

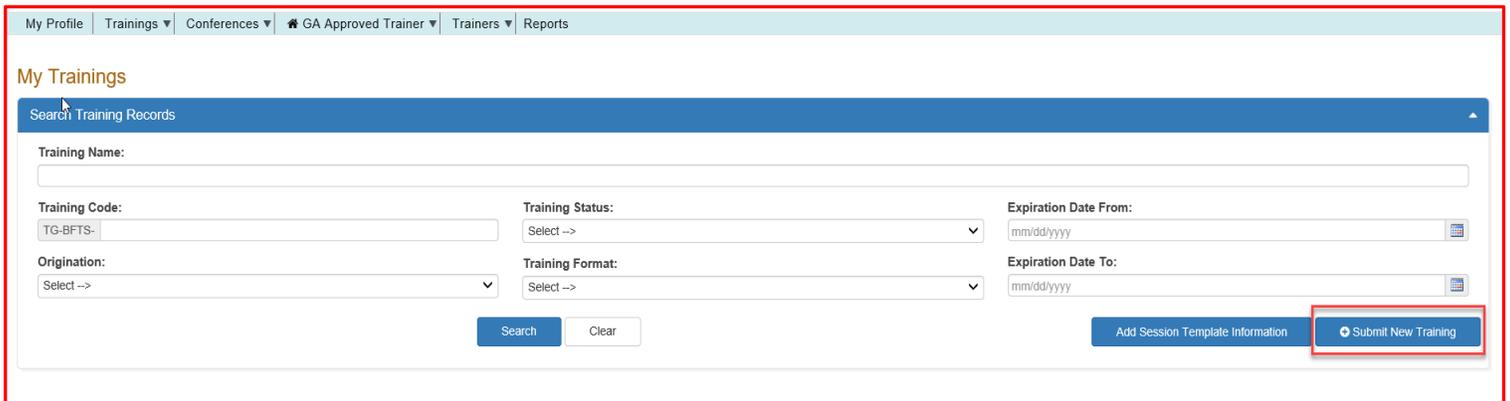
Submit a Training for Approval

1. Once logged into GaPDS, click the “GA Approved Trainer” navigation tab.
 - a. Select “My Training” Tab.



The screenshot shows the GaPDS interface. At the top, the logo and text 'Phase 2 - Test Georgia Professional Development System for Early Childhood Educators' are visible. Below the logo is a navigation bar with tabs: 'My Profile', 'Trainings', 'Conferences', 'GA Approved Trainer', 'Trainers', and 'Reports'. The 'GA Approved Trainer' dropdown menu is open, showing options: 'Trainer Information', 'My Trainings', 'My Sessions', 'My Locations', and 'My Emails'. A red arrow points to 'My Trainings'. Below the navigation bar is the 'My Trainings' section with a search bar and several form fields: 'Training Name', 'Training Code' (with 'TG-BFTS-' selected), 'Origination' (with 'Select -->' selected), 'Training Status' (with 'Select -->' selected), and 'Training Format' (with 'Select -->' selected).

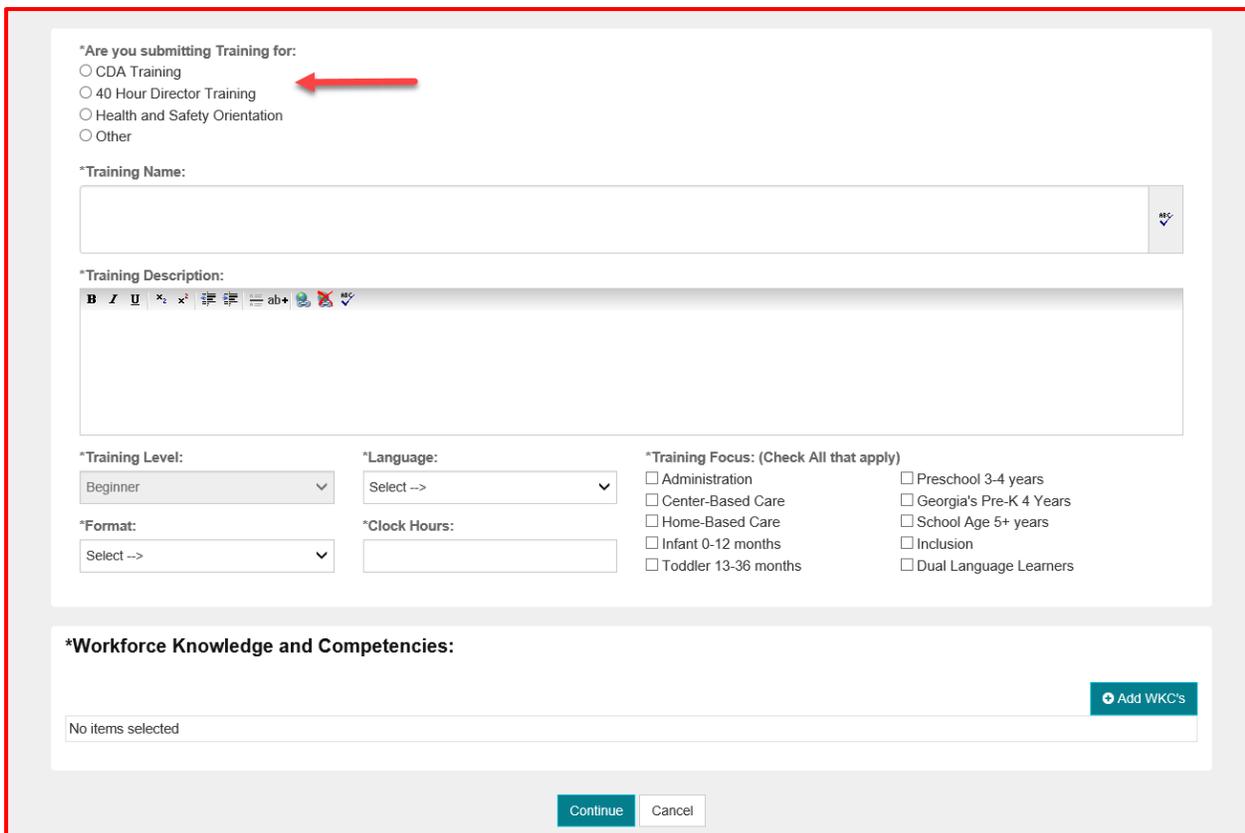
2. Click on the “Submit New Training” button



The screenshot shows the GaPDS interface. At the top, the navigation bar is visible with 'GA Approved Trainer' selected. Below the navigation bar is the 'My Trainings' section. It features a search bar and several form fields: 'Training Name', 'Training Code' (with 'TG-BFTS-' selected), 'Origination' (with 'Select -->' selected), 'Training Status' (with 'Select -->' selected), 'Training Format' (with 'Select -->' selected), 'Expiration Date From' (with 'mm/dd/yyyy' selected), and 'Expiration Date To' (with 'mm/dd/yyyy' selected). There are 'Search' and 'Clear' buttons. At the bottom right, there is a button labeled 'Add Session Template Information' and a button labeled 'Submit New Training' which is highlighted with a red box.

3. The Submit New Training page displays
 - a. Select the type of training you will be submitting for. <For this example we will be selecting CDA Training>
 - b. Enter the Training Name
 - c. Enter a Training Description

NOTE: In order to submit for a 40 hour training & CDA training you **must** be approved prior to submitting training.



The screenshot shows a web form for submitting new training. At the top, it asks "Are you submitting Training for:" with four radio button options: "CDA Training", "40 Hour Director Training", "Health and Safety Orientation", and "Other". A red arrow points to the "CDA Training" option. Below this is a text field for "Training Name" and a rich text editor for "Training Description". The form includes several dropdown menus: "Training Level" (set to "Beginner"), "Language" (set to "Select -->"), "Format" (set to "Select -->"), and "Clock Hours". There is also a section for "Training Focus: (Check All that apply)" with checkboxes for Administration, Center-Based Care, Home-Based Care, Infant 0-12 months, Toddler 13-36 months, Preschool 3-4 years, Georgia's Pre-K 4 Years, School Age 5+ years, Inclusion, and Dual Language Learners. At the bottom, there is a section for "Workforce Knowledge and Competencies" with a list of items and an "Add WKC's" button. The form has "Continue" and "Cancel" buttons at the bottom.

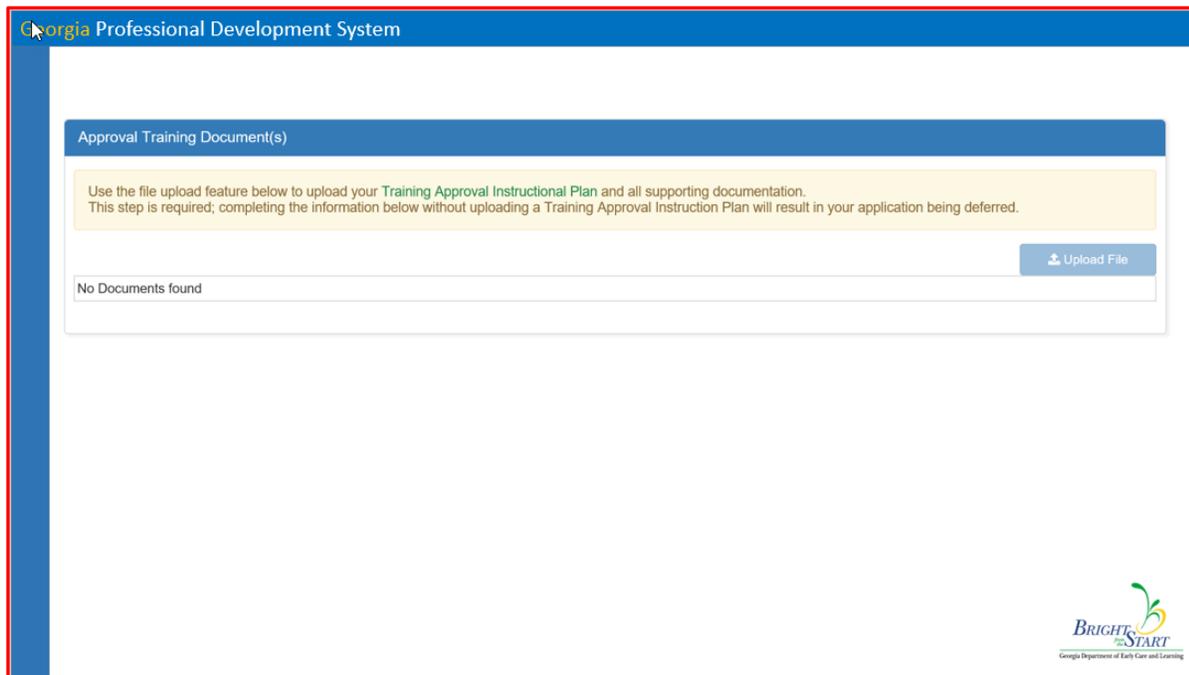
4. Notice Training Level is defaulted to “Beginner” – The data in this field is based on the trainer designation assigned to the trainer. This drop down field cannot be changed.

NOTE: A trainer can only select a training level equal to or less than the level they are approved for. For example, Trainer III can select either Beginning, Intermediate, or Advanced Level.

- a. Enter Format <Face – to – Face>
- b. Enter Language <English>
- c. Enter Clock Hours
- d. Enter Training Focus

*Training Level: Beginner	*Language: English	*Training Focus: (Check All that apply)	
*Format: Face-to-Face	*Clock Hours: 8	<input checked="" type="checkbox"/> Administration	<input type="checkbox"/> Preschool 3-4 years
		<input type="checkbox"/> Center-Based Care	<input type="checkbox"/> Georgia's Pre-K 4 Years
		<input type="checkbox"/> Home-Based Care	<input type="checkbox"/> School Age 5+ years
		<input type="checkbox"/> Infant 0-12 months	<input type="checkbox"/> Inclusion
		<input type="checkbox"/> Toddler 13-36 months	<input type="checkbox"/> Dual Language Learners

- e. Click on “Add WKC’s
- f. Upload training documentation. <Training Approval Instructional Plan>
NOTE: This field is grayed out.



Georgia Professional Development System

Approval Training Document(s)

Use the file upload feature below to upload your Training Approval Instructional Plan and all supporting documentation. This step is required; completing the information below without uploading a Training Approval Instruction Plan will result in your application being deferred.

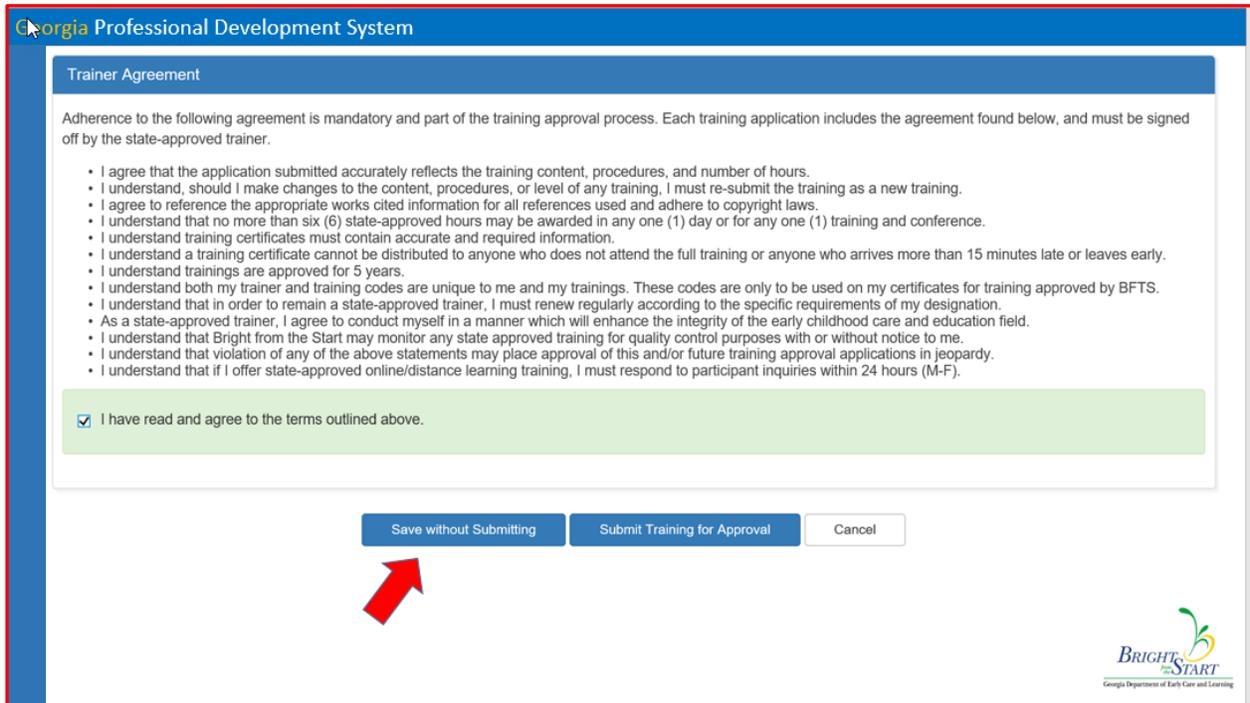
No Documents found

Upload File

BRIGHT START
Georgia Department of Early Care and Learning

- g. Scroll down to the “Trainer Agreement”
 - a. Review the Agreement
 - b. Check the box to agree with the terms and conditions above.

- h. The user must first click the “Save without Submitting” button to save the record



Georgia Professional Development System

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.

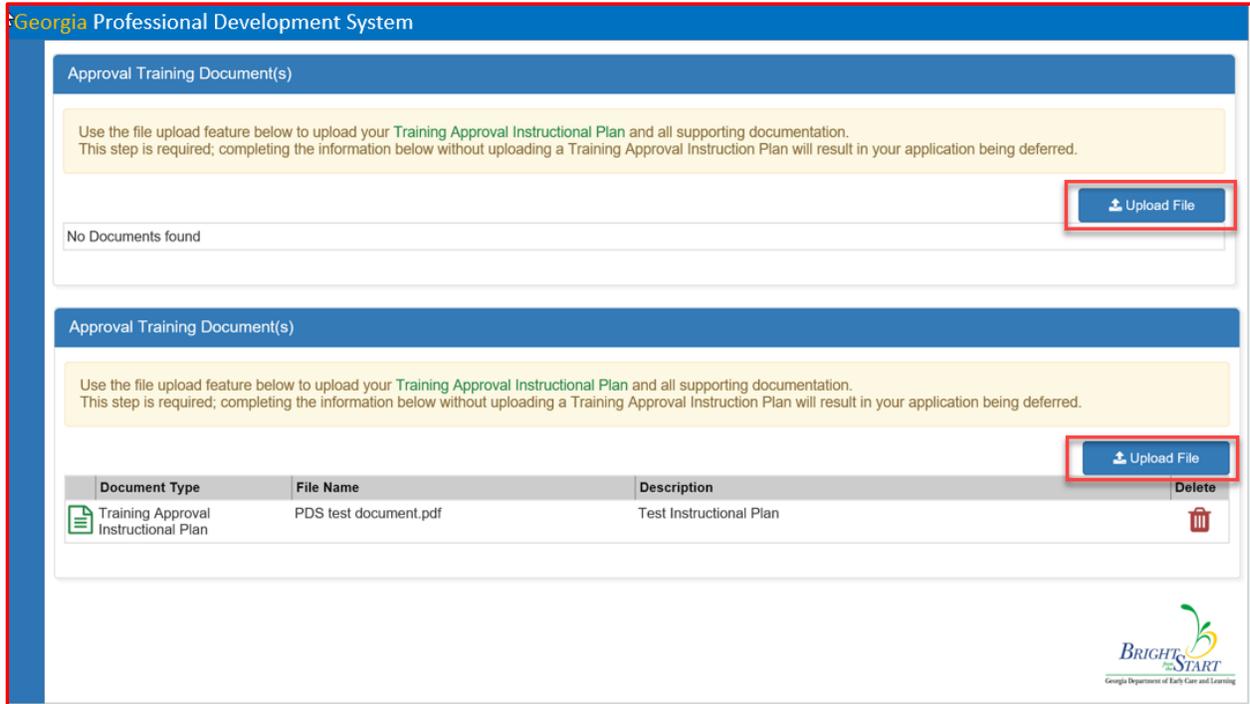
- I agree that the application submitted accurately reflects the training content, procedures, and number of hours.
- I understand, should I make changes to the content, procedures, or level of any training, I must re-submit the training as a new training.
- I agree to reference the appropriate works 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.

Save without Submitting Submit Training for Approval Cancel

BRIGHT from the START
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- i. Upon doing so, the “Upload File” button will become active and the user will be permitted to upload their training documentation.

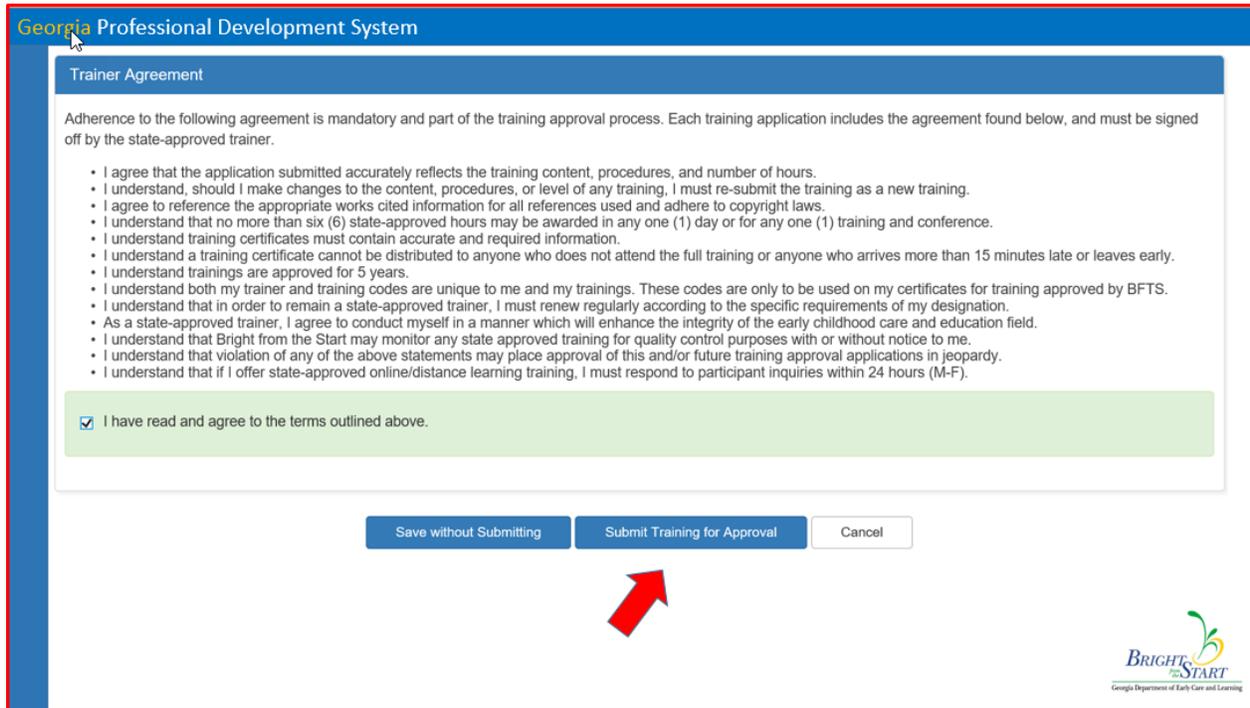


The screenshot displays the 'Georgia Professional Development System' interface. It features two identical sections for 'Approval Training Document(s)'. Each section includes a yellow instruction box stating: 'Use the file upload feature below to upload your Training Approval Instructional Plan and all supporting documentation. This step is required; completing the information below without uploading a Training Approval Instruction Plan will result in your application being deferred.' Below the instructions is an 'Upload File' button, which is highlighted with a red box in the image. The first section shows 'No Documents found'. The second section contains a table with one document entry:

Document Type	File Name	Description	Delete
 Training Approval Instructional Plan	PDS test document.pdf	Test Instructional Plan	

In the bottom right corner of the interface, there is a logo for 'BRIGHT from the START Georgia Department of Early Care and Learning'.

5. After uploading the required documents, click the “Submit Training for Approval” button.



Georgia Professional Development System

Trainer Agreement

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- I agree that the application submitted accurately reflects the training content, procedures, and number of hours.
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I have read and agree to the terms outlined above.

Save without Submitting Submit Training for Approval Cancel

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6. The status of the training just submitted can be found on the [My Trainings](#) page.
 - a. Click the “Ga Approved Trainer” tab
 - b. Click the “My Trainings” tab.
 - c. Scroll down to “In-Progress Training” section to view training submittal status.

Georgia Professional Development System

My Trainings

Search Training Records

Training Name:

Training Code: Training Status: Expiration Date From:

Origination: Training Format: Expiration Date To:

In-Progress Trainings

	Training Name	Format	Origination	Status
1	 Pre-Conference Test Training	Face-to-Face	Original Training	Submitted




Georgia Department of Early Care and Learning

- Once the “Approval Admin” approves the training request, the status will change to “Approved” as shown below. Sessions can now be scheduled for the training.

Georgia Professional Development System

My Trainings

Search Training Records

Training Name:

Training Code: Training Status: Expiration Date From:

Origination: Training Format: Expiration Date To:

Approved Trainings

	Training Name	Training Code	Format	Origination	Expiration Date	Status	Manage Session	Secondary Trainer
1	 Pre-Conference Test Training	TG-BFTS-151	Face-to-Face	Original Training	Sep 27, 2023	Approved		







Georgia Department of Early Care and Learning