - North Region   ☑ 3 - Central Region   ☐ 5 - Southeast Region
☑ 2 - Metro Region   ☐ 4 - Southwest 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
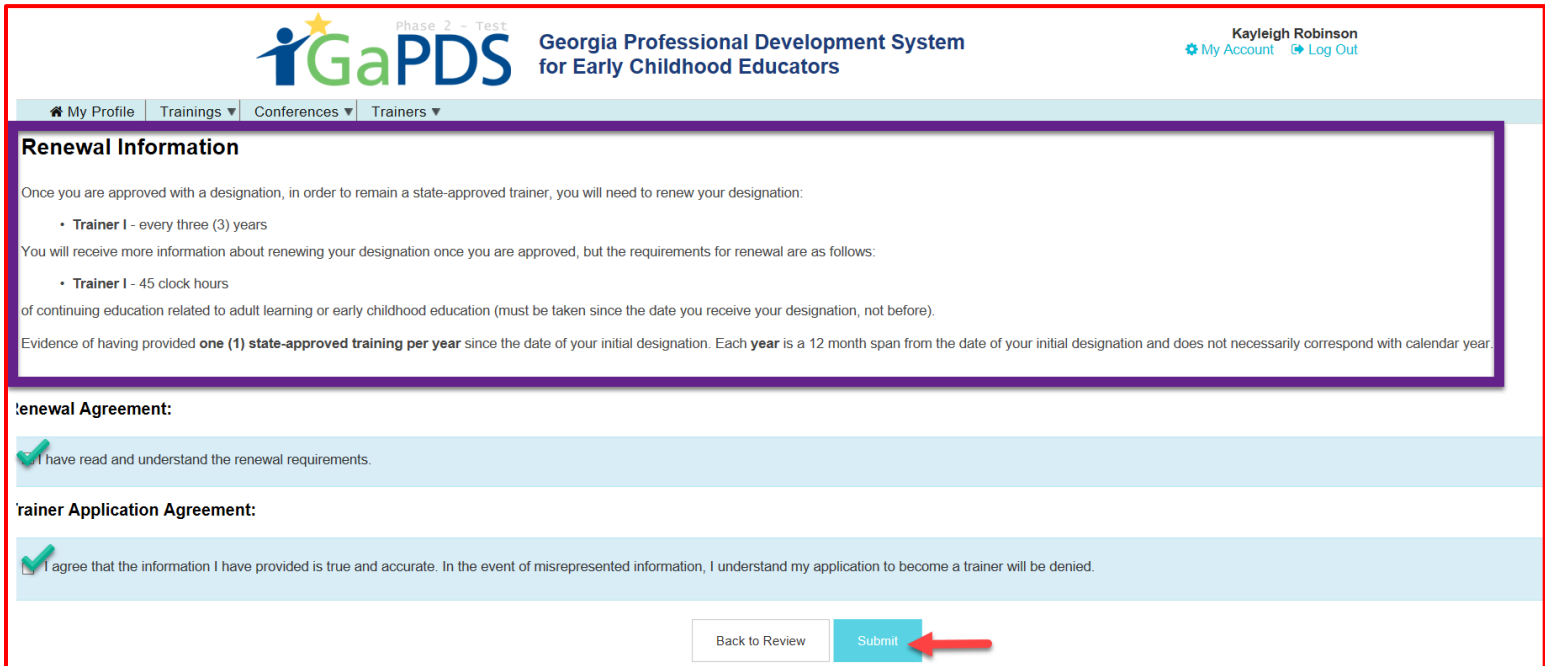
Experience

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

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

[Continue to Submit]   [Cancel]

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

Renewal Information

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.

Back to Review   Submit

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