

How to Become an Approved Trainer: Trainer III

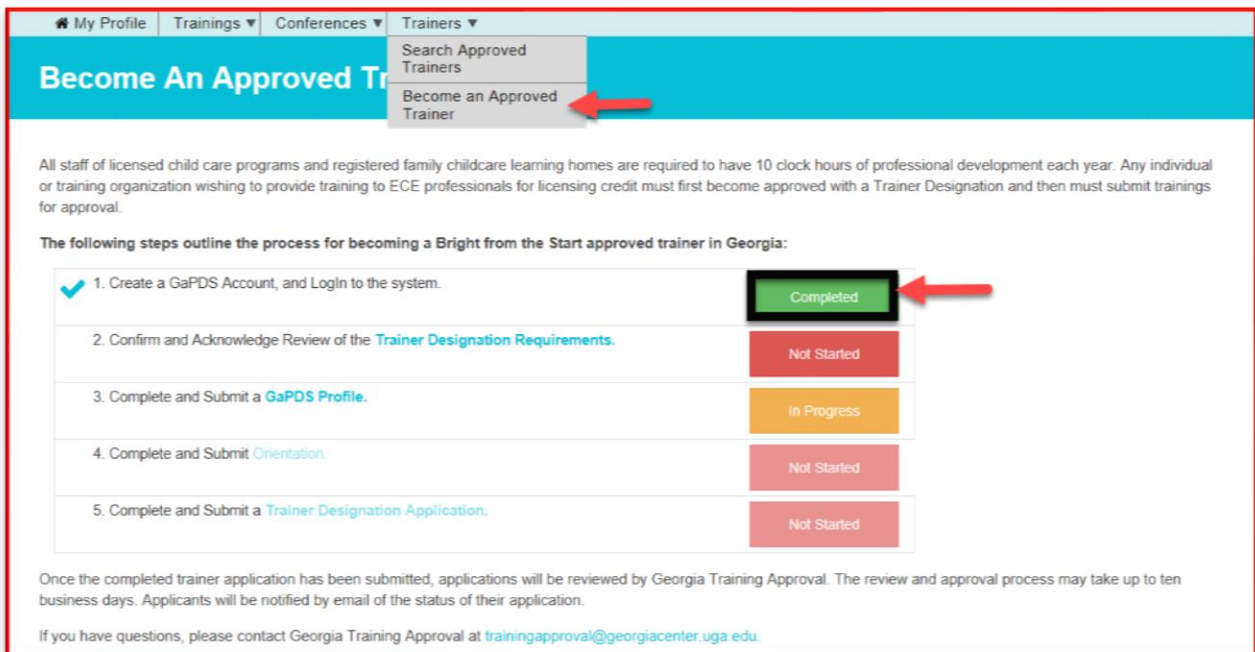
There are 5 steps required to becoming a Bright from the Start (BFTS) Approved Trainer. The following steps below outline in detail the procedure(s).

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:

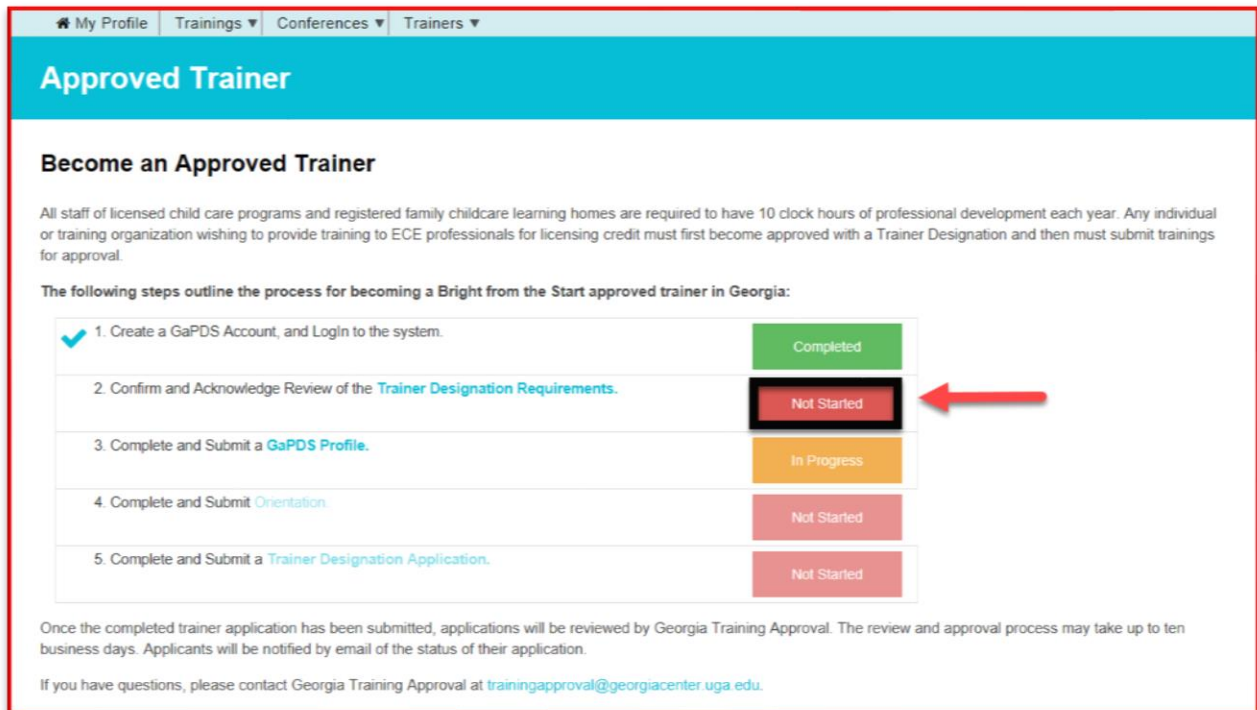
✓ 1. Create a GaPDS Account, and Login to the system.	Completed
2. Confirm and Acknowledge Review of the Trainer Designation Requirements .	Not Started
3. Complete and Submit a GaPDS Profile .	In Progress
4. Complete and Submit Orientation .	Not Started
5. Complete and Submit a Trainer Designation Application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

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
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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.

- 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



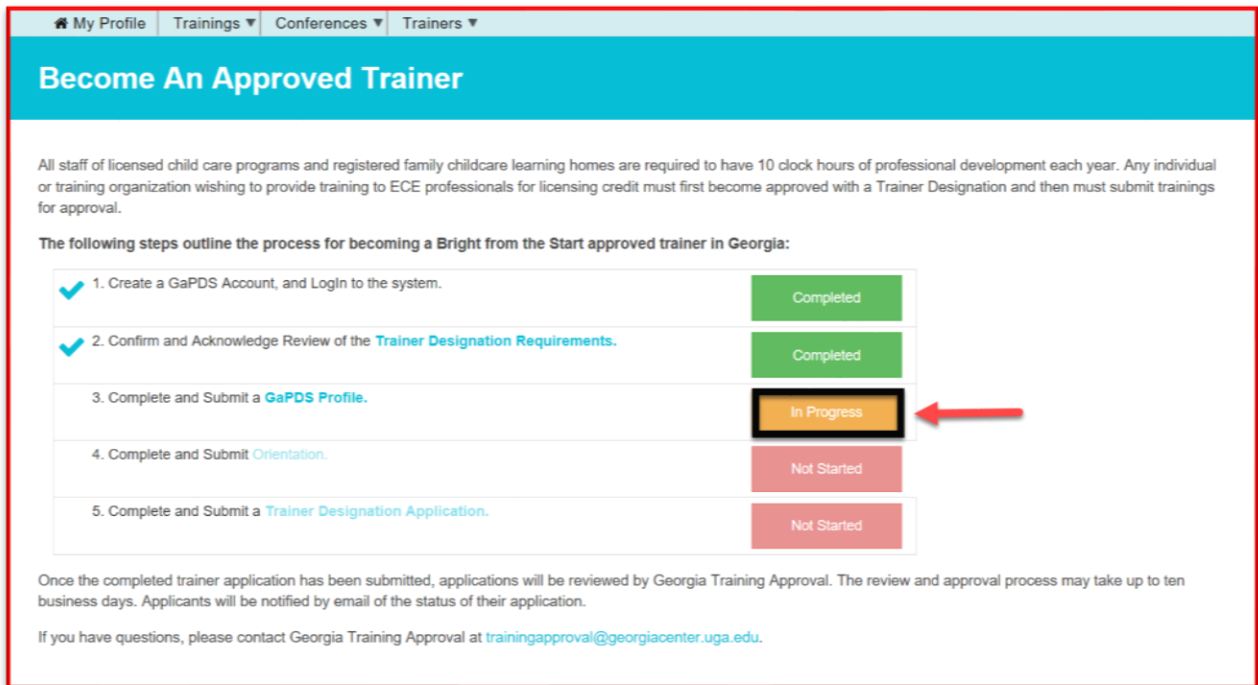
I have read and understand the Trainer Designation Requirements.

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

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.

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

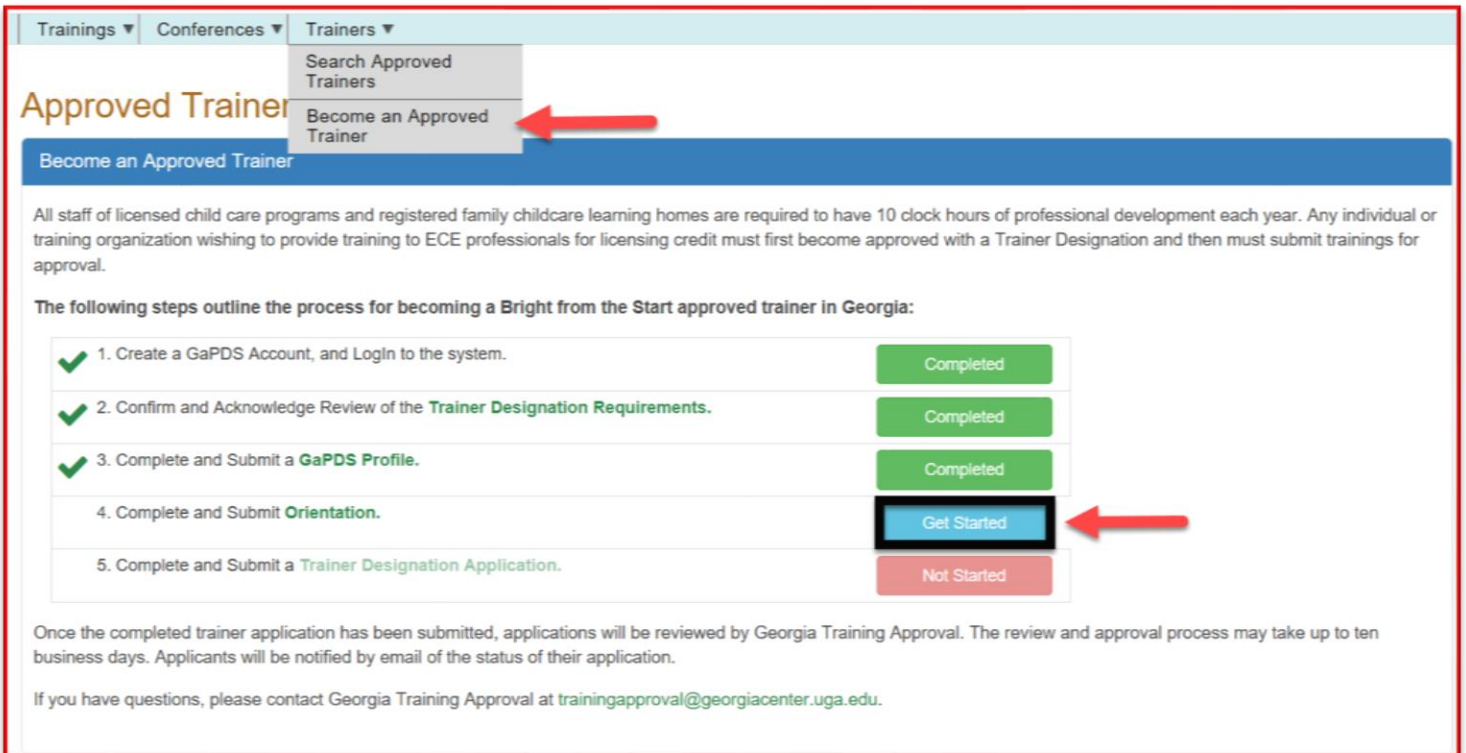
Once the completed trainer application has been submitted, applications will be reviewed by Georgia Training Approval. The review and approval process may take up to ten business days. Applicants will be notified by email of the status of their application.

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”.

Step 5:

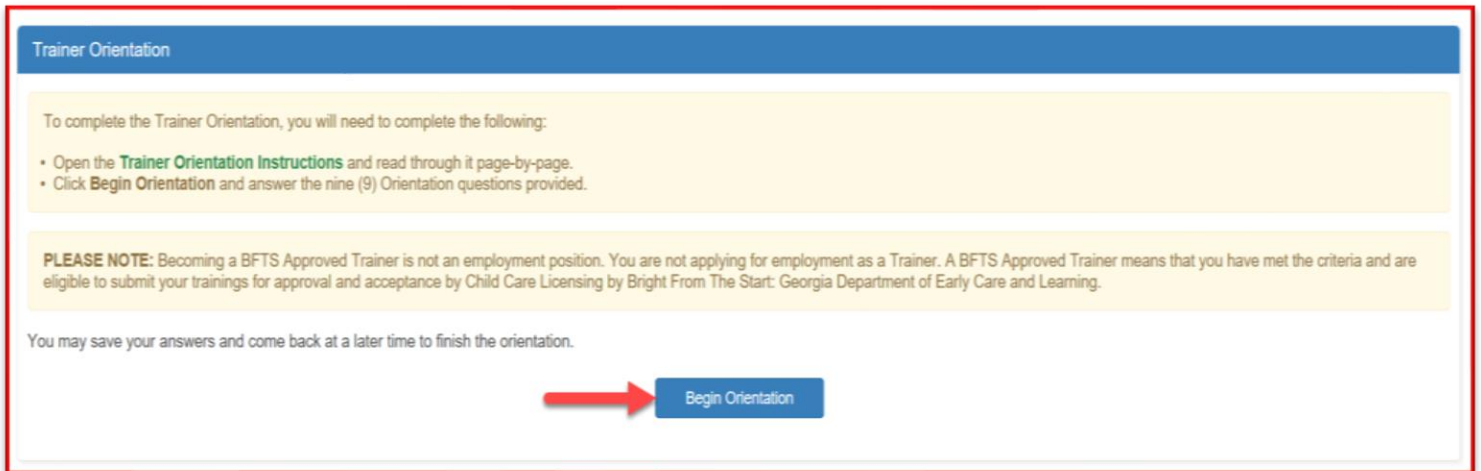
- A. Select **‘Complete and Submit Orientation’** or the ‘Get Started’ status button to complete the trainer orientation.



The screenshot shows the 'Approved Trainer' page. At the top, there are navigation tabs for 'Trainings', 'Conferences', and 'Trainers'. The 'Trainers' dropdown menu is open, showing 'Search Approved Trainers' and 'Become an Approved Trainer', with a red arrow pointing to the latter. 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:' followed by a table of five steps. The first three steps are marked as 'Completed' with green checkmarks and buttons. The fourth step, 'Complete and Submit Orientation', is marked as 'Get Started' with a blue button, which is highlighted with a black box and a red arrow. The fifth step, 'Complete and Submit a Trainer Designation Application', is marked as 'Not Started' with a red button.


Step	Status
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 .	Completed
4. Complete and Submit Orientation .	Get Started
5. Complete and Submit a Trainer Designation Application .	Not Started

- B. The trainer orientation page displays
- C. 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.

 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](#)

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

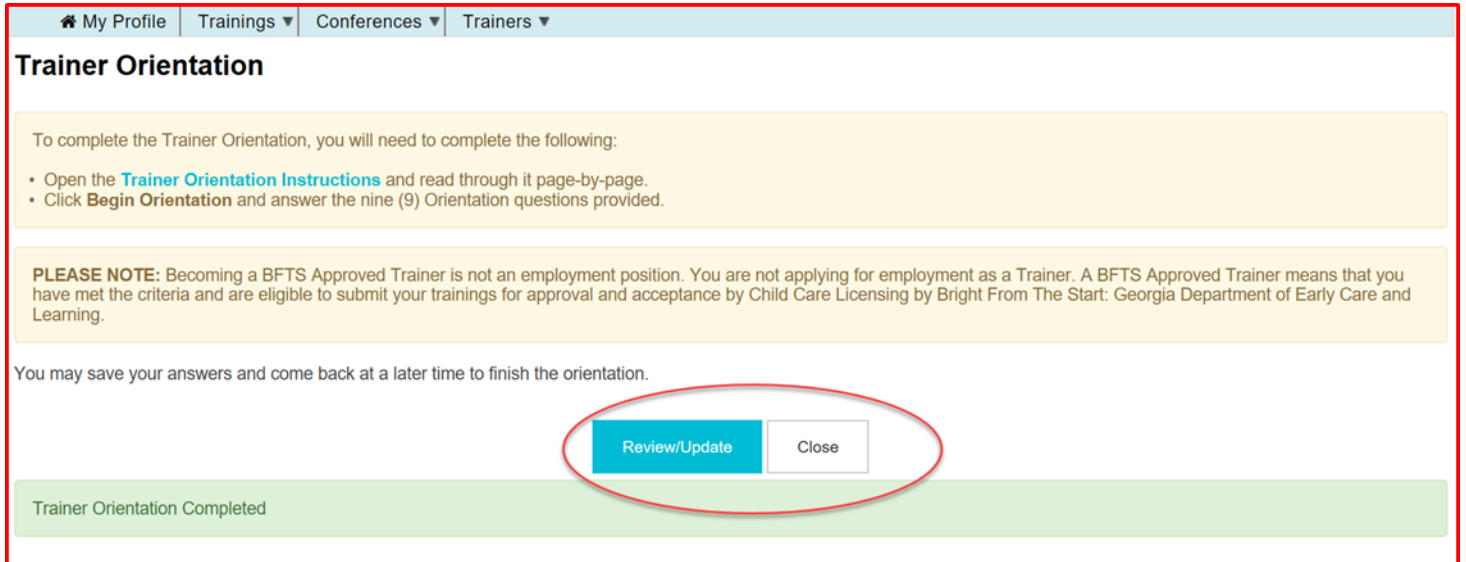
What three things are you responsible for once you become approved as a trainer?

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.



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.

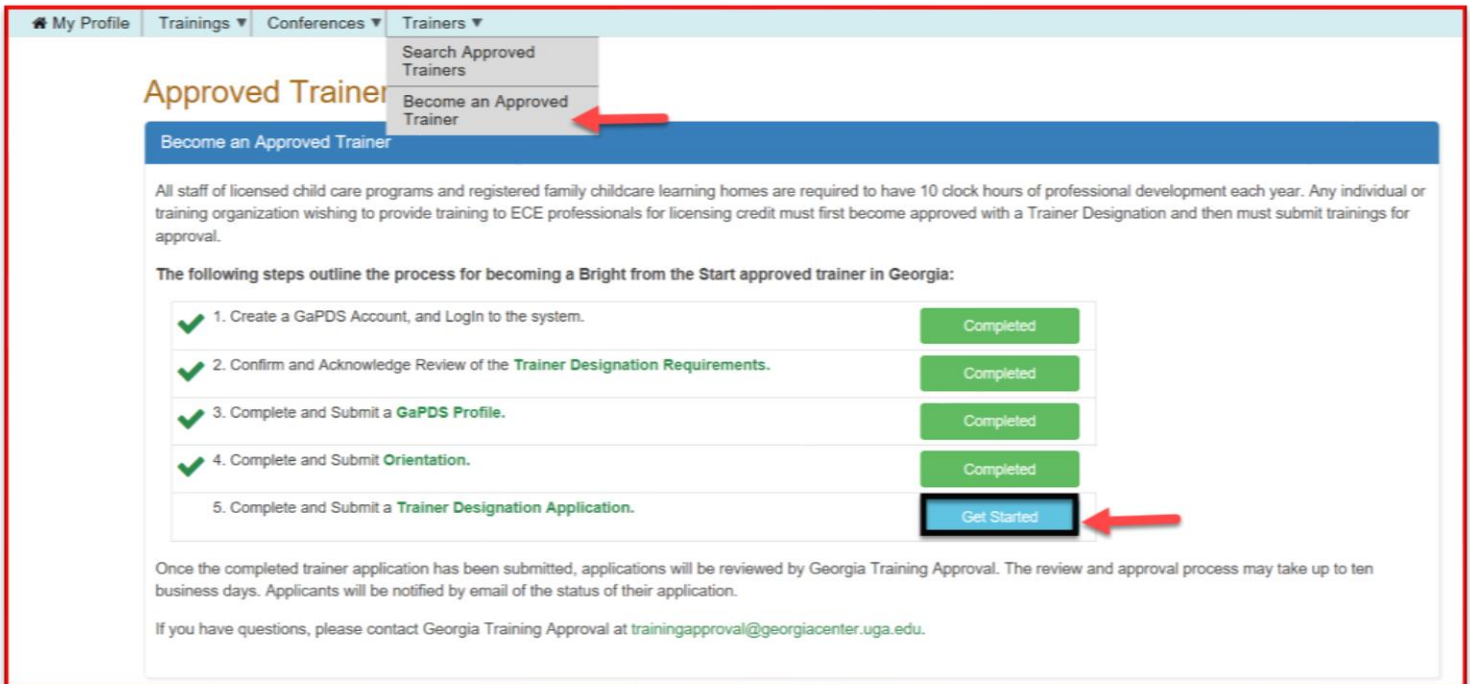
PLEASE NOTE: Becoming a BFTS Approved Trainer is not an employment position. You are not applying for employment as a Trainer. A BFTS Approved Trainer means that you have met the criteria and are eligible to submit your trainings for approval and acceptance by Child Care Licensing by Bright From The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



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 Trainer Designation Requirements .	Completed
✓ 3. Complete and Submit a GaPDS Profile .	Completed
✓ 4. Complete and Submit Orientation .	Completed
5. Complete and Submit a Trainer Designation Application .	Get Started

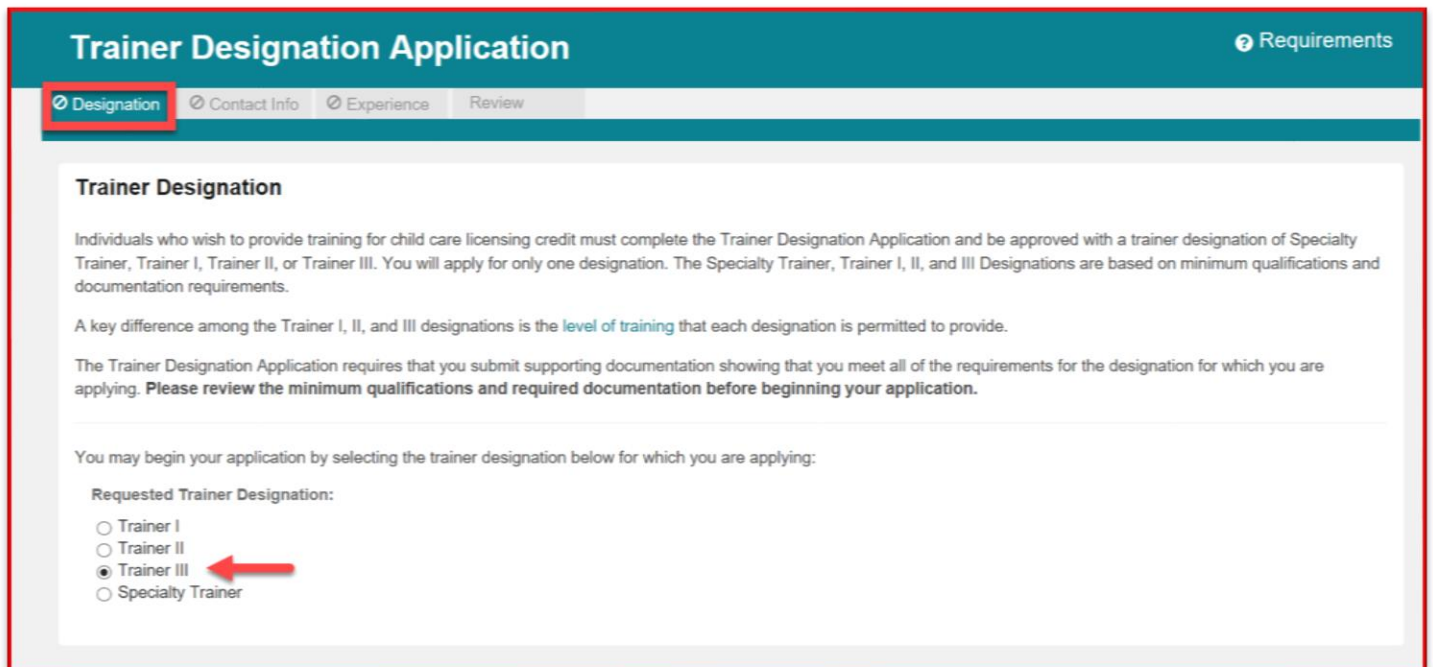
Once the completed trainer application has been submitted, applications will be reviewed by Georgia Training Approval. The review and approval process may take up to ten business days. Applicants will be notified by email of the status of their application.

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

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.

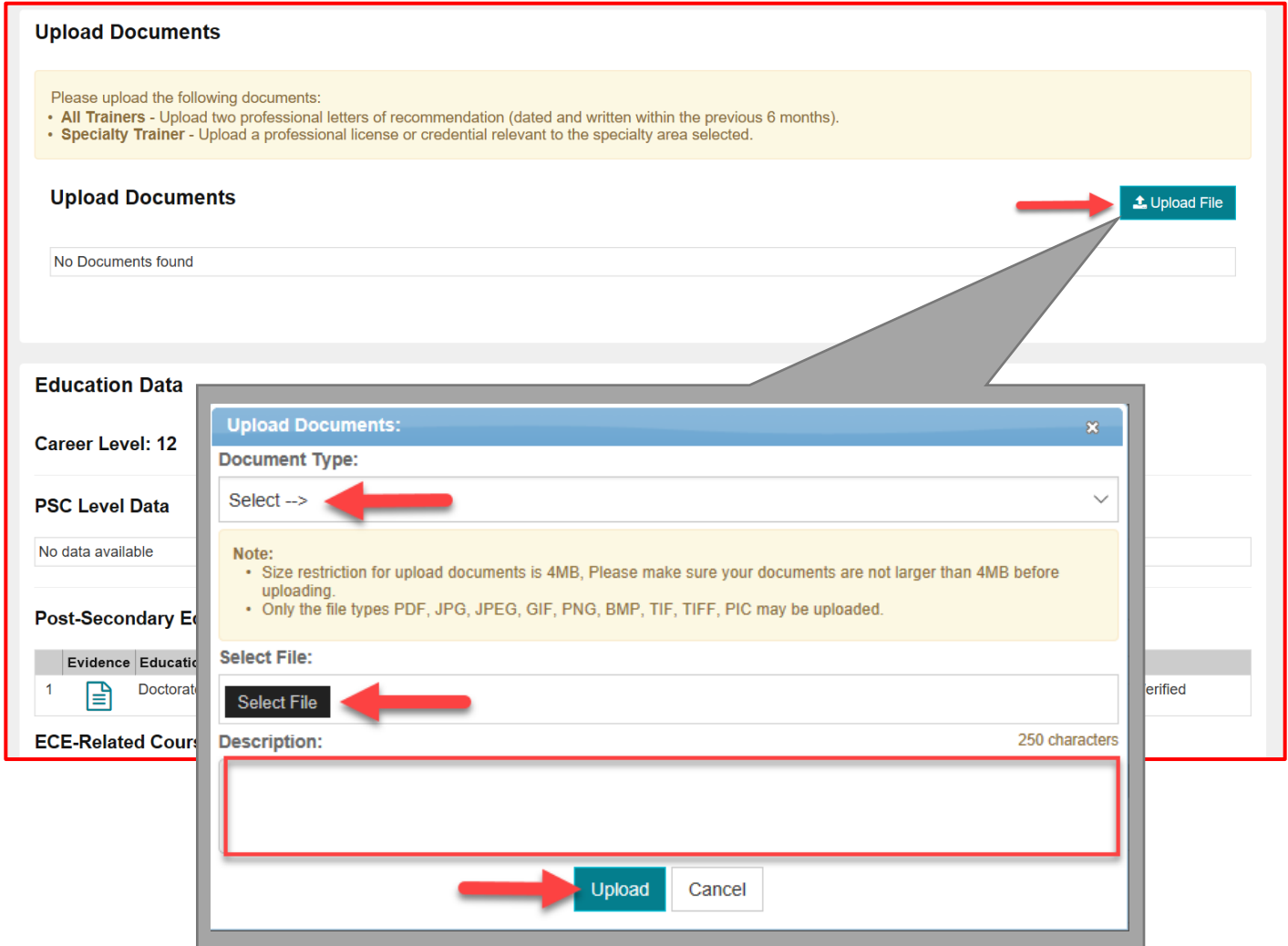
The Trainer Designation Application requires that you submit supporting documentation showing that you meet all of the requirements for the designation for which you are applying. **Please review the minimum qualifications and required documentation before beginning your application.**

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

B. 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

No Documents found

Education Data

Career Level: 12

PSC Level Data

No data available

Post-Secondary Education

Evidence	Education
1	Doctorate

ECE-Related Courses

Upload Documents:

Document Type: Select -->

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: 250 characters


Upload Cancel

- C. Acknowledge 'Trainer Designation Requirements' by clicking in the blue dialog check box.
- D. Click 'Save'
- E. Click 'Next'

PSC Level Data

No data available


Post-Secondary Education

Evidence	Education Level	Institution Name	Major	Status
1	 Doctorate Degree	Kennesaw State University	Birth through Five/Kindergarten	Verified

ECE-Related Coursework

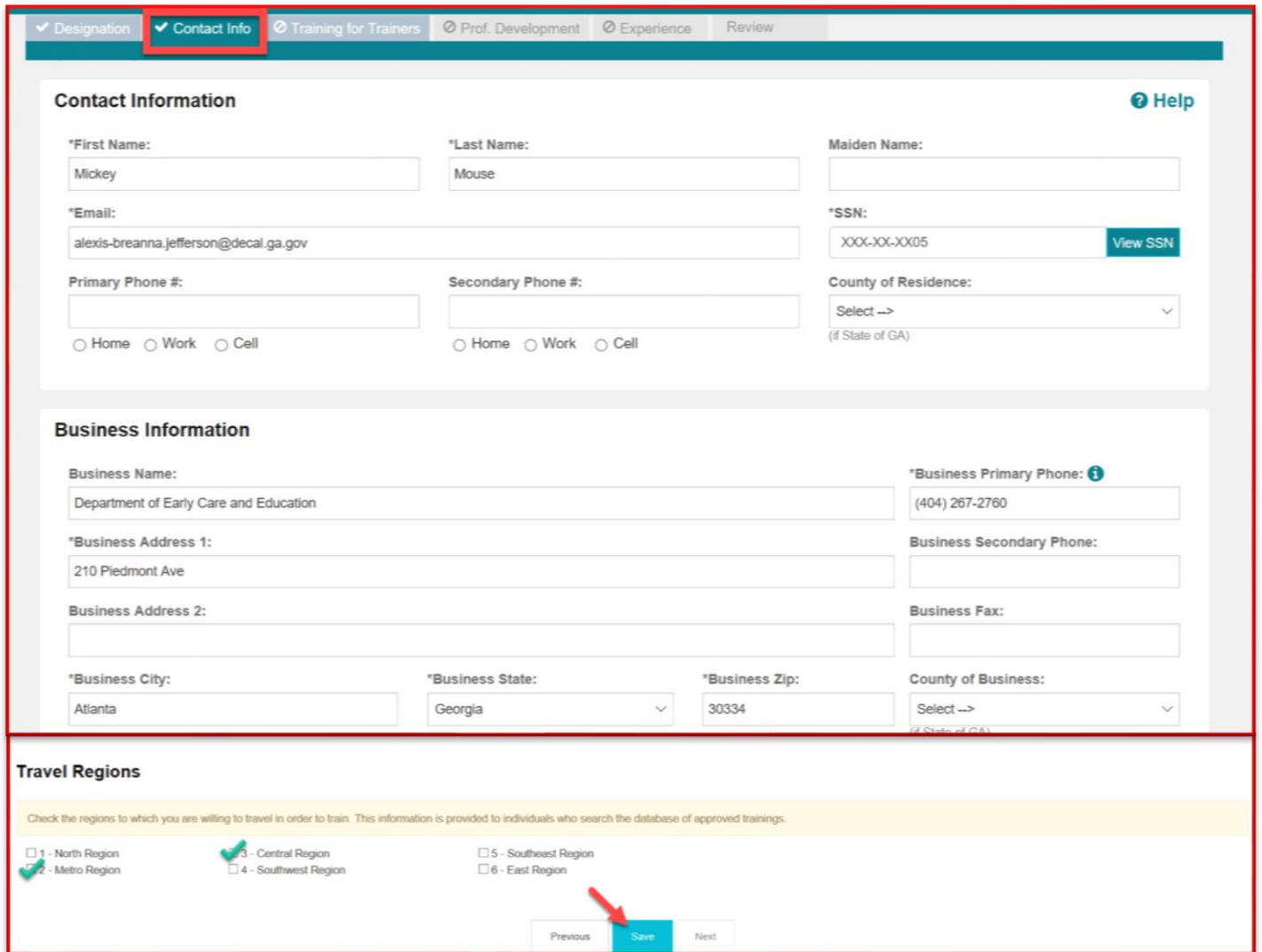
No data available

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



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

- A. Complete all necessary information in the ‘Contact Tab’
- B. Select the travel regions in which the trainer is willing to train.
- C. Select ‘Save’
- D. Select ‘Next’



Contact Information

*First Name: Mickey
 *Last Name: Mouse
 Maiden Name:
 *Email: alexis-breanna.jefferson@decal.ga.gov
 *SSN: XXX-XX-XX05 View SSN
 Primary Phone #:
 Secondary Phone #:
 County of Residence: Select --> (if State of GA)

Business Information

Business Name: Department of Early Care and Education
 *Business Primary Phone: (404) 267-2760
 *Business Address 1: 210 Piedmont Ave
 Business Address 2:
 Business Fax:
 *Business City: Atlanta
 *Business State: Georgia
 *Business Zip: 30334
 County of Business: Select --> (if State of GA)

Travel Regions

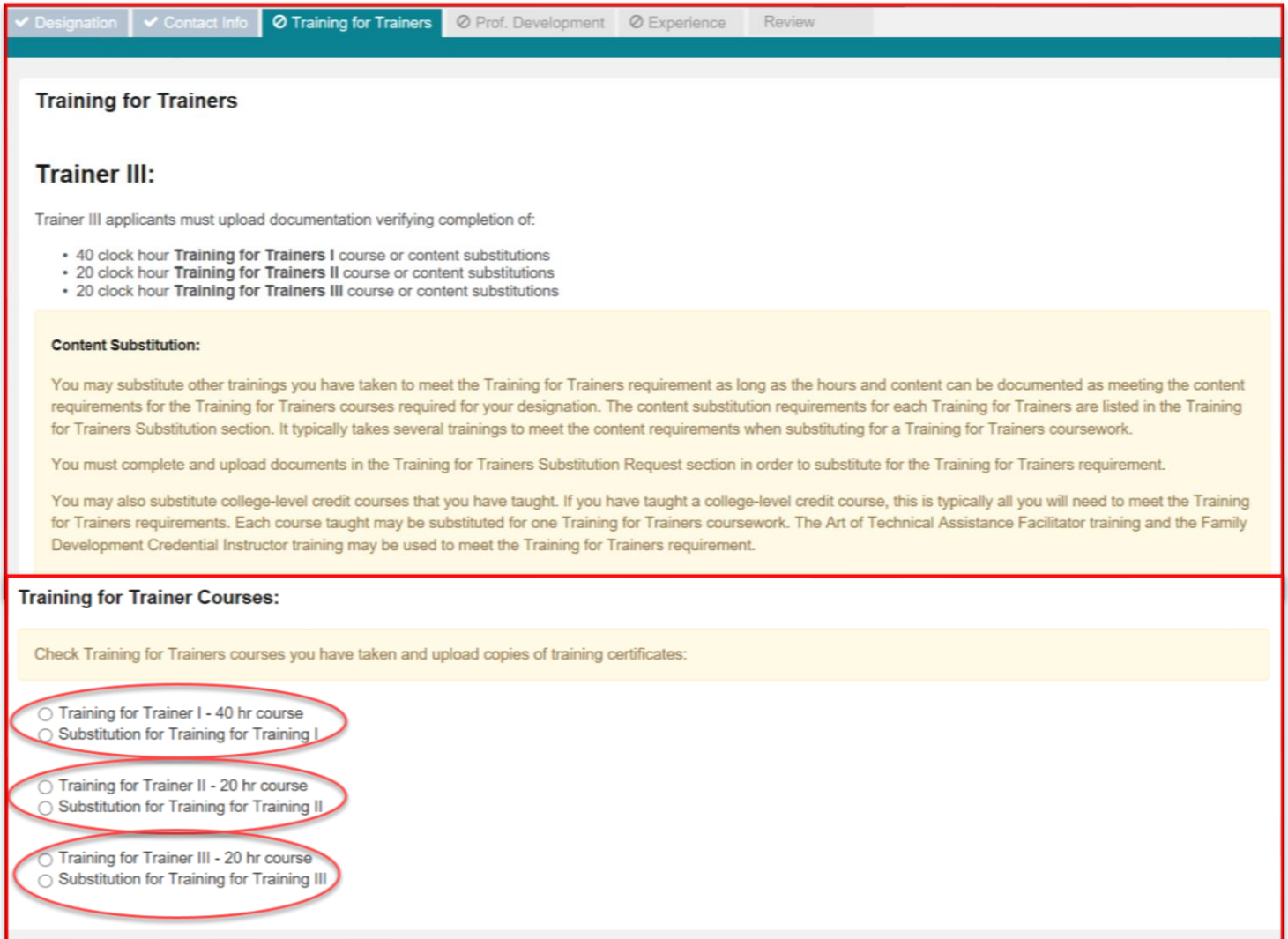
Check the regions to which you are willing to travel in order to train. This information is provided to individuals who search the database of approved trainings.

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

Previous Save Next

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

- A. Under the **Training for Trainer courses** section, click the Training for Trainers radio button that coincides with the courses you have taken. Select ‘Save’



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

Training for Trainers

Trainer III:

Trainer III 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
- 20 clock hour **Training for Trainers III** 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.

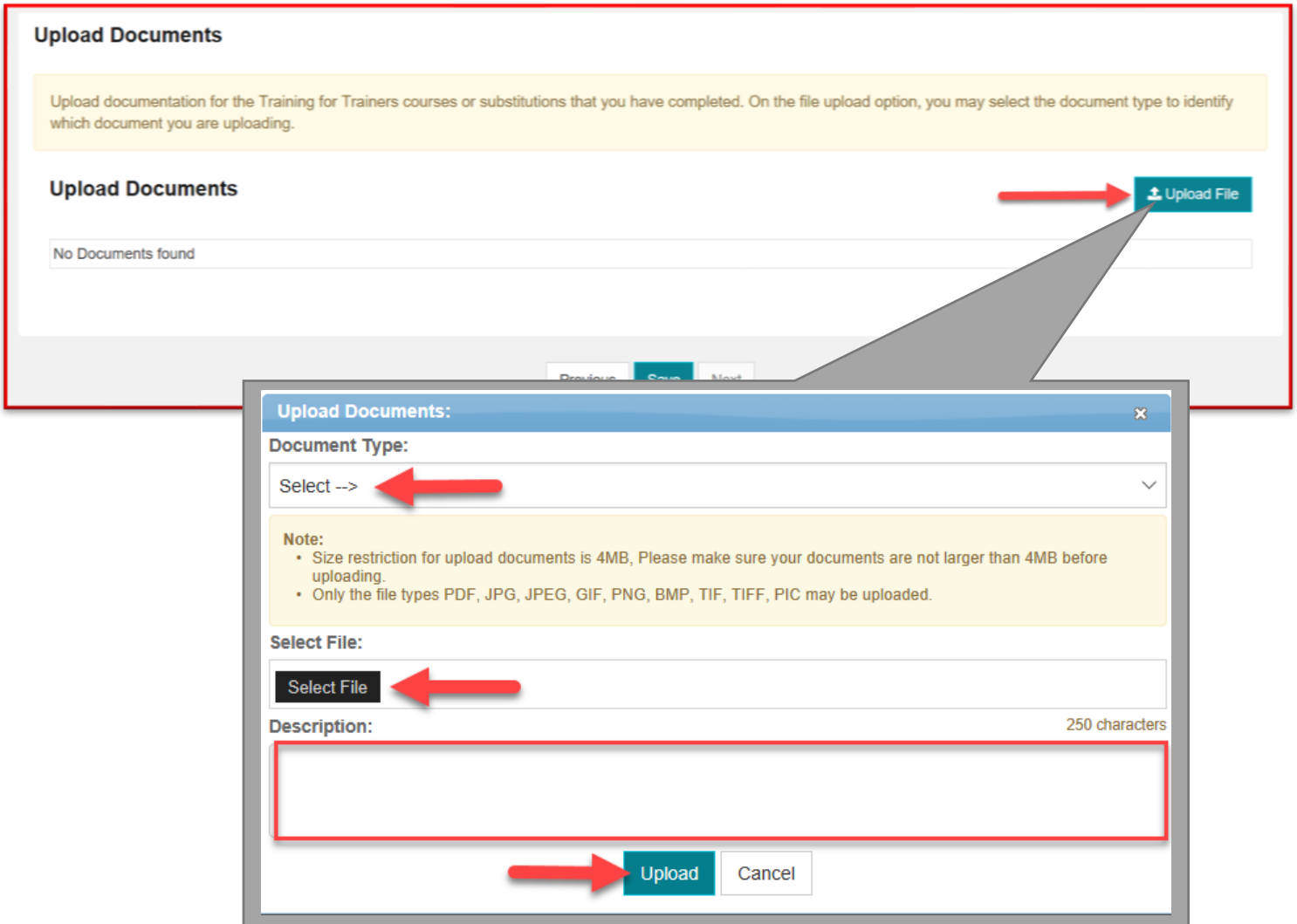
You may also substitute college-level credit courses that you have taught. If you have taught a college-level credit course, this is typically all you will need to meet the Training for Trainers requirements. Each course taught may be substituted for one Training for Trainers coursework. The Art of Technical 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
- Training for Trainer III - 20 hr course
- Substitution for Training for Training III

B. Upload documentation(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

Previous Save Next

Upload Documents:

Document Type:

Select -->

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: 250 characters

Upload Cancel

**** Note:** Trainer III applicants must upload documentation verifying completion of

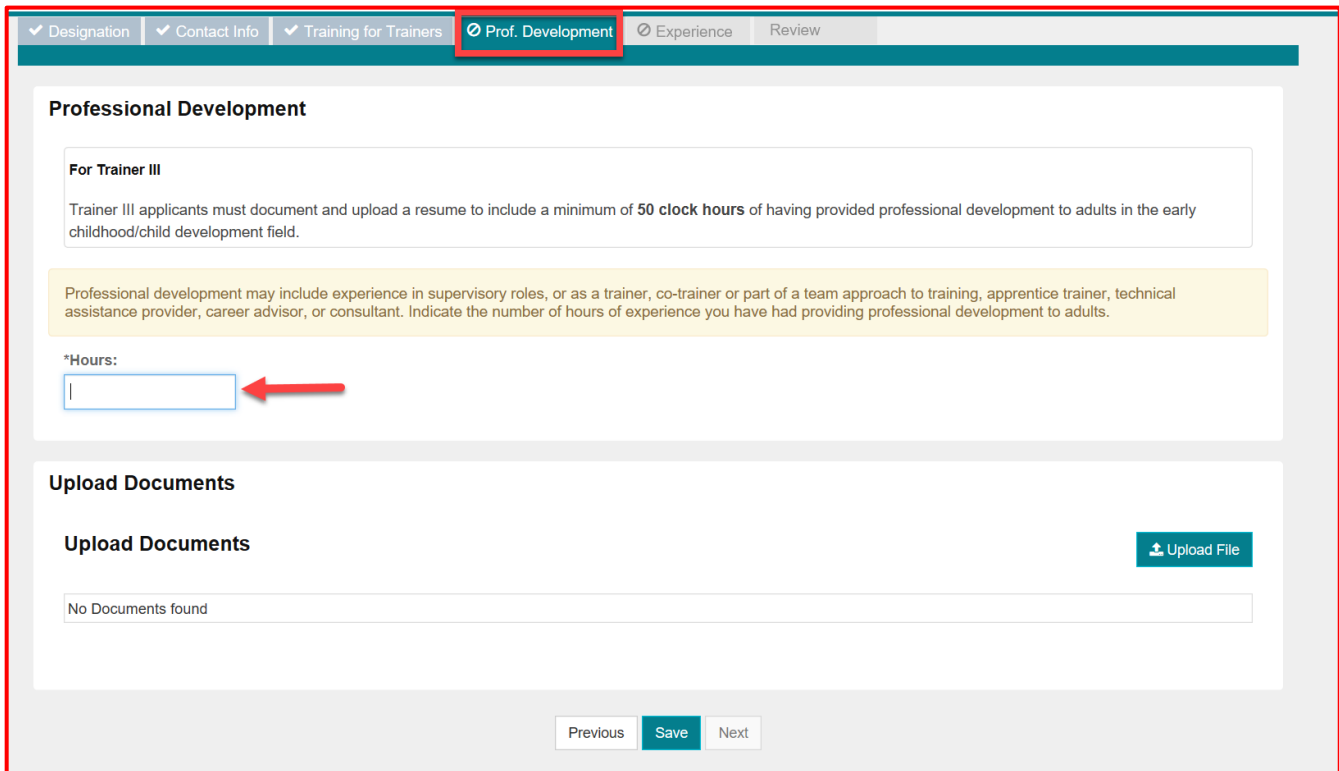
- 40 clock hours Training for Trainers I course or content substitutions
- 20 clock hours Training for Trainers II course or content substitutions
- 20 clock hour Training for Trainers III course or content substitutions

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
Training for Trainers III
Course attended as Substitution for TFT III
Course taught as Substitution for TFT III

Step 4: The Professional Development page displays as follows

- A. Enter the number of hours trainer has provided professional development to adults in the early childhood/child development field.



Professional Development

For Trainer III

Trainer III applicants must document and upload a resume to include a minimum of **50 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:

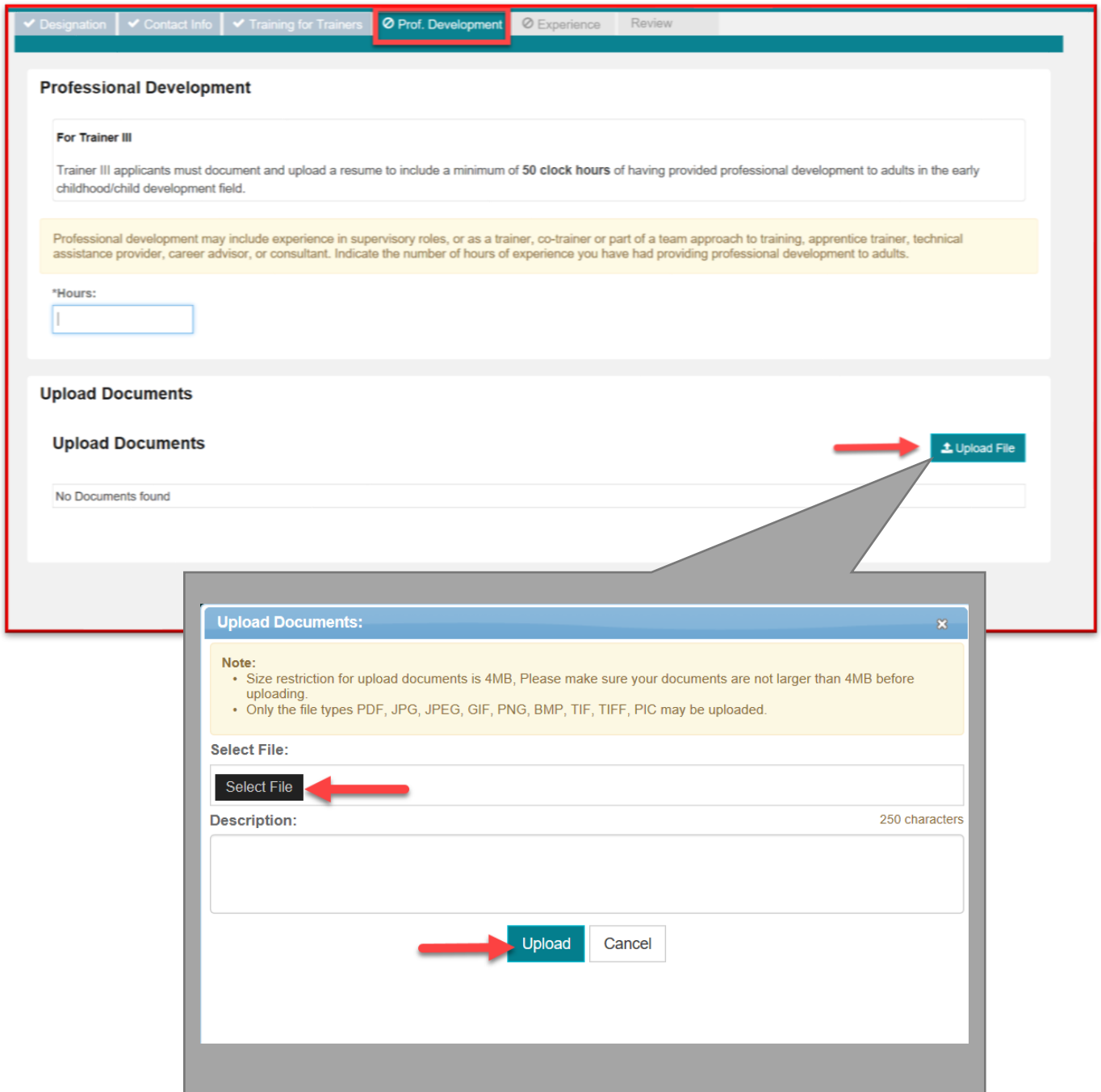
Upload Documents

Upload Documents [Upload File](#)

No Documents found

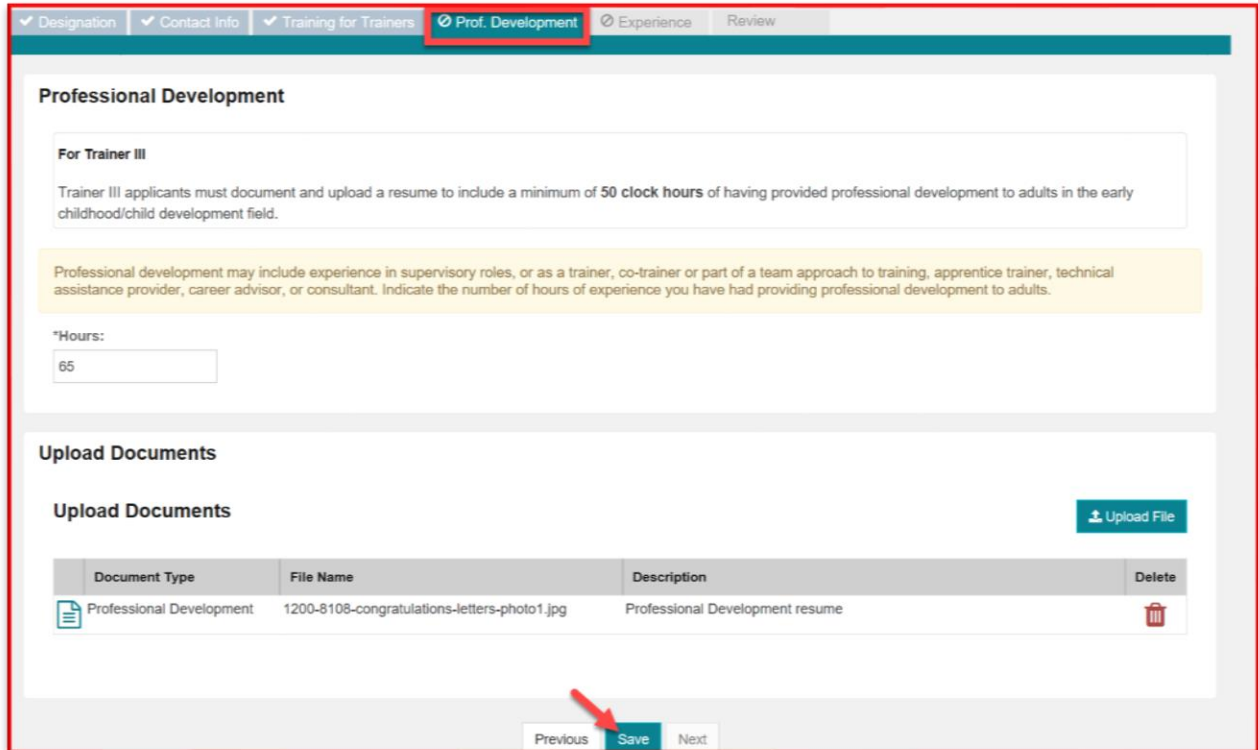
Previous Save Next

- B. Upload the supporting documentation
- C. Select 'Upload'



The screenshot shows the 'Professional Development' section of the iGaPDS application. The 'Prof. Development' tab is selected. Below the navigation tabs, there is a section for 'For Trainer III' with instructions: 'Trainer III applicants must document and upload a resume to include a minimum of 50 clock hours of having provided professional development to adults in the early childhood/child development field.' A yellow box provides additional context: '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.' Below this is a text input field labeled '*Hours:'. The 'Upload Documents' section shows 'No Documents found' and an 'Upload File' button. A red arrow points to this button. An 'Upload Documents:' modal is open, showing a 'Note' about file size (4MB) and supported file types (PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF, PIC). The modal includes a 'Select File' button (with a red arrow pointing to it), a 'Description' field (250 characters), and 'Upload' and 'Cancel' buttons (with a red arrow pointing to the 'Upload' button).

D. Select 'Save'



Professional Development

For Trainer III

Trainer III applicants must document and upload a resume to include a minimum of **50 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:
65

Upload Documents

Upload Documents Upload File

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

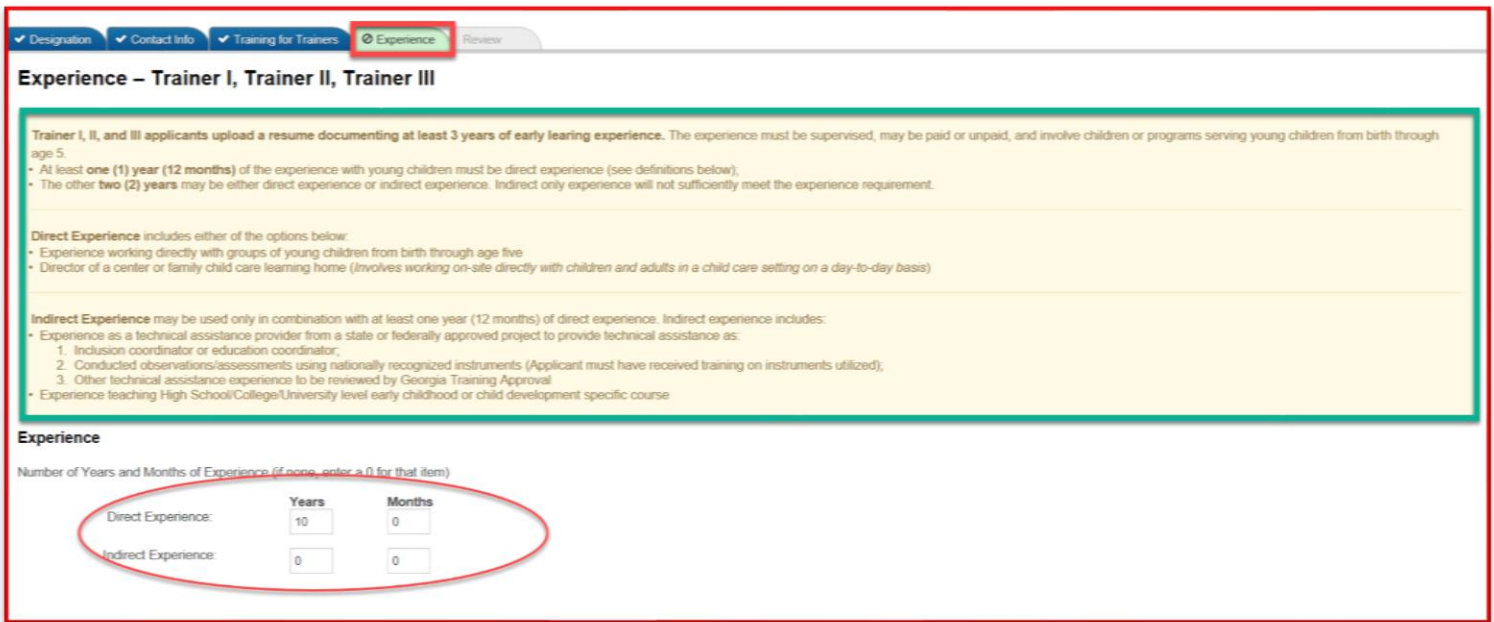
Previous **Save** Next

E. Select 'Next'

Step 5: The **Experience** page displays

- A. Enter in the years of Direct Experience
- B. Enter in the years of Indirect Experience.

****Note:** If the trainer has no experience, enter a 0 in for that item.



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:

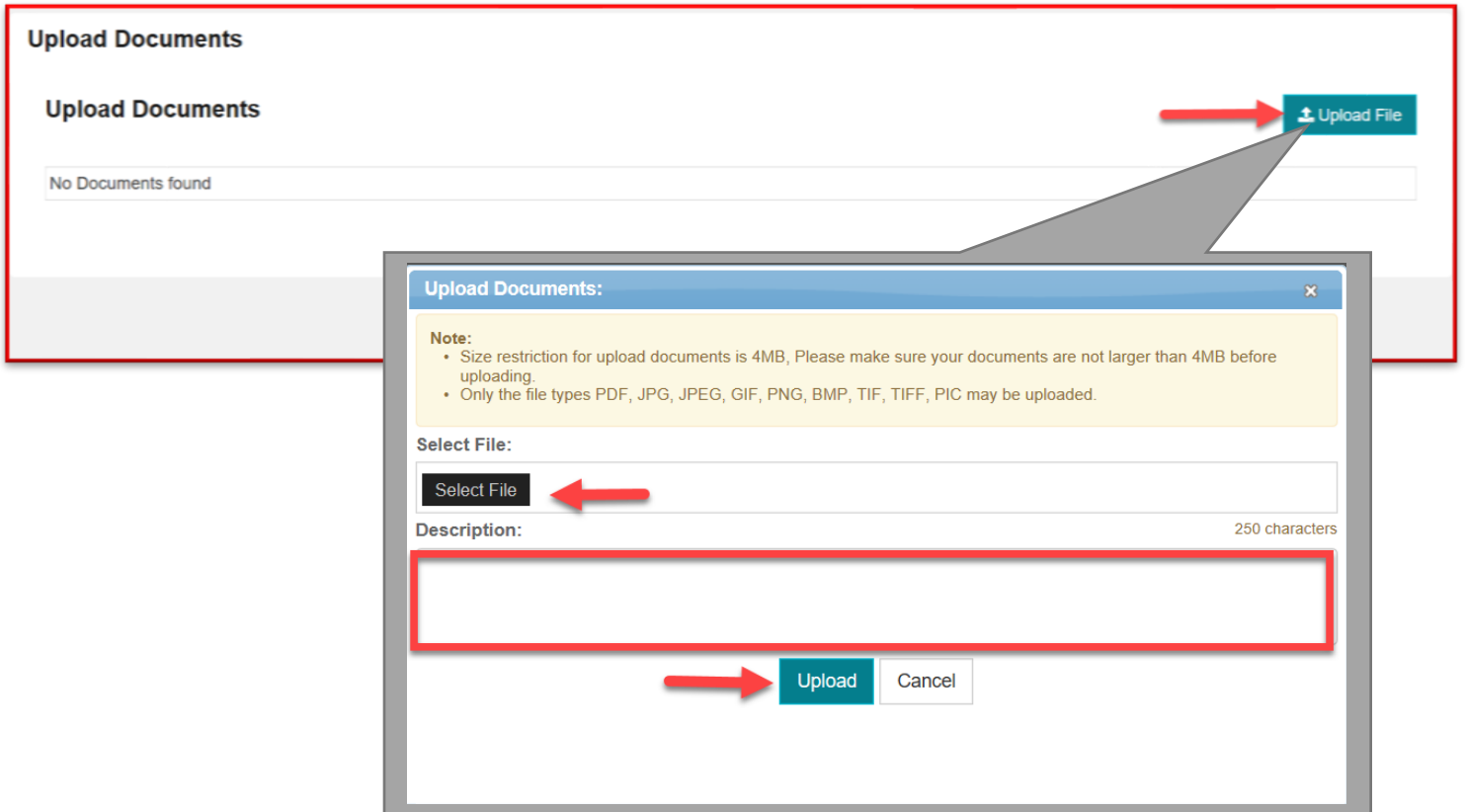
- Experience as a technical assistance provider from a state or federally approved project to provide technical assistance as:
 1. Inclusion coordinator or education coordinator;
 2. Conducted observations/assessments using nationally recognized instruments (Applicant must have received training on instruments 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:	10	0
Indirect Experience:	0	0

C. Upload the supporting documentation



The screenshot shows the 'Upload Documents' section of a web application. The main area has a header 'Upload Documents' and a sub-header 'Upload Documents'. Below the sub-header is a text box containing 'No Documents found'. To the right of this text box is a blue button labeled 'Upload File' with a red arrow pointing to it. A modal dialog box is open in the foreground, titled 'Upload Documents:'. It contains a 'Note' section with two bullet points: 'Size restriction for upload documents is 4MB, Please make sure your documents are not larger than 4MB before uploading.' and 'Only the file types PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF, PIC may be uploaded.'. Below the note is a 'Select File:' section with a 'Select File' button and a red arrow pointing to it. Underneath is a 'Description:' section with a large text input area, a red box around it, and a '250 characters' limit. At the bottom of the modal are 'Upload' and 'Cancel' buttons, with a red arrow pointing to the 'Upload' button.

D. Select 'Save'

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

Upload Documents

Upload Documents [Upload File](#)

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

E. Select 'Next'

• 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 type="text" value="8"/>	<input type="text" value="0"/>
Indirect Experience:	<input type="text" value="0"/>	<input type="text" value="0"/>

Upload Documents

Upload Documents [Upload File](#)

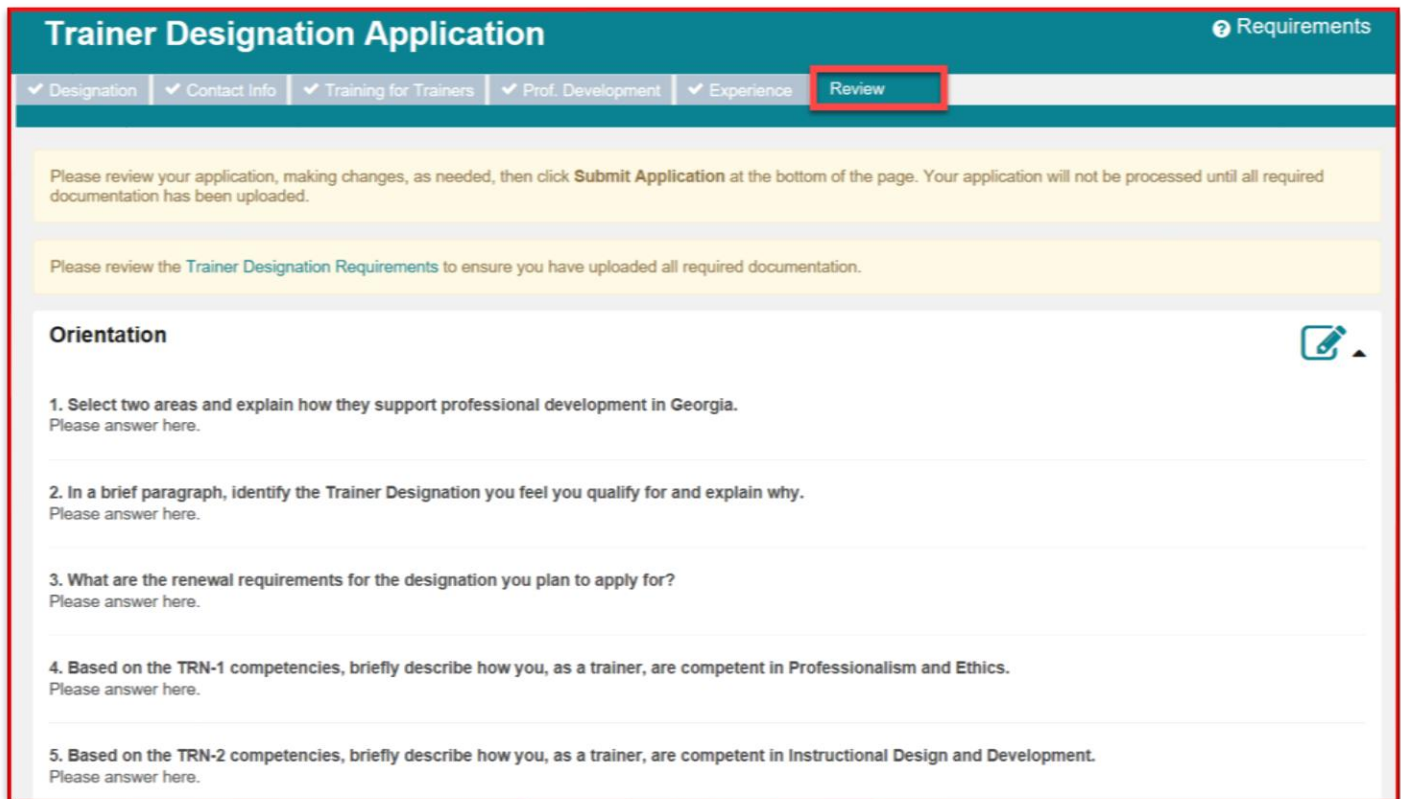
Document Type	File Name	Description	Delete
Experience	1200-8108-congratulations-letters-photo1.jpg	Experience	

Saved Successfully.

Previous Save Next

Step 6: The **Review** page displays

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



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 five numbered questions, each followed by a text input field and the instruction 'Please answer here.' 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.
Please answer here.

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


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

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

Designation

Requested Trainer Designation : Trainer III

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: 12

No data available

Post-Secondary Education

	Evidence	Education Level	Institution Name	Major	Status
1		Doctorate Degree	Kennesaw State University	Birth through Five/Kindergarten	Verified

ECE-Related Coursework

No data available

Contact Information

First Name:
Mickey

Last Name:
Mouse

Maiden Name:

SSN:
XXX-XX-XX05

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

County of Residence:

Primary Phone #:

Secondary Phone #:

Home Work Cell

Home Work Cell

Contact Information

First Name: Mickey	Last Name: Mouse	Maiden Name:	SSN: XXX-XX-XX05
Email: alexis-breanna.jefferson@decal.ga.gov	County of Residence:	Primary Phone #: <input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Cell	Secondary Phone #: <input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Cell

Business Information

Business Name: Department of Early Care and Education			
Business Address: 210 Piedmont Ave 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

<input checked="" type="checkbox"/> 1 - North Region	<input checked="" type="checkbox"/> 3 - Central Region	<input type="checkbox"/> 5 - Southeast Region
<input type="checkbox"/> 2 - Metro Region	<input type="checkbox"/> 4 - Southwest Region	<input type="checkbox"/> 6 - East Region




Training For Trainers

Trainer Courses

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

Documents


Upload Documents

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

Professional Development

Hours: 65


Upload Documents

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

Experience

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

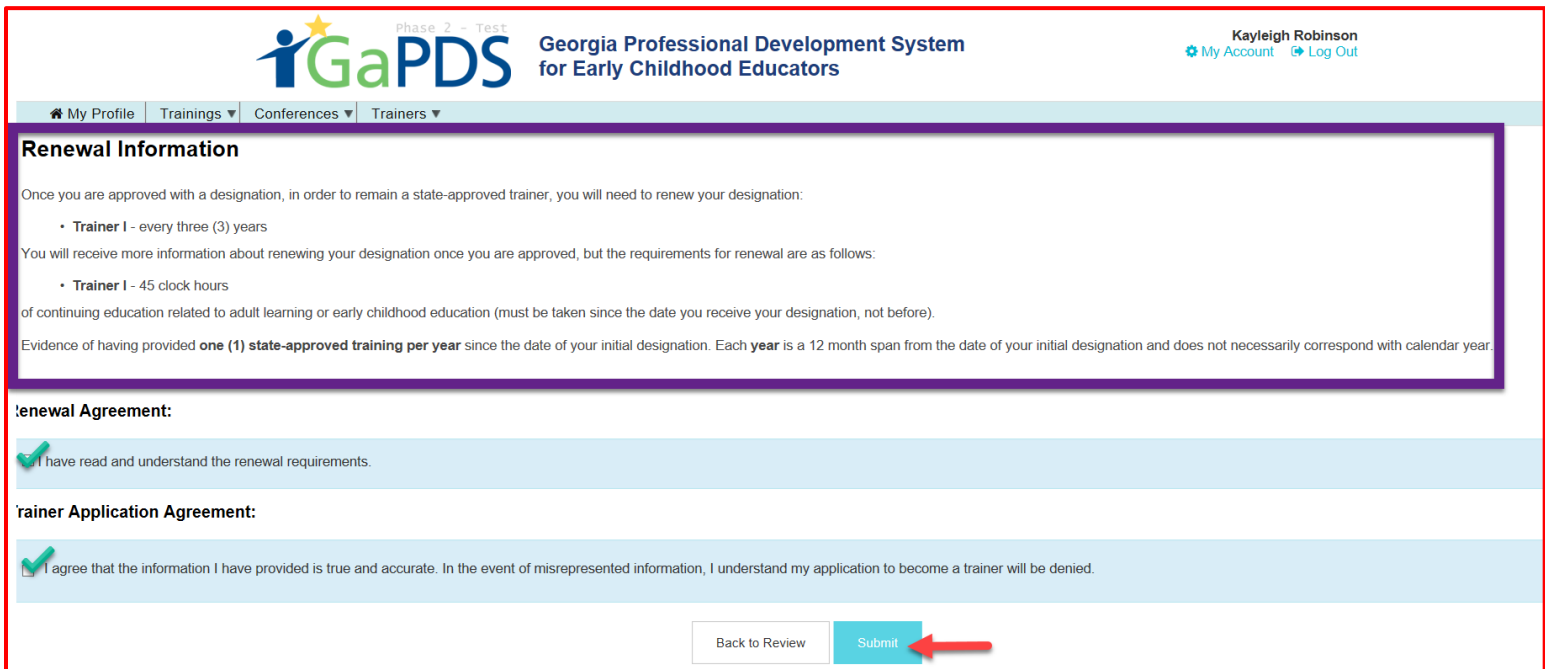
Upload Documents

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

Continue to Submit
Cancel

Step 7:

- A. Ensure both the ‘Renewal Agreement’ and ‘Trainer Application Agreement’ are checked off before submitting.
- B. Select ‘Submit’



The screenshot shows the 'Renewal Information' page in the iGaPDS system. At the top, there is a navigation bar with 'My Profile', 'Trainings', 'Conferences', and 'Trainers'. The user is identified as 'Kayleigh Robinson' with links for 'My Account' and 'Log Out'. 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.

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.

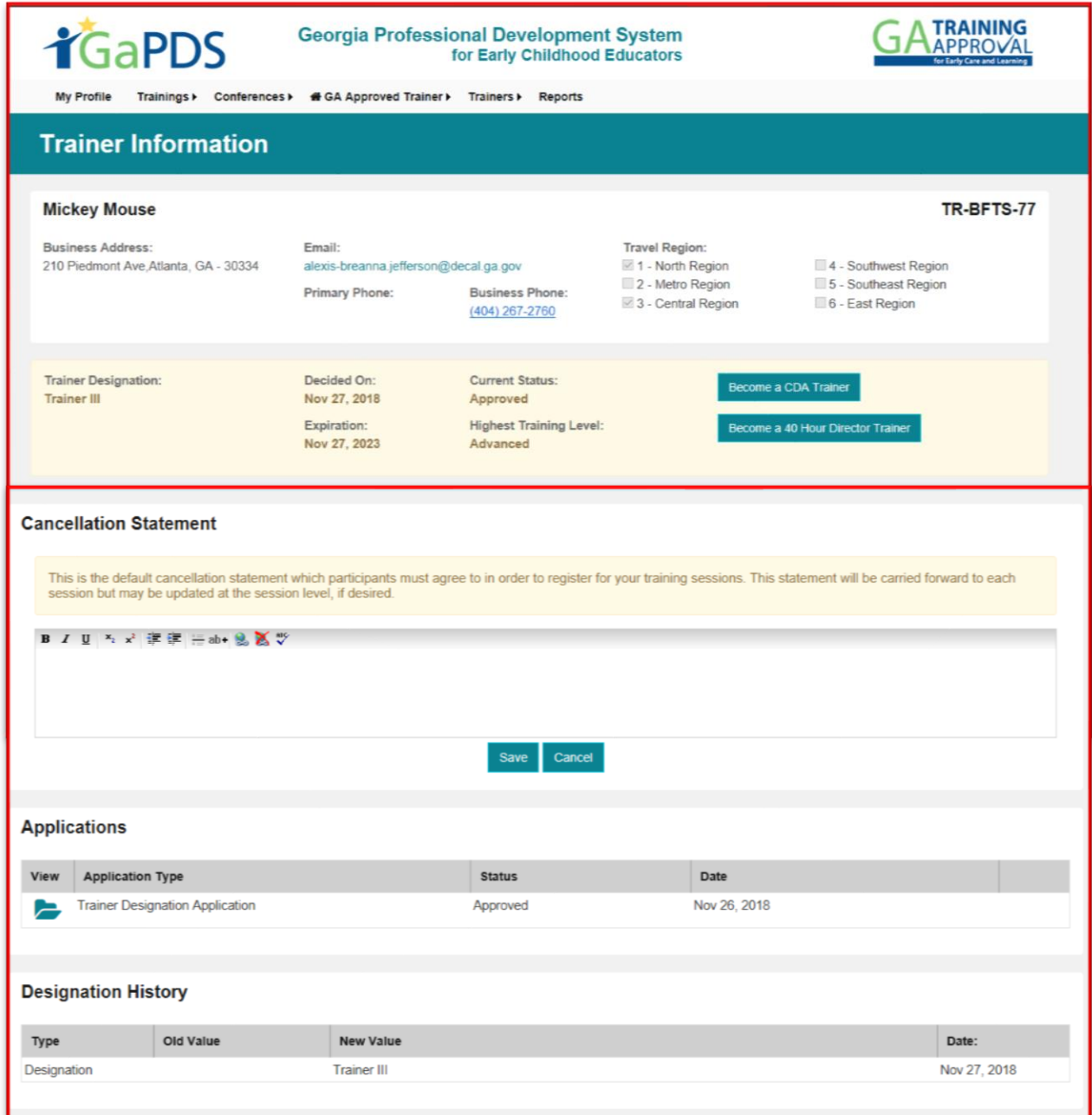
The following steps outline the process for becoming a Bright from the Start approved trainer in Georgia:

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

Step 9: Once Georgia Training Approval approves the trainer designation application; e-mail of the occurrence will notify trainers. Upon logging in with the trainer’s personal credentials, the landing page will display as follows:



The screenshot shows the 'Trainer Information' page for Mickey Mouse (ID: TR-BFTS-77). The page includes contact information, travel region selection, and options to upgrade to a CDA or 40-hour Director Trainer. Below this is a 'Cancellation Statement' section with a text editor and 'Save/Cancel' buttons. At the bottom, there are 'Applications' and 'Designation History' tables.

Trainer Information

Mickey Mouse TR-BFTS-77

Business Address: 210 Piedmont Ave, Atlanta, GA - 30334
 Email: alexis-breanna.jefferson@dec.al.ga.gov
 Primary Phone: (404) 267-2760
 Business Phone: (404) 267-2760

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

Trainer Designation: Trainer III
 Decided On: Nov 27, 2018
 Expiration: Nov 27, 2023
 Current Status: Approved
 Highest Training Level: Advanced

[Become a CDA Trainer](#)
[Become a 40 Hour Director Trainer](#)

Cancellation Statement

This is the default cancellation statement which participants must agree to in order to register for your training sessions. This statement will be carried forward to each session but may be updated at the session level, if desired.

Applications

View	Application Type	Status	Date
	Trainer Designation Application	Approved	Nov 26, 2018

Designation History

Type	Old Value	New Value	Date
Designation		Trainer III	Nov 27, 2018