

# How to Become an Approved Trainer: Specialty

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

**Step 1**: Create a GaPDS account and log into the system ( Reference: <u>How to Create a GaPDS</u> <u>Account</u>)

a. Once logged in, trainer 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.

<b>f</b> GaPDS <sup>°</sup>	Georgia Professional Development System for Early Childhood Educators	
# My Profile Trainings > Conferences >	Trainers >	
Become An Approved	Search Approved Trainers Become an Approved Trainer	
All staff of licensed child care programs and reg or training organization wishing to provide traini for approval. The following steps outline the process for t	istered family childcare learning homes are required to have 10 clock ng to ECE professionals for licensing credit must first become approve pecoming a Bright from the Start approved trainer in Georgia:	hours of professional development each year. Any individual d with a Trainer Designation and then must submit trainings
✓ 1. Create a GaPDS Account, and LogIn to the second s	to the system.	Completed
2. Confirm and Acknowledge Review of t	the Trainer Designation Requirements.	Not Started
3. Complete and Submit a GaPDS Profil	le.	In Progress
4. Complete and Submit Orientation.		Not Started
5. Complete and Submit a Trainer Desig	gnation Application.	Not Started
Once the completed trainer application has bee business days. Applicants will be notified by em If you have questions, please contact Georgia T	n submitted, applications will be reviewed by Georgia Training Approv iail of the status of their application. Fraining Approval at trainingapproval@georgiacenter.uga.edu.	al. The review and approval process may take up to ten

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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.

<b>d</b> GaPDS <sup>(</sup>	Georgia Professional Development System for Early Childhood Educators	
# My Profile Trainings > Conferences )	Trainers	
Become An Approved	Search Approved Trainers Become an Approved Trainer	
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If you have questions, please contact Georgia T	Fraining 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" button



Section 6: Professional Development
(Not required for Specialty Trainer or Trainer I) Those applying for Trainer II or III must document that they have <i>provided</i> 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
Thave 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" button.

All staff of license or training organiz for approval.	d child care programs and registered family childcare learning zation wishing to provide training to ECE professionals for lice	homes are required to have 10 clock hours using credit must first become approved wit	s of professional develop th a Trainer Designation a	ment each year. Any indiv and then must submit train
The following st	eps outline the process for becoming a Bright from the St	art approved trainer in Georgia:		
✓ 1. Create	a GaPDS Account, and LogIn to the system.		Completed	
🗸 2. Confirm	n and Acknowledge Review of the Trainer Designation Requir	ements.	Completed	
3. Comple	ete and Submit a GaPDS Profile.		In Progress	-
4. Comple	ete and Submit Orientation.		Not Started	
5. Comple	ete and Submit a Trainer Designation Application.		Not Started	
Once the complet business days. A	ted trainer application has been submitted, applications will be pplicants will be notified by email of the status of their applicati	reviewed by Georgia Training Approval. Tl on.	he review and approval p	rocess may take up to ten

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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.

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.  2. Completed  3. Complete and Submit a GaPDS Profile.  5. Complete and Submit of Trainer Designation Application.  Completed  C	Become An Approved Trainer	
1. Create a GaPDS Account, and LogIn to the system. 2. Confirm and Acknowledge Review of the Trainer Designation Requirements. 3. Completed 3. Complete and Submit a GaPDS Profile. 4. Complete and Submit Orientation. 5. Complete and Submit a Trainer Designation Application. 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 guestions, please contact Georgia Training Approval @georgiacenter.uga.edu.	All staff of licensed child care programs and registered family childcare learning homes are required to have 10 clock hours of professiona or training organization wishing to provide training to ECE professionals for licensing credit must first become approved with a Trainer Des for approval. The following steps outline the process for becoming a Bright from the Start approved trainer in Georgia:	l development each year. Any individual ignation and then must submit trainings
2. Confirm and Acknowledge Review of the Trainer Designation Requirements. 3. Complete and Submit a GaPDS Profile. 4. Complete and Submit Orientation. 5. Complete and Submit a Trainer Designation Application. 6. Complete and Submit a Trainer Designation Application. 9. Not Started 9. 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. 1. If you have guestions, please contact Georgia Training Approval @georgiacenter.uga.edu.	1. Create a GaPDS Account, and LogIn to the system. Complete	1
3. Complete and Submit a GaPDS Profile.     Complete     4. Complete and Submit Orientation.     Get Started     S. Complete and Submit a Trainer Designation Application.     Not Started     If you have guestions, please contact Georgia Training Approval a trainingapproval@georgiacenter.uga.edu.	2. Confirm and Acknowledge Review of the Trainer Designation Requirements.     Complete	1
4. Complete and Submit Orientation.     6 Get Started     Not Started     Not Started     Not Started     Not started	✓ 3. Complete and Submit a GaPDS Profile. Complete	1
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- 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.	
To complete the Trainer Orientation, you will need to complete the following: <ul> <li>Open the Trainer Orientation Instructions and read through it page-by-page.</li> <li>Click Begin Orientation and answer the nine (9) Orientation questions provided.</li> </ul>	
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.	

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.

Question - 1	
Select two areas and explain how they support professional development in Georgia.	4000 characters
Save Save and Continue Close	

n a brief paragraph, identify the	Trainer Designation you feel you qualify for and explain why.		4000 chara
	Back Save Save and Contin	ue 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	10
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	Ð



Back         Save         Save and Continue         Close	
once you become approved as a trainer?	4000 charact
once you become approved as a trainer :	4000 charact
once you become approved as a damer :	4000 Charac
once you become approved as a damer :	4000 Charac
	Back Save Save and Continue Close

Step 7: Once trainer had 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.

Trainer Designation Application	Requirements
Trainer Orientation	
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You may save your answers and come back at a later time to finish the orientation.	
Trainer Orientation Completed	

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

Become An Approved Trainer	
II staff of licensed child care programs and registered family childcare learning homes are required to have 1 r training organization wishing to provide training to ECE professionals for licensing credit must first become or approval.	0 clock hours of professional development each year. Any individual approved with a Trainer Designation and then must submit trainings
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✓ 1. Create a GaPDS Account, and LogIn to the system.	Completed
<ul> <li>2. Confirm and Acknowledge Review of the Trainer Designation Requirements.</li> </ul>	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 usiness days. Applicants will be notified by email of the status of their application.	Approval. The review and approval process may take up to ten
f 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

O Designation	O Contact Info	Ø Experience	Review	
Trainer De	esignation			
Individuals wh Trainer, Traine documentation	io wish to provide t er I, Trainer II, or Tr n requirements.	raining for child ca ainer III. You will a	re licensing credit pply for only one	must complete the Trainer Designation Application and be approved with a trainer designation of Specialty designation. The Specialty Trainer, Trainer I, II, and III Designations are based on minimum qualifications and
A key differen	ce among the Trair	er I, II, and III des	ignations is the le	vel of training that each designation is permitted to provide.
The Trainer D applying. <b>Plea</b>	esignation Applicat se review the mir	ion requires that y i <b>mum qualificati</b> e	ou submit suppor ons and required	ing documentation showing that you meet all of the requirements for the designation for which you are documentation before beginning your application.
You may begin	n your application b	y selecting the tra	iner designation t	elow for which you are applying:
Requested	Trainer Designatio	on:		
<ul> <li>Trainer I</li> <li>Trainer I</li> <li>Trainer I</li> <li>Trainer I</li> <li>Specialt</li> </ul>	I III y Trainer <b>4</b>			

## B. Select "Requested Specialty Area"

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 I, 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						
A key unterence among the	ament, ii, and in designations is the rever of training that each designation is permitted to provide.					
The Trainer Designation Ag applying. Please review th	cation requires that you submit supporting documentation showing that you meet all of the requirements for the designation for which you are ninimum qualifications and required documentation before beginning your application.					
The Trainer Designation Ap applying. Please review th You may begin your applice Requested Trainer Desi	In the signation is the level of training that each designation is permitted to provide.     Cation requires that you submit supporting documentation showing that you meet all of the requirements for the designation for which you are     ninimum qualifications and required documentation before beginning your application.     n by selecting the trainer designation below for which you are applying:     The second se					



# Requested Specialty Area: Health and Safety Select --> Health and Safety Special Needs and Inclusion Social Work, Mental Health, and Family Services Foods and Nutrition Administrative Management of Programs School Age Care

C. Upload the supporting documentation

Upload Documents		
Please upload the following docume • All Trainers - Upload two professi • Specialty Trainer - Upload a profession	ents: ional letters of recommendation (dated and written within the previous 6 months). essional license or credential relevant to the specialty area selected.	
Upload Documents		Lupload File
No Documents found		
Education Data		
Career Level: 12	Upload Documents: ×	
PSC Level Data	Select>	
No data available	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_SIF_PNG_BMP_TIF_TIFF_PIC may be uploaded.	
Post-Secondary Education	Select File:	
Evidence Education Level	Select File	atus
1 Doctorate Degree	Description: 250 character	Verified
ECE-Related Coursework		
	Upload Cancel	
		1

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

Career Level: 10									
PSC Level Data									
Nor	tata availabl	2							
		~							
Pos	t-Second	ary Education							
	Evidence	Education Level	Institution Name	Major	Status				
	E	Masters Degree	ITT Technical Institute	Early Childhood Education	Verified				
1									
1 ECE	E-Related	Coursework	ECE-Related Coursework						
1 ECE	E-Related	Coursework							
1 ECE No c	E-Related	Coursework e							
1 ECE	E-Related	Coursework							

### 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



*First Name:	*Last Name:		Maiden	Name:
Mommy	Loves me			
*Email:			*SSN:	
abby.mozo@decal.ga.gov			XXX-X	X-XX33 View SSN
Primary Phone #:	Secondary Phone #:		County	of Residence:
(404) 267-2760			Select -	> *
⊖ Home ○ Work ● Cell	Home Work	Cell	(if State o	of GA)
usiness Information Business Name:				"Business Primary Phone: 1
usiness Information Business Name:				*Business Primary Phone: 1
usiness Information Business Name: 'Business Address 1:				*Business Primary Phone: 1 Business Secondary Phone:
usiness Information Business Name: 'Business Address 1:				*Business Primary Phone: 1 Business Secondary Phone:
USINESS Information Business Name: 'Business Address 1: Business Address 2:				*Business Primary Phone:  Business Secondary Phone: Business Fax:
USINESS Information Business Name: 'Business Address 1: Business Address 2: 'Business City:	*Business State:	*Busint	ess Zip:	*Business Primary Phone:  Business Secondary Phone: Business Fax: County of Business:
usiness Information Business Name: "Business Address 1: Business Address 2: "Business City:	*Business State: Select>	*Busine	ess Zip:	*Business Primary Phone:  Business Secondary Phone: Business Fax: County of Business: Select>
usiness Information Business Name: 'Business Address 1: Business Address 2: 'Business City:	*Business State: Select>	*Busine	ess Zip:	*Business Primary Phone:  Business Secondary Phone: Business Fax: County of Business: Select> (if State of GA)

# **Step 3**: The "Adult Learning" page displays

# A. Click "Add Adult Learning Course" button

Trainer Designation Application	Requirements
Designation     Contact Info     Adult Learning     Experience     Review	
Adult Learning	
Specialty Trainer applicants must document a minimum of 40 clock hours of training in adult learning. This requirement refers to training you how adults learn and process information.	have received in
<ul> <li>Typically, the following college courses are used to meet this requirement: General Psychology, Educational Psychology, Human Growth &amp; Development. Yes courses or trainings that cover adult learning content. The Art of Technical Assistance training and the Family Development Credential training may also be learning requirement.</li> <li>If the Adult Learning Coursework is included in a transcript related to a degree listed in your GaPDS Profile, you do not need to upload the transcript or flate do a completed degree, but is not included in your GaPDS Profile, you will need to update your profile to add the degree an transcript to the PSC for verification.</li> <li>If the coursework is related to a Degree in Progress, upload the transcript on this page.</li> </ul>	ou may list other used to meet the adult again. Id submit an official
No courses to display	
Previous Next	
	12   Page

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- B. Select the "Adult Learning Course"
- C. Select whether or not "This course was taken as part of a completed degree"
  - A. If you answered **"No"** enter hours for course and hour type.
  - B. If answered **"Yes"** Select whether or not this completed degree is included in the Education tab on your GaPDS Profile.

pecialty Trainer applicants ow adults learn and proces	must document a minimum of 40 clo ss information.	ock hours of training in adult learning. This requirement refers to training you have receive	d in	
ically, the following college co rses or trainings that cover ac	ourses are used to meet this requiremen dult learning content. The Art of Technic	nt: General Psychology, Educational Psychology, Human Growth & Development. You may list oth cal Assistance training and the Family Development Credential training may also be used to meet	her the adult	
ning requirement.	5	5 , 1 5 ,		
<ul> <li>If the Adult Learning Cours</li> <li>If the transcript is related to transcript to the PSC for ve</li> <li>If the coursework is related</li> </ul>	sework <b>is included</b> in a transcript relate o a completed degree, but <b>is not includ</b> erification. d to a Degree in Progress, upload the tr	ed to a degree listed in your GaPDS Profile, you do not need to upload the transcript again. ded in your GaPDS Profile, you will need to update your profile to add the degree and submit an c anscript on this page.	official	
Adult Learning Course				
General Psychology		×		
/as this course taken as par If No, you will need to upload a tr Hours: *	t of a completed degree? ranscipt that coincides with your degree) "Hour Type: © Clock © Sem © Qtr © Cli	Yes No		
/as this course taken as par If No, you will need to upload a tr Hours:	t of a completed degree? ranscipt that coincides with your degree) "Hour Type: Clock Sem Qtr C	*Adult Learning Course		1
/as this course taken as par if No, you will need to upload a tr -lours:	t of a completed degree? ranscipt that coincides with your degree) <b>*Hour Type:</b>	Yes No *Adult Learning Course General Psychology		
/as this course taken as par If No, you will need to upload a tr Hours:	t of a completed degree? ranscipt that coincides with your degree) "Hour Type:	*Adult Learning Course General Psychology Was this course taken as part of a completed degree? ("If No, you will need to upload a transcipt that coincides with your degree)	Yes	• N
/as this course taken as par if No, you will need to upload a tr -lours:	t of a completed degree? ranscipt that coincides with your degree) "Hour Type: Clock Sem Qtr Cf	*Adult Learning Course General Psychology Was this course taken as part of a completed degree? ("If No, you will need to upload a transcipt that coincides with your degree) Is the completed degree included in the Education tab on your GaPDS Profile?	<ul> <li>Yes</li> <li>Yes</li> </ul>	<ul> <li>N</li> <li>N</li> </ul>



C. Click "Save"

If answered "No" to the previous question once clicking save Adult Learning page display

D. Select the **"Transcript"** icon to upload transcripts.

	ignation	✓ Contact Info ✓ Adult	Learning Ø Experience Revie	W						
Ad	Adult Learning									
Si ho	Specialty Trainer applicants must document a minimum of 40 clock hours of training in adult learning. This requirement refers to training you have received in how adults learn and process information.									
Typic cour learr	cally, the rses or tra ning requ	following college courses are ainings that cover adult learning irement.	used to meet this requirement: Genera g content. The Art of Technical Assista	al Psychology, Educati ance training and the F	onal Psychology, Human amily Development Cred	Growth & Development. ential training may also l	. You may list o be used to mee	other et the adult		
:	<ul> <li>If the Adult Learning Coursework is included in a transcript related to a degree listed in your GaPDS Profile, you do not need to upload the transcript again.</li> <li>If the transcript is related to a completed degree, but is not included in your GaPDS Profile, you will need to update your profile to add the degree and submit an official transcript to the PSC for verification.</li> <li>If the coursework is related to a Degree in Progress, upload the transcript on this page.</li> </ul>									
	· IT the o	oursework is related to a Degre	ee in rogress, upload the transcript o	in this page.			Add Adult Learr	ning Course		
	Edit	Course	Title	Clock Hours	Institution Name	, Course Completion Date	Add Adult Learr	ning Course Delete		
9	Edit	Course General Psychology	Title General Psychology	Clock Hours 40.00	Institution Name	Course Completion Date 11/01/2017	Add Adult Learr Transcript	Delete		
9	Edit	Course General Psychology	Title General Psychology	Clock Hours 40.00 Total Hours: 40	Institution Name Nikki	Course Completion Date 11/01/2017	Add Aduit Learr Transcript	Delete		
Sa Pi Yo	Edit Edit eved Suc lease not ou must u	Course General Psychology ccessfully te: upload at least 1 document in o	Title General Psychology	Clock Hours 40.00 Total Hours: 40	Institution Name Nikki	Course Completion Date 11/01/2017	Add Adult Learr	Delete		
<b>ମ</b> Sa Pi Yc	Edit Edit aved Suc lease not ou must u	Course General Psychology ccessfully le: upload at least 1 document in o	Title General Psychology	40.00 Total Hours: 40	Institution Name Nikki	Course Completion Date 11/01/2017	Add Aduit Learn Transcript	Delete		

- a. Select file to upload
- b. Enter description
- c. Click "Upload"



e u	Upload Documents:	88	h 8
ng	larger than 4MB before uploading. Only the file types PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF, PIC may be uploaded	•	rai
in	Select File:		lqu
ete	Select File		:o a
re	certificate.por (application/pdf) - 27.71 kb		
	Description: 1988 remain	ning	
	Transcripts		om
		//	1
	Upload Cancel		
		*	

E. Click "Next"



### Step 4: The Experience page displays

A. Enter the number of years/ months you have in specialty area

Trainer Designation Application	Requirements
✓ Designation     ✓ Contact Info     ✓ Adult Learning     Ø Experience     Review	
Experience – Specialty Trainer	_
Specialty Trainer applicants must upload a resume documenting at least 3 years of experience working in the specialty area. Experience may be paid or	unpaid.
Experience	
Number of Years and Months of Experience (if none, enter a 0 for that item)	
Speciality Area Experience: Years Months	
Upload Documents	
Upload Documents	1 Upload File
No Documents found	
Previous Save Next	

- B. Click the "Upload File" button to upload any evidence of experience working in the specialty area.
  - a. Select file to upload
  - b. Enter Description
  - c. Click "Upload"



	pload a resume documenting acreast 5 years of experience working in the specialty area. Experience	nce may
	Upload Documents:	8
¢Dé	<ul> <li>Note:</li> <li>Size restriction for upload documents is 4MB, Please make sure your documents are not larger than 4MB before uploading.</li> <li>Only the file types PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF, PIC may be uploaded.</li> </ul>	
	Select File:	
	Select File Certificate.pdf (application/pdf) - 27.71 kb Re	move
	Description: 239 rd	emaining
	Experience	
	Upload Cancel	

- C. Click "Save"
- D. Click "Next"

# Step 5: The Review page displays

- A. Review Information for accuracy
- B. Select "Continue to Submit"



Traine	r Designa	ation Appli	cation		Requirements
<ul> <li>Designation</li> </ul>	<ul> <li>Contact Info</li> </ul>	✓ Adult Learning	<ul> <li>Experience</li> </ul>	Review	
Please revier documentation	w your application, on has been upload	making changes, as r ded.	ieeded, then click \$	Submit Application	on at the bottom of the page. Your application will not be processed until all required
Please review	w the Trainer Desig	ination Requirements	to ensure you have	e uploaded all requ	uired documentation.
Orientatio	on				
1. Select two fgdgaafa	) areas and explai	n how they support	professional deve	Hopment in Geor	rgia.
<b>2. In a brief į</b> gdhvjdg	paragraph, identify	y the Trainer Designa	ation you feel you	। qualify for and e	explain why.
3. What are the fgsgsg	the renewal requir	rements for the desig	anation you plan t	to apply for?	
4. Based on fsgsdgs	the TRN-1 compe	tencies, briefly desc	ribe how you, as a	a trainer, are com	npetent in Professionalism and Ethics.
5. Based on ioyoyoy	the TRN-2 compe	tencies, briefly desc	ribe how you, as a	a trainer, are con	npetent in Instructional Design and Development.
6. Based on	the TRN-3 compe	tencies, briefly desc	ribe how you, as a	a trainer, are con	npetent in Knowledge of Content.

Designation				<b>Z</b> .
Requested Trainer Designation	: Specialty Trainer			
Requested Speciality Area : He	alth and Safety			
Upload Documents				
Document Type	File Name		Description	
Professional Letter of Recommendation	certificate.pdf		Professional Letter of Recommendation	
PSC Level Data				Career Level: 1(
PSC Level Data				Career Level: 10
PSC Level Data No data available Post-Secondary Education	n			Career Level: 10
PSC Level Data No data available Post-Secondary Education Evidence Education Lev	n	Institution Name	Major	Career Level: 10
PSC Level Data No data available Post-Secondary Education Evidence Education Lev 1 Masters Degree	n	Institution Name	Major Early Childhood Education	Career Level: 10 Status Verified
PSC Level Data No data available Post-Secondary Education Evidence Education Lev 1 Masters Degree ECE-Related Coursework	n	Institution Name ITT Technical Institute	Major Early Childhood Education	Career Level: 10 Status Verified
PSC Level Data No data available Post-Secondary Education Evidence Education Lev 1 Masters Degree ECE-Related Coursework No data available	n	Institution Name	Major Early Childhood Education	Career Level: 10 Status Verified



First Name:	Last Name:		Maiden Name:	SSN:	(¥22
viomny Email:	County of R	Decidence:	Priman/ Phone #	Secondar	X33
abby.mozo@decal.ga.gov	Gwinnett	esidence.	(404) 267-2760	Secondar.	y Filone #.
			Home Work Cell	Home	○ Work ○ Cell
usiness Information					
Business Name: Nommy's Company Trainers					
<b>Business Address:</b> 1326 the falls pkwy duluth, Georgia - 30096		Business Primary Phone (404) 267-2760	E Business Secondary	Phone:	Business Fax:
Business Email: abby.mozo@decal.ga.gov		Business Website:			County of Business: Gwinnett
avel Regions					
🗹 1 - North Region 🛛 🗹 3	3 - Central Region	5 - Southeast Reg	jion		
dult Learning					
dult Learning	Title	Clock Hours In:	stitution Name	Course Com	pletion Date Transcript
Course General Psychology	Title General Psychology	Clock Hours In: 40.00 Nik	stitution Name Ki	Course Com	pletion Date Transcript
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Adult Learning Course General Psychology Course Speciality Area Experience: Upload Documents Document Type Experience Experience Experience	Years     Months       10     2       File Name     certificate.pdf       certificate.pdf	Clock Hours In: 40.00 Nik Total Hours: 40	stitution Name ki Description evidence Experience	Course Com 11/01	pletion Date Transcript /2017 E

Step 6:

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



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:	
Specialty Trainer - 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:	
Specialty Trainer - 15 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 designation and does not necessarily correspond with calendar year.	ate of your initial
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 tr	ainer will be denied.
Back to Review Submit	

**Step 7:** 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.

All staff of licensed child care programs and registered family childcare learning homes are re or training organization wishing to provide training to ECE professionals for licensing credit mu for approval.	quired to have 10 clock hours of professional development each year. Any individ ust first become approved with a Trainer Designation and then must submit trainin
The following steps outline the process for becoming a Bright from the Start approved	trainer in Georgia:
<ul> <li>1. Create a GaPDS Account, and LogIn to the system.</li> </ul>	Completed
2. Confirm and Acknowledge Review of the Trainer Designation Requirements.	Completed
<ul> <li>3. Complete and Submit a GaPDS Profile.</li> </ul>	Completed
<ul> <li>4. Complete and Submit Orientation.</li> </ul>	Completed
5. Complete and Submit a Trainer Designation Application.	Under Review
Once the completed trainer application has been submitted, applications will be reviewed by C business days. Applicants will be notified by email of the status of their application.	Seorgia Training Approval. The review and approval process may take up to ten

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



**Step 8:** 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:

Mommy Loves Me				TR-BFTS-80
Business Address: 1326 the falls pkwy ,duluth, GA - 30096	Email: abby.mozo@decal.ga.gov Primary Phone: (404) 267-2760	Business Phone: (404) 267-2760	Travel Region: ✓ 1 - North Region ✓ 2 - Metro Region ✓ 3 - Central Region	<ul> <li>4 - Southwest Region</li> <li>5 - Southeast Region</li> <li>6 - East Region</li> </ul>
Trainer Designation: Specialty Trainer		Decided On: Nov 29, 2018	Current Status: Approved	
Specialty Area: Health and Safety		Expiration: Nov 29, 2021	Highest Training Level: Beginner	
Update Designation				
This is the default cancellation stateme session but may be updated at the sess B I 및 X <sub>2</sub> x <sup>2</sup> 译 律 宗 ab+ 念 X	nt which participants must agre sion level, if desired. ♥	ee to in order to register f	or your training sessions. This stat	tement will be carried forward to each
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Bright from the Start: Georgia Department of Early Care and Learning