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.
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.
A. Read the Trainer Designation Requirements.
B. Click check box acknowledging: *I have read and understand the Trainer Designation Requirements.*
C. Click ‘Submit’
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.

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
B. The trainer orientation page displays
C. Read the instructions thoroughly then click the **Begin Orientation** to start the trainer orientation.
Step 6: After completing Trainer Orientation, select ‘Complete and Submit a Trainer Designation Application’, or the ‘Get Started’ status button.
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.
Question - 3
What are the renewal requirements for the designation you plan to apply for?

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.

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.

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.

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.

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.

Back  Save  Save and Continue  Close
Question - 9
What three things are you responsible for once you become approved as a trainer?

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.

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
A. Upload the supporting documentation
B. Acknowledge ‘Trainer Designation Requirements’ by checking off the blue dialog box.
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’
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.
B. Upload document(s) for verification
C. Select ‘Save’

c. Select ‘Next’
Step 4: The **Professional Development** page displays

A. Enter in the number of professional development hours’ trainer has provided to adults
B. Upload supporting documentation
Step 5: The Experience page display:

A. Enter in the years of Direct Experience and/or Indirect Experience.
B. Upload supporting documentation.
C. Select ‘Save’

D. Select ‘Next’
Step 6: The **Review** page displays

A. Review information for accuracy.
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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>File Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Letter of Recommendation</td>
<td>1200-3106-congratulations-letters-photo1.jpg</td>
<td>Professional Letter of Recommendation</td>
</tr>
</tbody>
</table>

### PSC Level Data

Career Level: 10

No data available

### Post-Secondary Education

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<th>Evidence</th>
<th>Education Level</th>
<th>Institution Name</th>
<th>Major</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Masters Degree</td>
<td>University of Arkansas at Little Rock</td>
<td>Child and Family Development</td>
<td>Verified</td>
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No data available

### ECE-Related Coursework

No data available
B. Select ‘Continue to Submit’
### Professional Development

Hours: 45

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<tr>
<th>Document Type</th>
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<tbody>
<tr>
<td>Professional Development</td>
<td>Approval Admin (Training Application) 7.png</td>
<td>Professional Development Resume</td>
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### Experience

<table>
<thead>
<tr>
<th>Years</th>
<th>Months</th>
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<tbody>
<tr>
<td>Direct Experience:</td>
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<tr>
<td>Indirect Experience:</td>
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<thead>
<tr>
<th>Document Type</th>
<th>File Name</th>
<th>Description</th>
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<tr>
<td>Experience</td>
<td>1200-8108-congratulations-letters-photo1.jpg</td>
<td>Professional Development</td>
</tr>
</tbody>
</table>
Step 7: Ensure both the ‘Renewal Agreement’ and ‘Trainer Application Agreement’ are checked off before submitting.
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.