

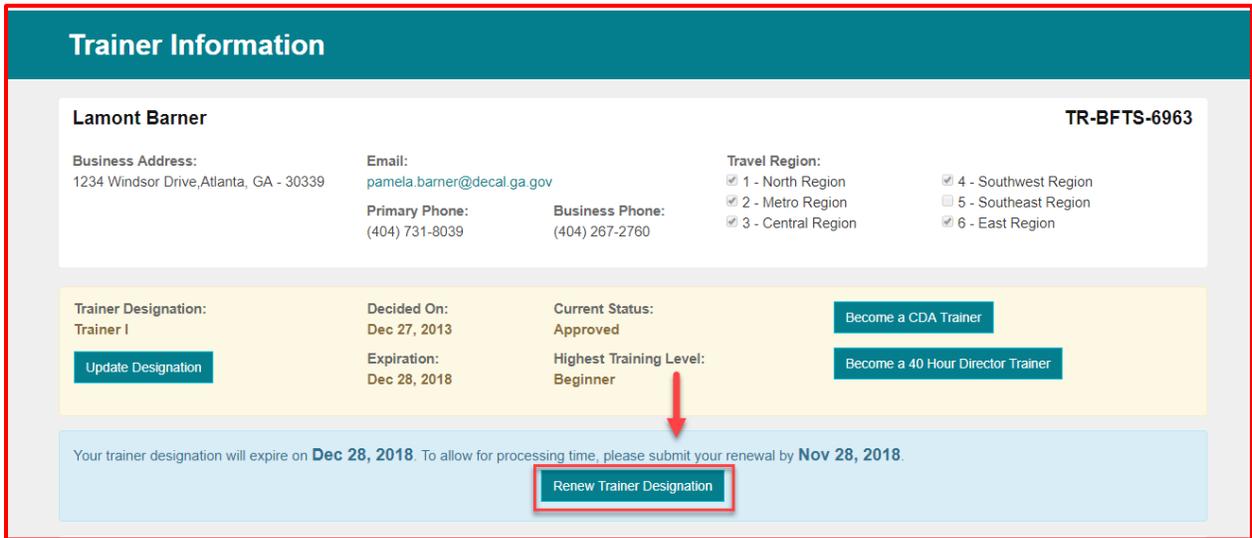
## How to Submit a Trainer Designation Renewal

1. Log into GaPDS Account



The screenshot shows the GaPDS interface. At the top, there are logos for iGaPDS and GA TRAINING APPROVAL. Below the logos is a navigation bar with items: My Profile, Trainings, Conferences, GA Approved Trainer, Trainers, and Reports. The 'GA Approved Trainer' item is highlighted with a red box. A dropdown menu is open under it, with 'My Trainings' highlighted by a red box and a red arrow pointing to it. The main content area shows 'Trainer Information' for Lamont Barner, including business address, phone numbers, and travel region selection (North, Metro, Central, Southwest, Southeast, East).

2. The Trainer Information page displays



The screenshot shows the 'Trainer Information' page for Lamont Barner. It displays personal and contact information, travel region selection, and designation details. The designation is 'Trainer I', decided on Dec 27, 2013, and expires on Dec 28, 2018. The current status is 'Approved' and the highest training level is 'Beginner'. There are buttons for 'Update Designation', 'Become a CDA Trainer', and 'Become a 40 Hour Director Trainer'. A blue banner at the bottom states: 'Your trainer designation will expire on Dec 28, 2018. To allow for processing time, please submit your renewal by Nov 28, 2018.' A red arrow points to the 'Renew Trainer Designation' button, which is highlighted with a red box.

- a. Click the “Renew Trainer Designation” button.

3. The Renew Trainer Designation page displays

Renew Trainer Designation

Trainer Designation Start Date: **September 27, 2018**  
 Your trainer designation will expire on **September 28, 2021**. To allow for processing time, please submit your renewal by **August 29, 2021**.

As training renewal requirements are fulfilled, a green checkmark will display next to each item below.

- Year 1:** Provide documentation of a training you provided between: **September 27, 2018** and **September 27, 2019**
- Year 2:** Provide documentation of a training you provided between: **September 28, 2019** and **September 27, 2020**
- Year 3:** Provide documentation of a training you provided between: **September 28, 2020** and **September 27, 2021**
- You have met 45 Clock Hours of Continuing Education

Required: **One (1) state approved-training per year.** Training sessions that have been managed using the GaPDS for registration and attendance will automatically display below. For other trainings, this requirement may be met by uploading sign-in sheets (preferred) or training evaluations showing that you have provided at least one state-approved training every year. For this requirement, a **year** is a 12 month span from your date of initial designation (or last renewal).

Evidence of Trainings Delivered in GaPDS

**Year 1 - Between September 27, 2018 and September 27, 2019**

	Training Name	Training Format	Clock Hours	Training Sessions
1	Pre-Conference Test Training	Face-to-Face	8.00	

a. Review evidence of Trainings delivered in GaPDS.

**NOTE:** Trainings that are delivered in GaPDS will automatically display in the above section. However, Trainings not delivered in GaPDS will require documentation to be

4. Scroll down to “Evidence of Training Not Delivered in GaPDS”  
 a. Click the “Add Training” button

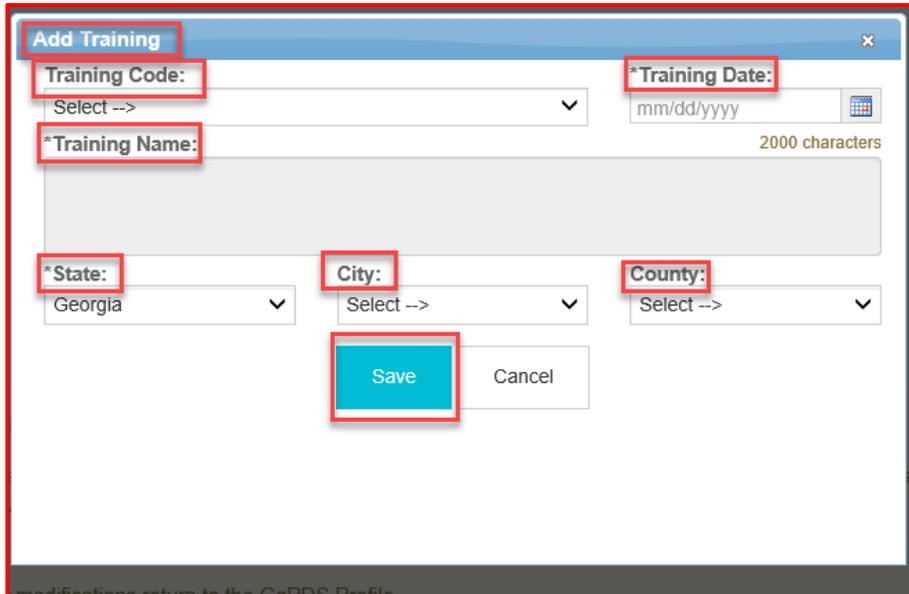
Evidence of Trainings Not Delivered in GaPDS

No trainings to display



Add Training

- a. “Add Training” pop up displays



- b. Select Training Code  
c. Enter Training Date  
d. Enter Training Name  
e. Select State  
f. Select City  
g. Select County  
h. Click “Save” button  
i. Click the Evidence icon to upload a copy of the certificate

**Evidence of Trainings Not Delivered in GaPDS**

[Add Training](#)

**Year 1 - Between December 27, 2013 and December 27, 2014**

Edit	Training Name	Training Date	Location	Evidence	Delete
	Class Hours	12/29/2013	Appling, Abbeville , Georgia		

**Year 2 - Between December 28, 2014 and December 27, 2015**

Edit	Training Name	Training Date	Location	Evidence	Delete
	Pre-Conference Test Training	12/28/2014	Atkinson, Acworth , Georgia		
	Class Hours	12/28/2014	Appling, Abbeville , Georgia		
	Pre-Conference Test Training	12/28/2014	Appling, Abbeville , Georgia		
	Class Hours	06/10/2015	Appling, Abbeville , Georgia		

**Year 3 - Between December 28, 2015 and December 27, 2016**

Edit	Training Name	Training Date	Location	Evidence	Delete
	Pre-Conference Test Training	11/16/2016	Appling, Abbeville , Georgia		
	Class Hours	11/16/2016	Appling, Abbeville , Georgia		

The “Upload Documents” pop up displays.

**Upload Documents:**

**Note:** Size restriction for upload documents is 4MB, Please make sure your documents are not larger than 4MB before uploading. Only the file types PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF, PIC may be uploaded

**Select File:**

**Description:** 2000 characters

- a. Click the “Select File” button to upload Certificate
  - b. Enter Description
  - c. Click the “Upload” button
5. Scroll down to the “Continuing Education” section. For this section you will need to add your clock hours of continuing education. This information will have to be entered on the user’s profile.

Notice the “Submit” button is grayed out. You will not be able to submit your Trainer Designation Renewal until you add hours of continuing education. Depending on what type of trainer you are.

**Continuing Education**

For Trainer I - renew every **three (3) years** and have **45 clock hours** of Continuing Education.

This requirement may be met by entering your Continuing Education coursework in your GaPDS Profile under the Training section and submitting your profile for verification by the PSC. This information includes courses, seminars, workshops, conferences, etc. you have attended that relate to adult learning and/or early care and education. Continuing education must have been taken on or after your Trainer Designation Start Date to count toward this requirement.

Continuing Education - obtained from the GaPDS Profile Trainings Section. For changes or modifications return to the GaPDS Profile.

No Continuing Education to display

- a. Click the “My Profile” tab up at the top of the page
- b. Scroll down to “Training Information”

**Training Information**

	Training Type	Training Information	Date Completed	Clock Hours	Action	Evidence
1	Other - Continuing Education	How Adults Learn Daphane Price	05/16/2018	60.00		
2	State Approved Training	TG-BFTS-1 Building Blocks of The Infant/Toddler Curriculum Theadora Gabrielson	08/15/2017	3.00		

- a. Click the “Update” button
- b. Click the “Add Training” button

**Training Information**

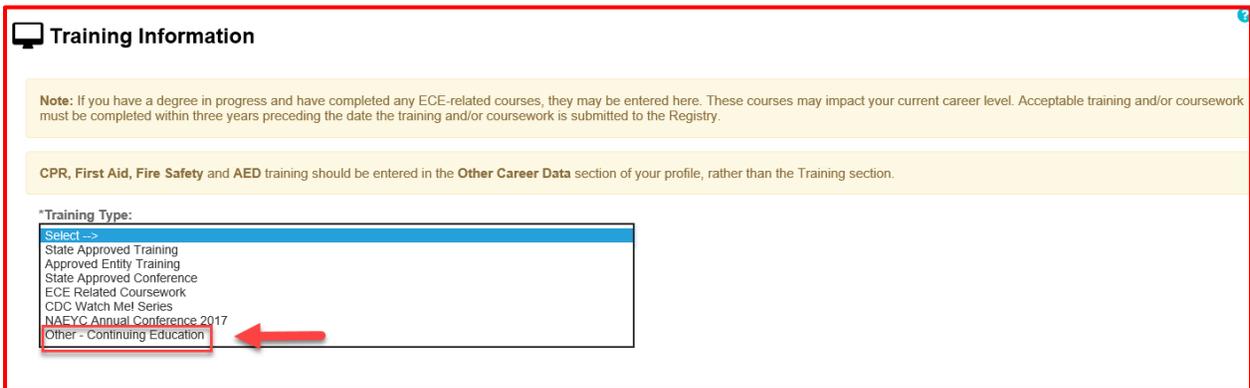
**Note:** If you have a degree in progress and have completed any ECE-related courses, they may be entered here. These courses may impact your current career level. Acceptable training and/or coursework must be completed within three years preceding the date the training and/or coursework is submitted to the Registry.

CPR, First Aid, Fire Safety and AED training should be entered in the **Other Career Data** section of your profile, rather than the Training section.

	Training Type	Training Information	Date	Clock Hours	Action	Evidence
1	Other - Continuing Education	How Adults Learn Daphane Price	05/16/2018	60.00		
2	State Approved Training	TG-BFTS-1 Building Blocks of The Infant/Toddler Curriculum Theadora Gabrielson	08/15/2017	3.00		

- a. Select Training Type <Other-Continuing Education>

**NOTE:** If the continuing education is BFTS-approved, trainers should select the appropriate Training Type, such as “state approved training.” If the training is not BFTS-approved, select Training Type <Other Continuing Education>. Trainers may upload any type of non-BFTS approved continuing education that they would like reviewed for their continuing education requirement, including workshops, trainings, conferences, or



**Training Information**

Note: If you have a degree in progress and have completed any ECE-related courses, they may be entered here. These courses may impact your current career level. Acceptable training and/or coursework must be completed within three years preceding the date the training and/or coursework is submitted to the Registry.

CPR, First Aid, Fire Safety and AED training should be entered in the **Other Career Data** section of your profile, rather than the Training section.

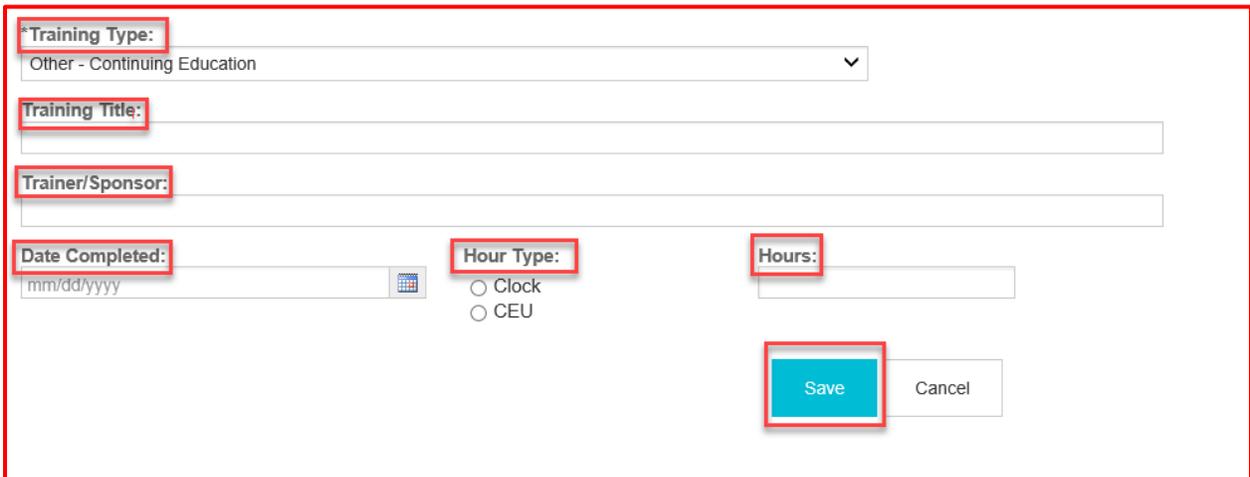
\*Training Type:

- Select -->
- State Approved Training
- Approved Entity Training
- State Approved Conference
- ECE Related Coursework
- CDC Watch Met Series
- NAEYC Annual Conference 2017
- Other - Continuing Education

Additional information will need to be provided. In the required fields enter:

- Training Title
- Training Title/Sponsor
- Date Completed
- Select Hour Type
- Hours
- Click the “Save” button

Upon clicking save, the training list displays revealing the continued education Training just entered.



\*Training Type:  
Other - Continuing Education

Training Title:

Trainer/Sponsor:

Date Completed: mm/dd/yyyy

Hour Type:  
 Clock  
 CEU

Hours:

Save Cancel

- h. Click the Evidence button to upload verification evidence of the trainings.

Education Employment **Training** Other Career Data Demographics

**Note:** If you have a degree in progress and have completed any ECE-related courses, they may be entered here. These courses may impact your current career level. Acceptable training and/or coursework must be completed within three years preceding the date the training and/or coursework is submitted to the Registry.

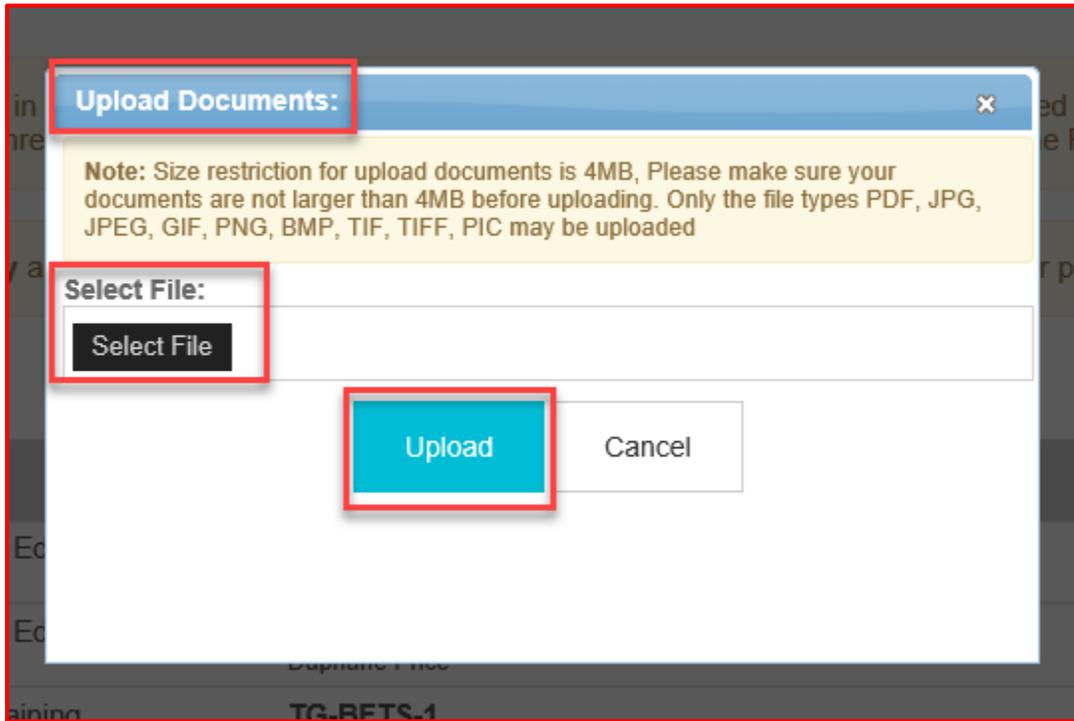
CPR, First Aid, Fire Safety and AED training should be entered in the **Other Career Data** section of your profile, rather than the Training section.

Add New Training

	Training Type	Training Information	Date	Clock Hours	Action	Evidence
1	Other - Continuing Education	45 Continuing Education Abby	11/15/2018	45.00		
2	Other - Continuing Education	Jump Up Lilana	11/08/2018	45.00		
3	Other - Continuing Education	How Adults Learn Daphane Price	05/16/2018	60.00		
4	Other - Continuing Education	Between The Lines Nikki	11/03/2017	45.00		
5	State Approved Training	<b>TG-BFTS-1</b> Building Blocks of The Infant/Toddler Curriculum Theadora Gabrielson	08/15/2017	3.00		
6	Other - Continuing Education	Learning More Daisy	11/03/2016	45.00		
7	Other - Continuing Education	Helping Arms Mandy	11/04/2015	45.00		
8	Other - Continuing Education	Helping Hands Cindy	11/04/2014	45.00		

Save Complete

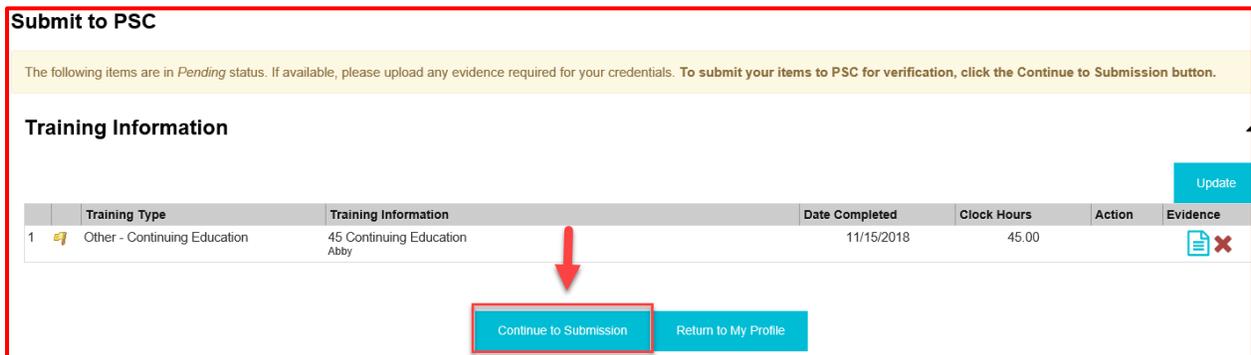
- The “Upload Documents” pop up displays
- Click the “Select File” button
- Select file. \*\*\*Upload evidence that the continuing education was completed. For workshops, trainings and conferences, upload certificates. For college coursework, unofficial transcripts may be uploaded.
- Click the “Upload” button
- Click close



- a. Click the “My Profile” tab on the top of the page
- b. Click the “Review and Submit Pending Items” button located at the top of the page.



- c. Click the “Continue to Submission” button



- d. Check the acknowledgement box and then click the “Submit” button

### Submit Registry Profile

Please read the below listed facts in reference to your privacy and this system. If you are satisfied with those items and agree with the certification statement, check the box at the bottom and click the **Submit** button. Or, click **Return to Profile** for further review and update.

- You are hereby advised that any personal information collected will be securely stored in the Georgia Professional Development System (GaPDS), except as to the extent necessary and required by any applicable state and/or federal law.
- You are further advised that the general public will have no access whatsoever to any personal information collected by this application, except where specifically requested and approved by the user and to the extent necessary and required by any applicable state and/or federal law. The System is a public entity controlled solely by Bright from the Start: Georgia Department of Early Care and Learning (BFTS:DECAL) and is charged with guarding all personal information.
- The information in the System will be shared with other controlled public entities for the sole purpose of compiling, sharing, and publishing important statistical data to effectively enhance the quality of early childhood education.
- All public entities allowed access to any personal information are charged with adhering to all privacy constraints previously outlined in this notice.
- At no time will any personal information be sold, rented, and or shared with a person or entity not authorized to view the System.
- BFTS: DECAL will provide the registrant with secure access to view his/her information through the System.

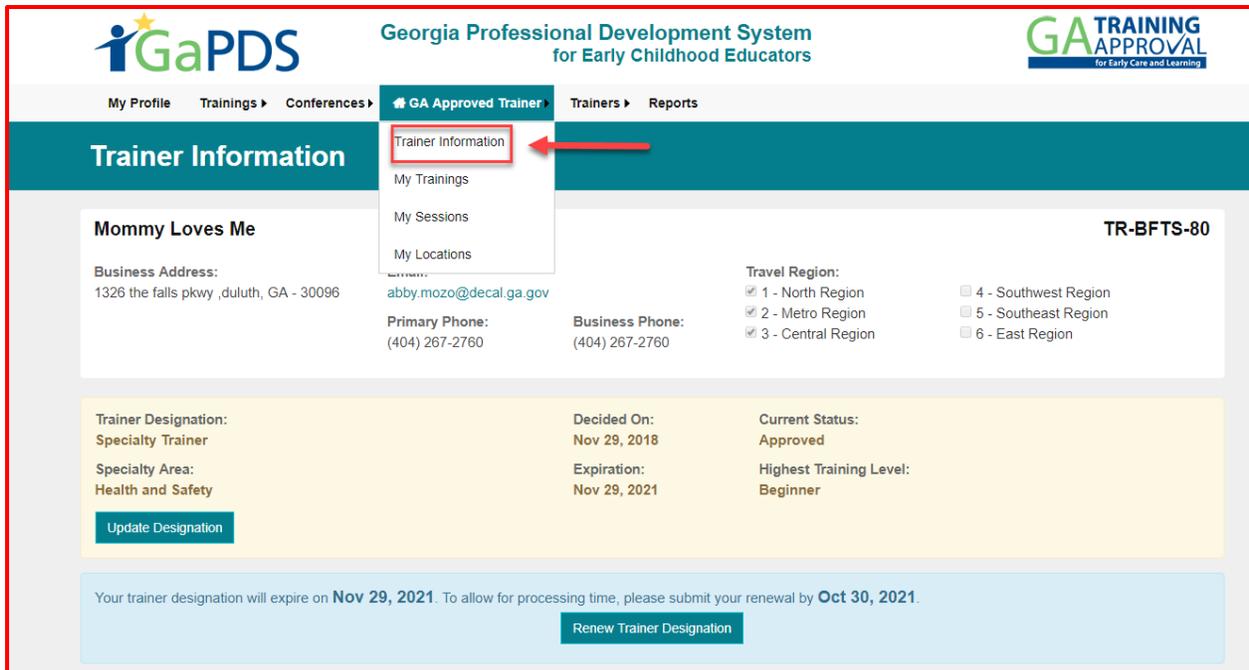
certify that the statements I have made to Bright from the Start: Georgia Department of Early Care and Learning are true and accurate to the best of my knowledge. I understand that any false, fraudulent or fictitious statement or representation made to Bright from the Start is punishable by law and could result in a felony charge and/or civil penalties of up to \$11,000 plus damages for each false claim made, pursuant to O.C.G.A. §§ 16-10-20. I also authorize assessment and agree to the above terms and conditions.

Submit

Return to Profile

**NOTE: Your account status will read pending until PSC verifies your training.**

6. Click on the “GA Approved Trainer” tab
  - a. Select “Trainer Information”



The screenshot shows the GaPDS interface for a GA Approved Trainer. The top navigation bar includes 'My Profile', 'Trainings', 'Conferences', 'GA Approved Trainer', 'Trainers', and 'Reports'. The 'GA Approved Trainer' tab is active, and a dropdown menu is open, with 'Trainer Information' highlighted and pointed to by a red arrow. The main content area displays information for a trainer named 'Mommy Loves Me' (TR-BFTS-80). The information includes business address, contact details, travel region selection (North, Metro, Central, Southwest, Southeast, East), and trainer designation (Specialty Trainer in Health and Safety). A 'Renew Trainer Designation' button is visible at the bottom of the page.

- b. Click the “Renew Trainer Designation” button

### Trainer Information

**Lamont Barner**

**Business Address:**  
1234 Windsor Drive, Atlanta, GA - 30339

**Email:**  
pamela.barner@decal.ga.gov

**Primary Phone:**  
(404) 731-8039

**TR-BFTS-6963**

**Travel Region:**

1 - North Region  
 2 - Metro Region  
 3 - Central Region

4 - Southwest Region  
 5 - Southeast Region  
 6 - East Region

**Trainer Designation:** Trainer I [Become a CDA Trainer](#)

**Decided On:** Dec 27, 2013 [Become a 40 Hour Director Trainer](#)

**Current Status:** Approved

**Expiration:** Dec 28, 2018

**Highest Training Level:** Beginner

Renew Trainer Designation

Your trainer designation will expire on **Dec 28, 2018**. To allow for processing time, please submit your renewal by **Nov 28, 2018**.

**NOTE:** The “Submit” button is grayed out. You will need to wait until all training renewal requirements are fulfilled. Once they are fulfilled the “Submit” button will be available.

- Year 1:** Provide documentation of a training you provided between: **December 27, 2013** and **December 27, 2014**
- Year 2:** Provide documentation of a training you provided between: **December 28, 2014** and **December 27, 2015**
- Year 3:** Provide documentation of a training you provided between: **December 28, 2015** and **December 27, 2016**
- Year 4:** Provide documentation of a training you provided between: **December 28, 2016** and **December 27, 2017**
- Year 5:** Provide documentation of a training you provided between: **December 28, 2017** and **December 27, 2018**
- You have met 45 Clock Hours of Continuing Education

Submit
Back

7. After you have clicked the “submit” button, the screen will display “Trainer Information” page.

**\*\*Notice** the trainer designation date changes.

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

### Trainer Information

**Lamont Barner** **TR-BFTS-6963**

**Business Address:** 1234 Windsor Drive, Atlanta, GA - 30339  
**Email:** pamela.barner@decal.ga.gov  
**Primary Phone:** (404) 731-8039  
**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 I  
**Decided On:** Dec 27, 2013  
**Expiration:** Dec 28, 2018  
**Current Status:** Approved  
**Highest Training Level:** Beginner

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

Your trainer designation will expire on **Dec 28, 2018**. To allow for processing time, please submit your renewal by **Nov 28, 2018**. [Renew Trainer Designation](#)

- a. Scroll down to “Applications” section and you should see your Renewal Trainer Designation listed and status should read “Submitted”

### Applications

View	Application Type	Status	Date
	Renew Trainer Designation	Submitted	Sep 28, 2018
	Trainer Designation Application	Approved	Sep 27, 2018