

## How to Add Cost to a Training

Once the training has been approved, cost and payment information can be added.

Step 1: User will need to gain access to www.gapds.decal.ga.gov

A. Login with GaPDS credentials

## Step 2:

- A. Hover over 'GA Approved Trainer'
- B. Select 'My Trainings'





## Step 3: My Trainings page displays

- A. Enter training name
- B. Select 'Search'
- C. Select **Edit** or the file folder icon.

ly Trainings								
Search Training Records Training Name:								•
Health								
Training Code:		Training Status:			Expiration Date	From:		
TG-BFTS-		Select>		~	mm/dd/yyyy			
Origination:		Training Format:			Expiration Date	то:		
Select>	$\sim$	Select>		~	mm/dd/yyyy			
	_	Search Clea	ar				Submit Ne	w Training
proved Trainings								
Training Name		Training Code	Format	Origination	Expiration Date	Status	Manage Session	Secondar Trainer
Health And Safety Orientation Part 2		TG-BFTS-6024	0 Face-to-Face	Original Training	Oct 17, 2023	Approved	Ê	-
<u> </u>								



Step 4: Update Training page displays

Jpdate Training				
Update Training				
You may make updates to your existing for approval (Training Level, Training Fo	g approved training on this page. To rene ormat, Language, Clock Hours, Hybrid C Update Training	w your training or to change any omponents), click the Update Trai plor Resubmission	of the following fields which must be resubmit ining for Resubmission button.	tted
Training Code:         TG-BFTS-60240         *Are you submitting Training for:         ○ CDA Training         ● 40 Hour Director Training         ● 40 Hour Director Training         ● Health and Safety Orientation         ○ Other         *Training Name:         Health And Safety Orientation Part 2         *Training Description:         B I II × x* IF IF = ab* S I *         Health and Safety Orientation part 2	Expiration Date: Oct 17, 2023	St Af	tatus: pproved	\$
*Training Level: Beginner V	*Language: English V	*Training Focus: (Check All the	at apply)	
*Format: Face-to-Face $\vee$	*Clock Hours: 4.00	<ul> <li>☑ Home-Based Care</li> <li>☑ Infant 0-12 months</li> <li>☑ Toddler 13-36 months</li> </ul>	School Age 5+ years Inclusion Dual Language Learners	

A. Scroll to the second section of the page: Cost and Payment



Cost and Payment:	
Statement of Payment Policy: Trainers and organizations work independently to set fees. The responsibility to pay training fees, costs, or reimbursements is between the trainee and the organization. DECAL and Georgia Training Approval do not collect training fees and do not mediate payment disputes between trainers or training organization participants.	trainer or training ations and
Cost(\$):     Website:       10.00     www.payhere.com	
Payment Instructions: Enter instructions on payment here.	2000 characters

- B. Enter 'Cost(s)'
- C. Enter 'Website'
- D. Enter 'Payment Instructions'
- E. Scroll to the bottom of the page and select 'Save'

Participant Training Document(s)	
List of uploaded documents for the training	
±	Upload File
No items selected	
Save Back	

B. Pop-up message stating Training Saved Successfully will appear.

Training Saved Successfully



## Step 5: Update Training page displays

A. Review information for accuracy

Jpdate Training				
Update Training				
You may make updates to your existing for approval (Training Level, Training F	g approved training on this page. To rene ormat, Language, Clock Hours, Hybrid C Update Training	w your training or to change any of the following fields which must be res omponents), click the Update Training for Resubmission button. g for Resubmission	submitted	
Training Code:         TG-BFTS-60240         *Are you submitting Training for:         © CDA Training         40 Hour Director Training         40 Hour Director Training         • Health and Safety Orientation         • Other         *Training Name:         Health And Safety Orientation Part 2         *Training Description: <b>B</b>	Expiration Date: Oct 17, 2023	Status: Approved	**	
*Training Level: Beginner ~ *Format: Face-to-Face ~	*Language: English ~ *Clock Hours:	*Training Focus: (Check All that apply) Administration Center-Based Care Home-Based Care Infant 0-12 months Check All that apply Preschool 3-4 years School Age 5+ years Inclusion		



tatement of Payment Policy rainers and organizations wor rganization. DECAL and Geor articipants.	r: rk independently to set fees. The responsil rgia Training Approval do not collect training	bility to pay training fees, costs, or reimbursements is between the trainee and th ng fees and do not mediate payment disputes between trainers or training organi	ne trainer or training izations and
ost(\$): V	Vebsite:		
0.00	www.payhere.com		
avment Instructions:			2000 charac
Enter instructions on payment h	here.		
orkforce Knowledge	and Competencies:		
competency 1: Promoting Ch	nild Development and Learning		O Update W
ECE1.2 - Using knowledge of	f the multiple influences on development an	nd learning to create inclusive and responsive learning environments.	
ECE1.3 - Using development	tal knowledge to create healthy, respectful,	supportive, and stimulating learning environments and relationships.	
competency 2: Building Fami	ily and Community Relationships		
ECE2.2 - Developing partner	ships with families.		
competency 4: Using Develop	pmentally Effective Approaches to Conn	nect with Children	
ECE4.2 - Using a broad reperindividualized for each and ev	ertoire of developmentally responsive teachi very child.	ing and learning approaches, guided by applicable learning and development stand	ards and
ECE4.3 - Intentionally plannin	and the second sec		
engagement with activities, a	ng and preparing a learning environment the and encourages interactions with others.	at nurtures each and every child's initiative, encourages active exploration of mater	ials, supports
proval Training Docu	ng and preparing a learning environment the ind encourages interactions with others.	at nurtures each and every child's initiative, encourages active exploration of mater	als, supports
proval Training Docu	ng and preparing a learning environment the and encourages interactions with others. ument(s) ow to upload your Training Approval Instru- ng the information below without uploading	at nurtures each and every child's initiative, encourages active exploration of mater uctional Plan and all supporting documentation. g a Training Approval Instruction Plan will result in your application being deferre	d.
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Proval Training Documents Ipload Documents Document Type Training Approval Instruction Training Approval Instruction Intraining Approval Instruction	ng and preparing a learning environment thind encourages interactions with others. ument(s) ow to upload your Training Approval Instru- ng the information below without uploading File Name ional Plan certificate.pdf ional Plan certificate.pdf	at numbers each and every child's initiative, encourages active exploration of mater uctional Plan and all supporting documentation. g a Training Approval Instruction Plan will result in your application being deferre Description Training Approval Instructional Plan Training Approval Instructional Plan	d. Lupicad Fi Dele
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Proval Training Docu  See the file upload feature belo his step is required; completin  Document Type  Training Approval Instructi Training Approval Instructi Uvalent Training(s)  Note: If the participant has take No items selected	Ind encourages interactions with others.  Imment(s)  own to upload your Training Approval Instru- ng the information below without uploading  File Name  ional Plan certificate.pdf  ional Plan certificate.pdf  ional Plan certificate.pdf	at numbers each and every child's initiative, encourages active exploration of mater actional Plan and all supporting documentation. g a Training Approval Instruction Plan will result in your application being deferre Description Training Approval Instructional Plan Training Approval Instructional Plan training Approval Instructional Plan training Approval Instructional Plan	d. Lipicad Fi
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Bright from the Start: Georgia Department of Early Care and Learning



B. Select 'Save'

Participant Training Document(s)	
List of uploaded documents for the training	
	1 Upload File
No items selected	
Training Saved Successfully	
Save Cancel	

C. Select **'Back'** to exit Update Training page.

Training Saved Successfully	
Save Back	