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'**

Bright from the Start: Georgia Department of Early Care and Learning
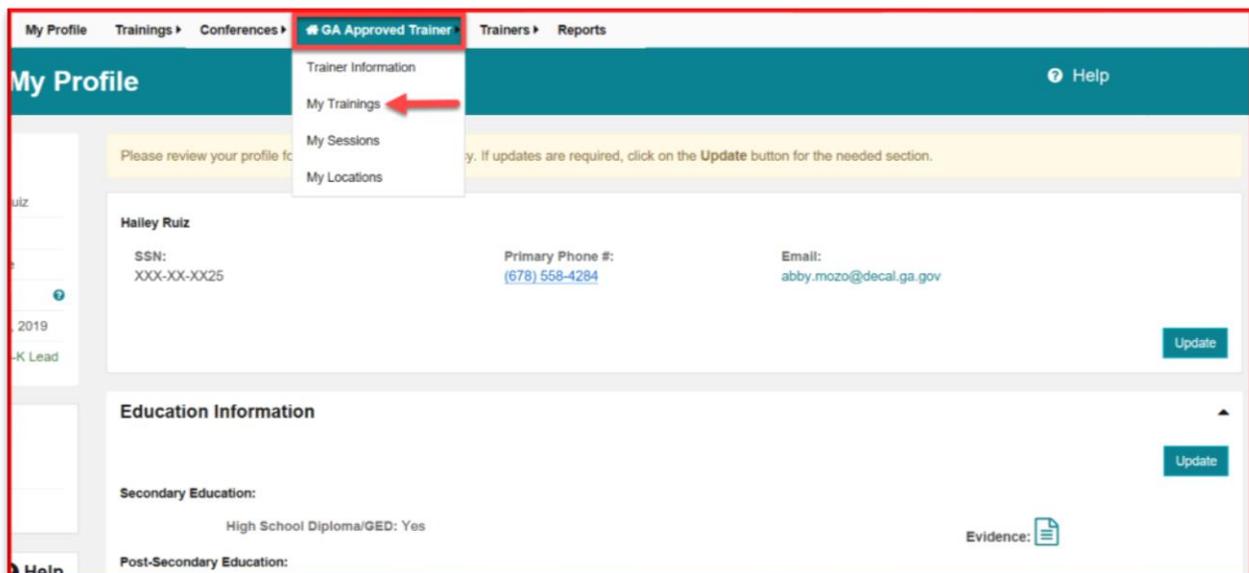
Step 3: My Trainings page displays

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

Bright from the Start: Georgia Department of Early Care and Learning

Step 4: Update Training page displays

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

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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 trainer or training organization. DECAL and Georgia Training Approval do not collect training fees and do not mediate payment disputes between trainers or training organizations and participants.

Cost(s):   **Website:**

10.00   www.payhere.com

Payment Instructions: 2000 characters

Enter instructions on payment here.

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

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Step 5: Update Training page displays

    A. Review information for accuracy

Update Training

Update Training

You may make updates to your existing approved training on this page. To renew your training or to change any of the following fields which must be resubmitted for approval (Training Level, Training Format, Language, Clock Hours, Hybrid Components), click the Update Training for Resubmission button.

[Update Training for Resubmission]

Training Code:
TG-BFTS-60240

Expiration Date:
Oct 17, 2023

Status:
Approved

*Are you submitting Training for:
- ○ CDA Training
- ○ 40 Hour Director Training
- ◉ Health and Safety Orientation
- ○ Other

*Training Name:

Health And Safety Orientation Part 2

*Training Description:

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Health and Safety Orientation part 2

*Training Level:	***Language:**	***Training Focus: (Check All that apply)**	
Beginner ⌄	English ⌄	☐ Administration	☐ Preschool 3-4 years
		☐ Center-Based Care	☐ Georgia's Pre-K 4 Years
*Format:	***Clock Hours:**	☑ Home-Based Care	☐ School Age 5+ years
Face-to-Face ⌄	4.00	☑ Infant 0-12 months	☐ Inclusion
		☑ Toddler 13-36 months	☐ Dual Language Learners

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 trainer or training organization. DECAL and Georgia Training Approval do not collect training fees and do not mediate payment disputes between trainers or training organizations and participants.

Cost($):

10.00

Website:

www.payhere.com

Payment Instructions: 2000 characters

Enter instructions on payment here.

*Workforce Knowledge and Competencies:

⊕ Update WKC's

Competency 1: Promoting Child Development and Learning

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.

Competency 2: Building Family and Community Relationships

ECE2.2 - Developing partnerships with families.

Competency 4: Using Developmentally Effective Approaches to Connect with Children

ECE4.2 - Using a broad repertoire of developmentally responsive teaching and learning approaches, guided by applicable learning and development standards and individualized for each and every child.

ECE4.3 - Intentionally planning and preparing a learning environment that nurtures each and every child's initiative, encourages active exploration of materials, supports engagement with activities, and encourages interactions with others.

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 Documents

⬆ Upload File

	Document Type	File Name	Description	Delete
📄	Training Approval Instructional Plan	certificate.pdf	Training Approval Instructional Plan	🗑
📄	Training Approval Instructional Plan	certificate.pdf	Training Approval Instructional Plan	🗑

Equivalent Training(s)

> **Note:** If the participant has taken any of the selected training(s), he or she will not be eligible for this training.

⊕ Add Equivalent Training

No items selected

Prerequisite Training(s)

⊕ Add Prerequisite Training

No items selected

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

                  ⬆ Upload File

No items selected

Training Saved Successfully

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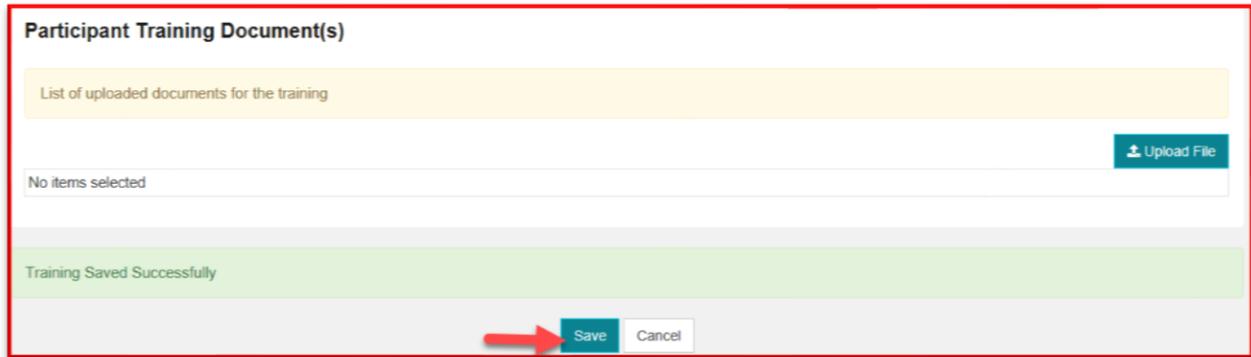
C. Select **'Back'** to exit Update Training page.

Training Saved Successfully

         Save   Back

Bright from the Start: Georgia Department of Early Care and Learning