

## Submit a Hybrid Training for Approval

Once logged into GaPDS, click the "GA Approved Trainer" navigation tab.
 a. Select "My Training" Tab.

<b>T</b> GaPDS	Georgia Professio f	onal Development	System Educators	GATRAINING APPROVAL recently Care and Learning
My Profile Trainings ► Conferences ►	# GA Approved Trainer >	Trainers > Reports		
Trainer Information	Trainer Information			
	My Trainings			
Lamont Barner	My Sessions			TR-BETS-50
During a different	My Locations		Toront Devices	
1234 Windsor Drive, Atlanta, GA - 30339	My Emails	ov	✓ 1 - North Region	✓ 4 - Southwest Region
	Primary Phone: (404) 731-8039	Business Phone: (404) 267-2760	✓ 2 - Metro Region ✓ 3 - Central Region	<ul> <li>5 - Southeast Region</li> <li>✓ 6 - East Region</li> </ul>

2. Click on the "Submit New Training" button

oorah Training Beeerde					
Training Name:					
Training Code:		Training Status:		Expiration Date From:	•
TG-BFTS-		Select>	~	mm/dd/yyyy	
Origination:		Training Format:		Expiration Date To:	
Select>	~	Select>	~	mm/dd/yyyy	<b>•</b>

- 3. The Submit New Training page displays
  - a. Select the type of training you will be submitting for.
  - b. Enter the Training Name



c. Enter a Training Description

CDA Training 40 Hour Director Training			
Health and Safety Orientation			
Other			
Training Name:			
Training Description:			
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- 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.
  - a. Enter Format < Hybrid>
  - b. Enter Language
  - c. Enter Clock Hours
  - d. Enter Training Focus

**Notice:** Once you have selected "Hybrid" as your training format a new selection will appear below. Here you will enter the two different training formats you will have for this Hybrid training.

Hybrid Components	Add Component

- 5. Click "Add Component" button.
  - a. Enter Component Name
  - b. Select Format type
  - c. Enter Clock hours
  - d. Click "Save" button

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Please complete these steps for each component that make up the hybrid training. Upon doing so page should display all the components you have entered.

Hybrid Co	mponents			Add Component
Edit	Component Name	Format	Clock Hours	Delete
	hailey face-to-face	Face-to-Face	2.00	Û
	hailey online	Online	2.00	Û
			Total Hours: 4.00	

e. Click the "Add WKC's" button.

*Workforce Knowledge and Competencies:	
	• Add WKC's
No items selected	

- a. Select WKC's that apply to this session
- **b.** Click the "Save" button



	Workforce Knowledge and Competencies	×	
С	ompetency 1: Promoting Child Development and Learning	~	
C	ECE1.1 - Using knowledge of young children's characteristics, culture and linguistic backgrounds, and their needs to plan appropriate and responsive learning experiences.		l
C	ECE1.2 - Using knowledge of the multiple influences on development and learning to create inclusive and responsive learning environments.		
C	ECE1.3 - Using developmental knowledge to create healthy, respectful, supportive, and stimulating learning environments and relationships.		
	ECE1.4 - Creates emotionally and physically safe environments for children.		
С	ompetency 2: Building Family and Community Relationships		
C	ECE2.1 - Fostering family engagement in the child's educational experiences.		
	ECE2.2 - Developing partnerships with families.		y y
	ECE2.3 - Utilizing community resources.	~	-K
ŀ			+ y
	Save Cancel		je

f. Upload training documentation. <Training Approval Instructional Plan> **NOTE**: This field is grayed out.

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.	
	🛓 Upload File
No Documents found	
	BRIGHT Tanga Georgia Dynamous of Larty G
	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

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g. The user must first click the "Save without Submitting" button to save the record

e)şe	argia 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.
	<ul> <li>I agree that the application submitted accurately reflects the training content, procedures, and number of hours.</li> <li>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.</li> <li>I agree to reference the appropriate works cited information for all references used and adhere to copyright laws.</li> <li>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.</li> <li>I understand training certificates must contain accurate and required information.</li> <li>I understand 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.</li> <li>I understand training are approved for 5 years.</li> <li>I understand thin in order to remain a state-approved trainer, I must renew regularly according to the specific requirements of my designation.</li> <li>I understand that in order to remain a state-approved trainer, I must renew regularly according to the specific requirements of my designation.</li> <li>I understand that Bright from the Start may monitor any state approved training for quality control purposes with or without notice to me.</li> <li>I understand that Bright from the Start may monitor any state approved training or quality control purposes with or without notice to me.</li> <li>I understand that if offer state-approved online/distance learning training, I must respond to participant inquiries within 24 hours (M-F).</li> </ul>
	☑ I have read and agree to the terms outlined above.
	Save without Submitting Submit Training for Approval Cancel
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h. Upon doing so, the "Upload File" button will become active and the user will be permitted to upload their training documentation.

5 | Page



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Approval Training Docum	ent(s)		
Use the file upload feature This step is required; comp	below to upload your Training Approval Instr leting the information below without uploadin	uctional Plan and all supporting documentation. g a Training Approval Instruction Plan will result in your application	being deferred.
No Documents found			🕹 Upload File
Approval Training Docum	ont/o)		
Approval Training Docum	en(s)		
Use the file upload feature This step is required; comp	below to upload your Training Approval Instru- leting the information below without uploading	uctional Plan and all supporting documentation. Ig a Training Approval Instruction Plan will result in your application	being deferred.
			🕹 Upload File
Document Type	File Name	Description	▲ Upload File Delet
Document Type Training Approval Instructional Plan	File Name PDS test document.pdf	Description Test Instructional Plan	Lupload File Dele
Document Type Training Approval Instructional Plan	File Name PDS test document.pdf	Description Test Instructional Plan	Lupload File Delet
Document Type Training Approval Instructional Plan	File Name PDS test document.pdf	Description Test Instructional Plan	Lupload File

6. After uploading the required documents, click the "Submit Training for Approval" button.

Trainer Agreement				
Adherence to the following agreement is off by the state-approved trainer.	mandatory and part of the training app	proval process. Each training applica	tion includes the agreement f	ound below, and must be signe
<ul> <li>I agree that the application submitt</li> <li>I understand, should I make chang</li> <li>I agree to reference the appropriat</li> <li>I understand that no more than six</li> <li>I understand a training certificate of</li> <li>I understand a training are approved</li> <li>I understand that in order to remain</li> <li>As a state-approved trainer, I agree</li> <li>I understand that Sight from the S</li> <li>I understand that li order to remain</li> <li>As a state-approved trainer, I agree</li> <li>I understand that li order to remain</li> <li>As a state-approved trainer, I agree</li> <li>I understand that li offer state-approved trainer, I agree</li> <li>I understand that if I offer state-approved trainer</li> </ul>	ed accurately reflects the training conti es to the content, procedures, or level e works cited information for all referer (6) state-approved hours may be awai ust contain accurate and required infor annot be distributed to anyone who do d for 5 years. aning codes are unique to me and my n a state-approved trainer, I must rener e to conduct myself in a manner which tart may monitor any state approved tr of the above statements may place app proved online/distance learning training coutined above.	ent, procedures, and number of hou of any training, I must re-submit the neces used and adhere to copyright la rded in any one (1) day or for any on mation. es not attend the full training or anyor trainings. These codes are only to t w regularly according to the specific will enhance the integrity of the earl aining for quality control purposes w roval of this and/or future training ap g, I must respond to participant inquit	s. training as a new training. ws. e (1) training and conference ne who arrives more than 15 re used on my certificates for requirements of my designati <i>y</i> childhood care and educati th or without notice to me. proval applications in jeoparc ies within 24 hours (M-F).	minutes late or leaves early. training approved by BFTS. on. on field. ly.
	Save without Submitting	Submit Training for Approval	Cancel	
		1		
		•		



- 7. The status of the training just submitted can be found on the <u>My Trainings</u> 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.

Search Training Records					
Training Name:					
Training Code:	Training Status:	•	Expiration Date F	rom:	
TG-BFTS-	Select>	لم ا	mm/dd/yyyy		
Origination:	Training Format:		Expiration Date 1	Го:	
Select>	✓ Select>	~	mm/dd/yyyy		
	Search Clear	Add Sess	ion Template Informat	ion 🕒 Subr	mit New Trainir
n-Progress Trainings	Search Clear	Add Sess	ion Template Informat	ion 🕒 Subr	nit New Trainir
In-Progress Trainings	Search Clear	Add Sess	ion Template Informat	ion Subr	mit New Trainin Status
n-Progress Trainings Training Name 1 Pre-Conference Test Training	Search Clear	Add Sess	ion Template Informat Format Face-to-Face	Origination Original Training	nit New Trainin Status Submitted
In-Progress Trainings Training Name Pre-Conference Test Training	Clear	Add Sess	ion Template Informat	ion Osubr Origination Original Training	nit New Trainin Status Submittee
In-Progress Trainings Training Name Pre-Conference Test Training	Clear	Add Sess	ion Template Informat Format Face-Io-Face	ion Osubr Origination Original Training	nit New Traini Status Submittee

8. 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.

oproved Trainings					+			
Training Name	Training Code	Format	Origination	Expiration Date	Status	Manage Session	Seconda Trainer	
Pre-Conference Test Training	TG-BFTS-151	Face-to-Face	Original Training	Sep 27, 2023	Approved	<b>#</b>	-	
Class Hours	TG-BFTS-172	Face-to-Face	Original Training	Oct 05, 2023	Approved		-	