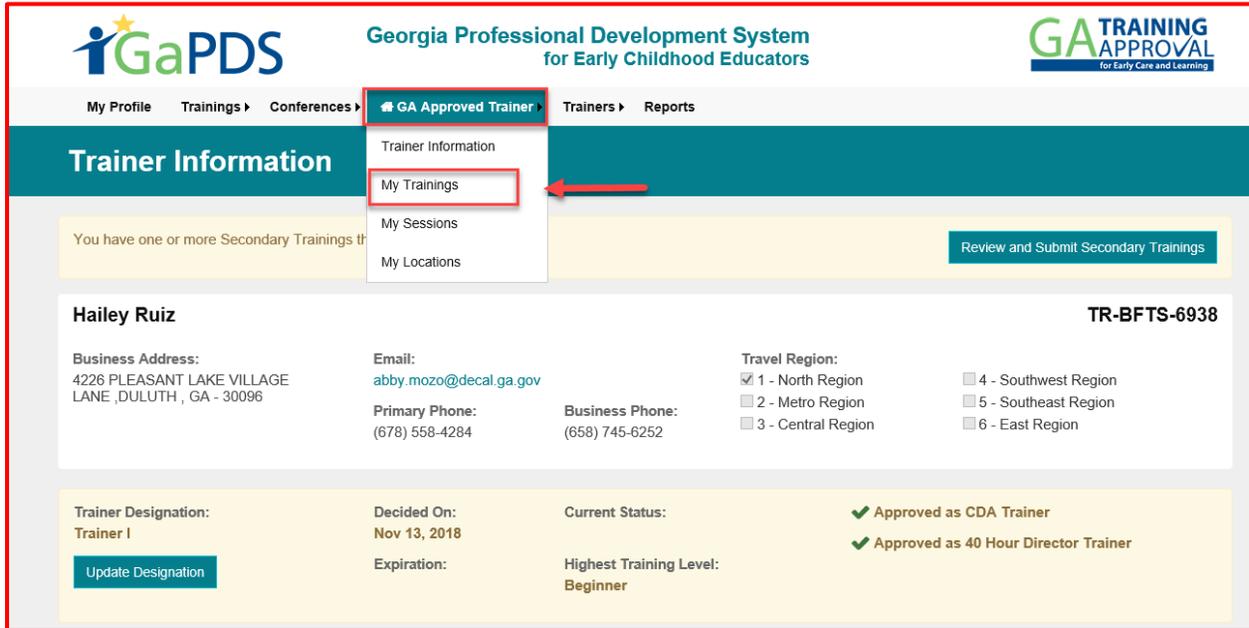


How to become a Secondary Trainer

1. Once logged into GaPDS. Click the “GA Approved Trainer”
 - a. Select “My Training” Tab.



Trainer Information

You have one or more Secondary Trainings that require your attention. [Review and Submit Secondary Trainings](#)

Hailey Ruiz TR-BFTS-6938

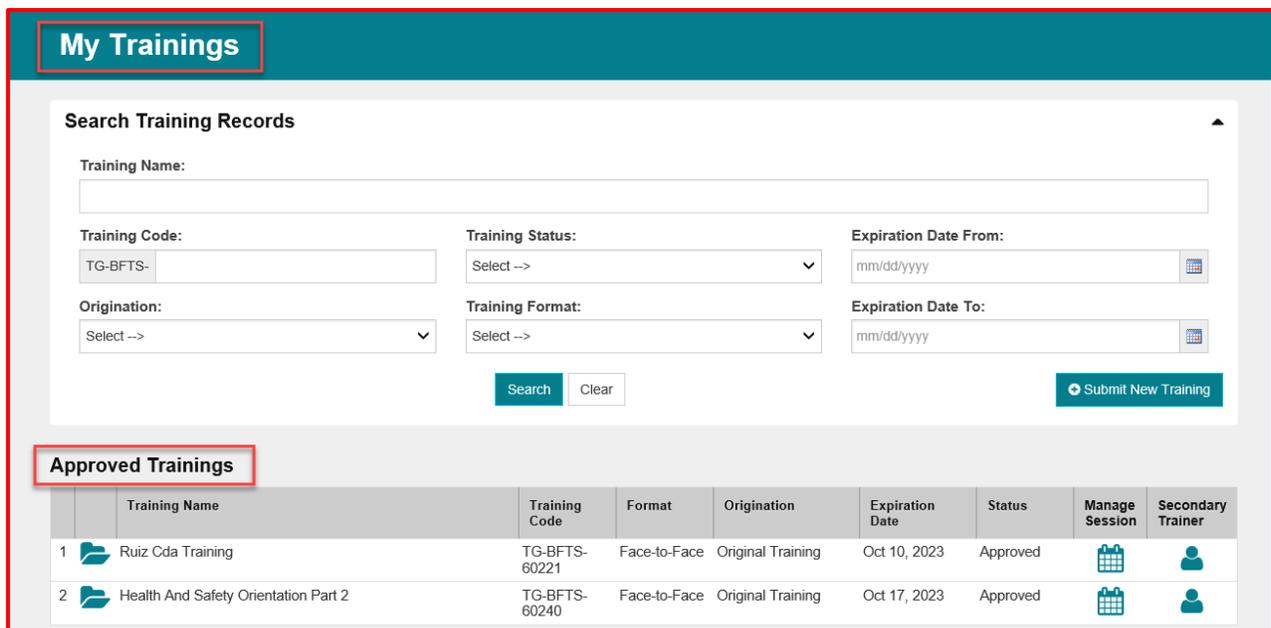
Business Address: 4226 PLEASANT LAKE VILLAGE LANE, DULUTH, GA - 30096
 Email: abby.mozo@decal.ga.gov
 Primary Phone: (678) 558-4284 Business Phone: (658) 745-6252

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

Trainer Designation: Trainer I Decided On: Nov 13, 2018
Current Status: ✔ Approved as CDA Trainer
Highest Training Level: Beginner
✔ Approved as 40 Hour Director Trainer

[Update Designation](#)

2. The My Training page displays
 - a. Scroll down to “Approved Trainings”



My Trainings

Search Training Records

Training Name:

Training Code: TG-BFTS-

Training Status: Select -->

Expiration Date From: mm/dd/yyyy

Origination: Select -->

Training Format: Select -->

Expiration Date To: mm/dd/yyyy

[Search](#) [Clear](#) [Submit New Training](#)

Approved Trainings

	Training Name	Training Code	Format	Origination	Expiration Date	Status	Manage Session	Secondary Trainer
1	Ruiz Cda Training	TG-BFTS-60221	Face-to-Face	Original Training	Oct 10, 2023	Approved		
2	Health And Safety Orientation Part 2	TG-BFTS-60240	Face-to-Face	Original Training	Oct 17, 2023	Approved		

b. Click the “Secondary Trainer” icon

Approved Trainings								
	Training Name	Training Code	Format	Origination	Expiration Date	Status	Manage Session	Secondary Trainer
1	 Ruiz Cda Training	TG-BFTS-60221	Face-to-Face	Original Training	Oct 10, 2023	Approved		
2	 Health And Safety Orientation Part 2	TG-BFTS-60240	Face-to-Face	Original Training	Oct 17, 2023	Approved		

3. The Secondary Trainer Information page displays
 a. Click the “Add Secondary Trainer” icon

Secondary Trainer Information

Training Name: Ruiz Cda Training Training Level: Beginner Training Code: TG-BFTS-602 1

+ Add Secondary Trainer
Cancel

- b. The Add Secondary Trainer(s) section displays revealing the following fields.
- a. First Name / Last Name
 - b. Email
 - c. PDS# Trainer code
 - d. Approved Training Level ****Keep in mind the trainer you select must have the correct credentials in order to deliver this training.**
 - e. Enter search criteria
 - f. Click “search”

Secondary Trainer Information

Training Name: Ruiz Cda Training Training Level: Beginner Training Code: TG-BFTS-60221

Add Secondary Trainer(s)

First Name: Email: Trainer Code:

Last Name: PDS #: Approved Training Level:

Notice trainer information will appear at the bottom of the page.

- g. Click the "Select" check box next to the trainer name
- h. Upon doing so the "Add Secondary Trainer" button will appear at the bottom
- i. Click the "Add Secondary Trainer"

Secondary Trainer Information

Training Name: Ruiz Cda Training Training Level: Beginner Training Code: TG-BFTS-60221

Add Secondary Trainer(s)

First Name: Email: Trainer Code:

Last Name: PDS #: Approved Training Level:

View	Select	First Name	Last Name	PDS #	Email Address	Trainer Designation
1.	<input checked="" type="checkbox"/>	Lola	Rabbit	87959	alexis-breanna.jefferson@dec.al.ga.gov	Trainer I

4. The Trainer Agreement page displays
 - a. Click the box after you have read and agree to the Trainer Agreement
 - b. Click “Submit Secondary Trainer List” Button

Secondary Trainer Information

Training Name: Ruiz Cda Training **Training Level:** Beginner **Training Code:** TG-BFTS-60221

You have proposed **Lola Rabbit** as Secondary Trainer(s) for this training. The system will generate an email to the proposed Secondary Trainer, asking them to log into their account and complete the process.

Trainer Agreement

Adherence to the following agreement is mandatory and part of the training approval process. Each training application includes the agreement found below, and must be signed off by the state-approved trainer.

- I agree that the application submitted accurately reflects the training content, procedures, and number of hours.
- I understand, should I make changes to the content, procedures, or level of any training, I must re-submit the training as a new training.
- I agree to reference the appropriate works cited information for all references used and adhere to copyright laws.
- I understand that no more than six (6) state-approved hours may be awarded in any one (1) day or for any one (1) training and conference.
- I understand training certificates must contain accurate and required information.
- I understand a training certificate cannot be distributed to anyone who does not attend the full training or anyone who arrives more than 15 minutes late or leaves early.
- I understand trainings are approved for 5 years.
- I understand both my trainer and training codes are unique to me and my trainings. These codes are only to be used on my certificates for training approved by BFTS.
- I understand that in order to remain a state-approved trainer, I must renew regularly according to the specific requirements of my designation.
- As a state-approved trainer, I agree to conduct myself in a manner which will enhance the integrity of the early childhood care and education field.
- I understand that Bright from the Start may monitor any state approved training for quality control purposes with or without notice to me.
- I understand that violation of any of the above statements may place approval of this and/or future training approval applications in jeopardy.
- I understand that if I offer state-approved online/distance learning training, I must respond to participant inquiries within 24 hours (M-F).

I have read and agree to the terms outlined above.



Submit Secondary Trainers List Cancel

- c. Screen will display Secondary Trainer Information and the “Proposal Status” will display “Pending”

The proposal status will change once the secondary trainer accepts the request.

First Name	Last Name	PDS #	Email Address	Trainer Designation	Proposal Status	Secondary Training Status
1. Lola	Rabbit	87959	alexis-breanna.jefferson@decal.ga.gov	Trainer I	Pending	