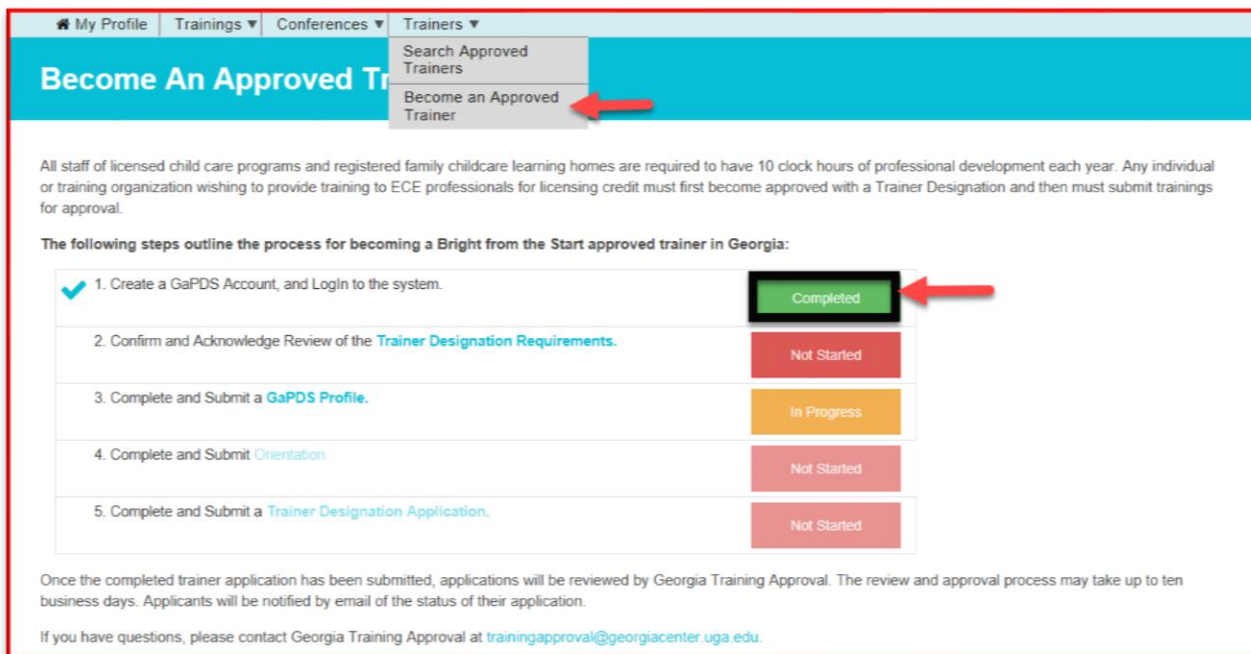# How to Become an Approved Trainer: Trainer II

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

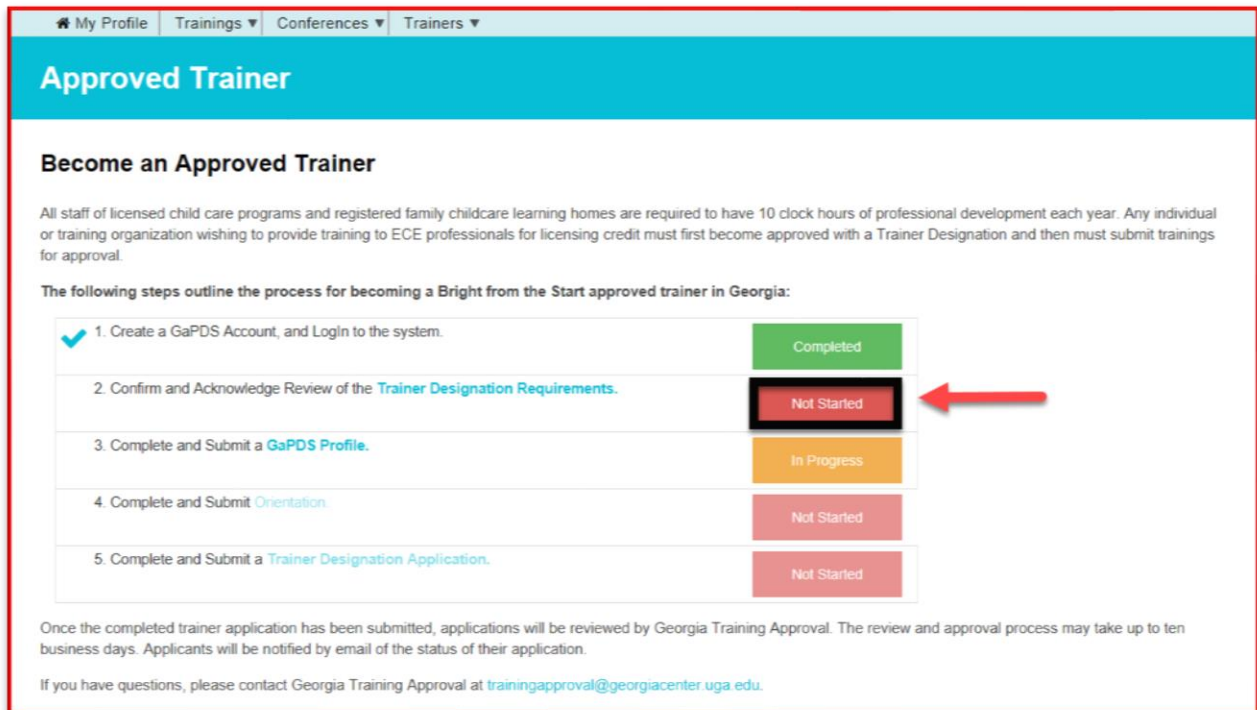   B. Select **'Become an Approved Trainer'**
       ** Notice Step 1: Create a GaPDS Account, and Login to the system

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

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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.

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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** or TrainingApproval@georgiacenter.uga.edu
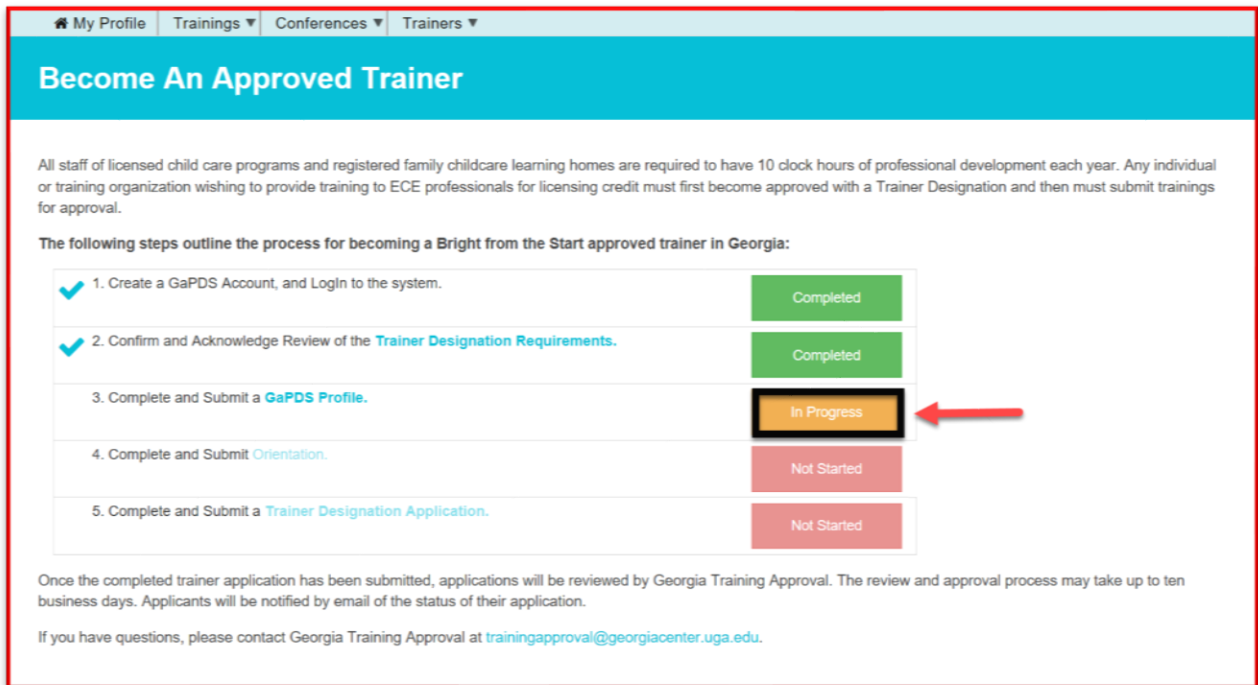
✔I have read and understand the Trainer Designation Requirements.
Becoming a BFTS Approved Trainer is not an employment position. You are not applying for employment as a Trainer. A BFTS Approved Trainer means that you have met the criteria and are eligible to submit your trainings for approval and acceptance 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' 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:

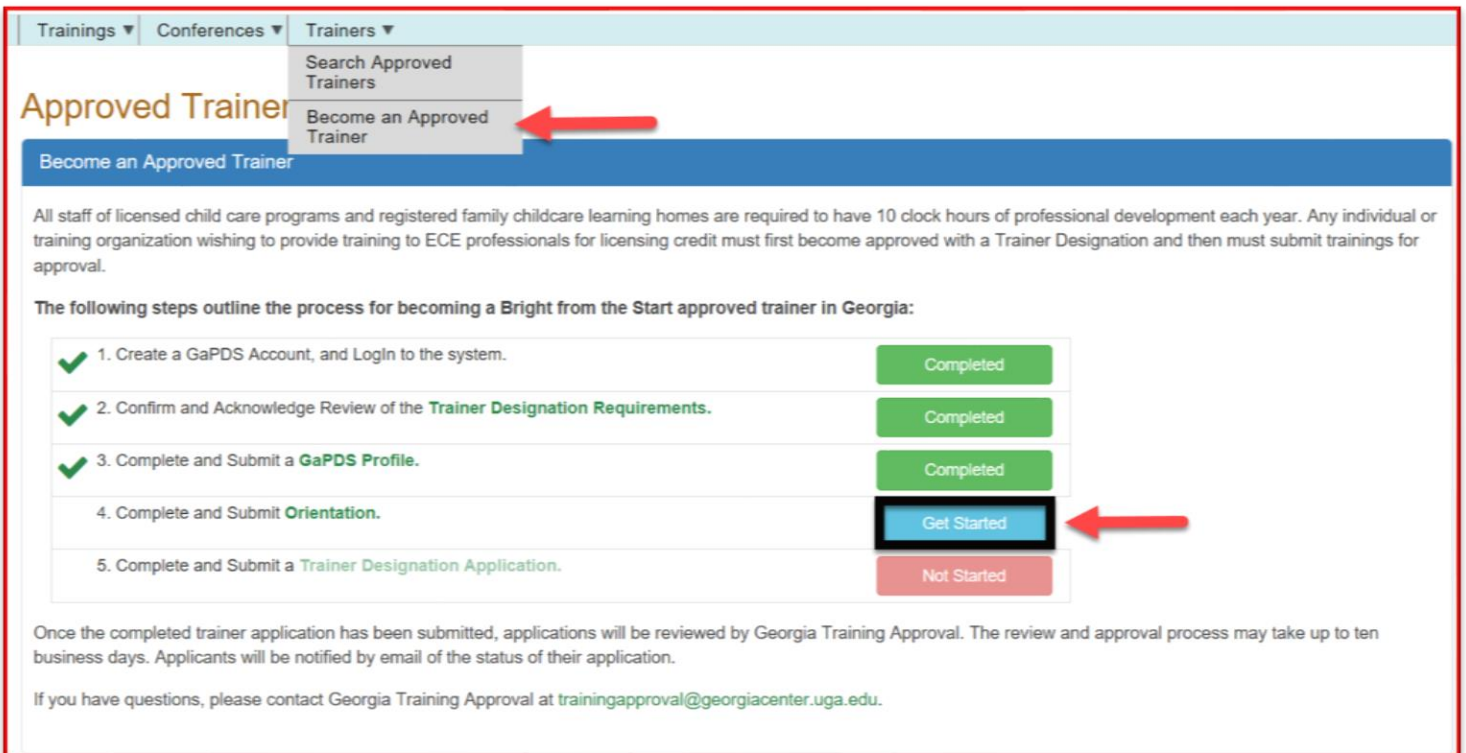|		
✔ 1. Create a GaPDS Account, and LogIn to the system.	Completed	
✔ 2. Confirm and Acknowledge Review of the Trainer Designation Requirements.	Completed	
3. Complete and Submit a GaPDS Profile.	In Progress	←
4. Complete and Submit Orientation.	Not Started	
5. Complete and Submit a Trainer Designation Application.	Not Started	
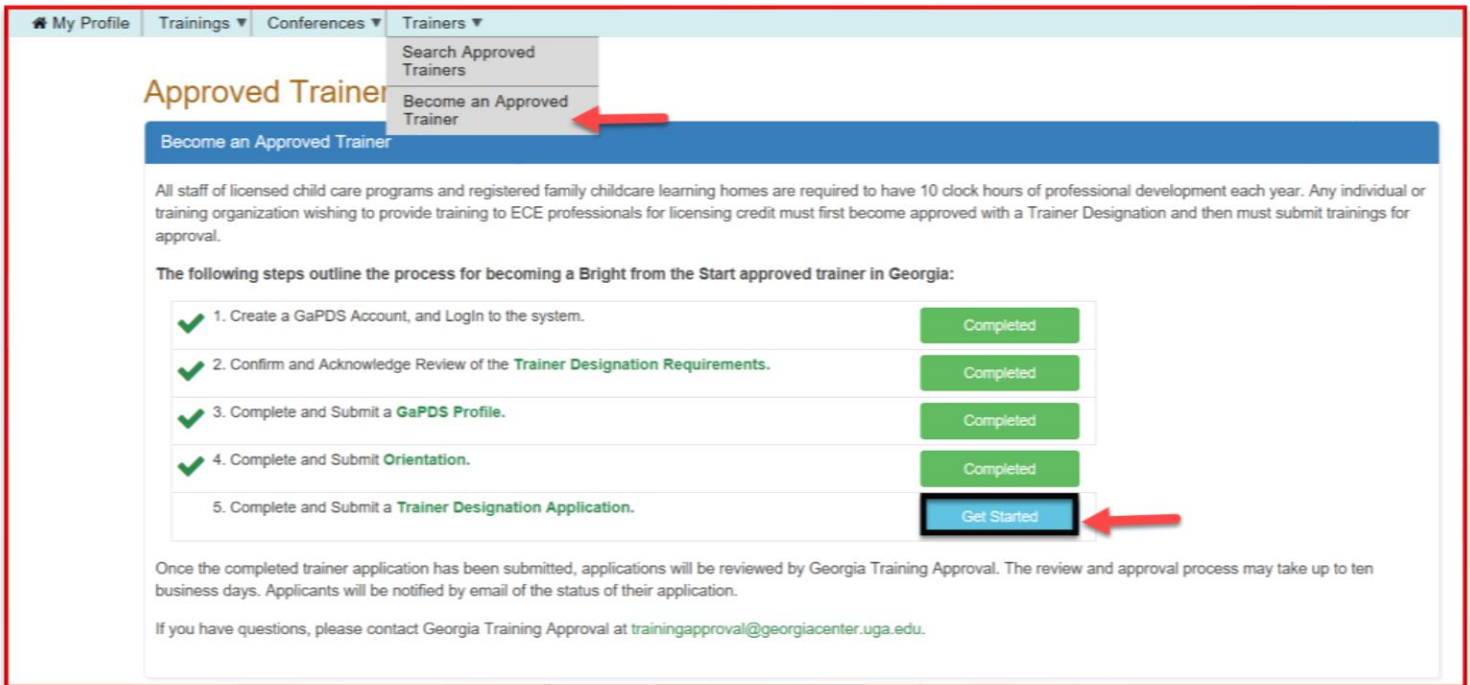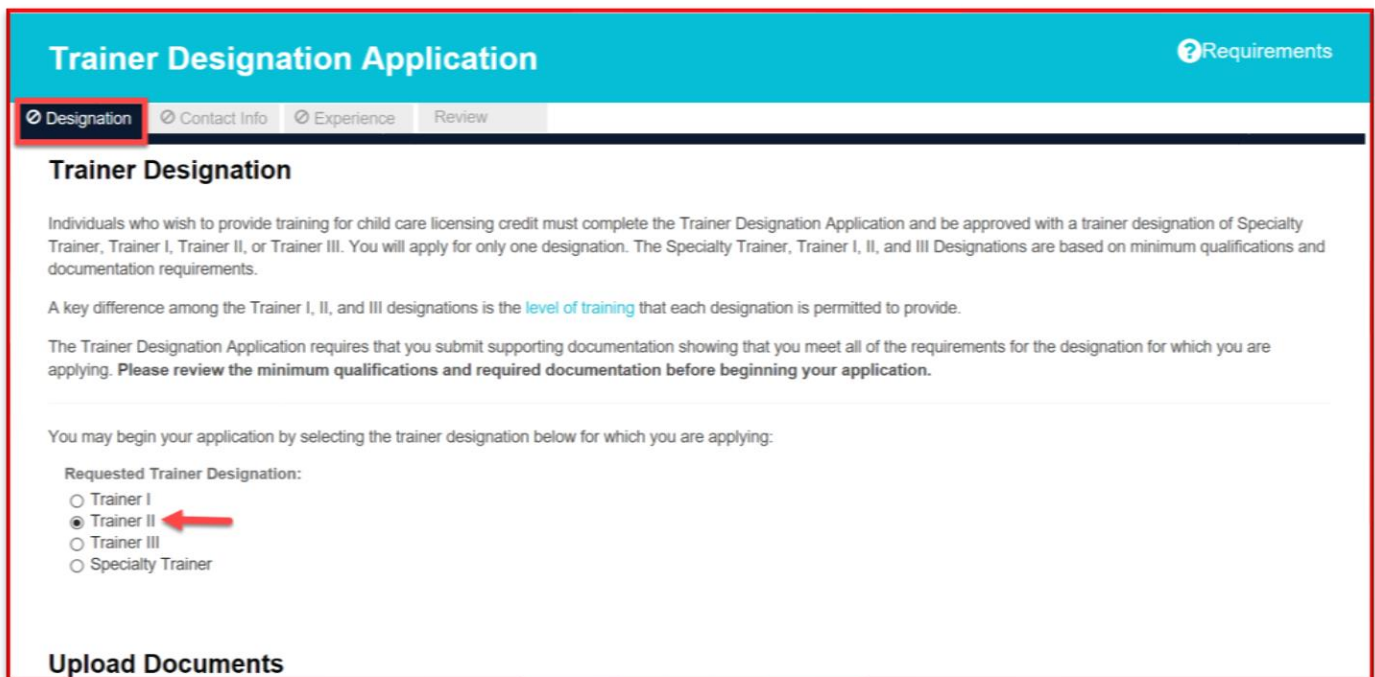
Once the completed trainer application has been submitted, applications will be reviewed by Georgia Training Approval. The review and approval process may take up to ten business days. Applicants will be notified by email of the status of their application.

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".

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Step 5:

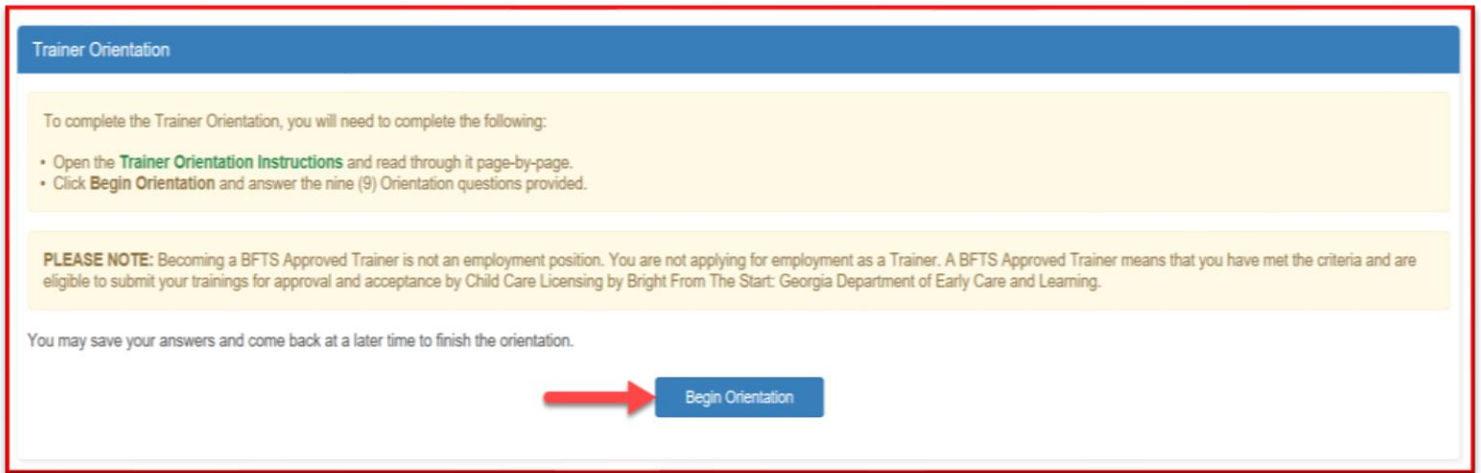A. Select **'Complete and Submit Orientation'** or the 'Get Started' status button to complete the trainer orientation

Bright from the Start: Georgia Department of Early Care and Learning

B. The trainer orientation page displays
C. 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

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

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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.

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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 |

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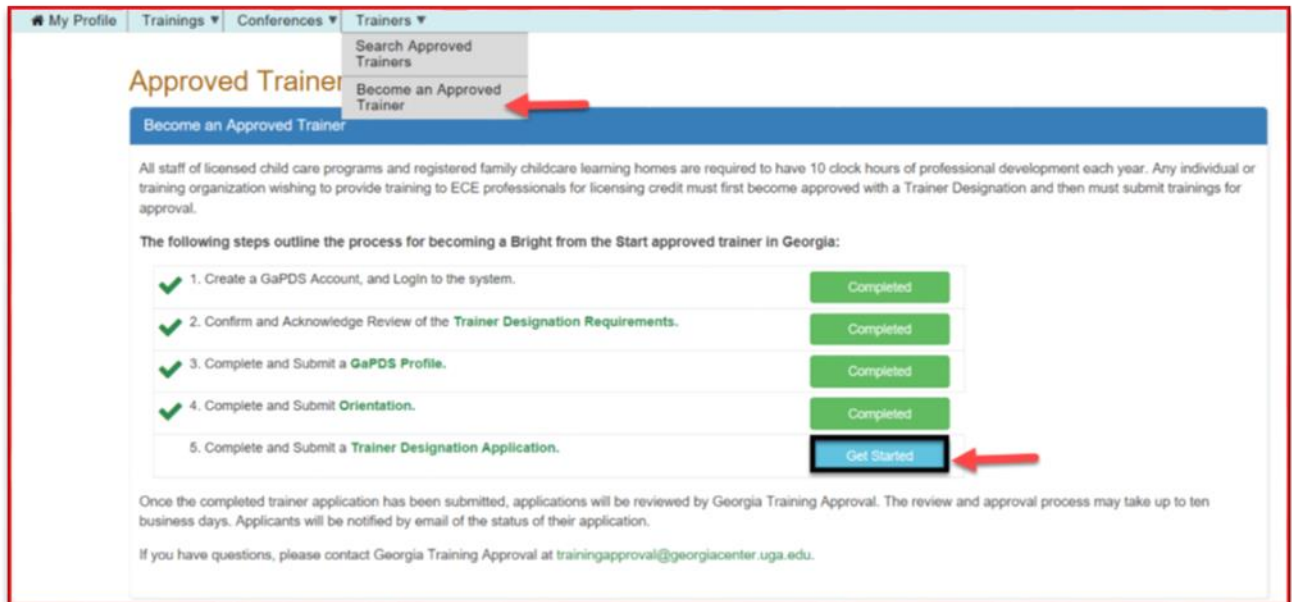
You may save your answers and come back at a later time to finish the orientation.

[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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A. Upload the supporting documentation

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

Upload Documents: ✕

Document Type:

Select -->
Professional Letter of Recommendation

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

Description: 212 remaining

Professional Letter of Recommendation

Upload   Cancel

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
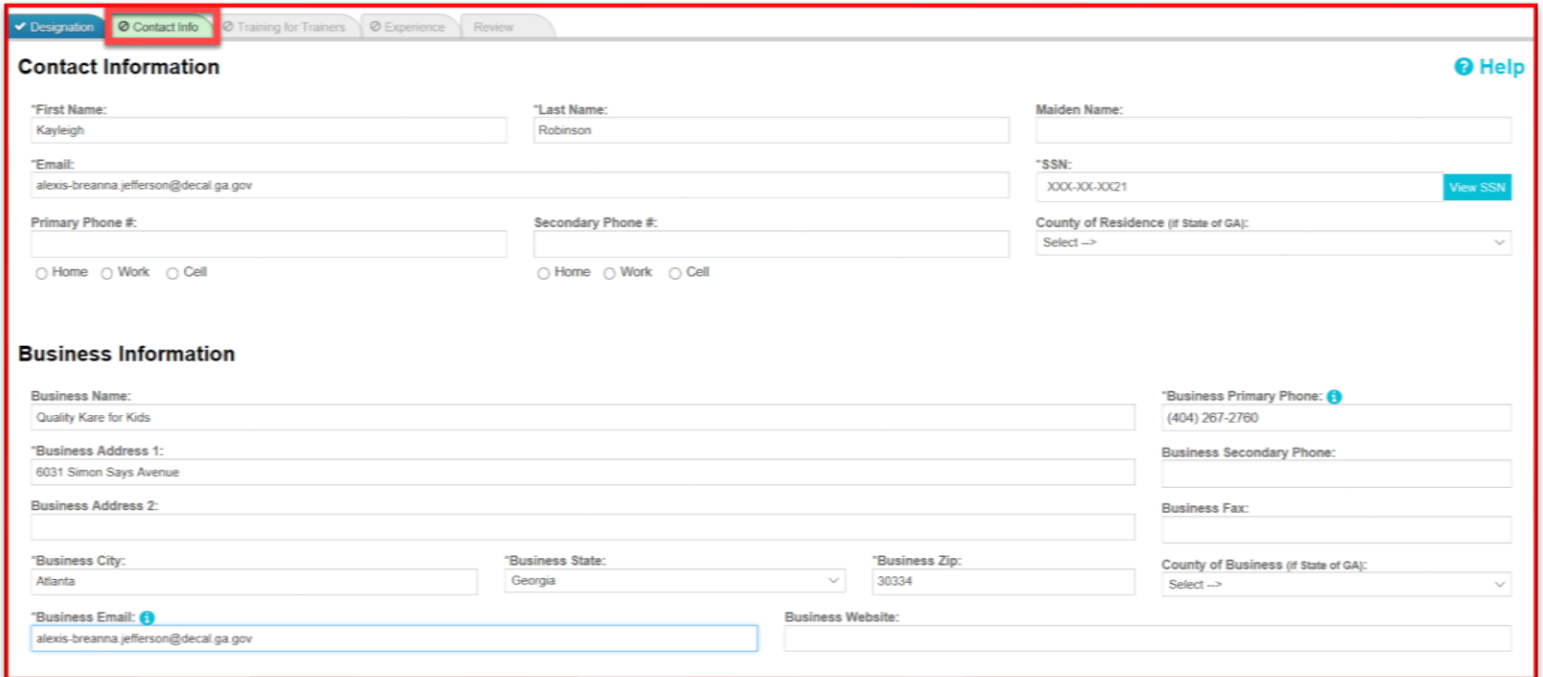
No data available

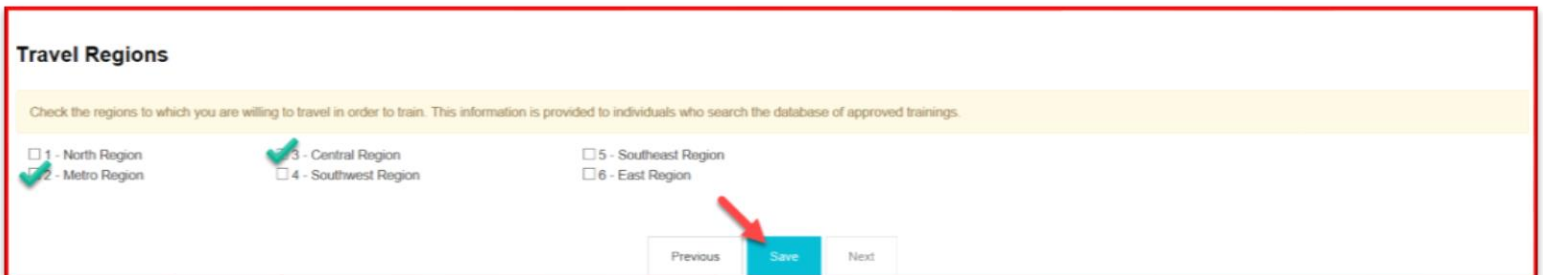☑ I have read and understand the requirements for the Trainer Designation that I have chosen.

Save   Next

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Step 2:

    A. Complete all necessary information in the 'Contact Tab'

    B. Check the regions in which the trainer is willing to train.

    C. Select 'Save'

    D. Click 'Next'

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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.

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B.   Upload 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

Bright from the Start: Georgia Department of Early Care and Learning

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

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

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

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B.   Upload supporting documentation

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

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

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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:	8	0
Indirect Experience:	0	0

Upload Documents

Upload Documents

⬆ Upload File

No Documents found

Previous   Save   Next

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

Description: 225 remaining

Professional Development

Upload   Cancel

Bright from the Start: Georgia Department of Early Care and Learning

C. Select 'Save'

Experience

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

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

Upload Documents

Upload Documents   ⬆ Upload File

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

Saved Successfully.

Previous **Save** Next

D. Select 'Next'

Experience

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

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

Upload Documents

Upload Documents   ⬆ Upload File

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

Saved Successfully.

Previous **Save** Next

Bright from the Start: Georgia Department of Early Care and Learning
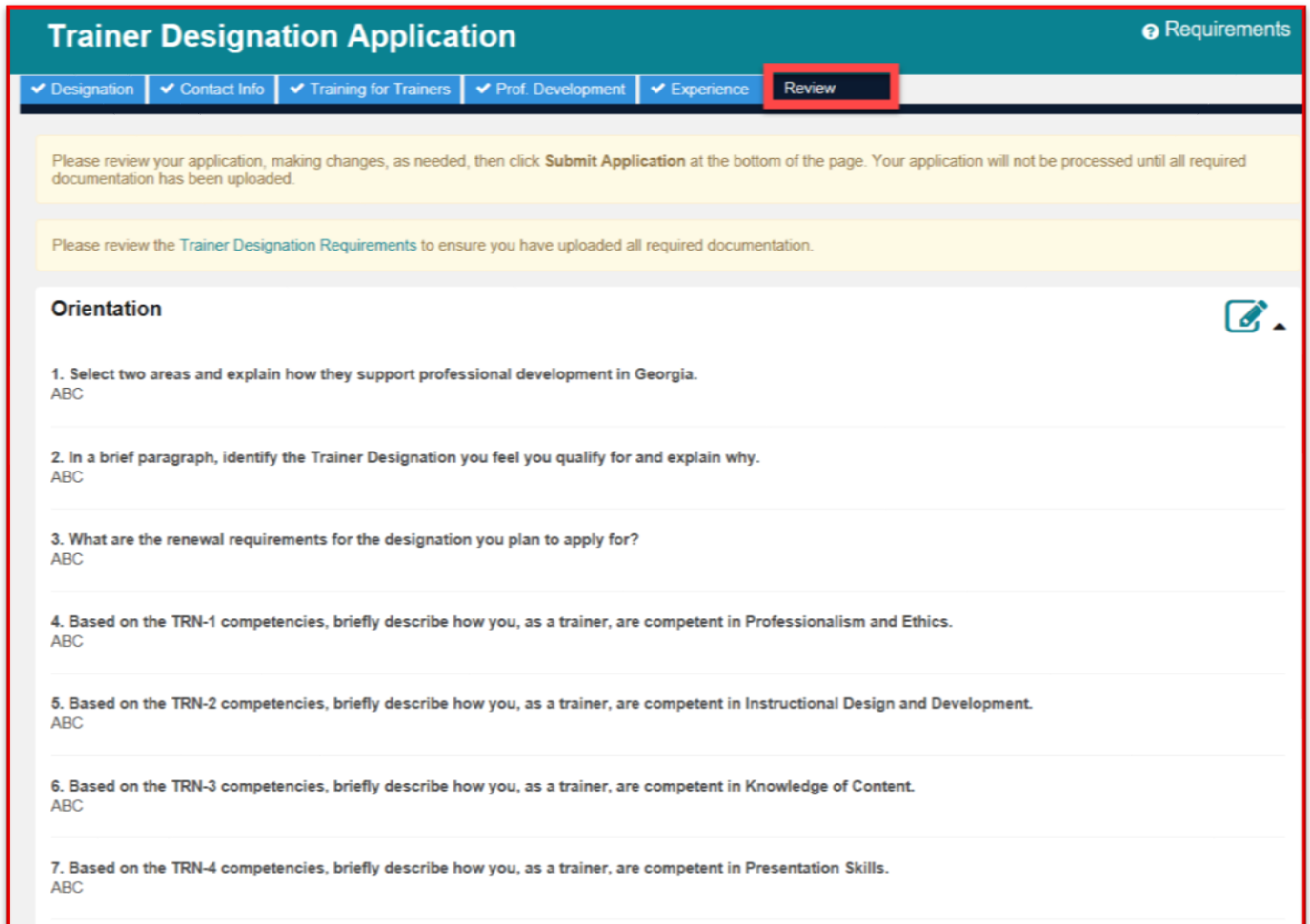
Step 6: The **Review** page displays

    A. Review information for accuracy.

Trainer Designation Application

❓ Requirements

✔ Designation | ✔ Contact Info | ✔ Training for Trainers | ✔ Prof. Development | ✔ 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

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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

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Contact Information

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

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:**

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
- Training for Trainer II - 20 hr course

B. Select **'**Continue to Submit'

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

[Continue to Submit] [Cancel]

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

Professional Development

Hours: 45

Upload Documents

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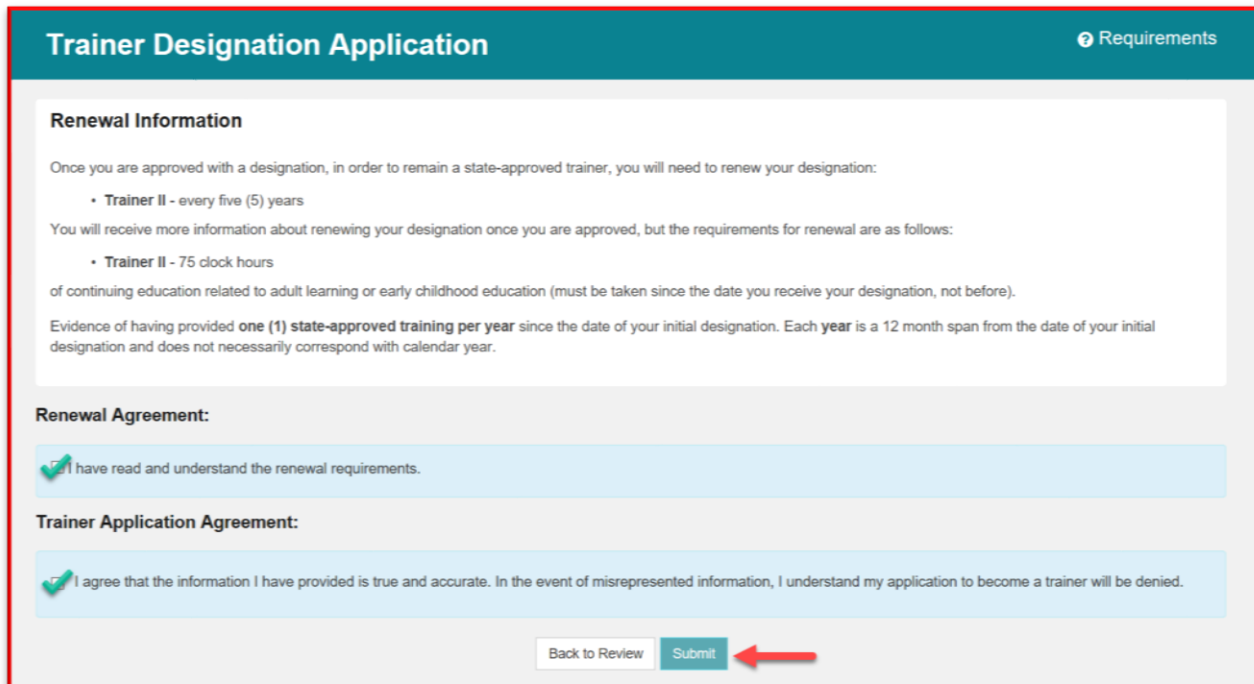
Experience

	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.

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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.

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