How to Become an Approved Trainer: Trainer III

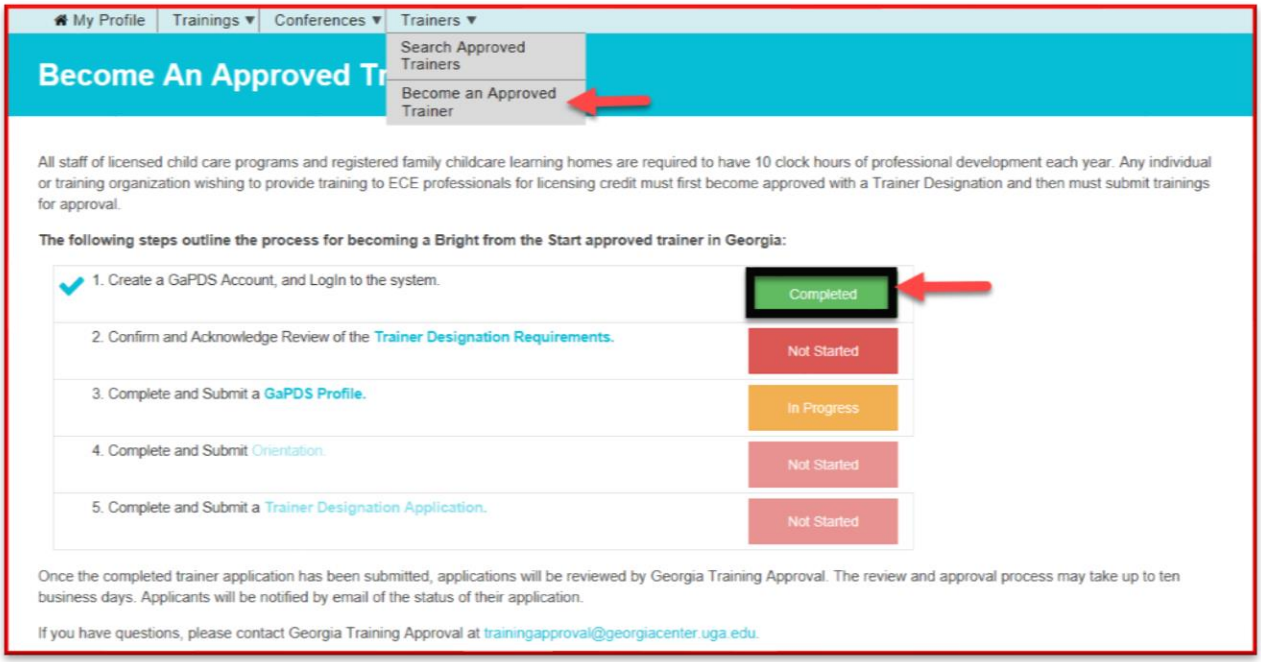
There are 5 steps required to becoming a Bright from the Start (BFTS) Approved Trainer. The following steps below outline in detail the procedure(s).

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.

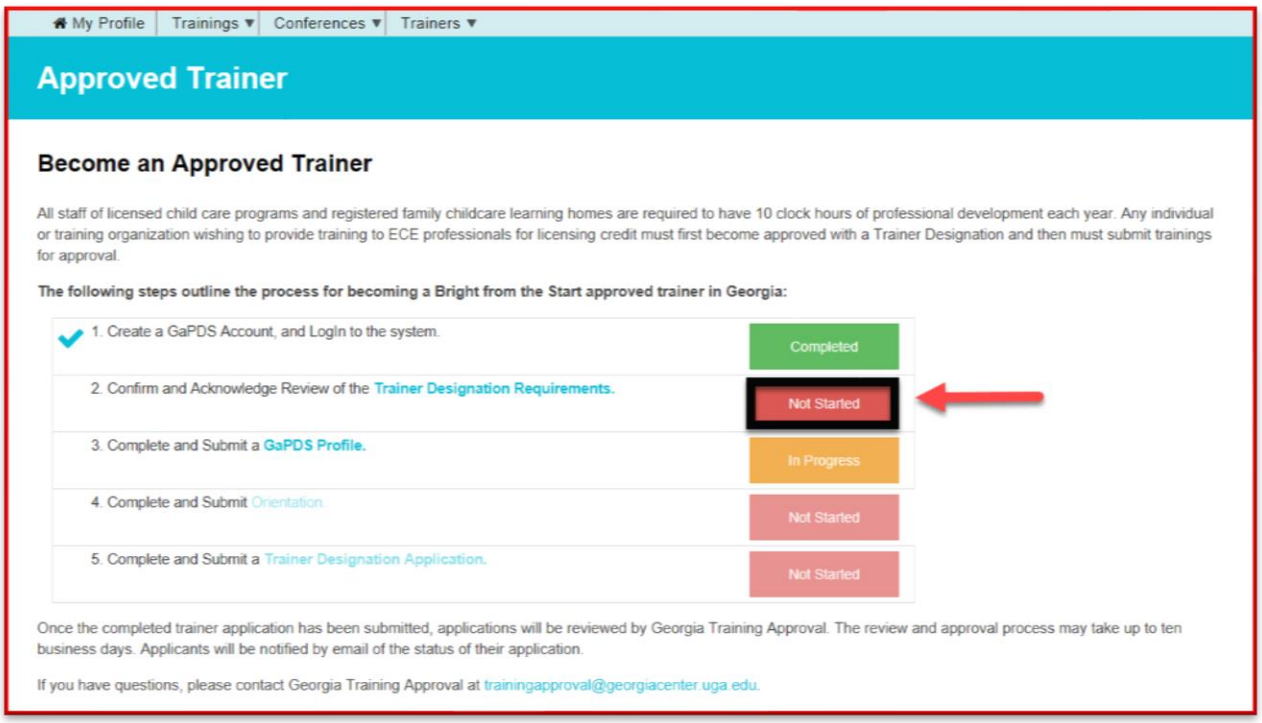
Step 2:

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.**

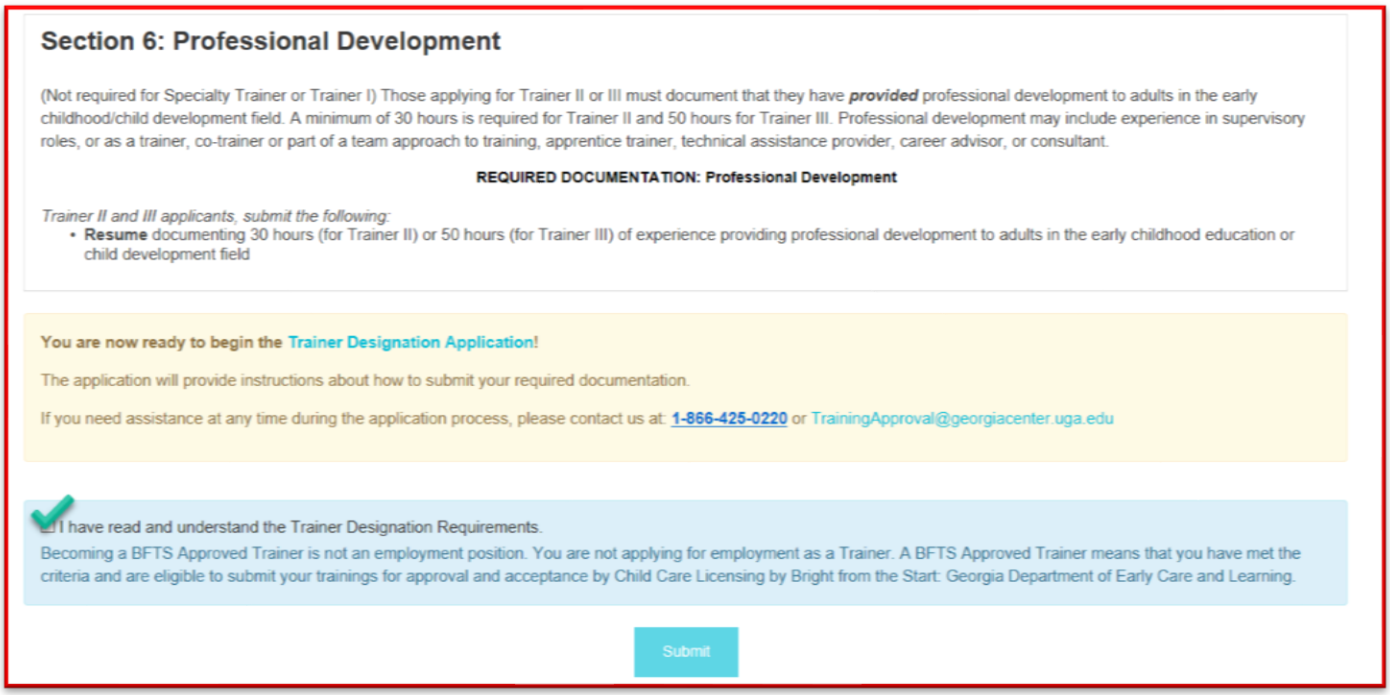


Step 3:

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

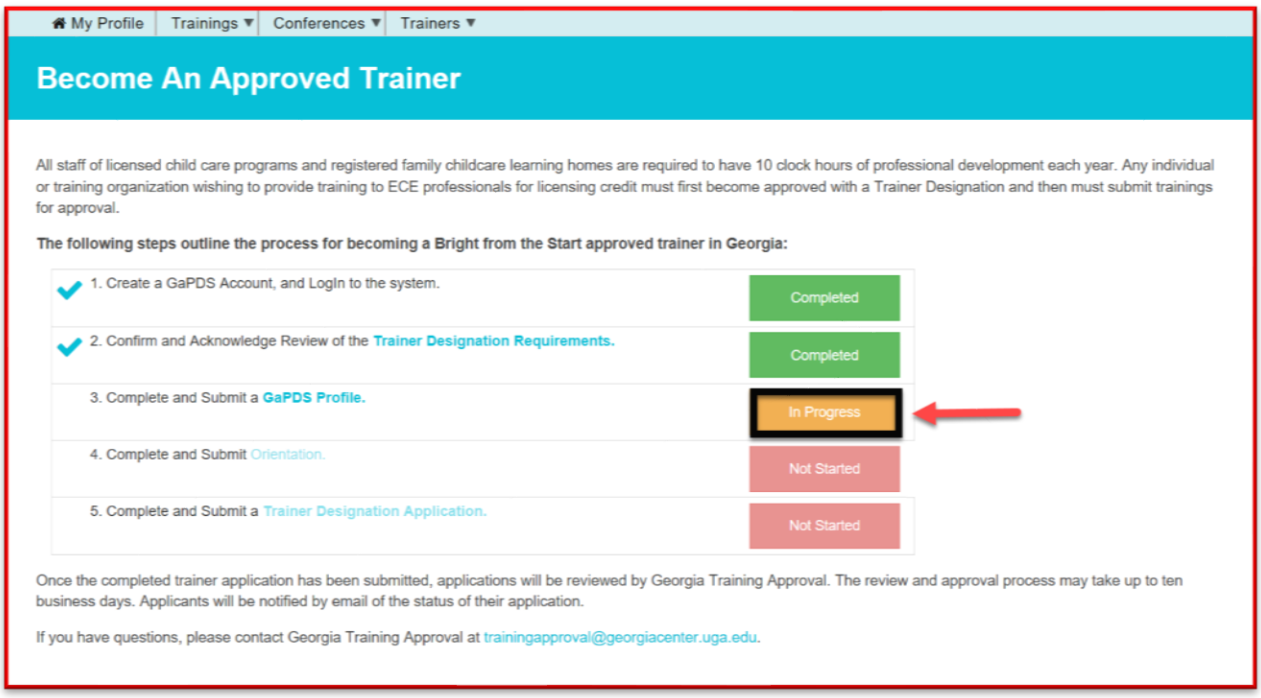


A. Read the Trainer Designation Requirements.
B. Click check box acknowledging: *I have read and understand the Trainer Designation Requirements.*
C. Click 'Submit'



Step 4:

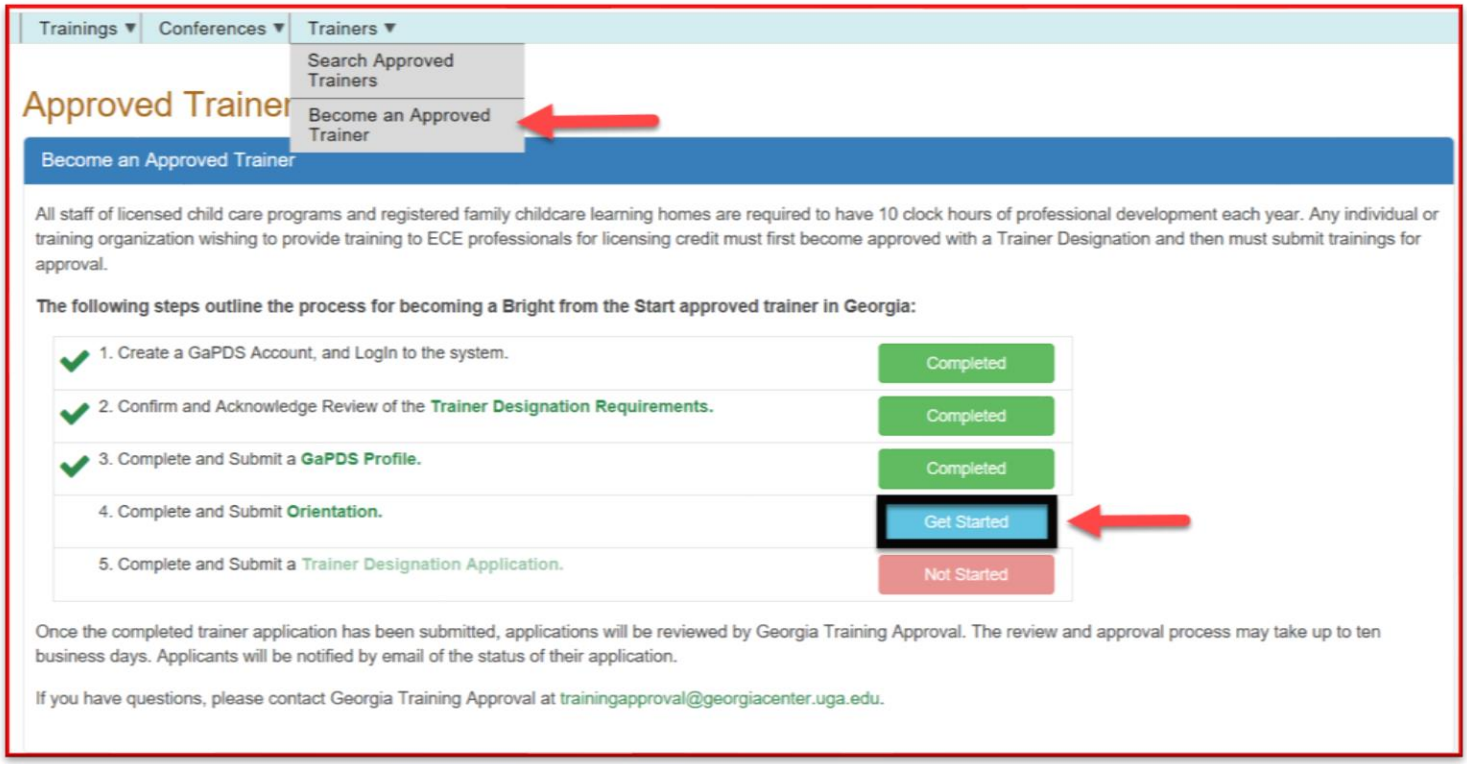
A. Once Step 2 is completed, advance to Step 3 and advance to **'Complete and Submit a GaPDS profile'** or the 'In Progress' tab.



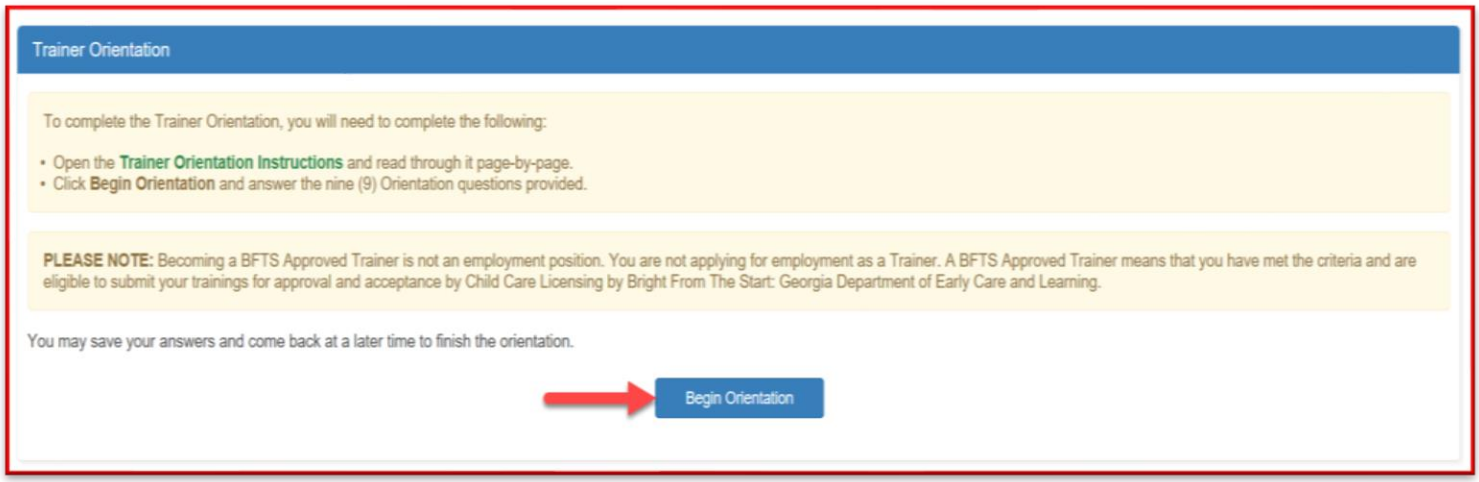
When your profile is submitted, the "In Progress" button will read "Under Review". When your profile has been verified by the PSC, the progress status button will read "Completed".

Step 5:

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

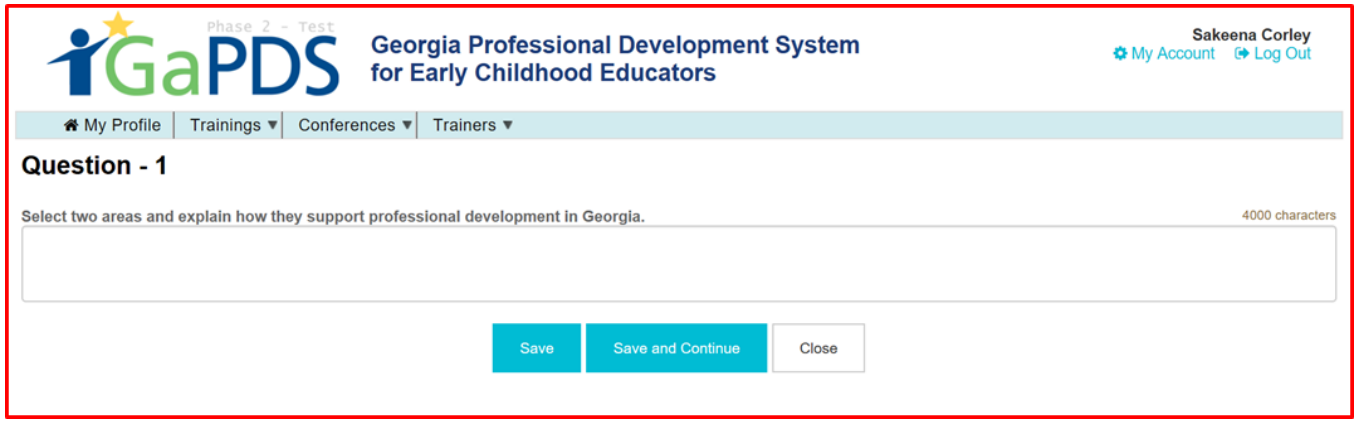


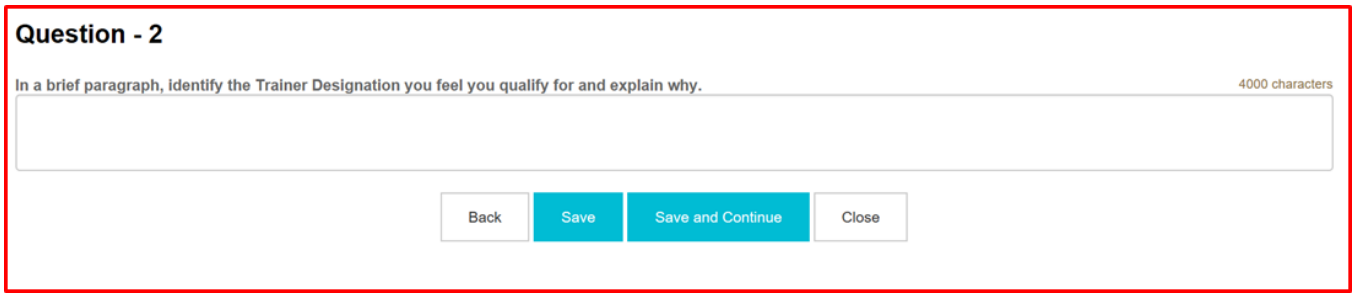
B. The trainer orientation page displays
C. Read the instructions thoroughly then click the **Begin Orientation** to start the trainer orientation.

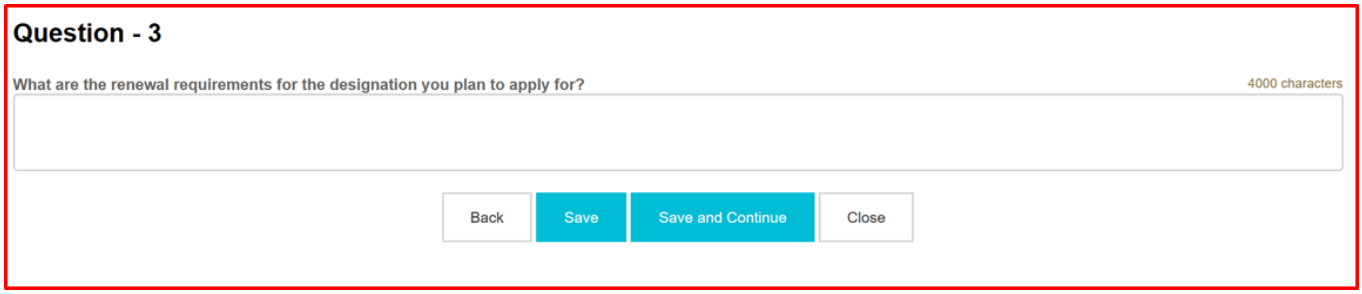


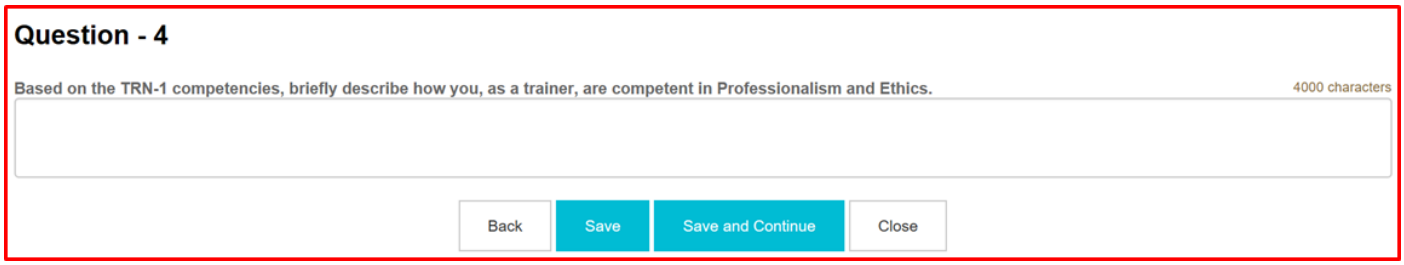
Step 6: After clicking the Begin Orientation link, the trainer orientation page displays:

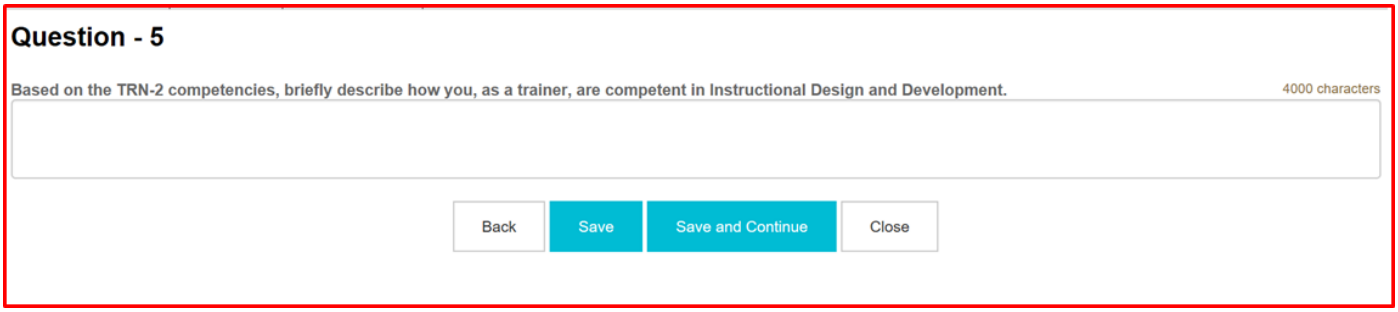
A. Thoroughly read the question(s) as they appear on the screen.
B. Answer the question descriptively
C. Select 'Save and Continue' to proceed to the next screen.
D. Select 'Save' in the event you must leave the session.

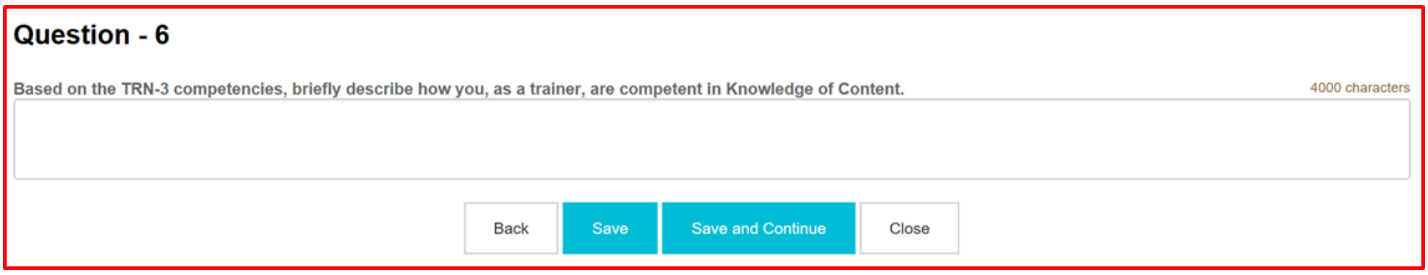

Phase 2 - Test
Georgia Professional Development System for Early Childhood Educators
Sakeena Corley
My Account
Log Out
My Profile
Trainings
Conferences
Trainers
Question - 1
Select two areas and explain how they support professional development in Georgia.
4000 characters
Save
Save and Continue
Close

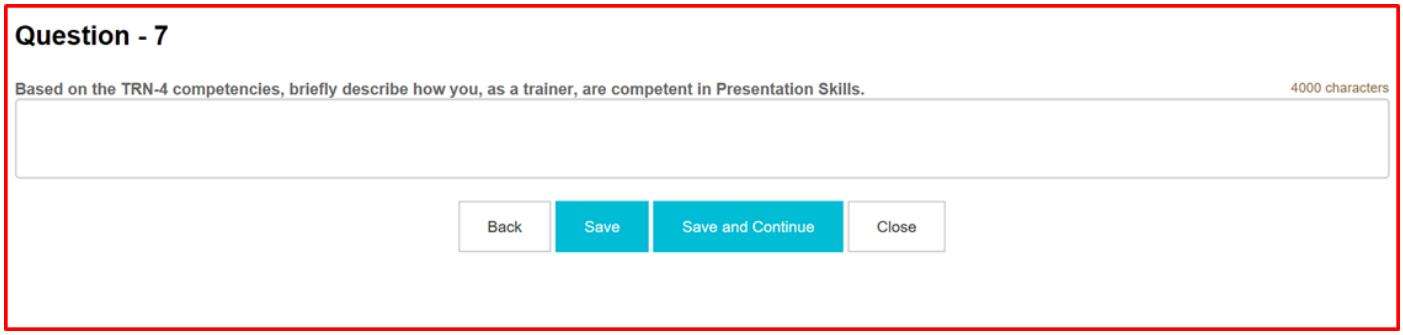

Question - 2
In a brief paragraph, identify the Trainer Designation you feel you qualify for and explain why.
4000 characters
Back
Save
Save and Continue
Close

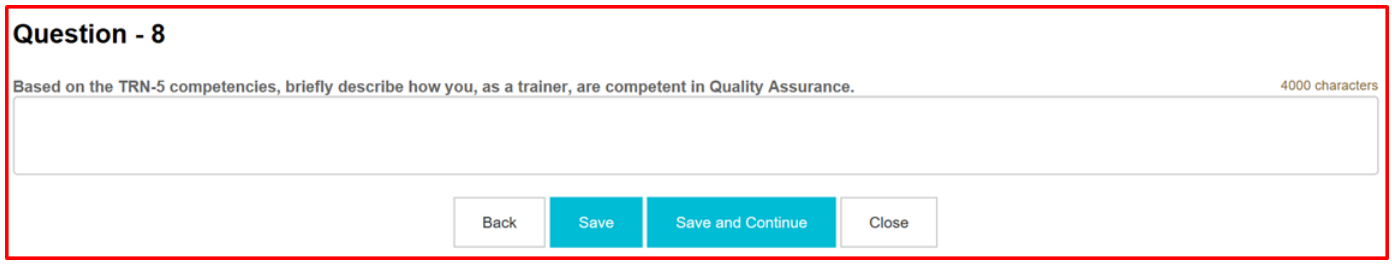

Question - 3
What are the renewal requirements for the designation you plan to apply for?
4000 characters
Back
Save
Save and Continue
Close

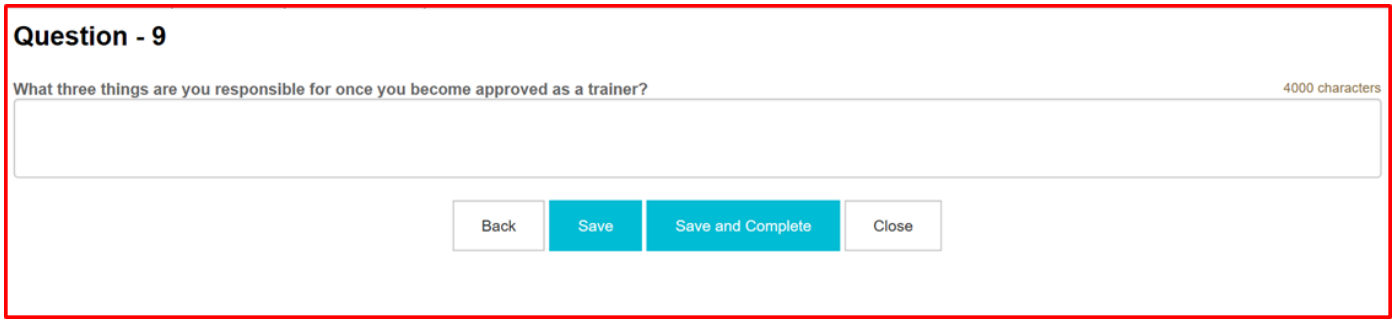

Question - 4
Based on the TRN-1 competencies, briefly describe how you, as a trainer, are competent in Professionalism and Ethics.
4000 characters
Back
Save
Save and Continue
Close


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

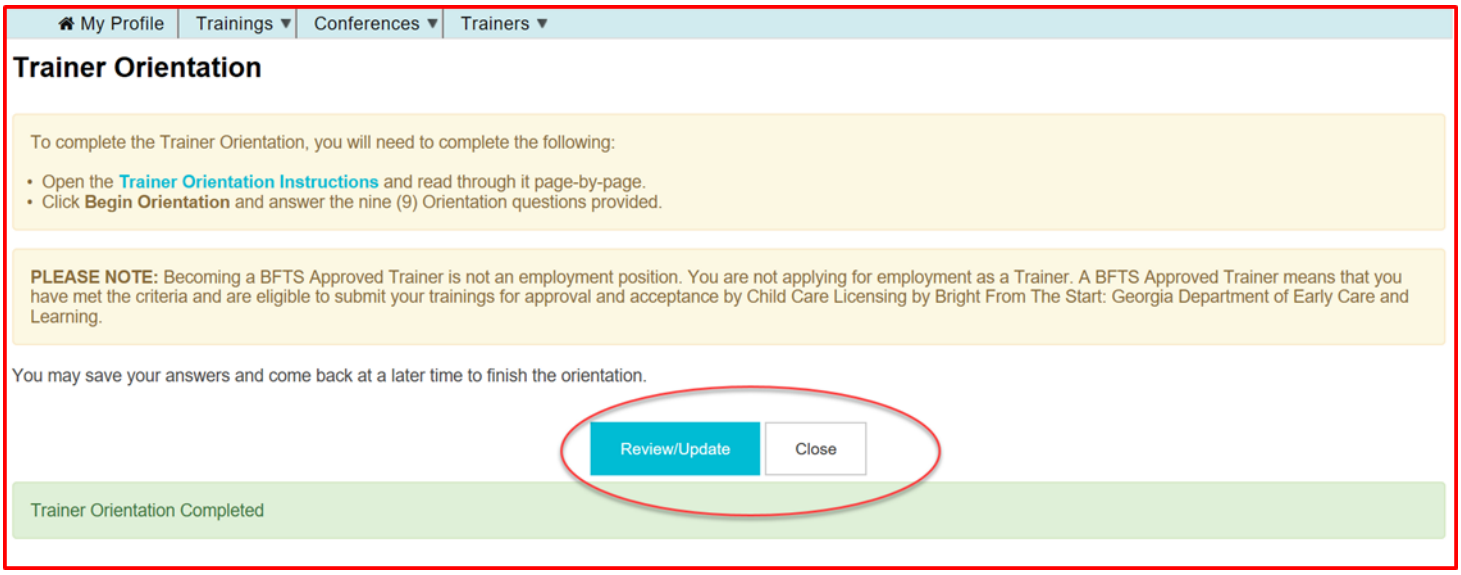

Question - 7
Based on the TRN-4 competencies, briefly describe how you, as a trainer, are competent in Presentation Skills.
4000 characters
Back
Save
Save and Continue
Close


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

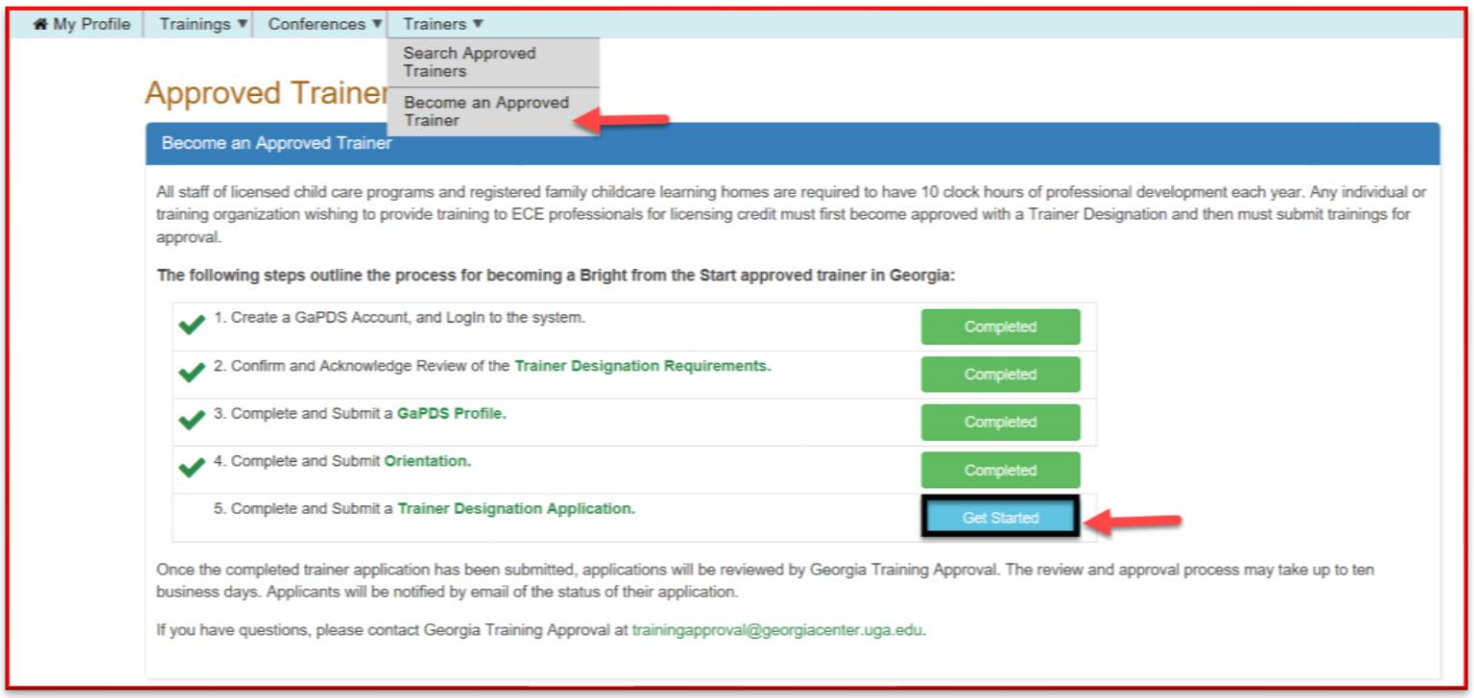

Question - 9
What three things are you responsible for once you become approved as a trainer?
4000 characters
Back
Save
Save and Complete
Close

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.



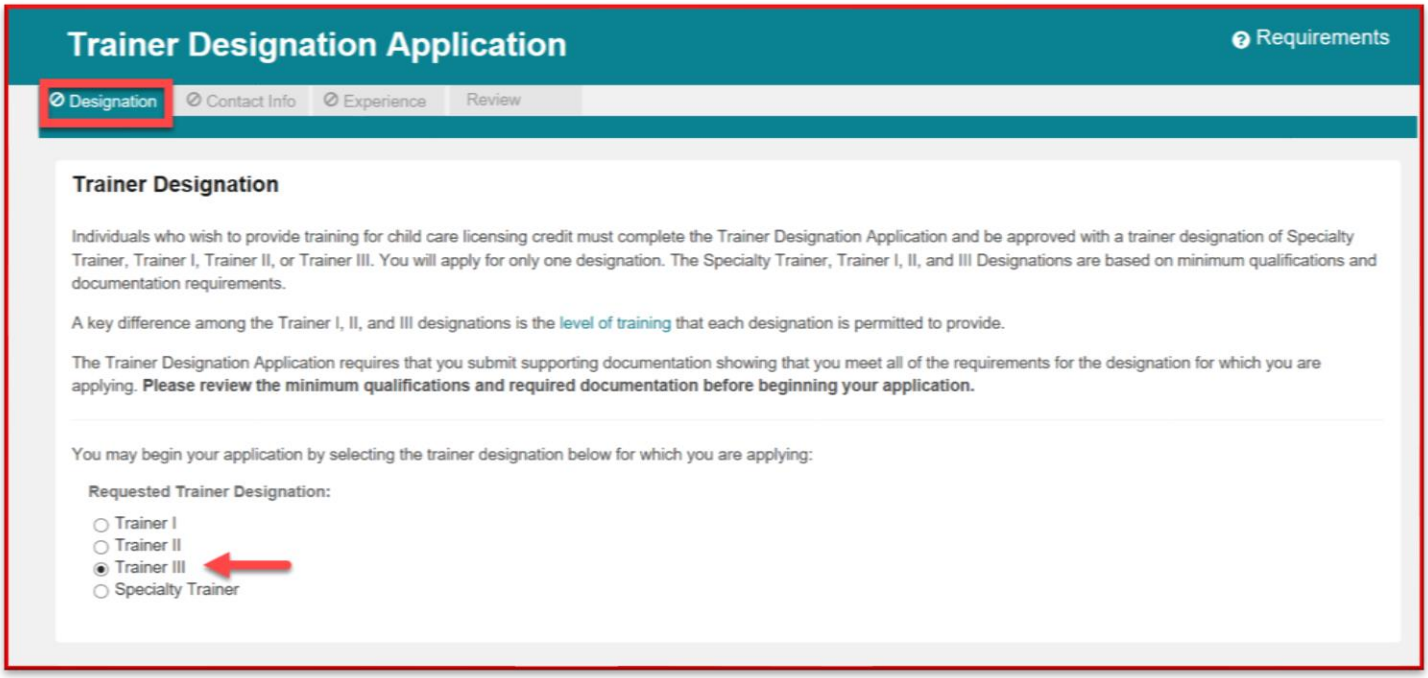
Step 8: After completing Trainer Orientation, select 'Complete and Submit a Trainer Designation Application'



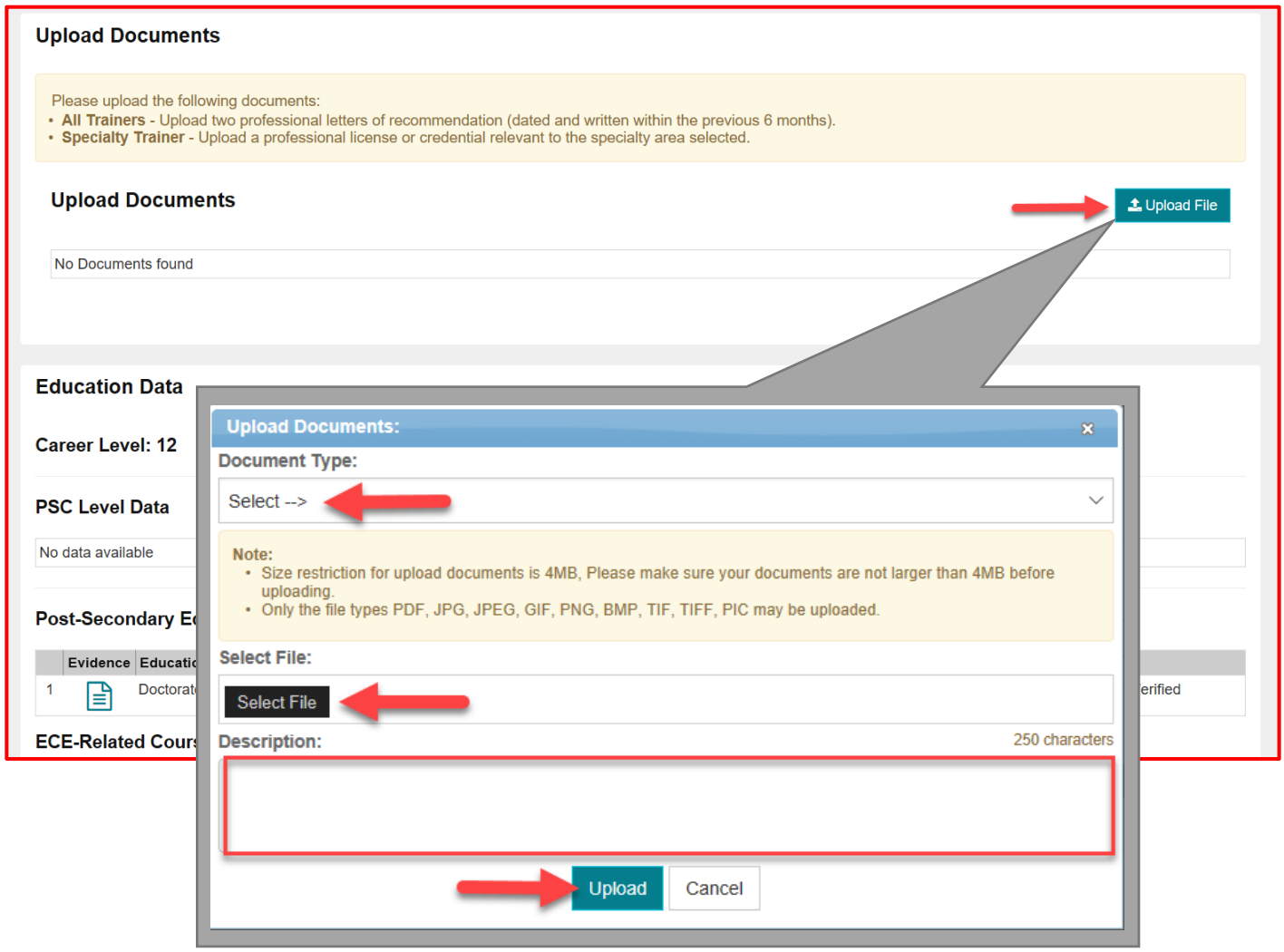
Trainer Designation Application:

Step 1: Once the **'Trainer Designation Application'** link or the 'Get Started' status button is selected; the Trainer Designation page will appear

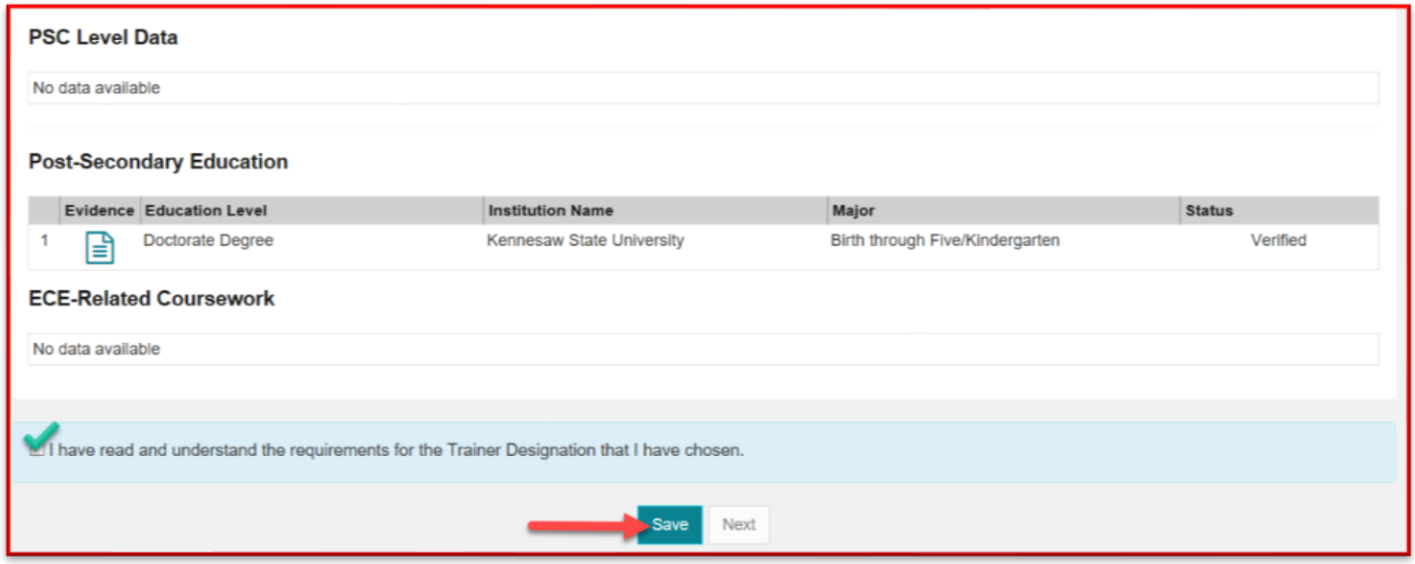
A. Select appropriate Trainer Designation



B. Upload the supporting documentation

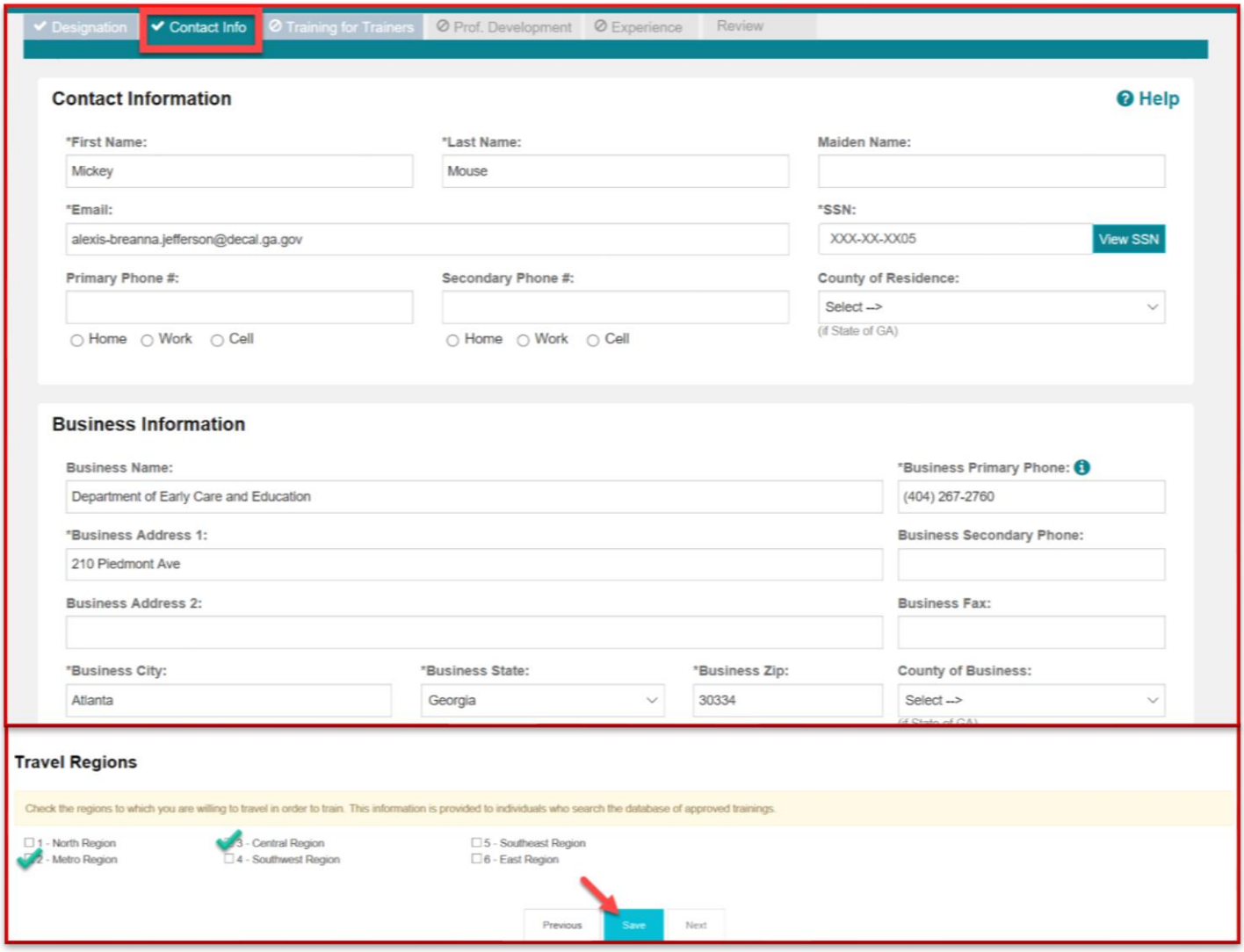


C. Acknowledge 'Trainer Designation Requirements' by clicking in the blue dialog check box.
D. Click 'Save'
E. Click 'Next'



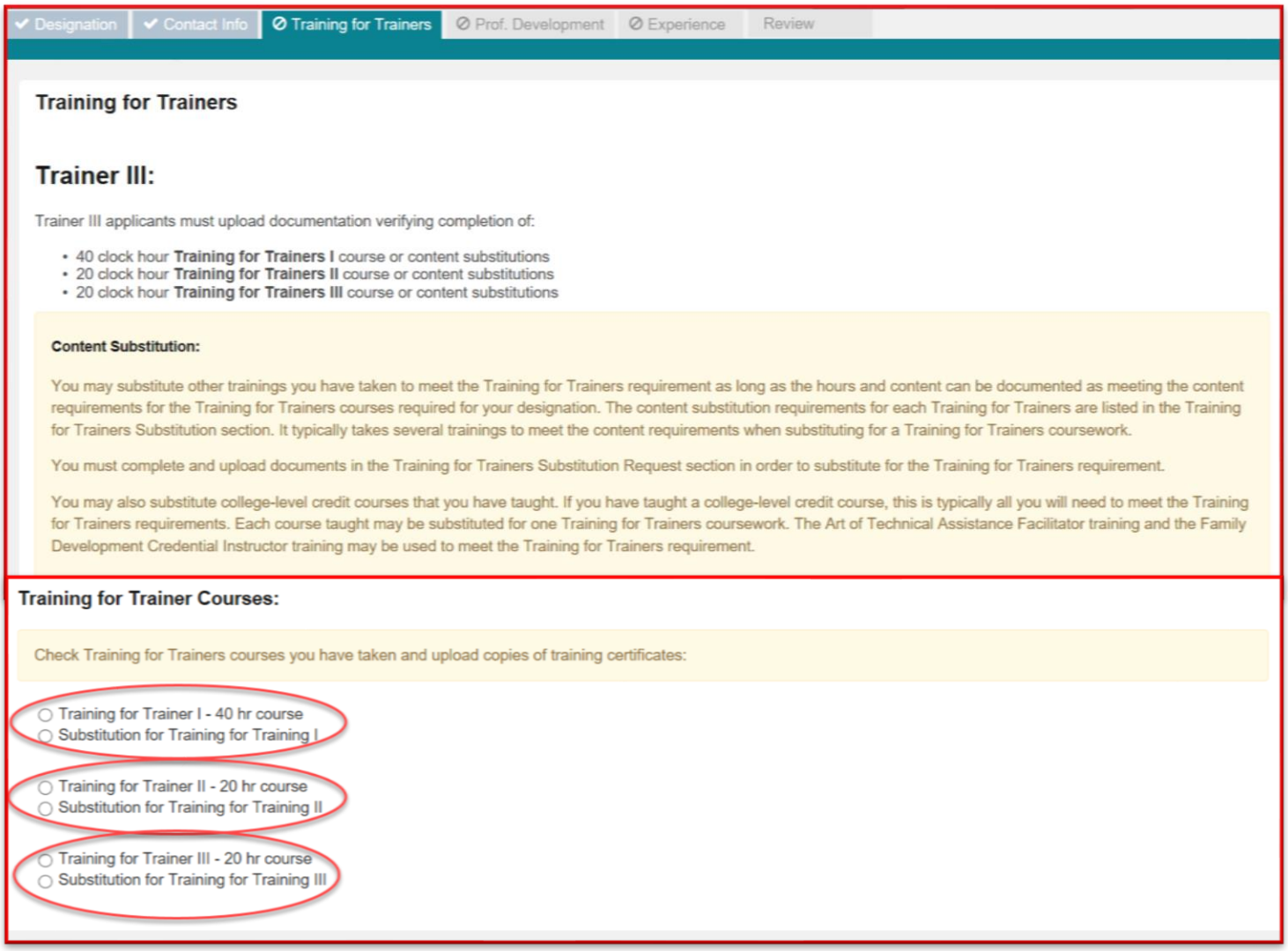
Step 2: The **Contact Information** page displays:

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'

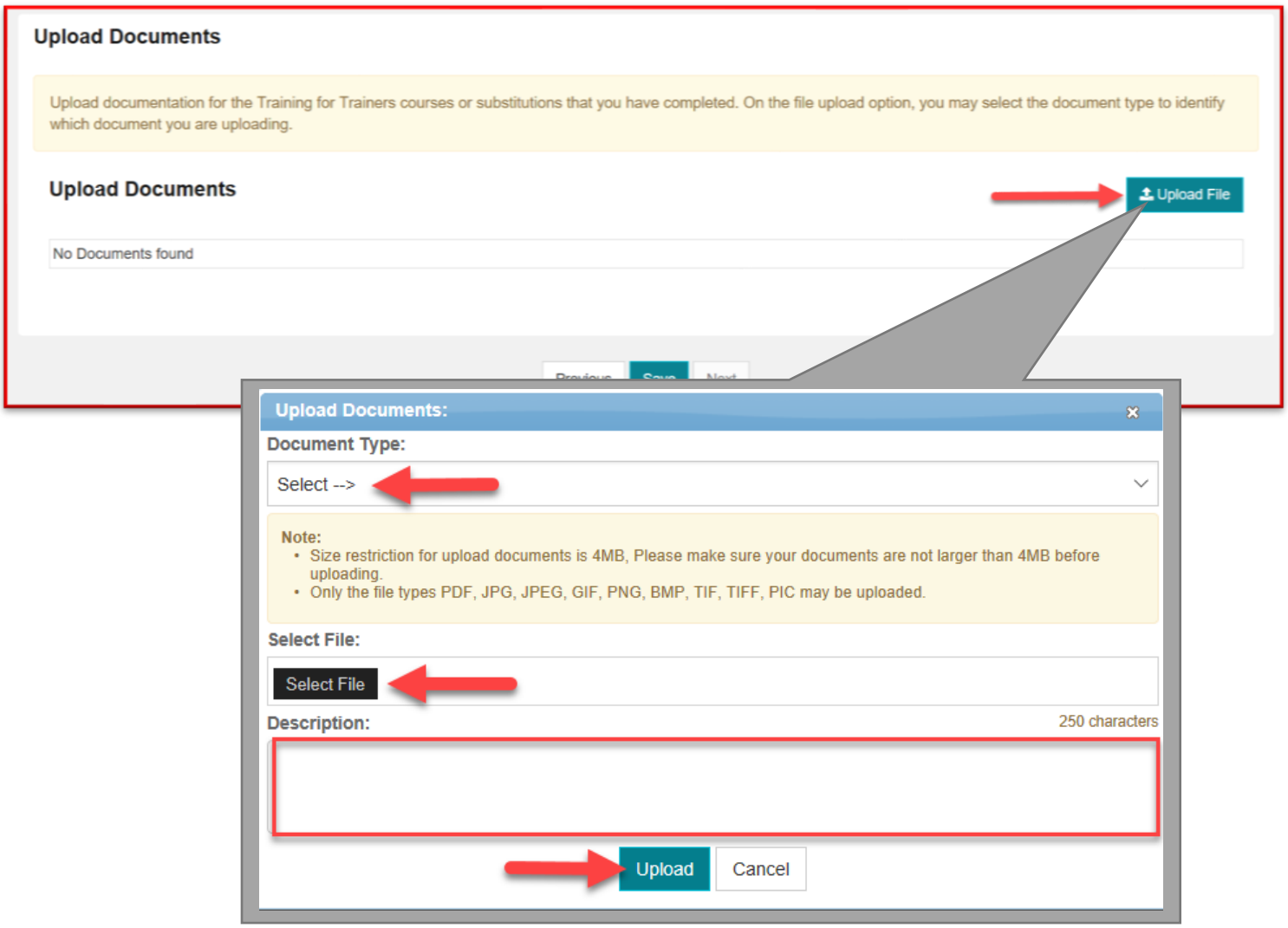


Step 3: The **Training for Trainers** page displays

A. Under the **Training for Trainer courses** section, slick the Training for Trainers radio button that coincides with the courses you have taken. Select 'Save'

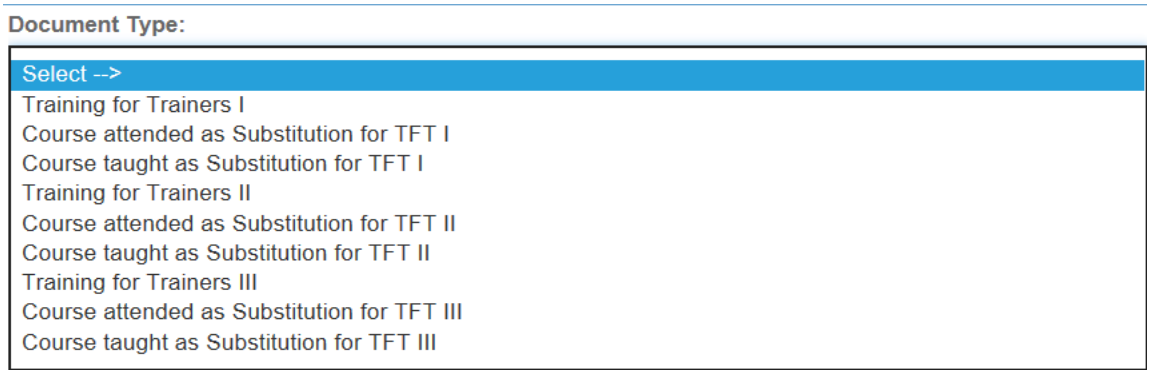


B. Upload documentation(s) for verification



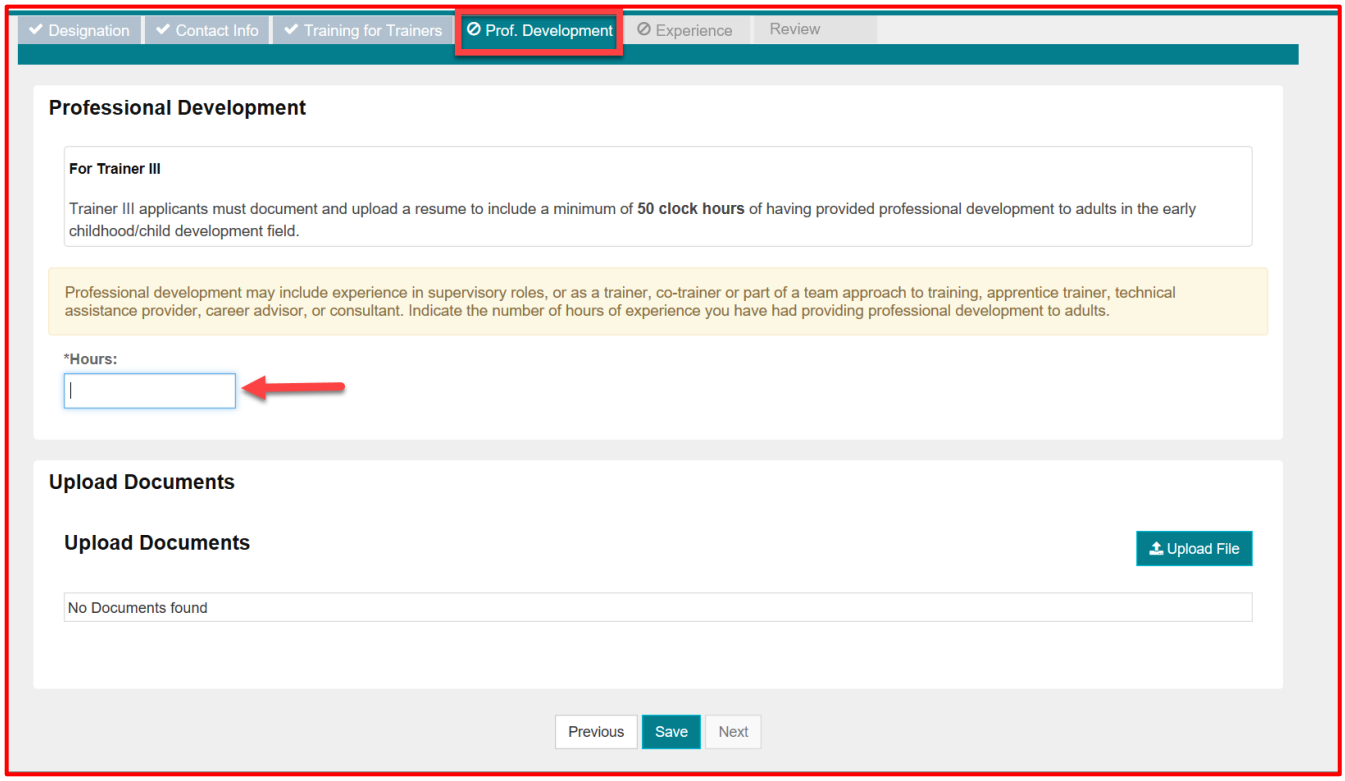
** Note: Trainer III applicants must upload documentation verifying completion of

- 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

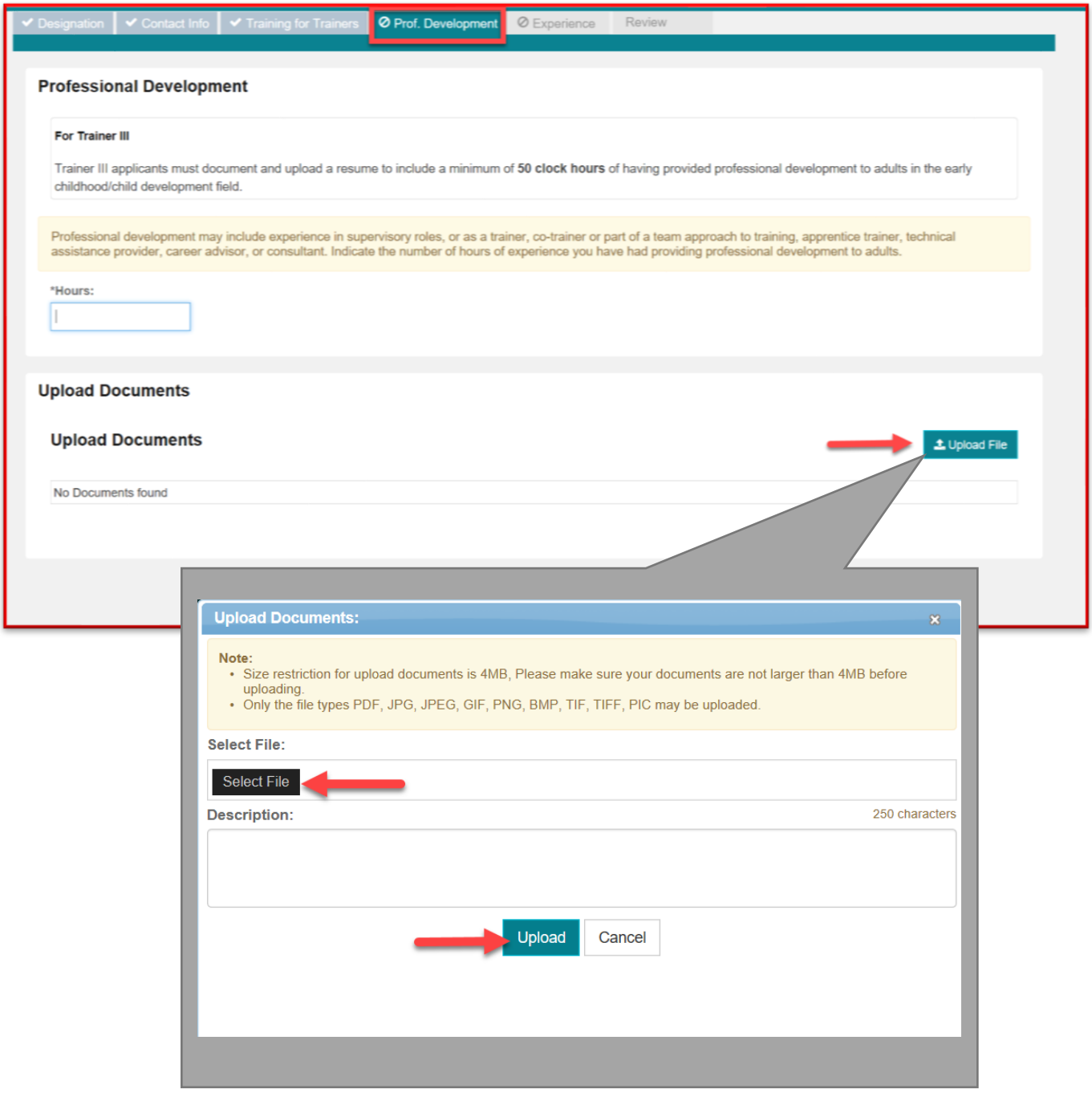


Step 4: The Professional Development page displays as follows

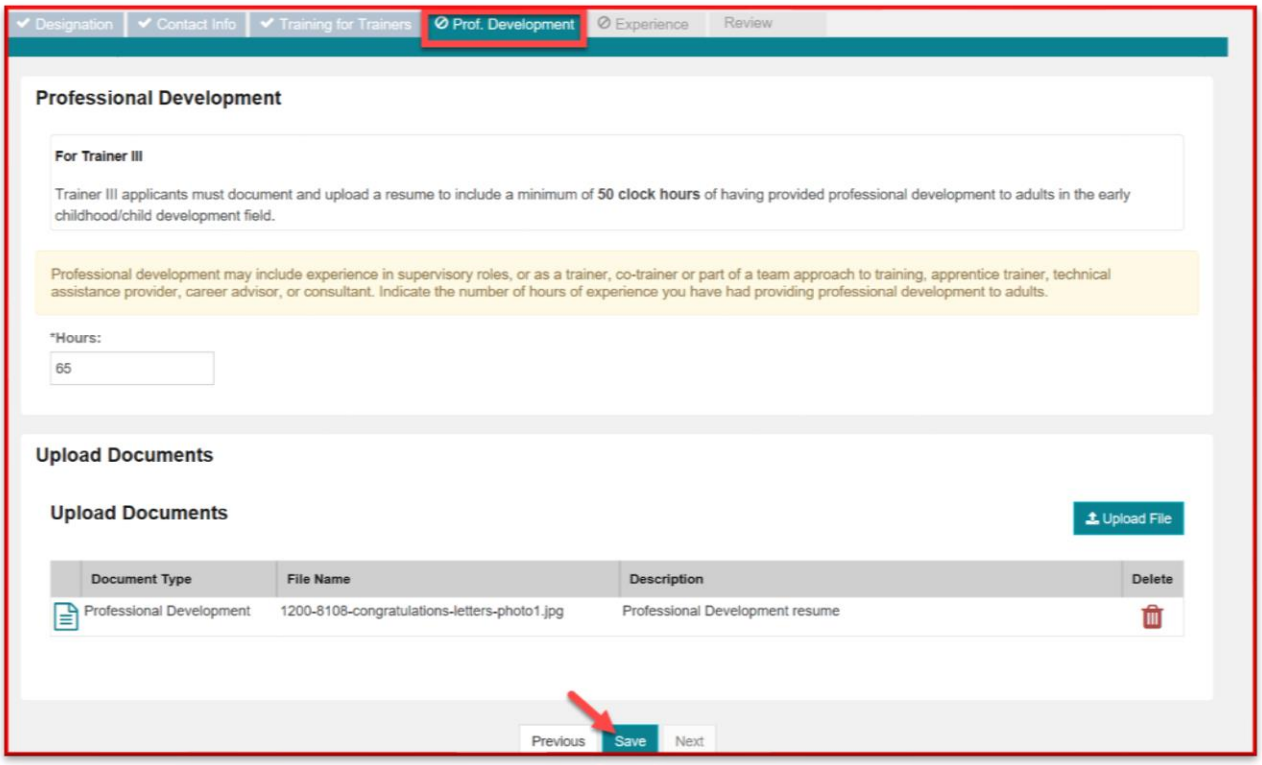
A. Enter the number of hours trainer has provided professional development to adults in the early childhood/child development field.



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



D. Select 'Save'

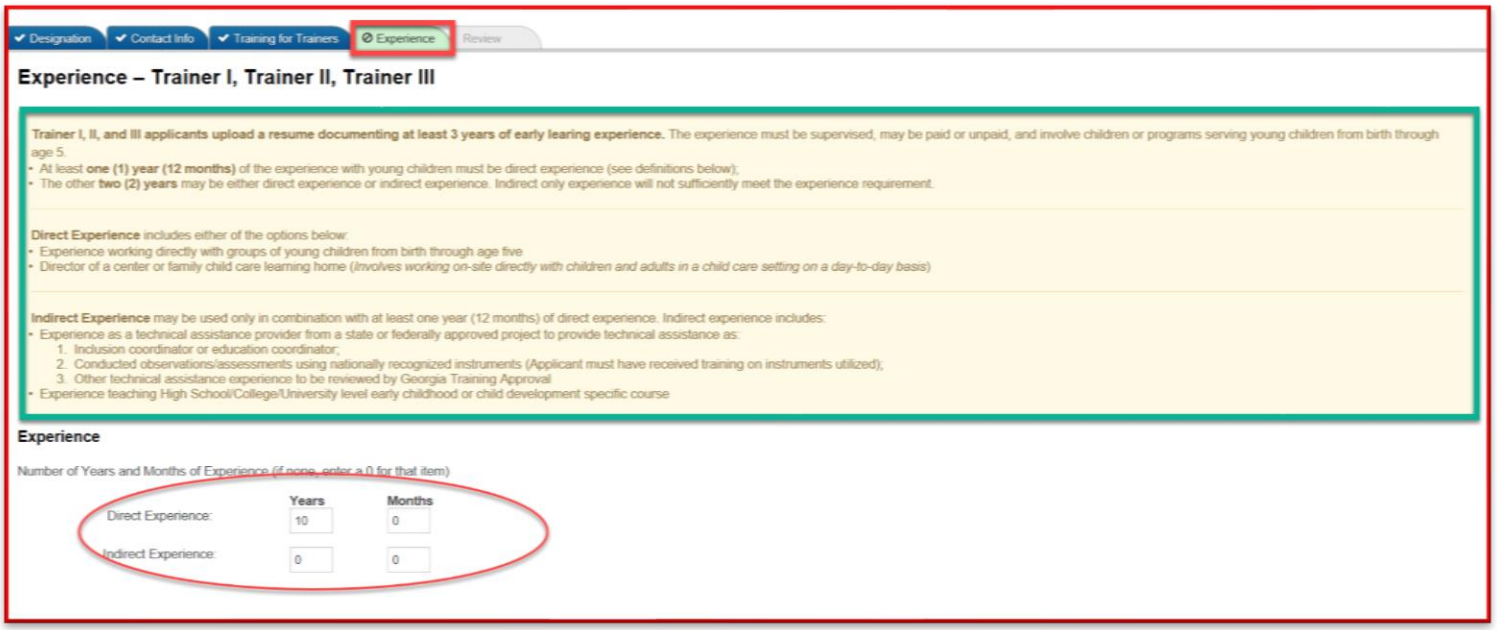


E. Select 'Next'

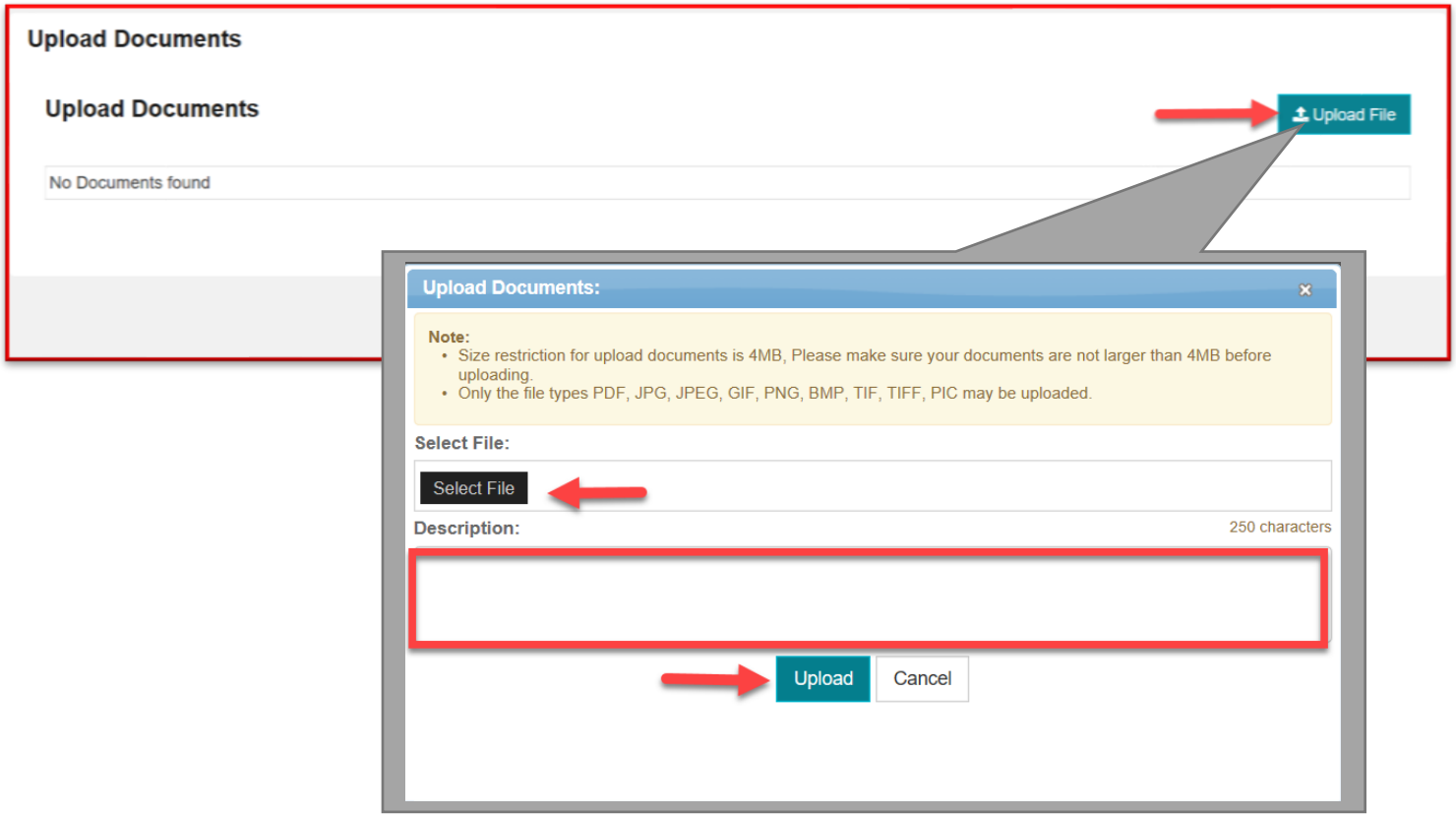
Step 5: The **Experience** page displays

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

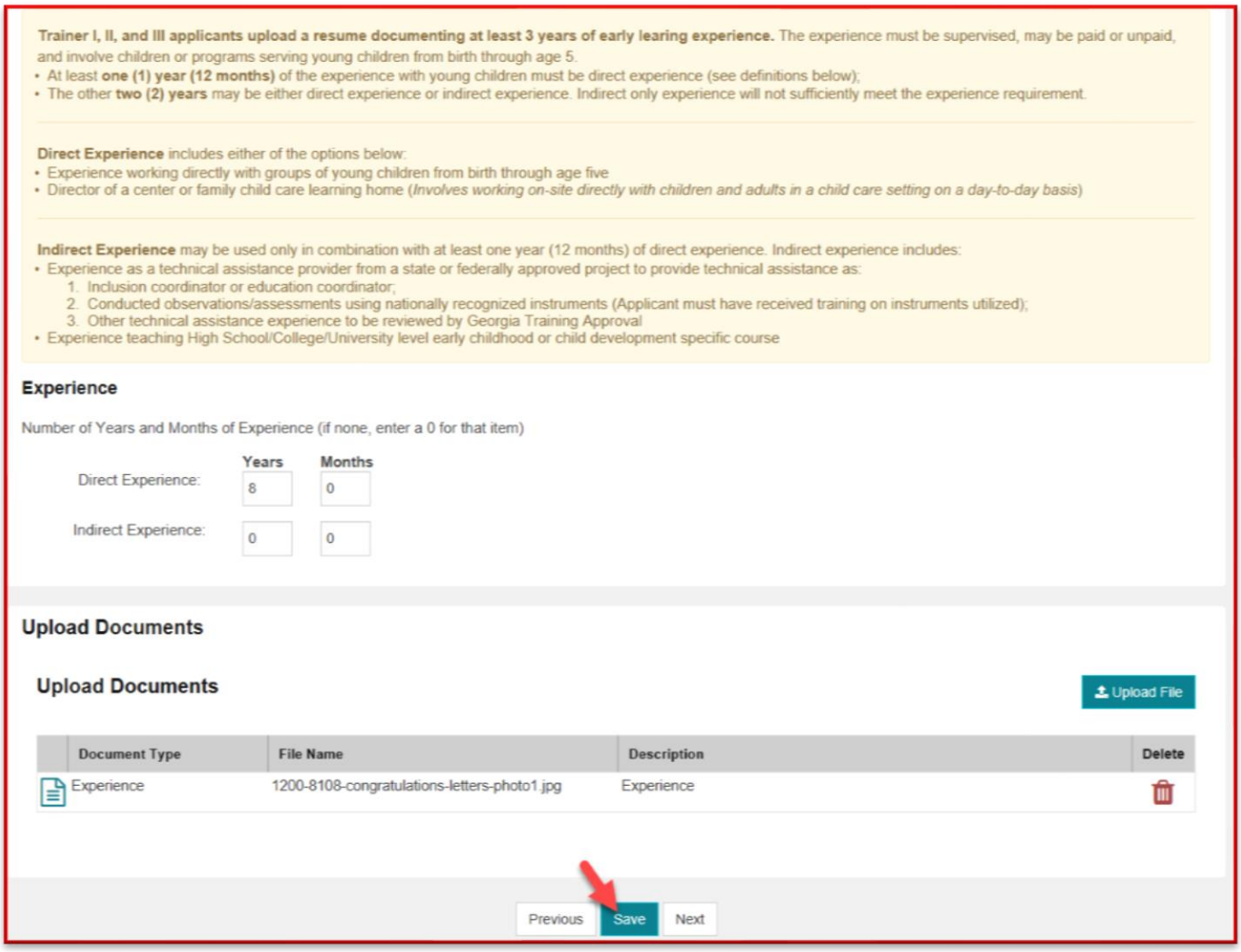
**Note: If the trainer has no experience, enter a 0 in for that item.



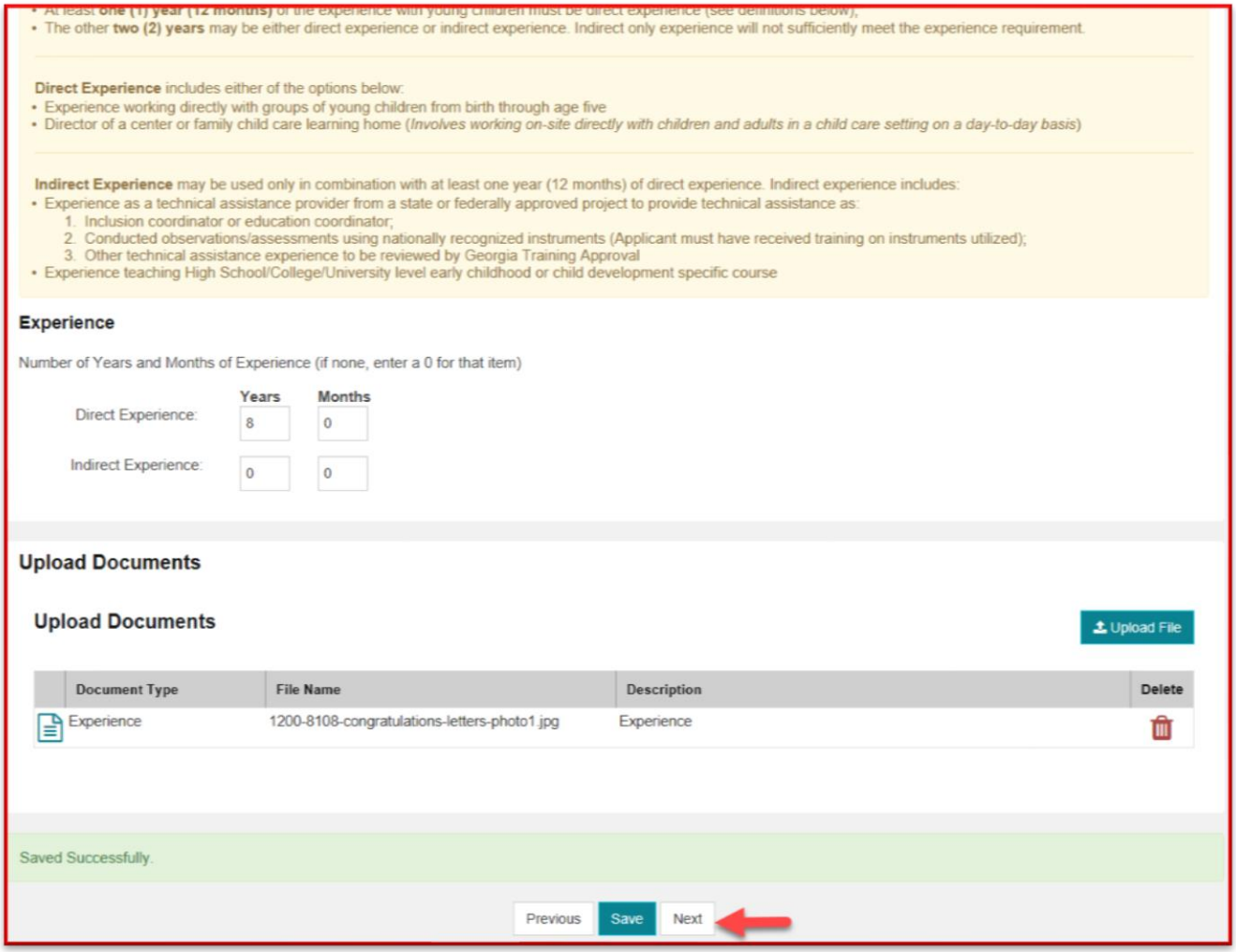
C. Upload the supporting documentation



D. Select 'Save'

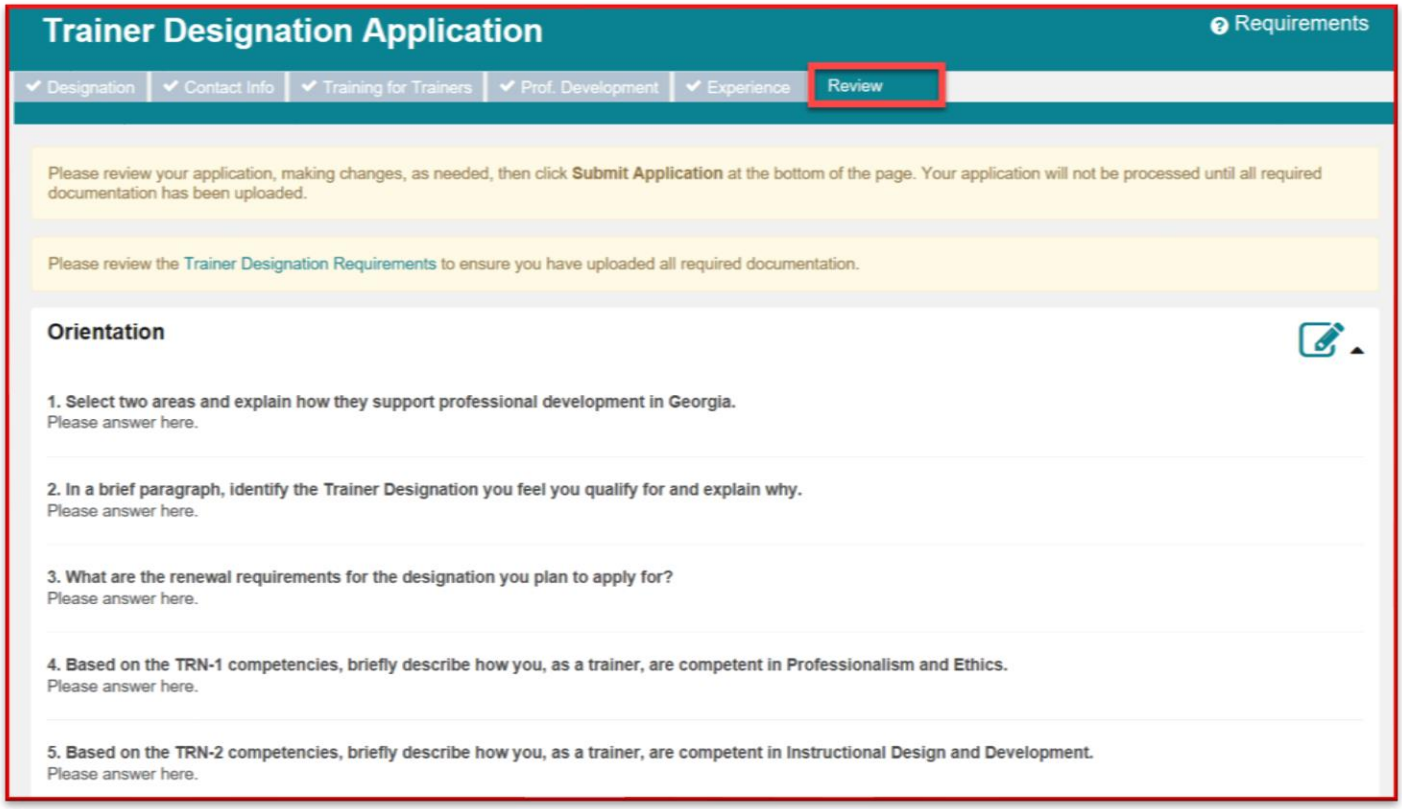


E. Select 'Next'



Step 6: The **Review** page displays

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



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:	Last Name:	Maiden Name:	SSN:
Mickey	Mouse		XXX-XX-XX05
Email:	**County of Residence:**	**Primary Phone #:**	**Secondary Phone #:**
alexis-breanna.jefferson@decal.ga.gov		○ Home ○ Work ○ Cell	○ Home ○ Work ○ Cell

Contact Information

First Name:	Last Name:	Maiden Name:	SSN:
Mickey	Mouse		XXX-XX-XX05

Email:	County of Residence:	Primary Phone #:	Secondary Phone #:
alexis-breanna.jefferson@decal.ga.gov		○ Home ○ Work ○ Cell	○ Home ○ Work ○ Cell

Business Information

Business Name:
Department of Early Care and Education

Business Address:	Business Primary Phone:	Business Secondary Phone:	Business Fax:
210 Piedmont Ave Atlanta, Georgia - 30334	(404) 267-2760		

Business Email:	Business Website:	County of Business:
alexis-breanna.jefferson@decal.ga.gov		

Travel Regions

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

Training For Trainers

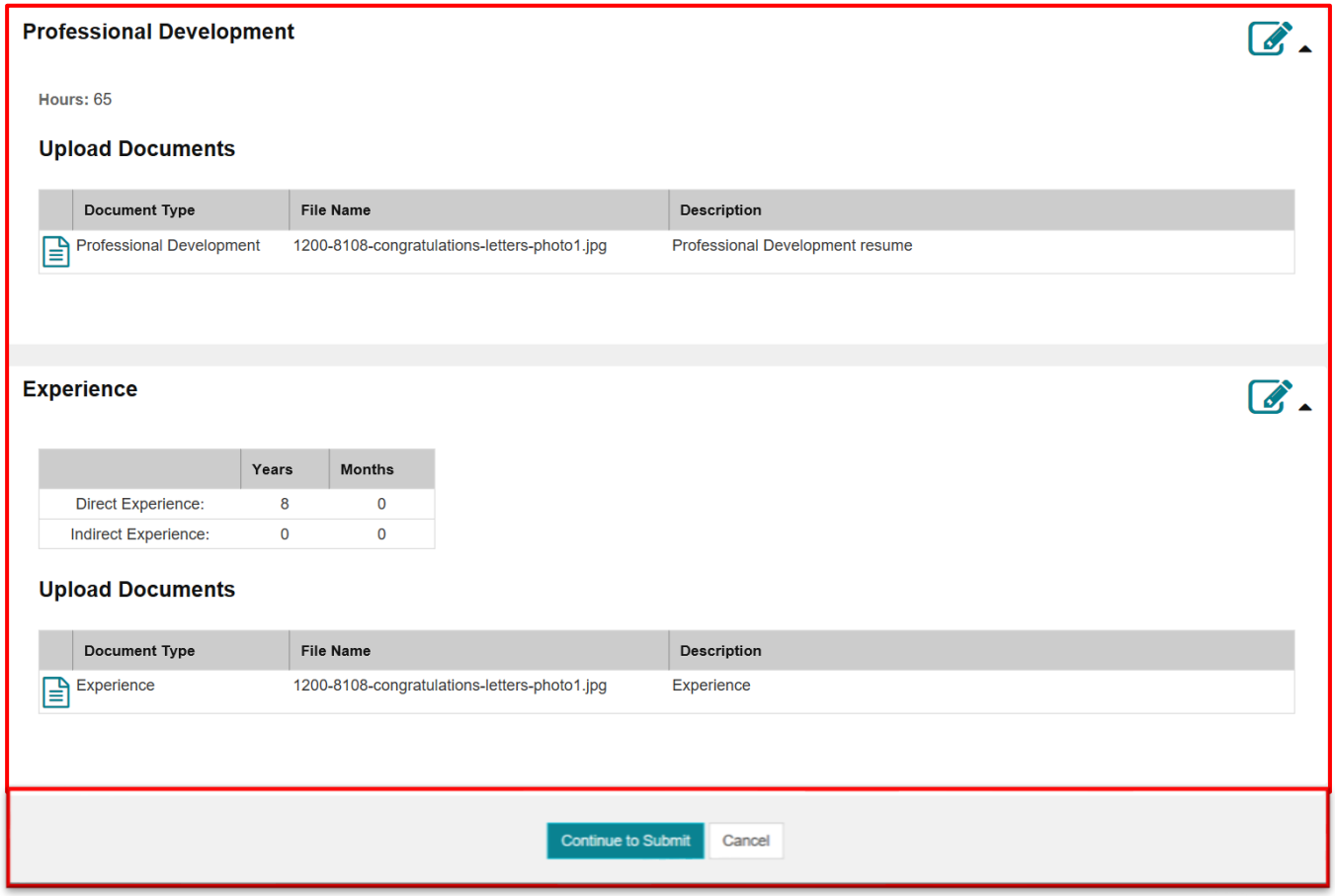
Trainer Courses

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

Documents

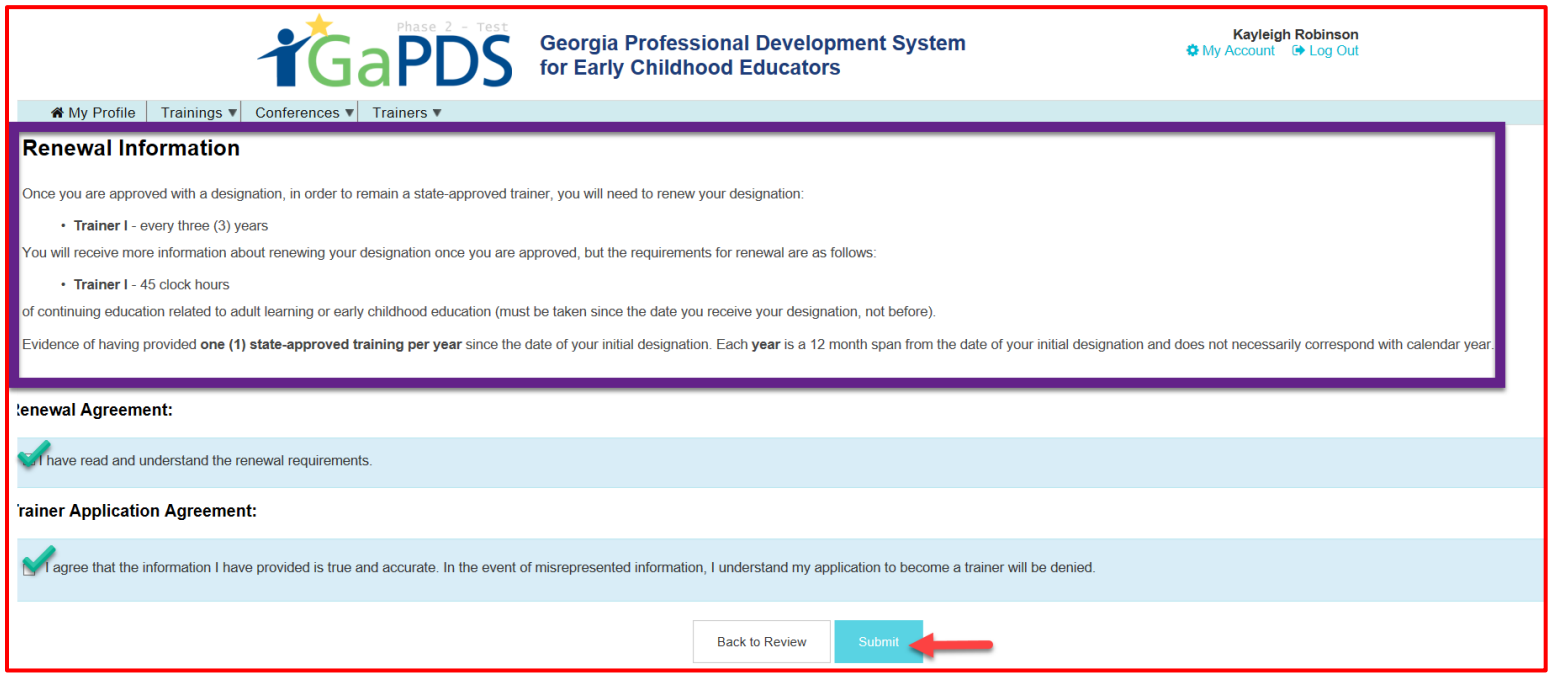
Upload Documents

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

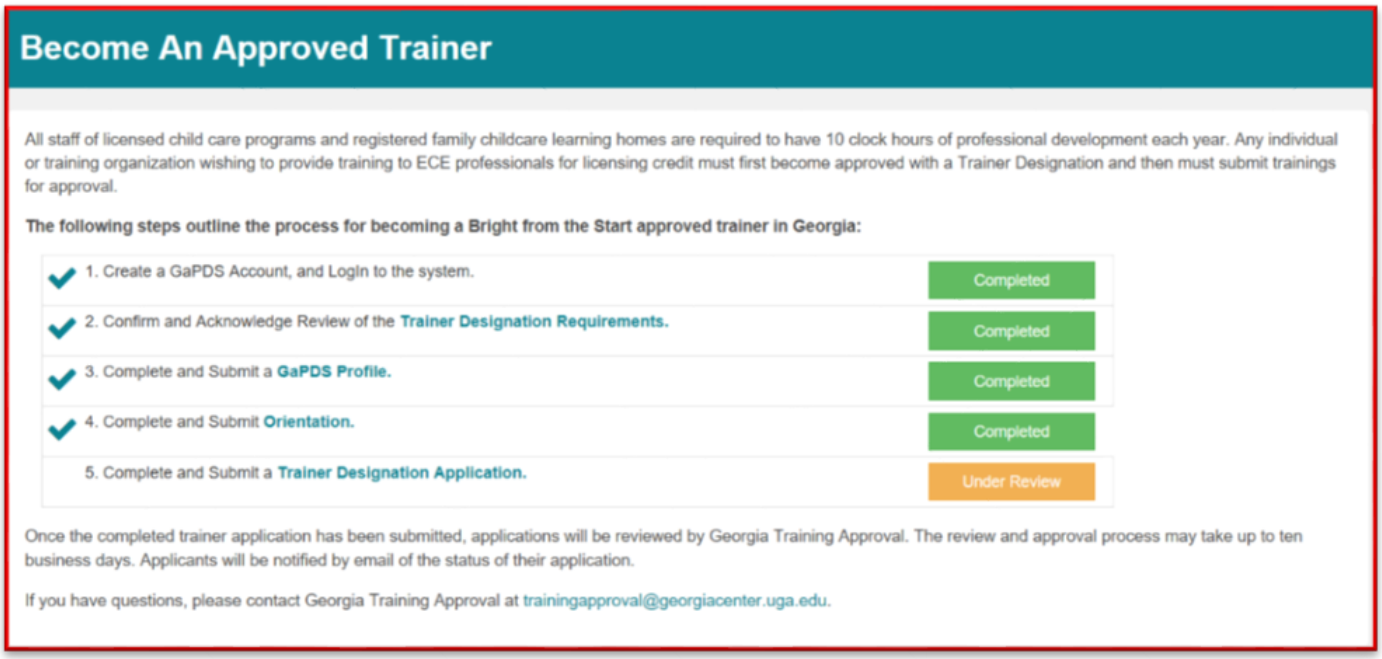
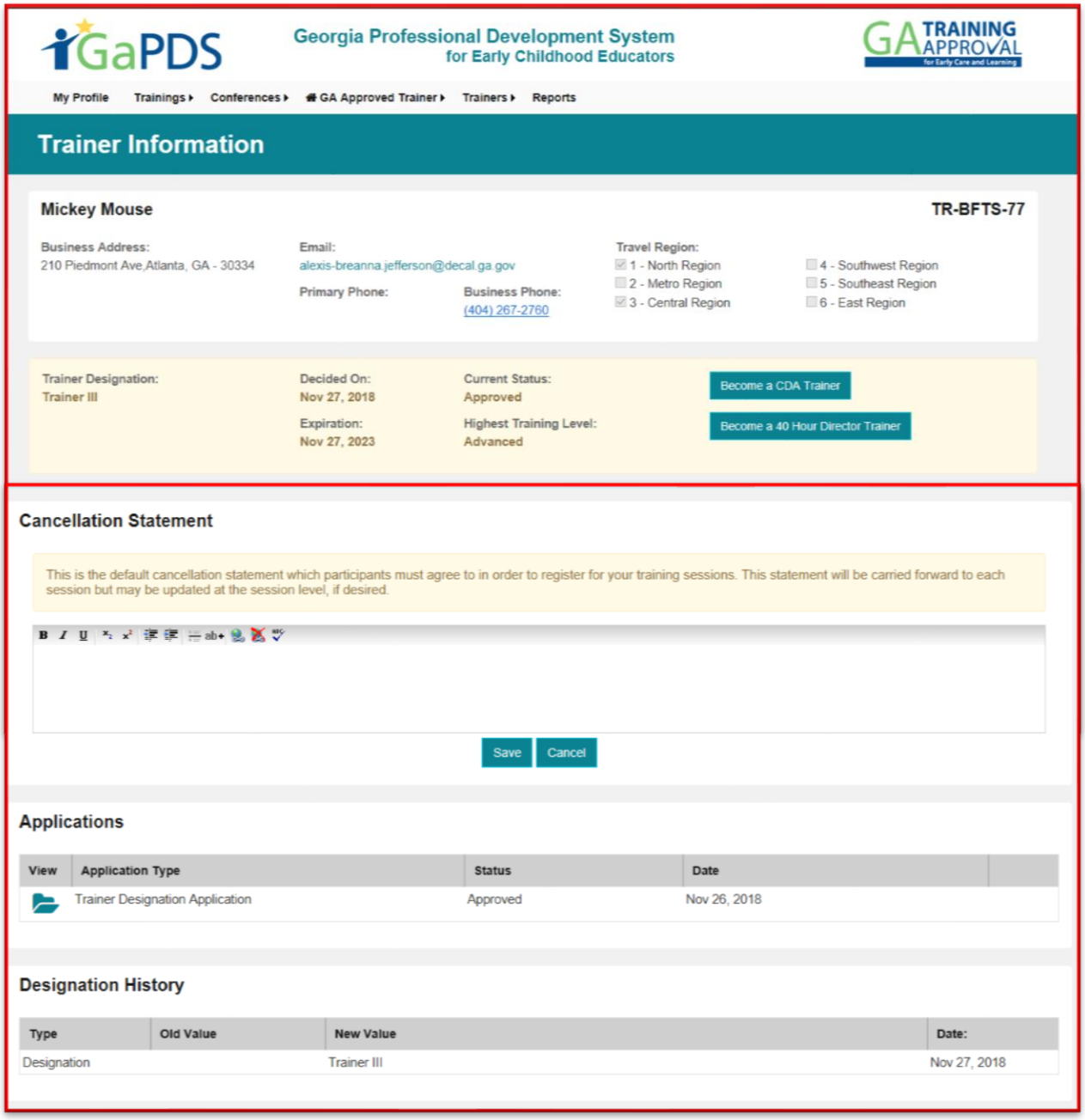
Step 7:

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



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.



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: