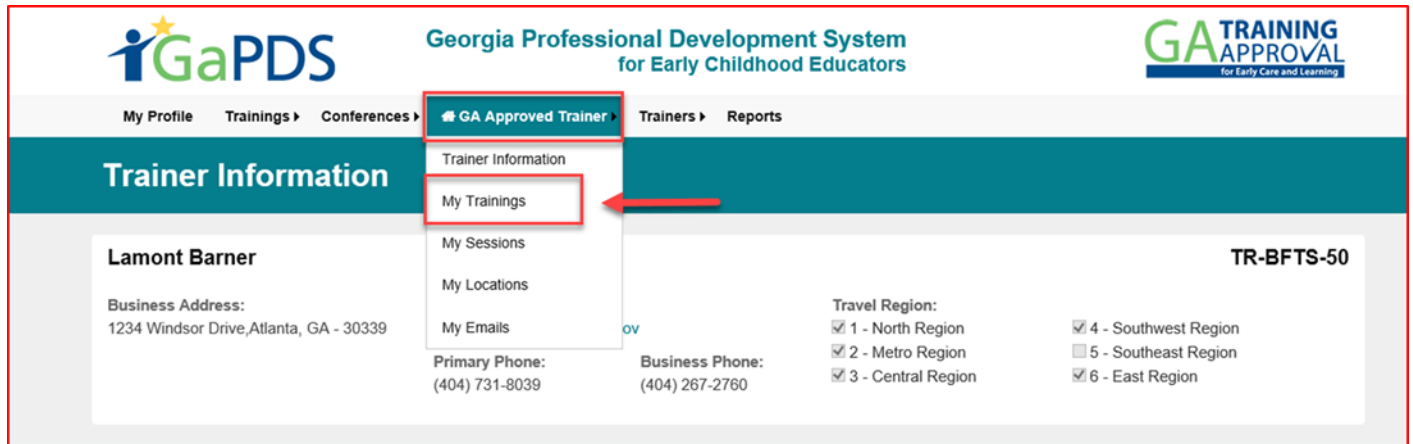
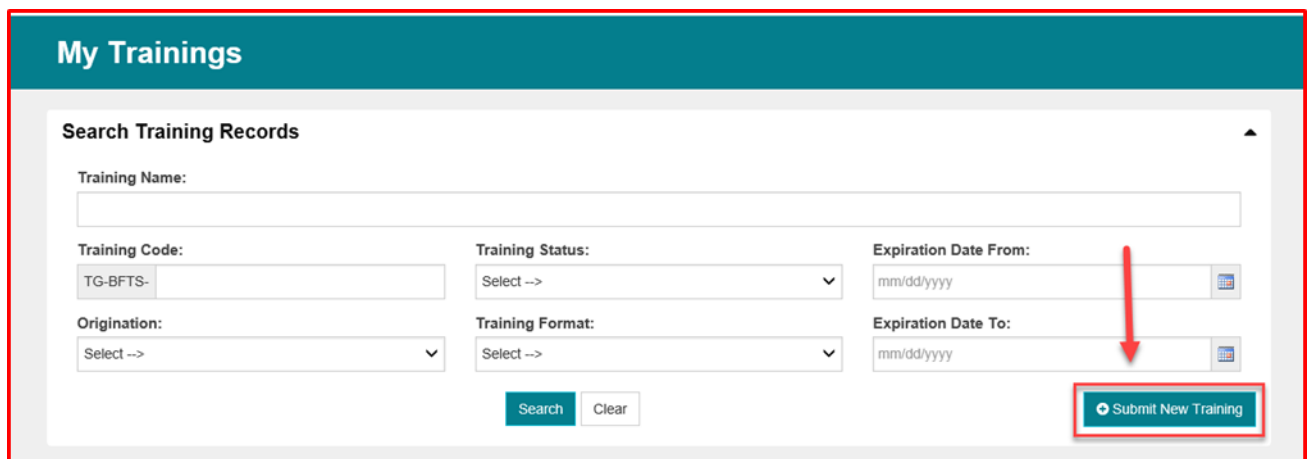


## How to Submit a 40 Hour Director Hybrid Training

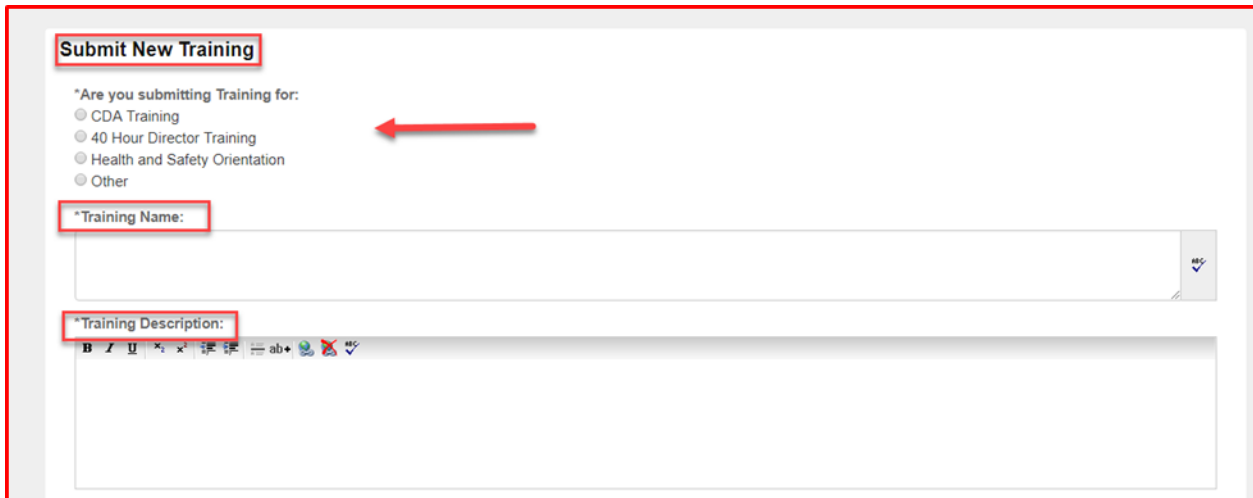
1. Once logged into GaPDS, click the “GA Approved Trainer” navigation tab.
  - a. Select “My Training” Tab.



2. Click on the “Submit New Training” button

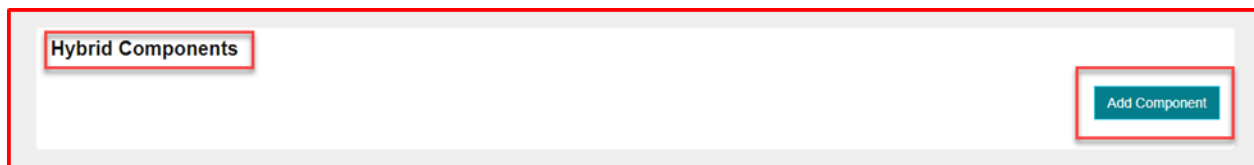


3. The Submit New Training page displays
  - a. Select the type of training you will be submitting for. < 40 Hour Director Training >
  - b. Enter the Training Name
  - c. Enter a Training Description




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 different training formats you will have for this Hybrid training.



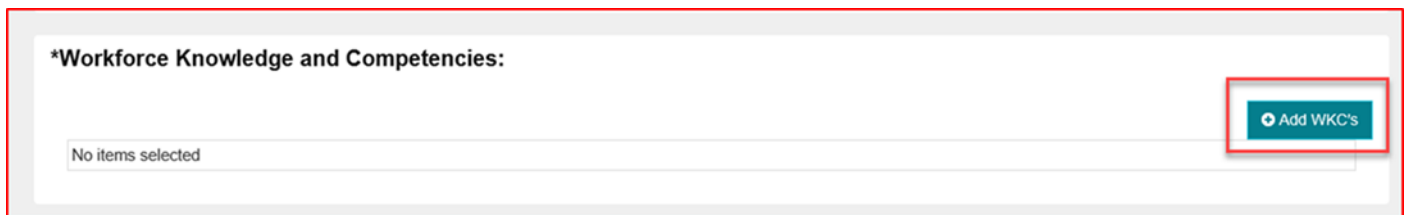
5. Click “Add Component” button
  - a. Enter Component Name
  - b. Select Format type
  - c. Enter Clock hours
  - d. Click “Save” button

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



Edit	Component Name	Format	Clock Hours	Delete
	hailey face-to-face	Face-to-Face	2.00	
	hailey online	Online	2.00	
			Total Hours: 4.00	

e. Click the “Add WKC’s” button.

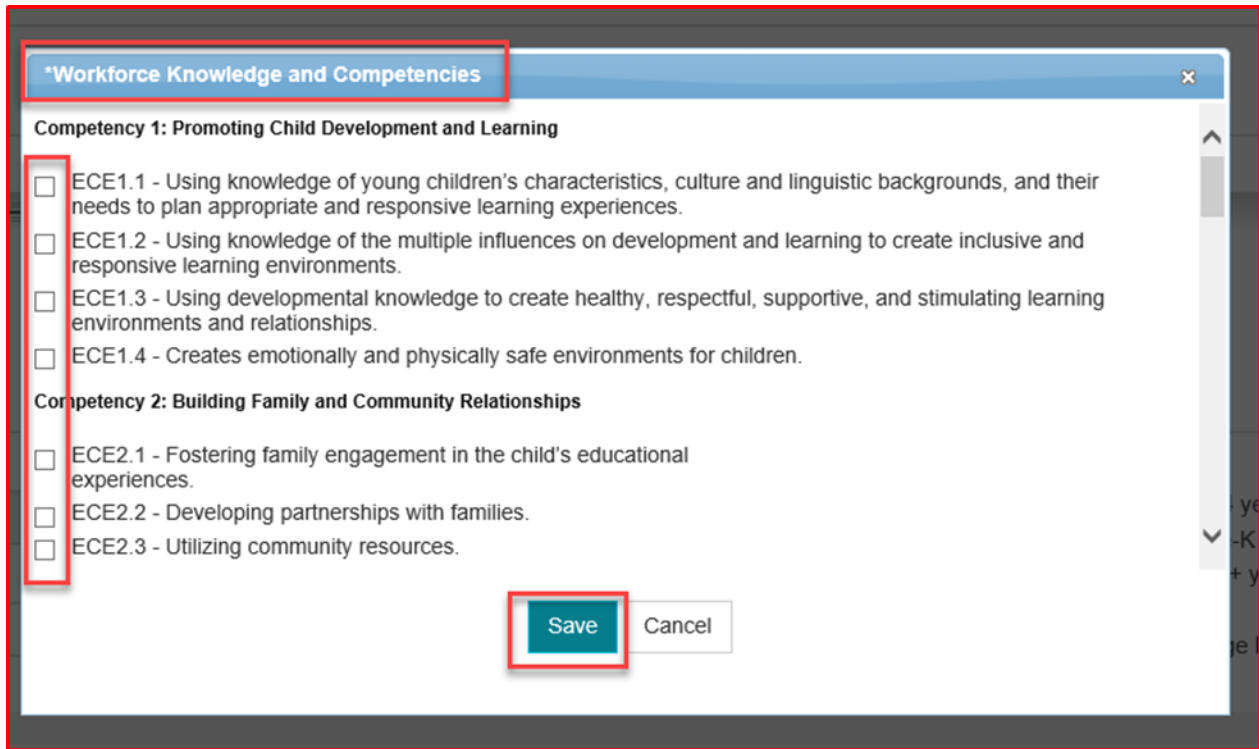


**\*Workforce Knowledge and Competencies:**

No items selected

[Add WKC's](#)

- Select WKC’s that apply to this session
- Click the “Save” button



**\*Workforce Knowledge and Competencies**

**Competency 1: Promoting Child Development and Learning**

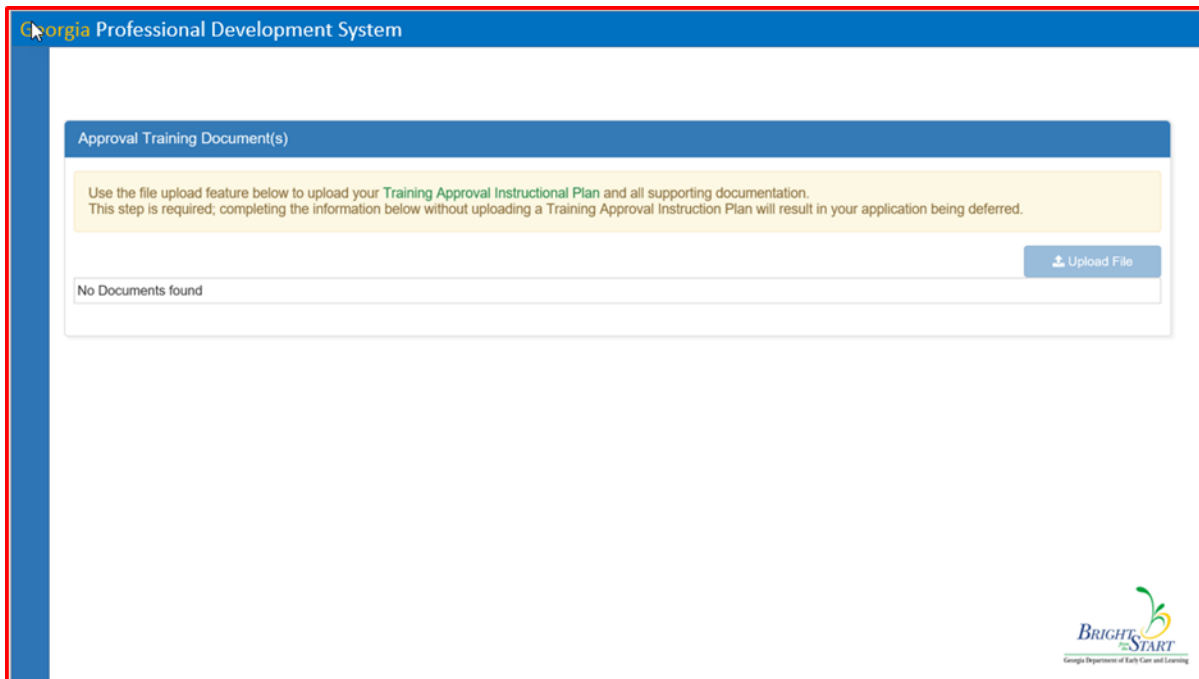
- ECE1.1 - Using knowledge of young children's characteristics, culture and linguistic backgrounds, and their needs to plan appropriate and responsive learning experiences.
- ECE1.2 - Using knowledge of the multiple influences on development and learning to create inclusive and responsive learning environments.
- 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.

**Competency 2: Building Family and Community Relationships**

- ECE2.1 - Fostering family engagement in the child's educational experiences.
- ECE2.2 - Developing partnerships with families.
- ECE2.3 - Utilizing community resources.

**Save** **Cancel**

- f. Upload training documentation.  
**NOTE:** This Field is grayed out




Georgia Professional Development System

**Approval Training Document(s)**

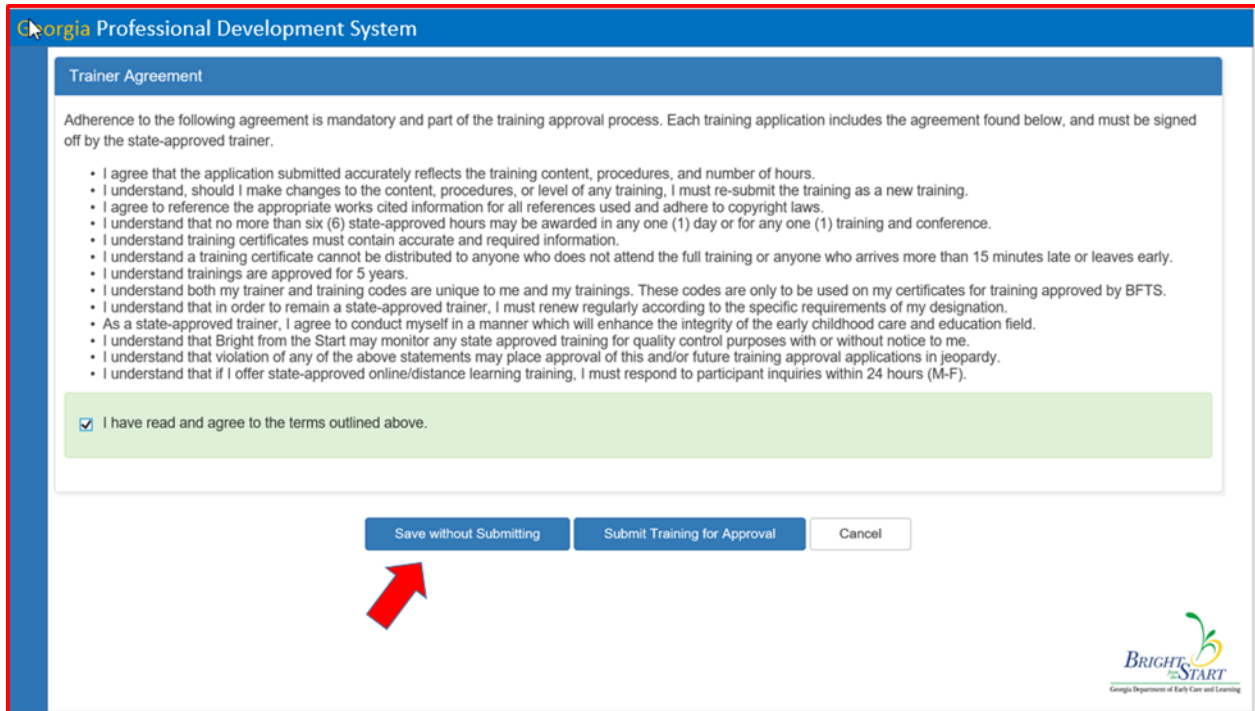
Use the file upload feature below to upload your **Training Approval Instructional Plan** and all supporting documentation. This step is required; completing the information below without uploading a Training Approval Instruction Plan will result in your application being deferred.

[Upload File](#)

No Documents found



g. 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.

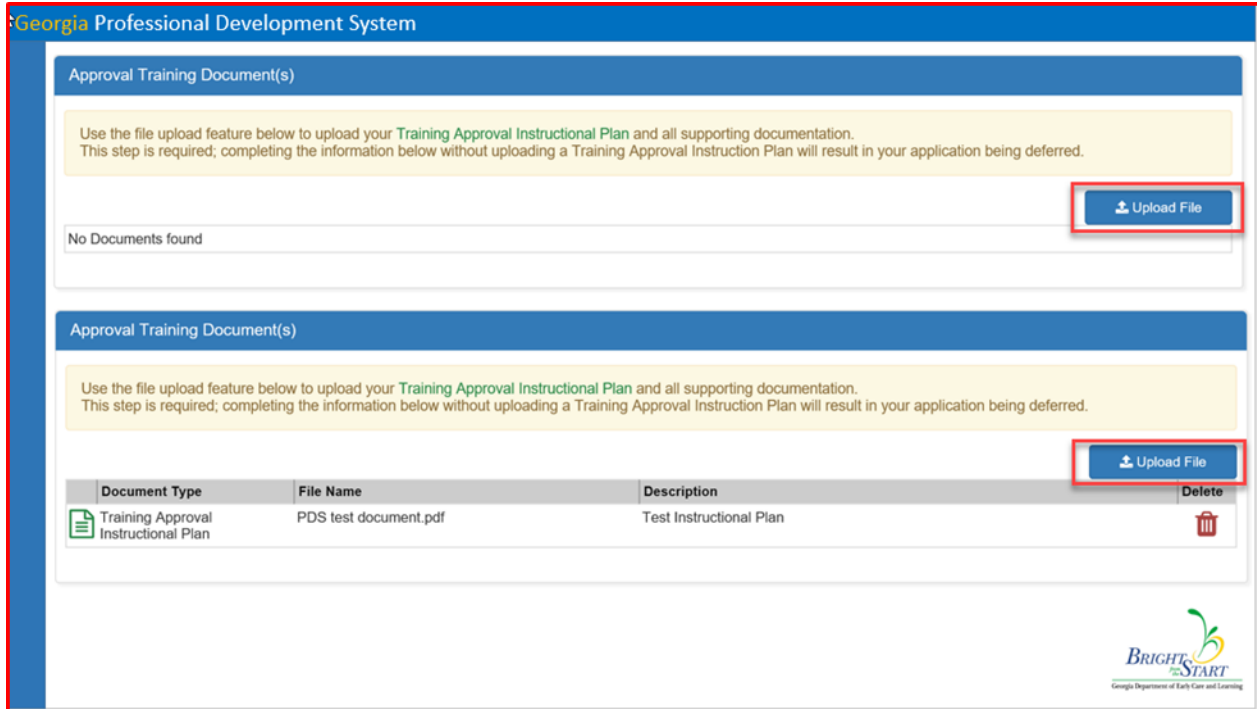
- I agree that the application submitted accurately reflects the training content, procedures, and number of hours.
- I understand, should I make changes to the content, procedures, or level of any training, I must re-submit the training as a new training.
- I agree to reference the appropriate works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



BRIGHT START  
Georgia Department of Early Care and Learning

h. Upon doing so, the “Upload File” button will become active and the user will be permitted to upload their training documentation.



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 Instructional Plan will result in your application being deferred.



[Upload File](#)


No Documents found

Approval Training Document(s)

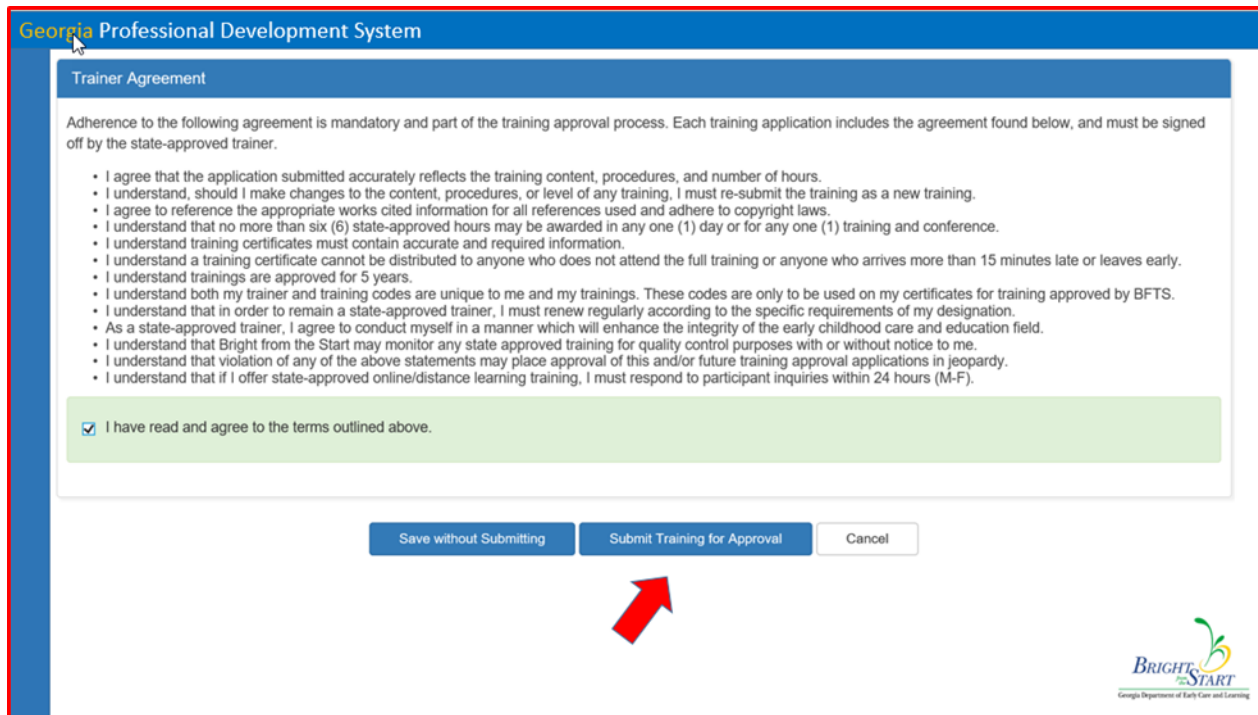
Use the file upload feature below to upload your **Training Approval Instructional Plan** and all supporting documentation. This step is required; completing the information below without uploading a Training Approval Instructional Plan will result in your application being deferred.

[Upload File](#)

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



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



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.

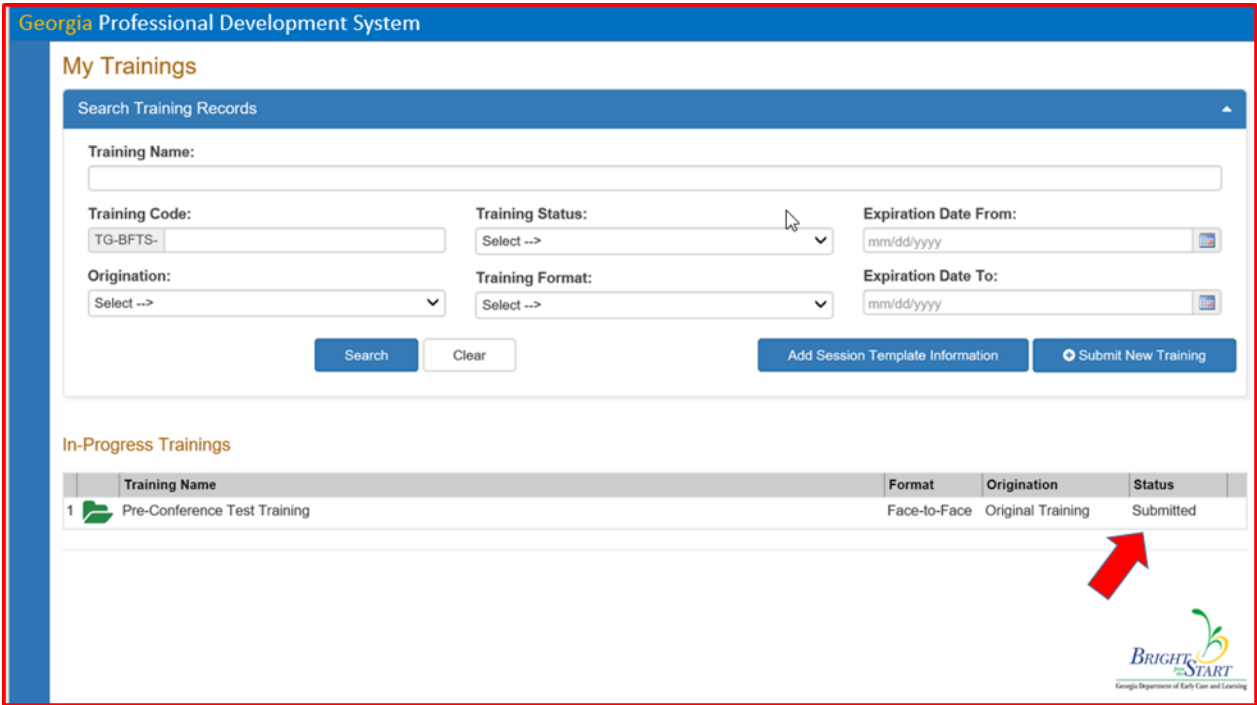
- I agree that the application submitted accurately reflects the training content, procedures, and number of hours.
- I understand, should I make changes to the content, procedures, or level of any training, I must re-submit the training as a new training.
- I agree to reference the appropriate works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



7. 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:

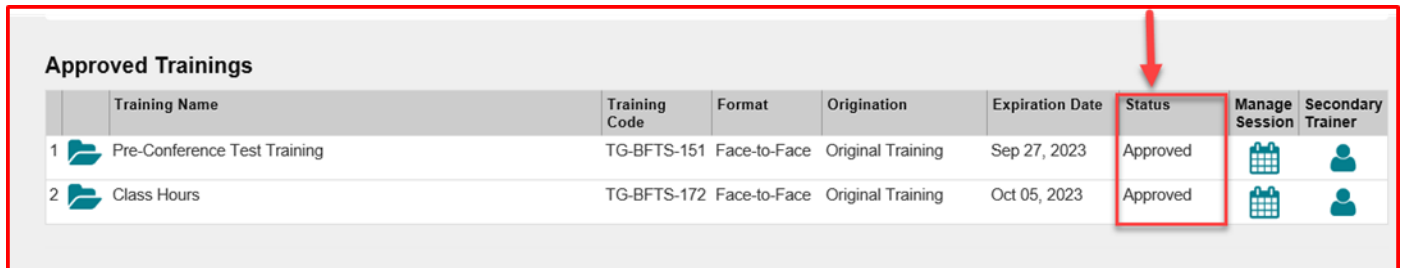
Origination:  Training Format:  Expiration Date To:

**In-Progress Trainings**

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



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



**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		
2	Class Hours	TG-BFTS-172	Face-to-Face	Original Training	Oct 05, 2023	Approved		