

## How to Become an Approved Trainer: Trainer II

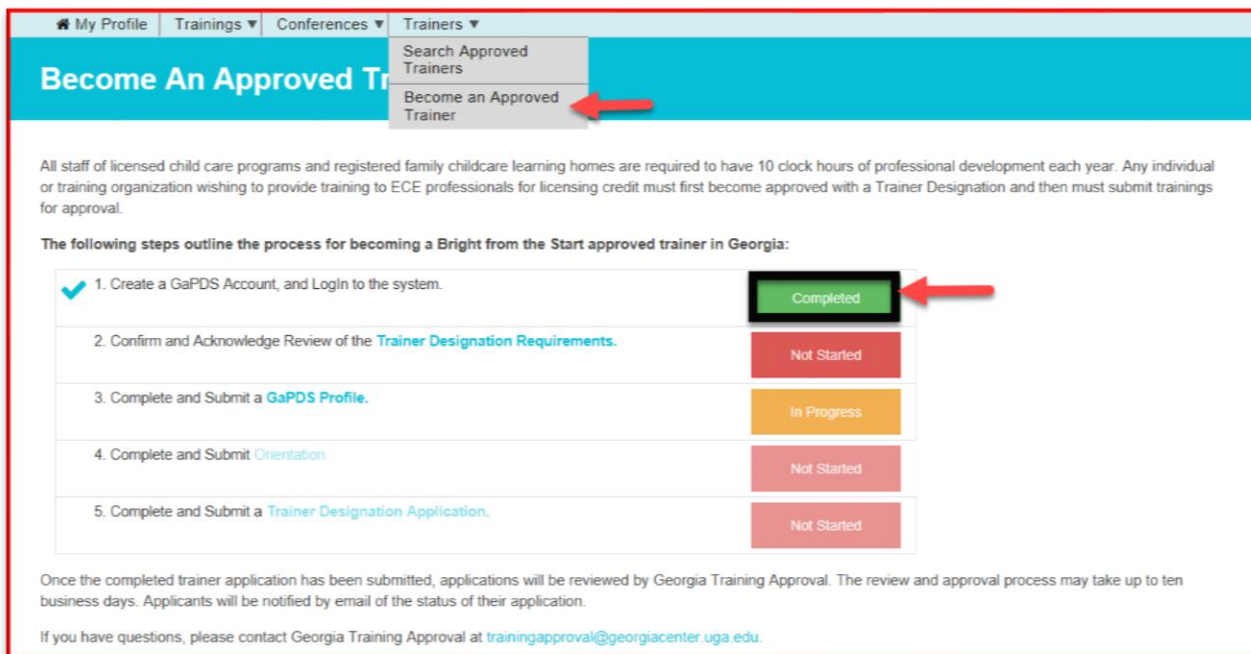
There are 5 steps required to becoming a Bright from the Start (BFTS) Approved Trainer. The following steps below outline in detail the procedure(s).

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

- a. Once logged in, trainers will be defaulted to complete their GaPDS profile.

**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

Search Approved Trainers  
 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.

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

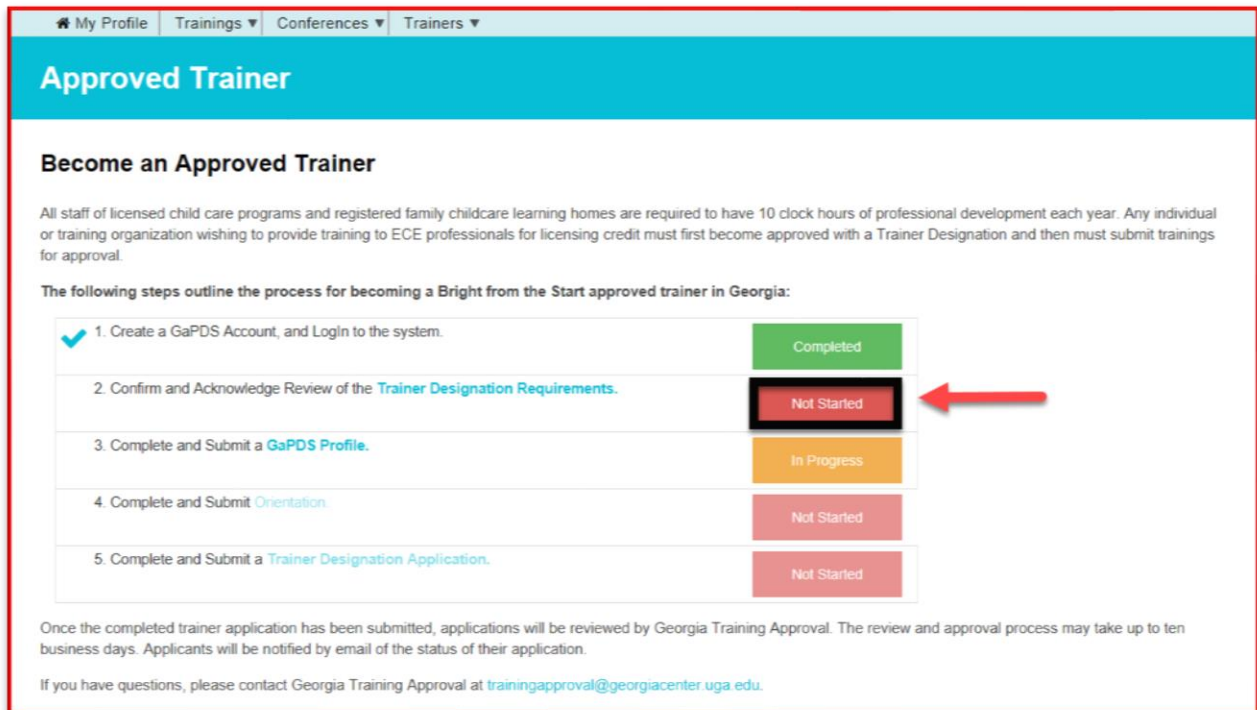
✓ 1. Create a GaPDS Account, and Login to the system.	Completed
2. Confirm and Acknowledge Review of the <a href="#">Trainer Designation Requirements</a> .	Not Started
3. Complete and Submit a <a href="#">GaPDS Profile</a> .	In Progress
4. Complete and Submit <a href="#">Orientation</a> .	Not Started
5. Complete and Submit a <a href="#">Trainer Designation Application</a> .	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](mailto:trainingapproval@georgiacenter.uga.edu).

**Step 3:**

- A. Navigate to Step 2: **‘Confirm and Acknowledge Review of the Trainer Designation Requirements’**
- B. Select **Trainer Designation Requirements** or ‘Not Started’ status button.



**Approved Trainer**

### Become an Approved Trainer

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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 <a href="#">Trainer Designation Requirements</a> .	Not Started
3. Complete and Submit a <a href="#">GaPDS Profile</a> .	In Progress
4. Complete and Submit <a href="#">Orientation</a> .	Not Started
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- A. Read the Trainer Designation Requirements.
- B. Click check box acknowledging: *I have read and understand the Trainer Designation Requirements.*
- C. 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](mailto:TrainingApproval@georgiacenter.uga.edu)

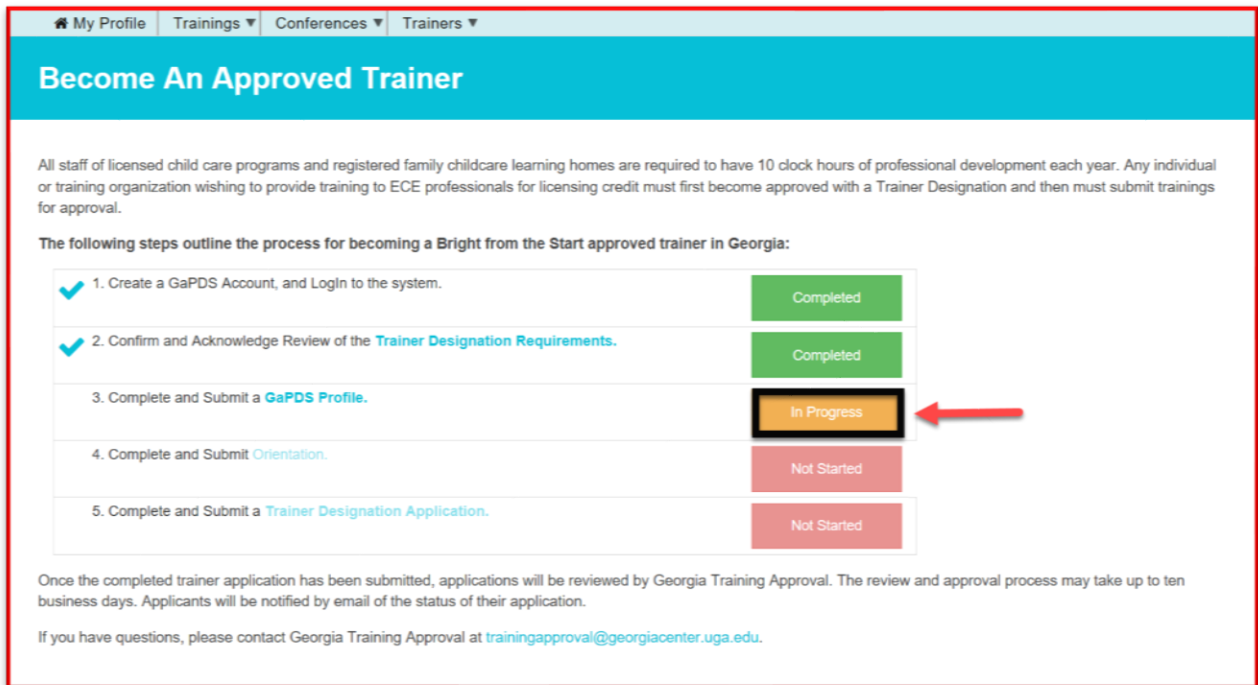
I have read and understand the Trainer Designation Requirements.

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’ status button.



**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 <a href="#">Trainer Designation Requirements</a> .	Completed
3. Complete and Submit a <a href="#">GaPDS Profile</a> .	In Progress
4. Complete and Submit <a href="#">Orientation</a> .	Not Started
5. Complete and Submit a <a href="#">Trainer Designation Application</a> .	Not Started

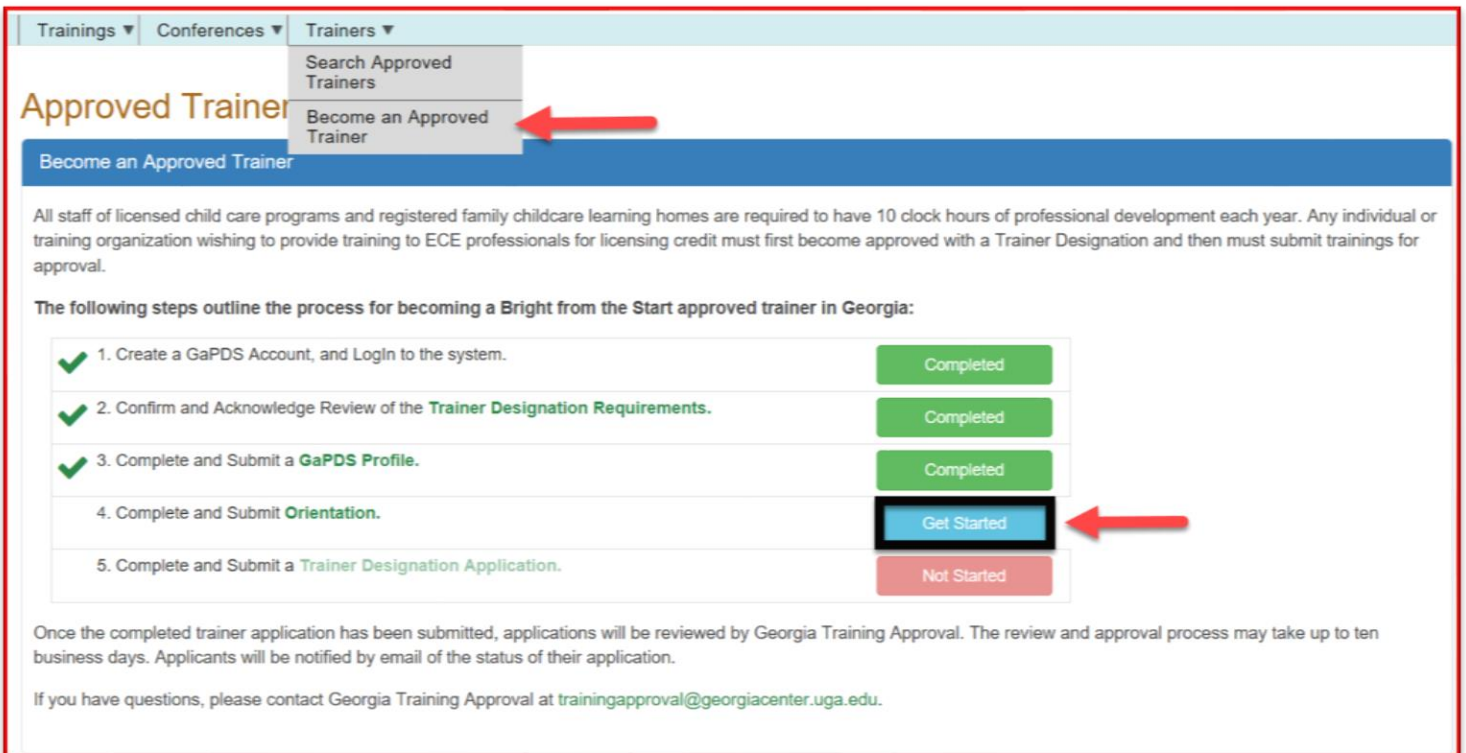
Once the completed trainer application has been submitted, applications will be reviewed by Georgia Training Approval. The review and approval process may take up to ten business days. Applicants will be notified by email of the status of their application.

If you have questions, please contact Georgia Training Approval at [trainingapproval@georgiacenter.uga.edu](mailto: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

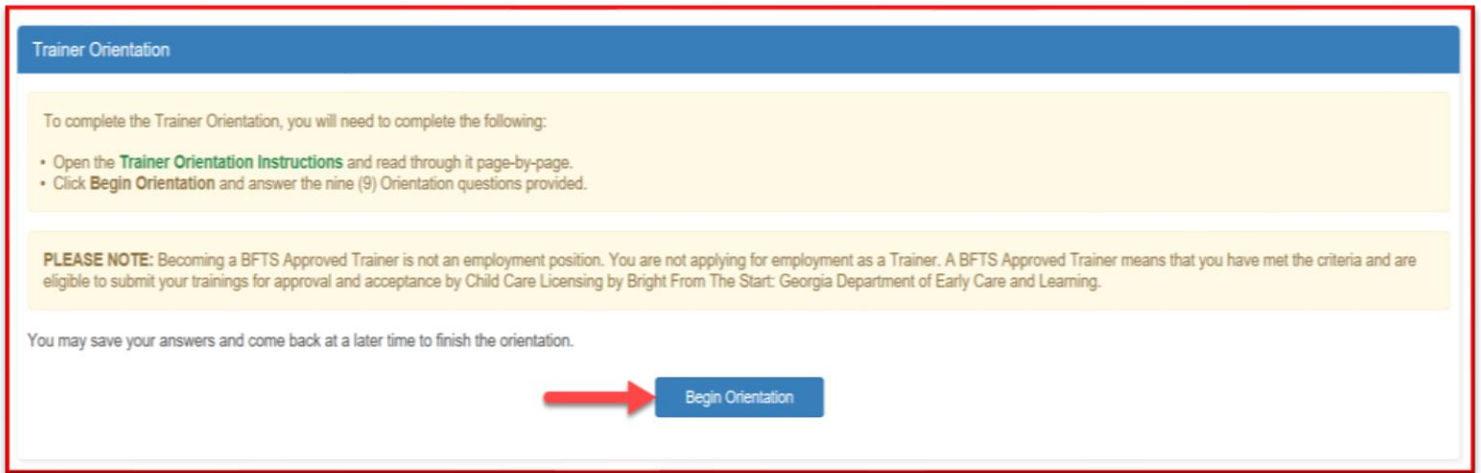


The screenshot shows the 'Approved Trainer' page. At the top, there are navigation tabs: 'Trainings', 'Conferences', and 'Trainers'. The 'Trainers' dropdown menu is open, showing options: 'Search Approved Trainers' and 'Become an Approved Trainer'. A red arrow points to the 'Become an Approved Trainer' option. Below the navigation is a blue header 'Become an Approved Trainer'. The main content area contains a paragraph about the requirement for 10 clock hours of professional development. Below this is a section titled 'The following steps outline the process for becoming a Bright from the Start approved trainer in Georgia:'. This section contains a list of five steps, each with a status button to its right:

Step	Status
1. Create a GaPDS Account, and Login to the system.	Completed
2. Confirm and Acknowledge Review of the <b>Trainer Designation Requirements.</b>	Completed
3. Complete and Submit a <b>GaPDS Profile.</b>	Completed
4. Complete and Submit <b>Orientation.</b>	Get Started
5. Complete and Submit a <b>Trainer Designation Application.</b>	Not Started

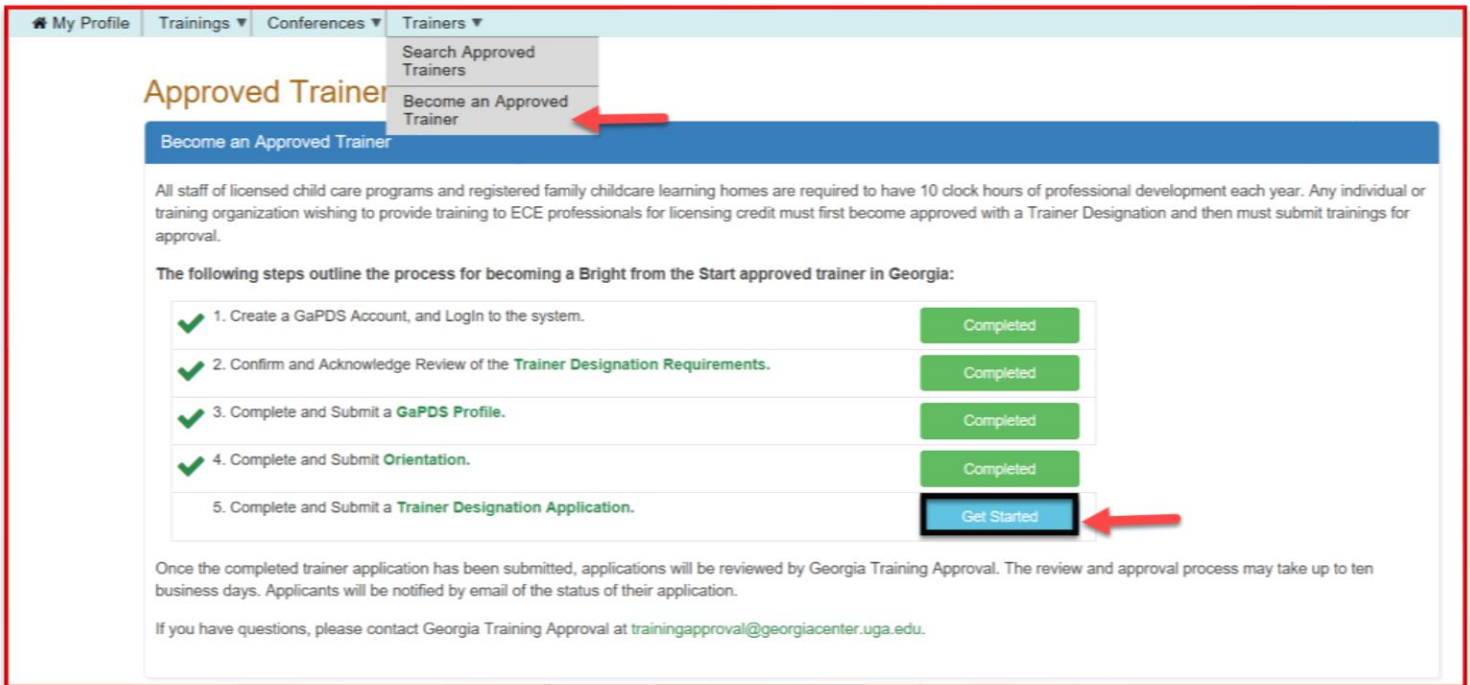
A red arrow points to the 'Get Started' button for step 4. Below the list, there is a paragraph: 'Once the completed trainer application has been submitted, applications will be reviewed by Georgia Training Approval. The review and approval process may take up to ten business days. Applicants will be notified by email of the status of their application.' and a contact email: 'If you have questions, please contact Georgia Training Approval at [trainingapproval@georgiacenter.uga.edu](mailto:trainingapproval@georgiacenter.uga.edu).'

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



The screenshot shows a web interface for 'Trainer Orientation'. At the top is a blue header with the text 'Trainer Orientation'. Below this is a yellow box containing instructions: 'To complete the Trainer Orientation, you will need to complete the following:' followed by two bullet points: '• Open the **Trainer Orientation Instructions** and read through it page-by-page.' and '• Click **Begin Orientation** and answer the nine (9) Orientation questions provided.' Below the yellow box is another yellow box with a 'PLEASE NOTE' section: '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.' Below this is a line of text: 'You may save your answers and come back at a later time to finish the orientation.' At the bottom center, there is a blue button labeled 'Begin Orientation' with a red arrow pointing to it from the left.

**Step 6:** After completing Trainer Orientation, select **‘Complete and Submit a Trainer Designation Application’**, or the **‘Get Started’** status button.



**Approved Trainer**

Become an Approved Trainer

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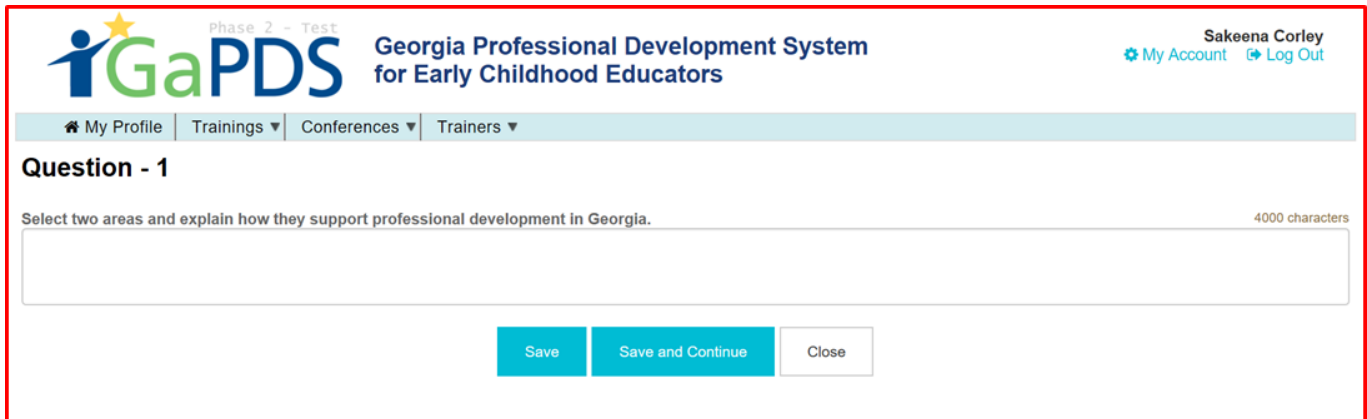
✓ 1. Create a GaPDS Account, and LogIn to the system.	Completed
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✓ 4. Complete and Submit <b>Orientation</b> .	Completed
5. Complete and Submit a <b>Trainer Designation Application</b> .	Get Started

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.

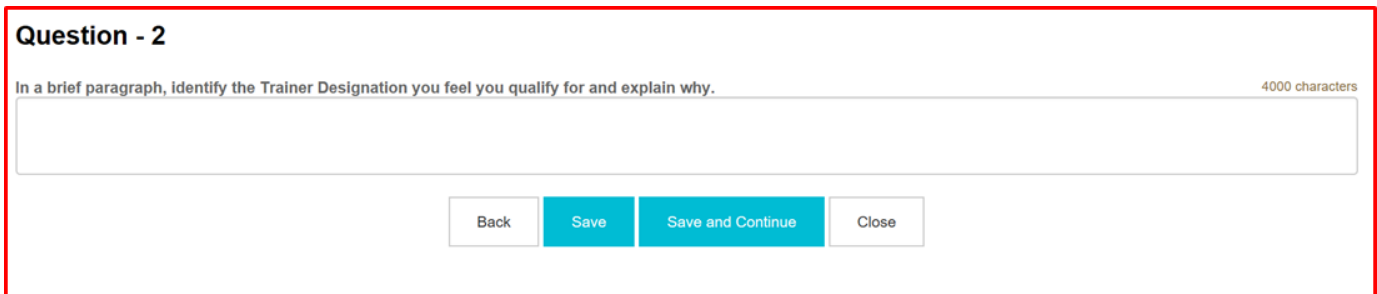
If you have questions, please contact Georgia Training Approval at [trainingapproval@georgiacenter.uga.edu](mailto:trainingapproval@georgiacenter.uga.edu).

**Step 7:** 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" options. 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 reads: "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

[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.

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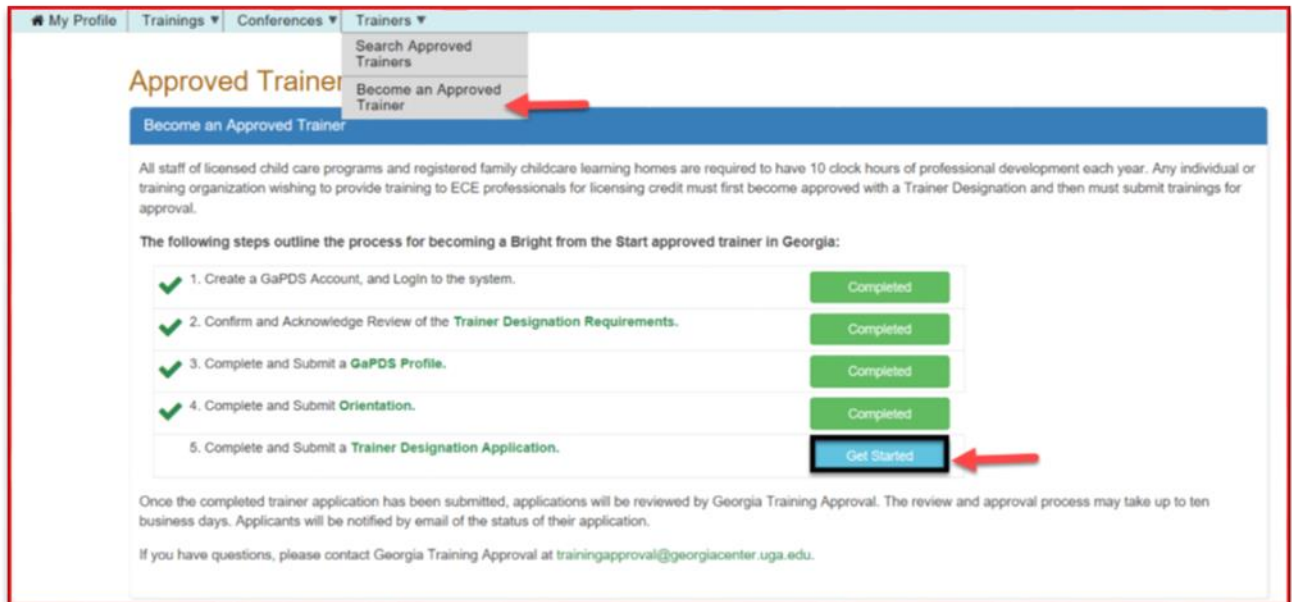
You may save your answers and come back at a later time to finish the orientation.

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.



Approved Trainer

Become an Approved Trainer

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✓ 1. Create a GaPDS Account, and Login to the system.	Completed
✓ 2. Confirm and Acknowledge Review of the <b>Trainer Designation Requirements</b> .	Completed
✓ 3. Complete and Submit a <b>GaPDS Profile</b> .	Completed
✓ 4. Complete and Submit <b>Orientation</b> .	Completed
5. Complete and Submit a <b>Trainer Designation Application</b> .	Get Started

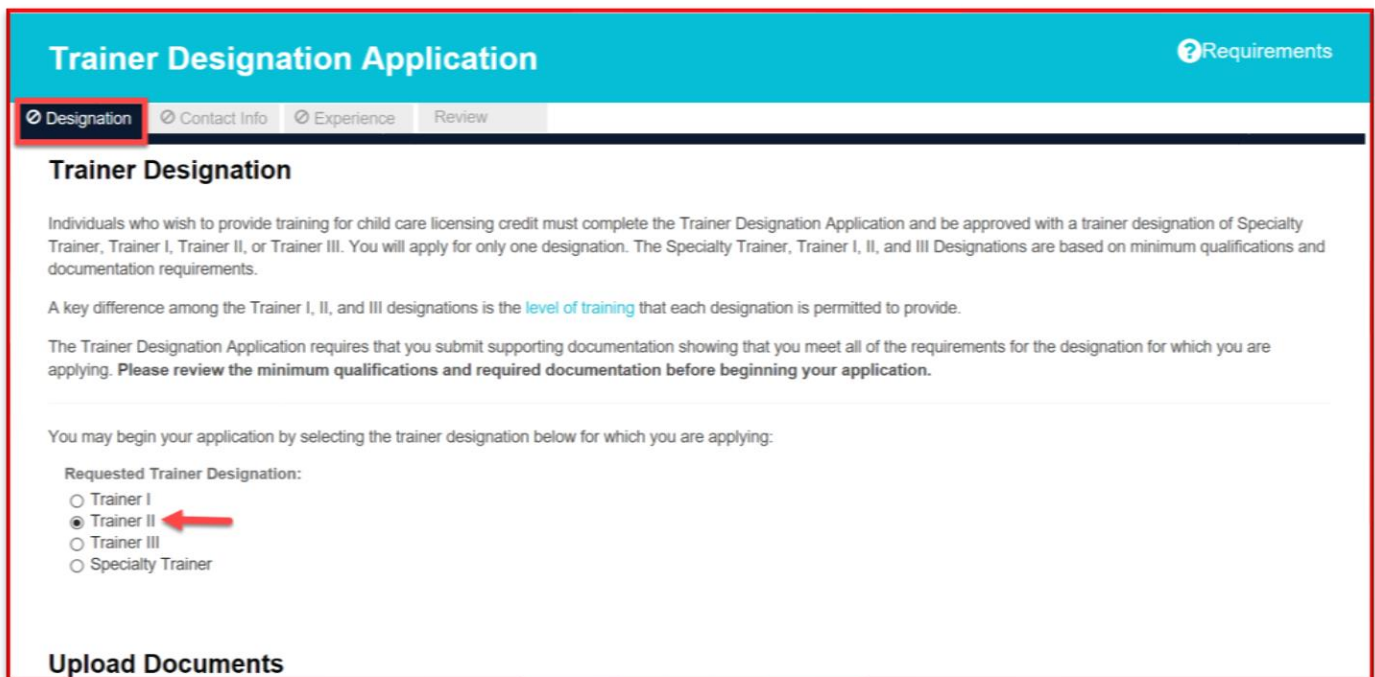
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## Trainer Designation Application:

**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



The screenshot shows the 'Trainer Designation Application' page. At the top, there is a blue header with the title 'Trainer Designation Application' and a 'Requirements' link. Below the header is a navigation bar with four tabs: 'Designation' (highlighted with a red box), 'Contact Info', 'Experience', and 'Review'. The main content area is titled 'Trainer Designation' and contains the following text:


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.**

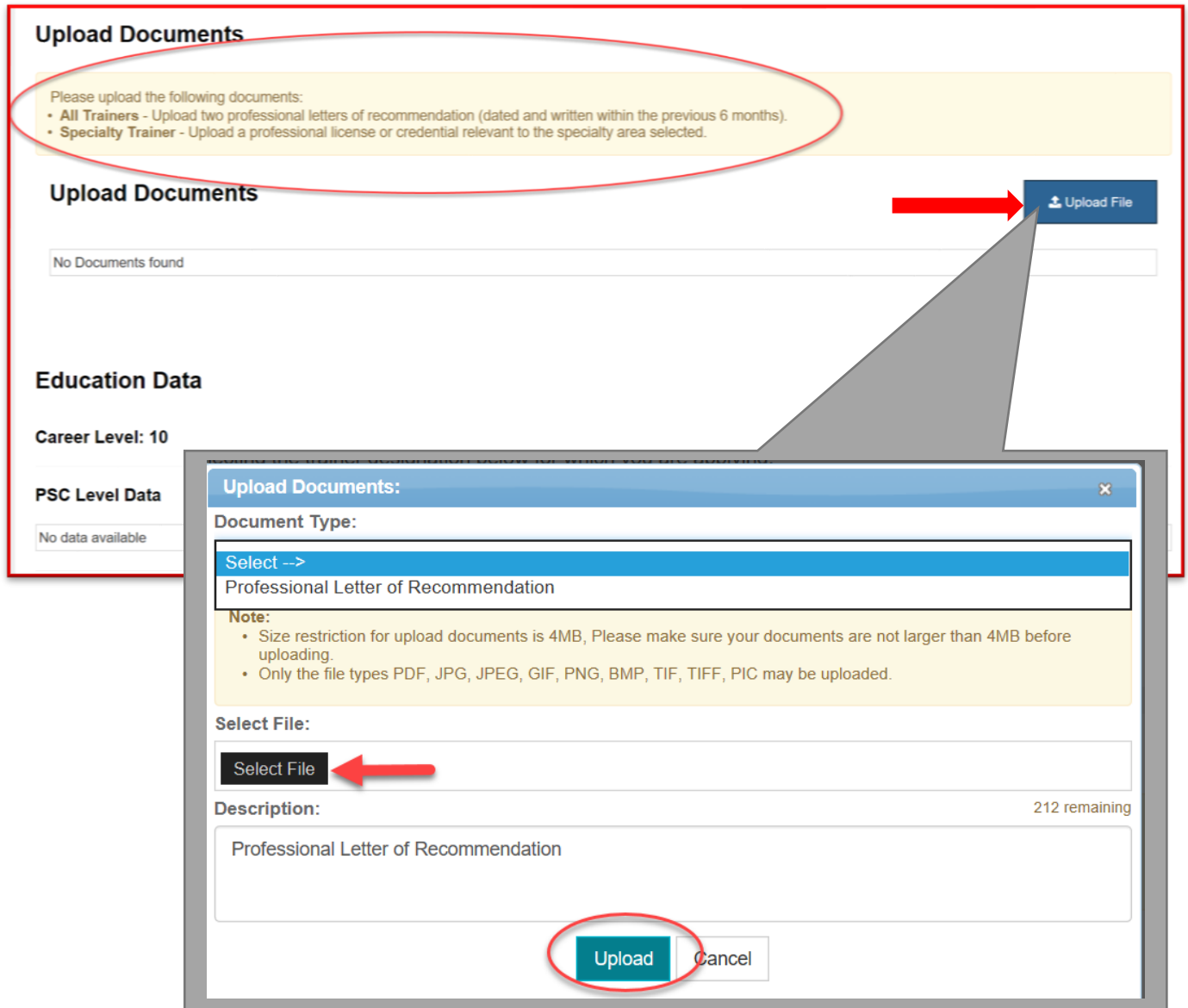
You may begin your application by selecting the trainer designation below for which you are applying:

Requested Trainer Designation:

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

At the bottom of the page, there is a section titled 'Upload Documents'.


A. Upload the supporting documentation



The screenshot shows the 'Upload Documents' section of the iGaPDS interface. A red oval highlights the instructions: '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.' A red arrow points to the 'Upload File' button. Below this, the 'Education Data' section shows 'Career Level: 10' and 'PSC Level Data: No data available'. An overlay dialog box titled 'Upload Documents:' is open, showing 'Document Type: Professional Letter of Recommendation'. A red arrow points to the 'Select File' button in the dialog. The dialog also includes a 'Note' about file size and types, a 'Description' field with 'Professional Letter of Recommendation' and '212 remaining' characters, and 'Upload' and 'Cancel' buttons. The 'Upload' button is circled in red.

B. Acknowledge ‘Trainer Designation Requirements’ by checking off the blue dialog box


**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**

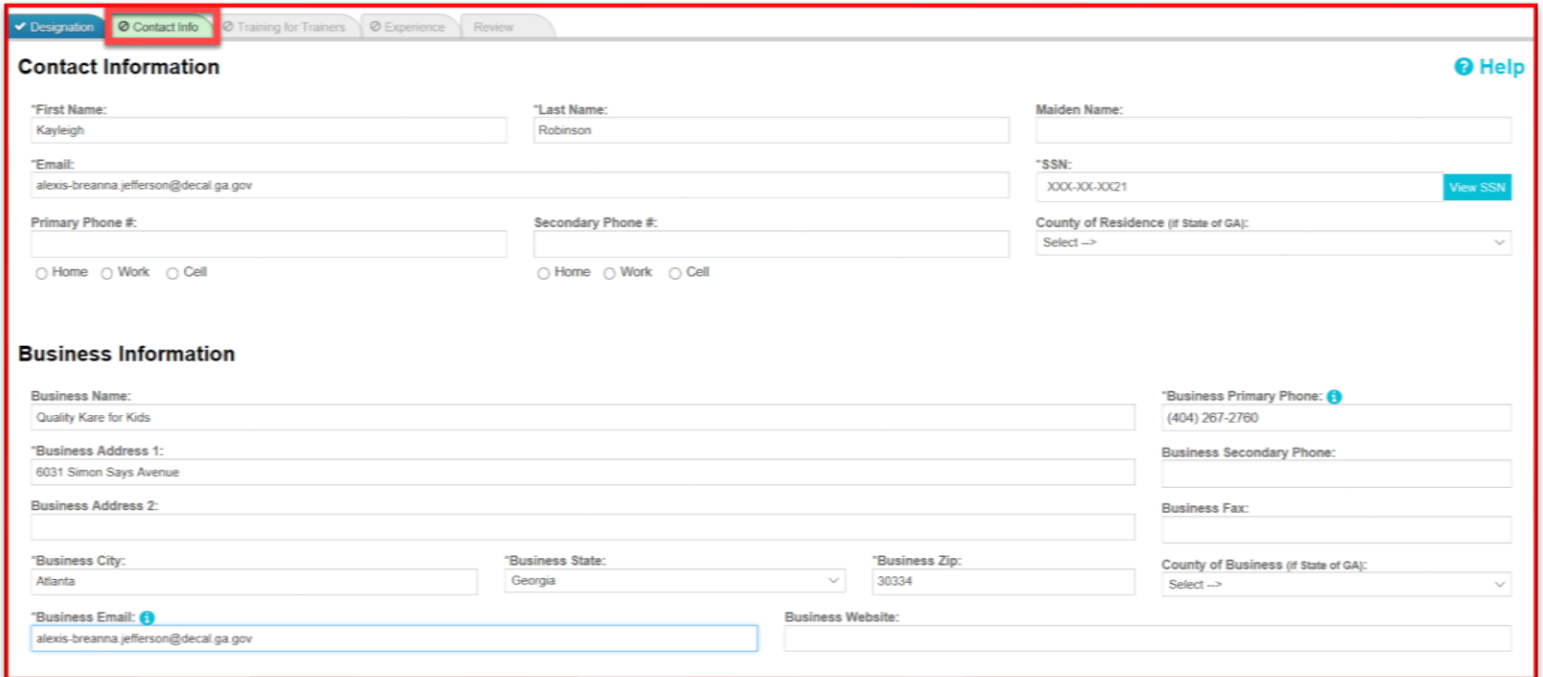
No data available

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



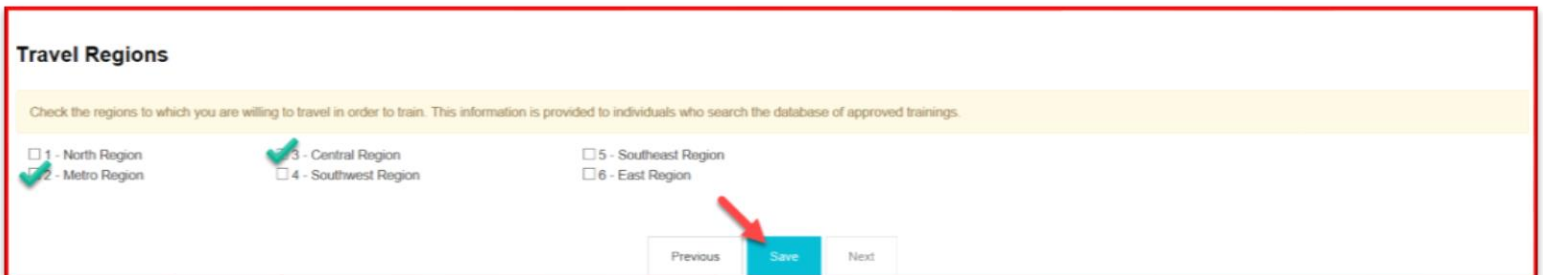
**Step 2:**

- A. Complete all necessary information in the ‘Contact Tab’
- B. Check the regions in which the trainer is willing to train.



The screenshot shows a web form with two main sections: 'Contact Information' and 'Business Information'. The 'Contact Information' section includes fields for First Name (Kayleigh), Last Name (Robinson), Email (alexis-breanna.jefferson@decal.ga.gov), Primary Phone #, Secondary Phone #, Maiden Name, SSN (XXX-XX-XXXX), and County of Residence. The 'Business Information' section includes fields for Business Name (Quality Kare for Kids), Business Address 1 (6031 Simon Says Avenue), Business City (Atlanta), Business State (Georgia), Business Zip (30334), Business Primary Phone ((404) 267-2760), Business Secondary Phone, Business Fax, Business Email (alexis-breanna.jefferson@decal.ga.gov), and Business Website. A red box highlights the 'Contact Info' tab in the top navigation bar.

- C. Select ‘Save’



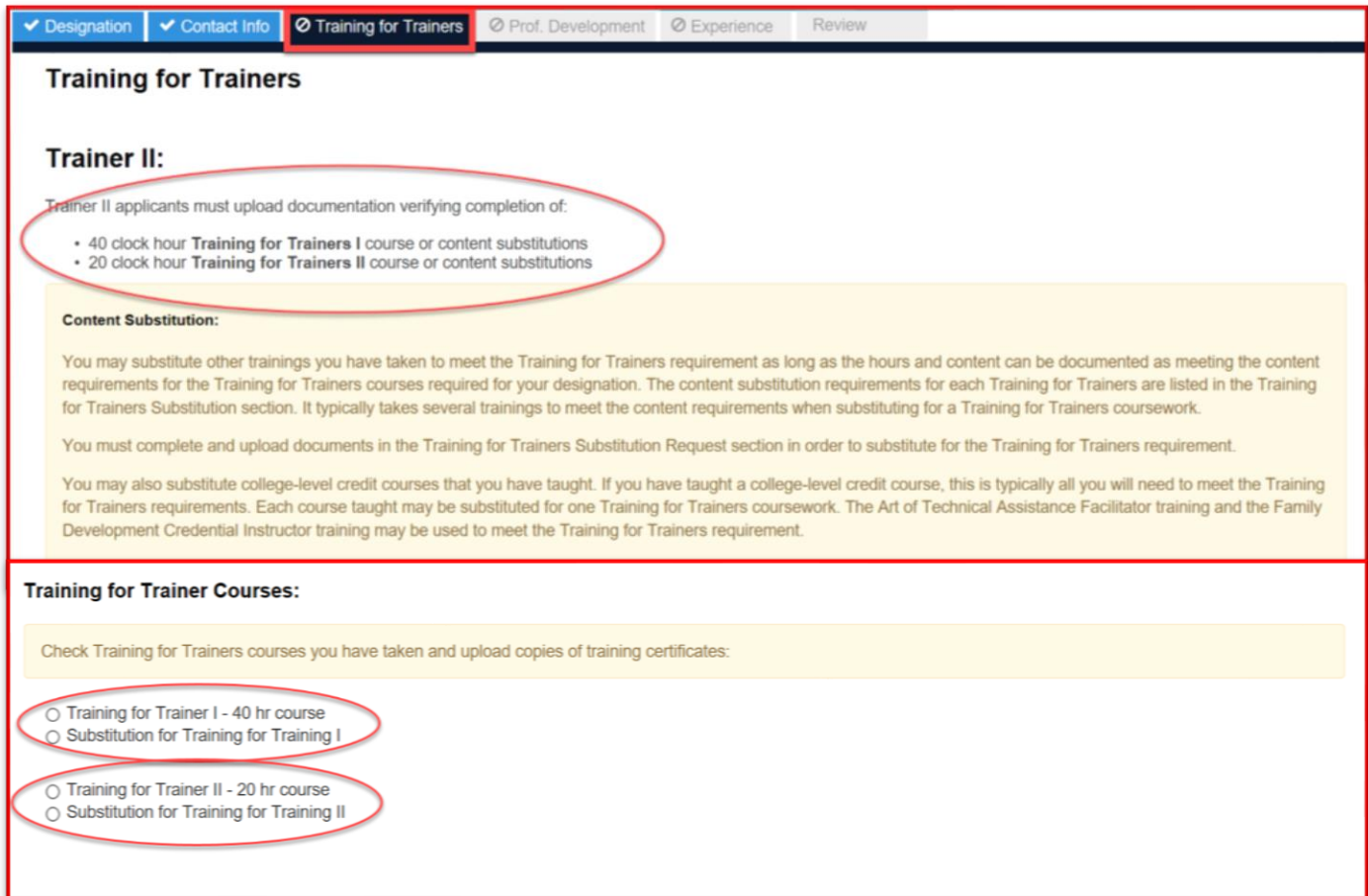
The screenshot shows the 'Travel Regions' section of the form. It includes a yellow instruction bar: 'Check the regions to which you are willing to travel in order to train. This information is provided to individuals who search the database of approved trainings.' Below this are six checkboxes for regions: 1 - North Region, 2 - Metro Region, 3 - Central Region, 4 - Southwest Region, 5 - Southeast Region, and 6 - East Region. Checkmarks are visible next to checkboxes 1, 2, and 3. At the bottom, there are 'Previous', 'Save', and 'Next' buttons. A red arrow points to the 'Save' button.

- D. Click ‘Next’



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

- A.** Under the **Training for Trainer Courses** section, select the “Training for Trainer” radio button that coincided with the courses you have taken.



The screenshot shows a web interface with a navigation bar at the top containing tabs: Designation, Contact Info, Training for Trainers (selected), Prof. Development, Experience, and Review. The main content area is titled "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

B. Upload document(s) for verification





The screenshot displays the 'Upload Documents' section of a web application. At the top, there is a yellow informational box with the text: '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.' Below this, the main heading 'Upload Documents' is followed by a text area containing 'No Documents found'. To the right of this area is a blue 'Upload File' button with a red arrow pointing to it. A grey callout box provides a detailed view of the 'Upload Documents' modal. Inside this modal, the 'Document Type:' dropdown menu is open, showing a list of options: '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', and 'Course taught as Substitution for TFT II'. A red box highlights this list. Below the dropdown is a 'Select File' button with a red arrow pointing to it. Underneath is a 'Description:' text area with a '250 characters' limit. At the bottom of the modal, there are two buttons: 'Upload' (circled in red) and 'Cancel'.

C. 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

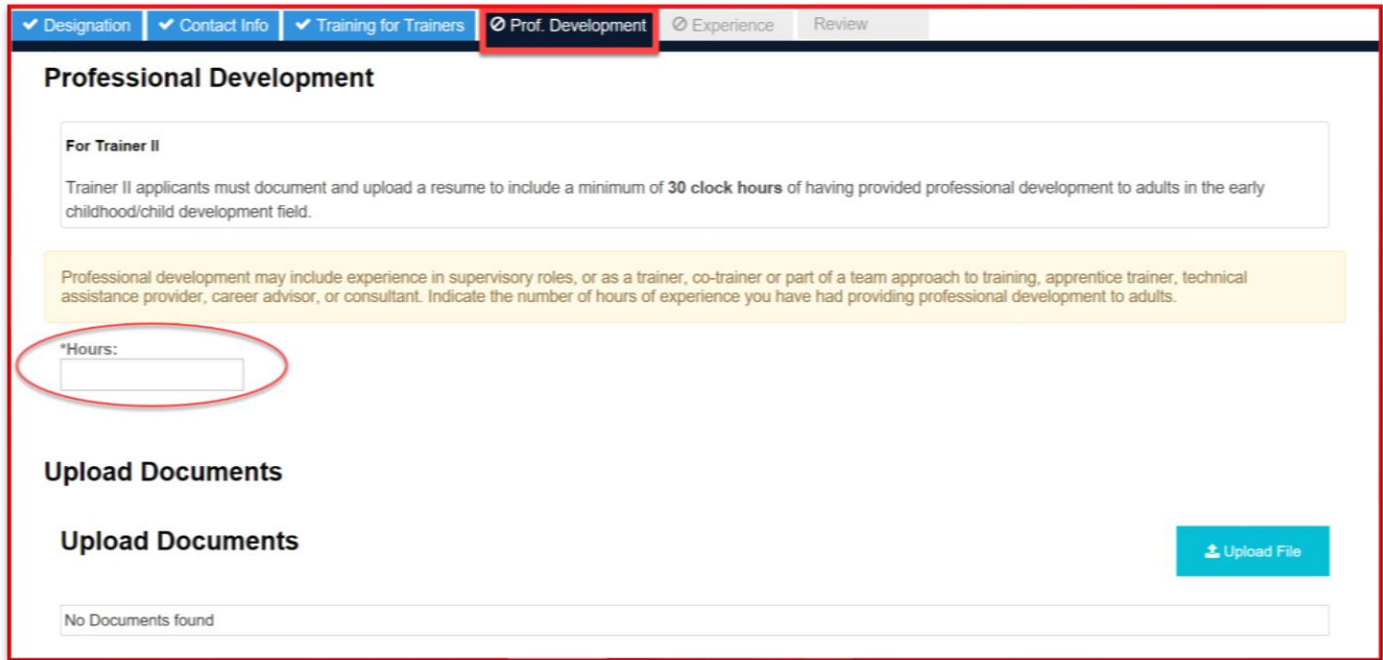
c. Select 'Next'

Saved Successfully.

Previous Save Next

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

- A. Enter in the number of professional development hours’ trainer has provided to adults



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

### Professional Development

**For Trainer II**

Trainer II applicants must document and upload a resume to include a minimum of **30 clock hours** of having provided professional development to adults in the early childhood/child development field.

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. Indicate the number of hours of experience you have had providing professional development to adults.

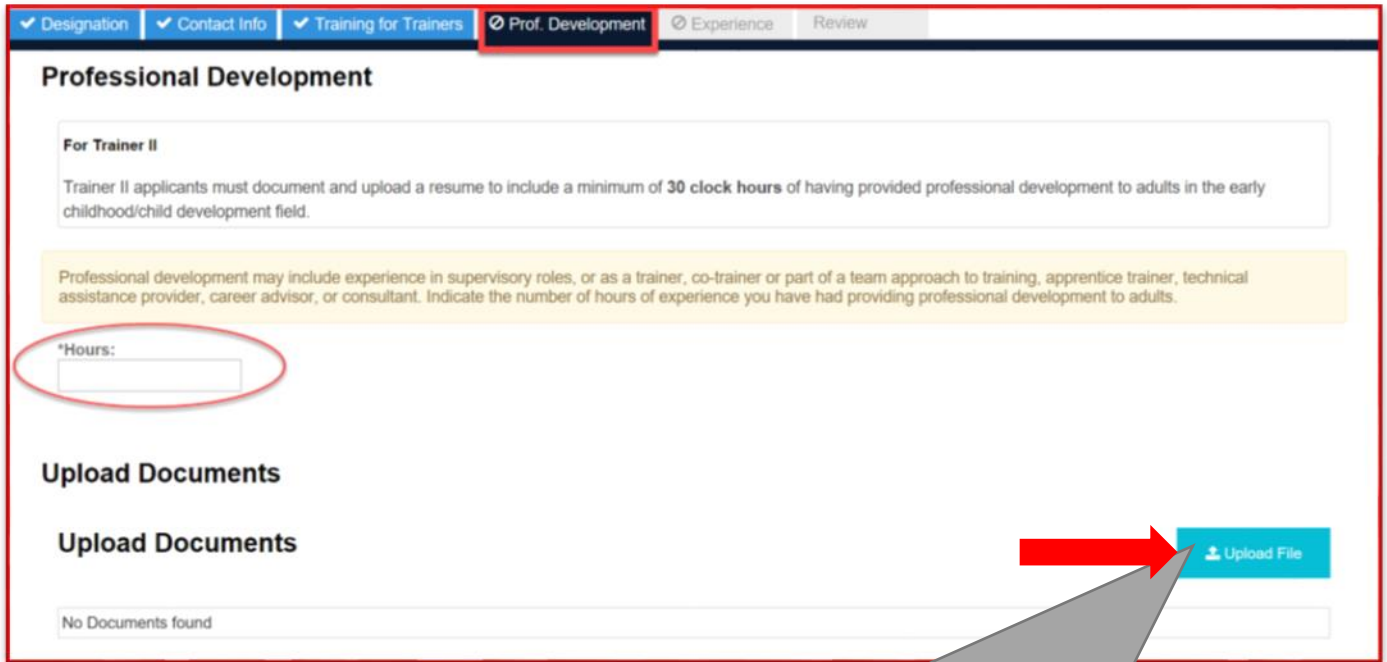
\*Hours:

### Upload Documents

Upload Documents Upload File

No Documents found

B. Upload supporting documentation



**Professional Development**

**For Trainer II**

Trainer II applicants must document and upload a resume to include a minimum of **30 clock hours** of having provided professional development to adults in the early childhood/child development field.

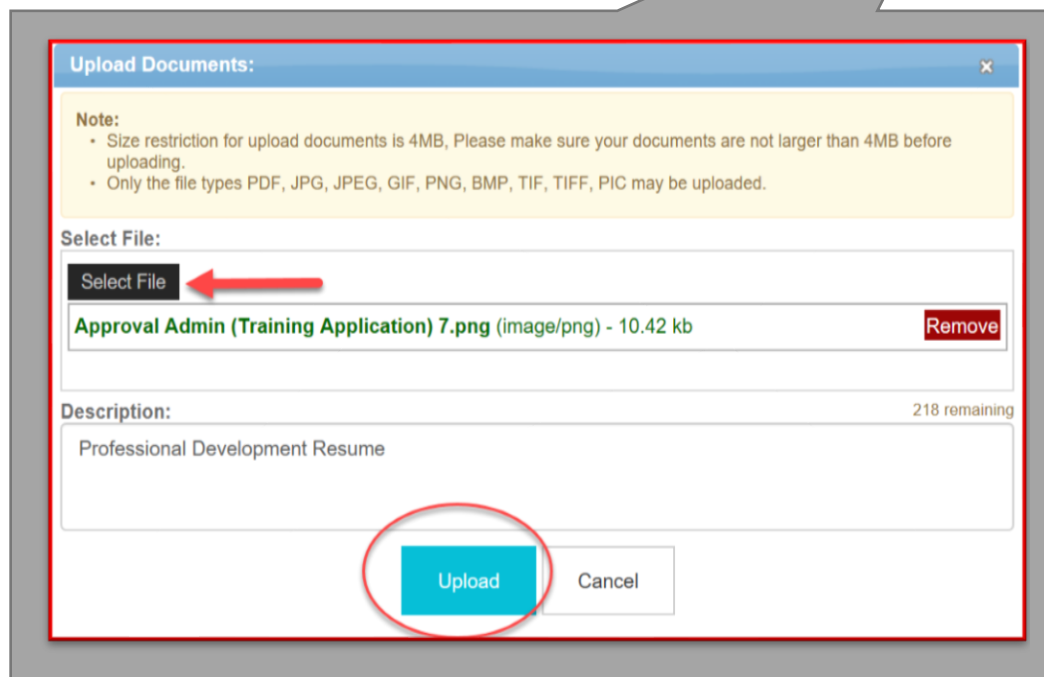
Professional development may include experience in supervisory roles, or as a trainer, co-trainer or part of a team approach to training, apprentice trainer, technical assistance provider, career advisor, or consultant. Indicate the number of hours of experience you have had providing professional development to adults.

\*Hours:

**Upload Documents**

**Upload Documents** Upload File

No Documents found



**Upload Documents:**

**Note:**

- Size restriction for upload documents is 4MB, Please make sure your documents are not larger than 4MB before uploading.
- Only the file types PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF, PIC may be uploaded.

Select File:

Select File  Remove

**Approval Admin (Training Application) 7.png** (image/png) - 10.42 kb

Description:  218 remaining

**Step 5:** The **Experience** page display:

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

Requirements

## Trainer Designation Application

✓ Designation
✓ Contact Info
✓ Training for Trainers
✓ Prof. Development
⊗ 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:
  1. Inclusion coordinator or education coordinator;
  2. Conducted observations/assessments using nationally recognized instruments (Applicant must have received training on instruments utilized);
  3. 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:	<input style="width: 40px;" type="text" value="8"/>	<input style="width: 40px;" type="text" value="0"/>
Indirect Experience:	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 40px;" type="text" value="0"/>

### Upload Documents

#### Upload Documents

No Documents found

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B. Upload supporting documentation.


**Experience**

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

	Years	Months
Direct Experience:	<input type="text" value="8"/>	<input type="text" value="0"/>
Indirect Experience:	<input type="text" value="0"/>	<input type="text" value="0"/>

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**Upload Documents**

**Upload Documents** 

No Documents found

**Upload Documents:**

**Note:**

- Size restriction for upload documents is 4MB, Please make sure your documents are not larger than 4MB before uploading.
- Only the file types PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF, PIC may be uploaded.

**Select File:**

**Description:** 225 remaining

Professional Development |

C. Select 'Save'

**Experience**

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

	<b>Years</b>	<b>Months</b>	
Direct Experience:	<input type="text" value="8"/>	<input type="text" value="0"/>	
Indirect Experience:	<input type="text" value="0"/>	<input type="text" value="0"/>	

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**Upload Documents**

[Upload File](#)

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

Saved Successfully.

Previous
Save
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D. Select 'Next'

**Experience**

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

	<b>Years</b>	<b>Months</b>	
Direct Experience:	<input type="text" value="8"/>	<input type="text" value="0"/>	
Indirect Experience:	<input type="text" value="0"/>	<input type="text" value="0"/>	

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**Upload Documents**

[Upload File](#)

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

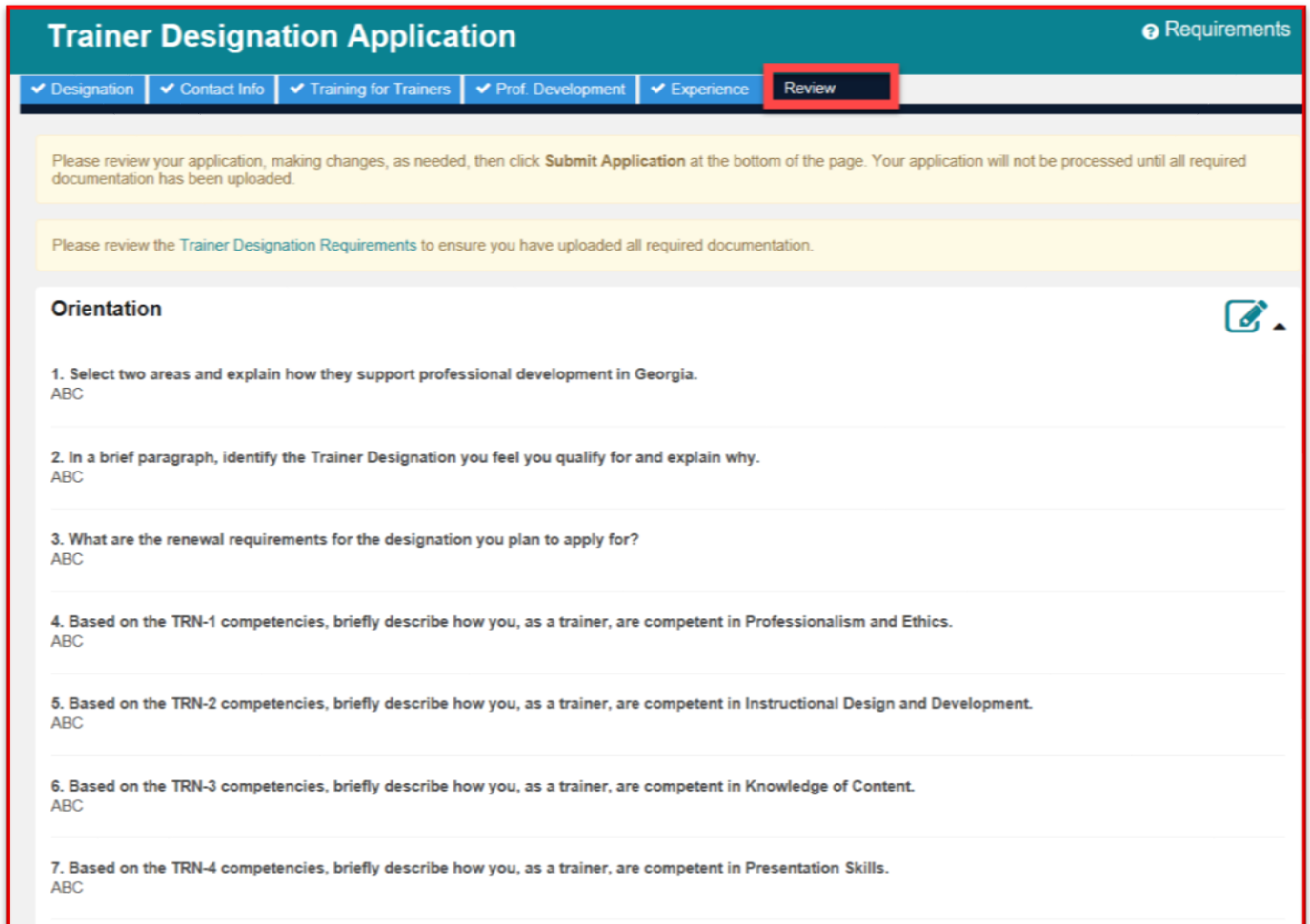
Saved Successfully.

Previous
Save
Next



**Step 6:** The **Review** page displays

A. Review information for accuracy.



The screenshot shows the 'Trainer Designation Application' interface. At the top, there is a teal header with the title 'Trainer Designation Application' and a 'Requirements' link. Below the header is a navigation bar with tabs for 'Designation', 'Contact Info', 'Training for Trainers', 'Prof. Development', 'Experience', and 'Review'. The 'Review' tab is highlighted with a red box. Below the navigation bar, there are two yellow informational boxes. The first box states: '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.' The second box states: 'Please review the [Trainer Designation Requirements](#) to ensure you have uploaded all required documentation.' Below these boxes is the 'Orientation' section, which contains seven numbered questions, each followed by a text input field with 'ABC' as a placeholder. The questions are: 1. Select two areas and explain how they support professional development in Georgia. 2. In a brief paragraph, identify the Trainer Designation you feel you qualify for and explain why. 3. What are the renewal requirements for the designation you plan to apply for? 4. Based on the TRN-1 competencies, briefly describe how you, as a trainer, are competent in Professionalism and Ethics. 5. Based on the TRN-2 competencies, briefly describe how you, as a trainer, are competent in Instructional Design and Development. 6. Based on the TRN-3 competencies, briefly describe how you, as a trainer, are competent in Knowledge of Content. 7. Based on the TRN-4 competencies, briefly describe how you, as a trainer, are competent in Presentation Skills. A blue edit icon is visible in the top right corner of the Orientation section.

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

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

### Designation ▲

Requested Trainer Designation : Trainer II

### Upload Documents

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

### PSC Level Data

Career Level: 10

No data available

### 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

### Contact Information

**First Name:** Sakeena      **Last Name:** Corley      **Maiden Name:**      **SSN:** XXX-XX-XX76  
**Email:** pameia.barner@decal.ga.gov      **County of Residence:**      **Primary Phone #:** (404) 267-2760      **Secondary Phone #:**  
 Home    Work    Cell       Home    Work    Cell

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### Business Information

**Business Name:** \_\_\_\_\_  
**Business Address:** 200 Piedmont Avenue  
 Atlanta, Georgia - 30334      **Business Primary Phone:** (404) 334-6985      **Business Secondary Phone:** \_\_\_\_\_      **Business Fax:** \_\_\_\_\_  
**Business Email:** alexis-breanna.jefferson@decal.ga.gov      **Business Website:** \_\_\_\_\_      **County of Business:** \_\_\_\_\_

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### Travel Regions

1 - North Region       3 - Central Region       5 - Southeast Region  
 2 - Metro Region       4 - Southwest Region       6 - East Region

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### Training For Trainers

#### Trainer Courses

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

B. Select 'Continue to Submit'

### Experience

	Years	Months
Direct Experience:	8	0
Indirect Experience:	0	0



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### Upload Documents


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

**Documents**

**Upload Documents**


Document Type	File Name	Description
 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

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**Professional Development** 

Hours: 45

**Upload Documents**


Document Type	File Name	Description
 Professional Development	Approval Admin (Training Application) 7.png	Professional Development Resume

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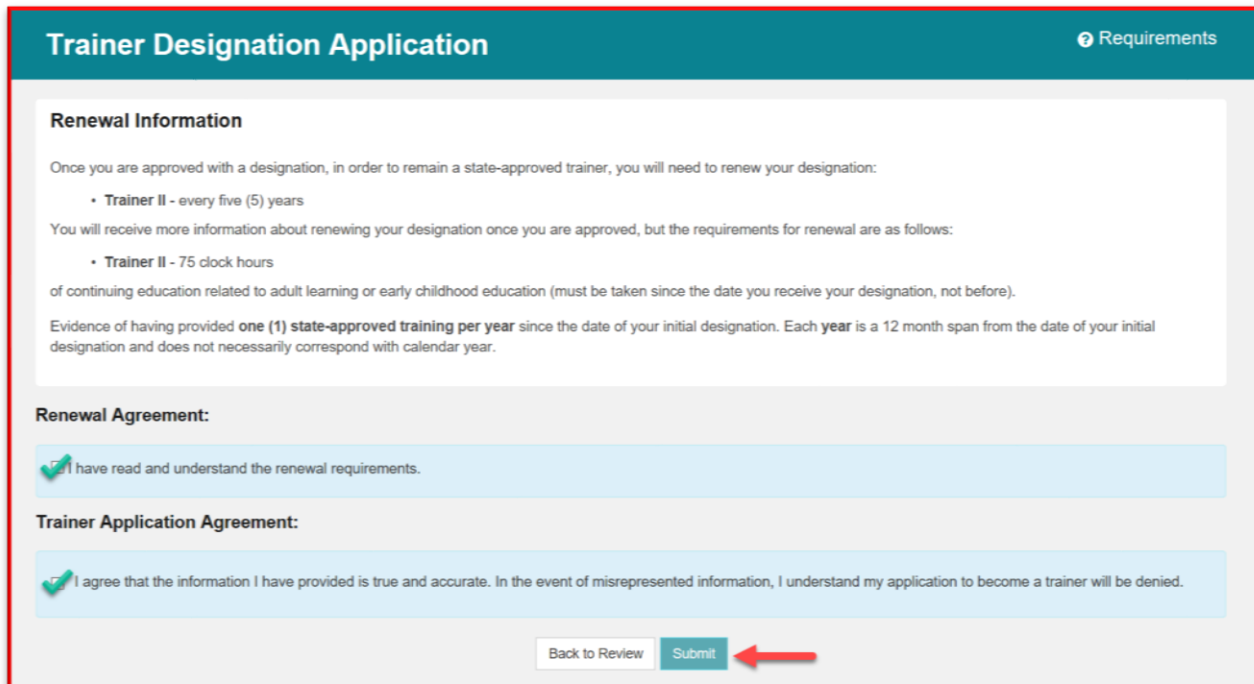
**Experience** 

	Years	Months
Direct Experience:	8	0
Indirect Experience:	0	0

**Upload Documents**

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

**Step 7:** Ensure both the ‘**Renewal Agreement**’ and ‘**Trainer Application Agreement**’ are checked off before submitting.



**Trainer Designation Application** Requirements

**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 II** - every five (5) years

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

- **Trainer II** - 75 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](#) 

**Step 8:** Once the Trainer Designation Application is submitted, the **Become an Approved Trainer** checklist will display as follows:

\*\* Please allow Georgia Training Approval up to 10 business days to review trainer applications.



### 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 <b>Trainer Designation Requirements</b> .	Completed
✓ 3. Complete and Submit a <b>GaPDS Profile</b> .	Completed
✓ 4. Complete and Submit <b>Orientation</b> .	Completed
5. Complete and Submit a <b>Trainer Designation Application</b> .	Under Review

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](mailto:trainingapproval@georgiacenter.uga.edu).