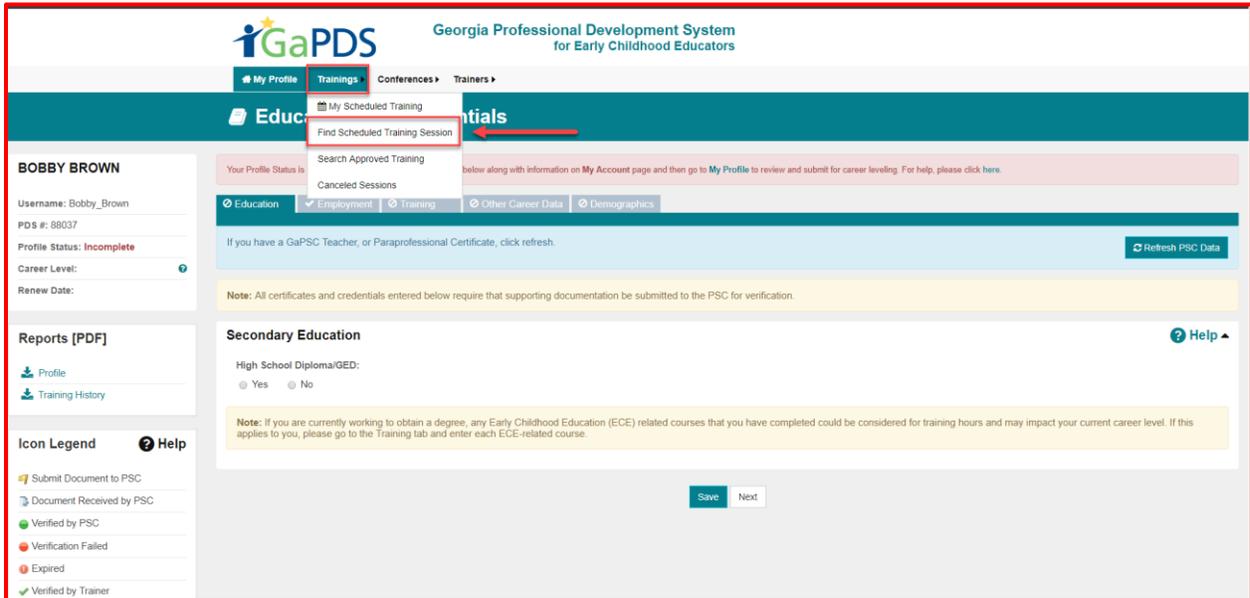
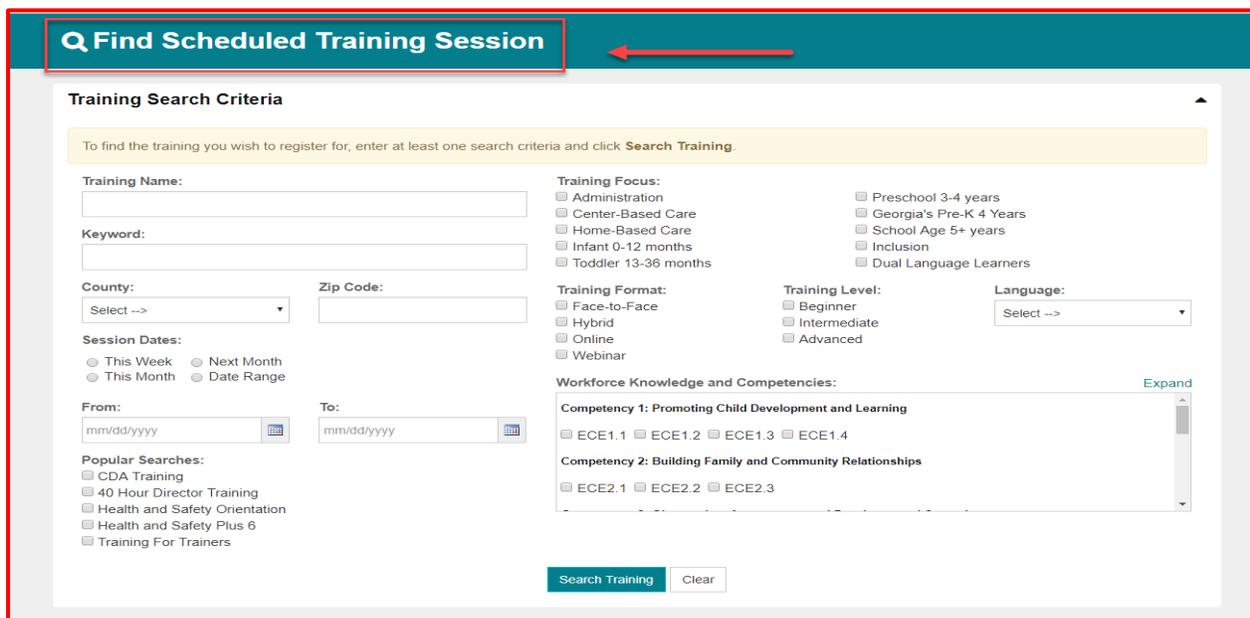


How to Find a Training Session

1. Once you have log into your GaPDS, click the “Trainings” navigation tab.
 - a. Select “Find Scheduled Training Session” Tab.

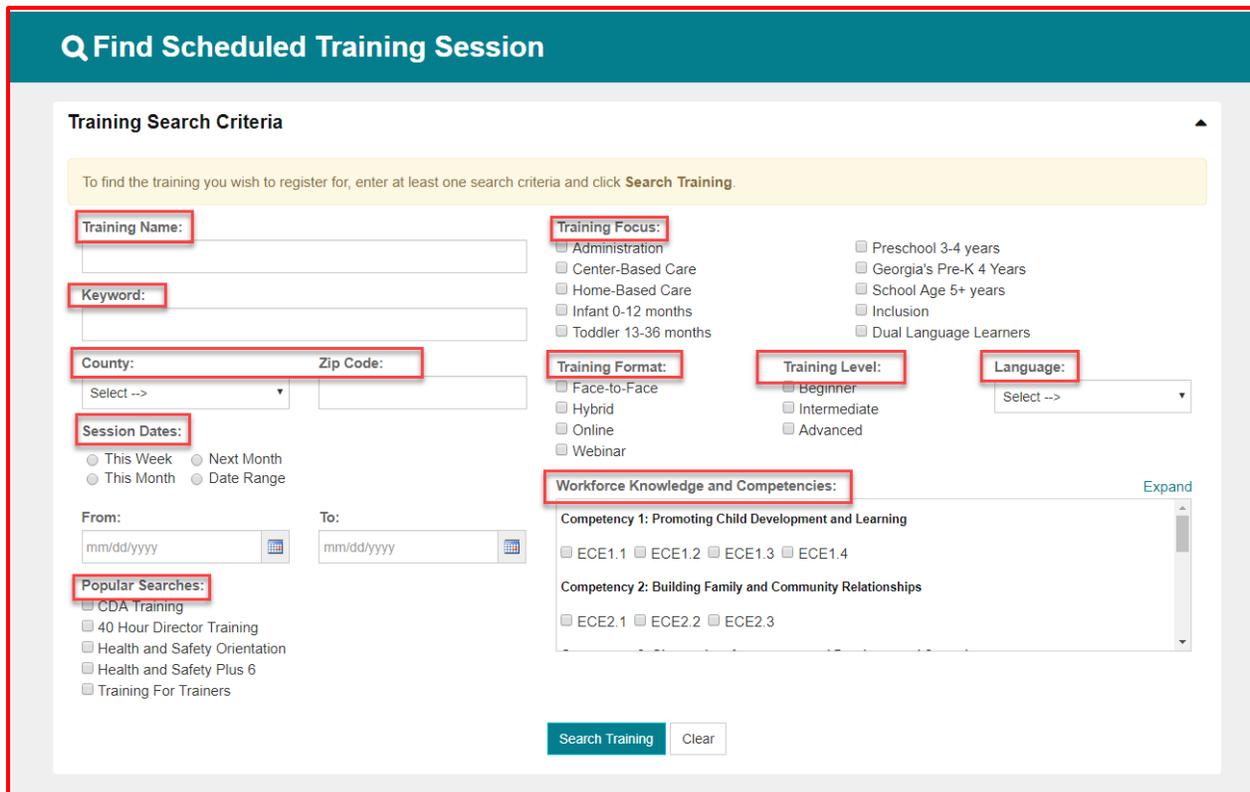


2. The Find Scheduled Training Session page displays.



To find a training there are ten different fields you can enter information to find the appropriate training which are:

1. Training Name
2. Keyword
3. County/Zip code
4. Session Dates
5. Popular Searches
6. Training Focus
7. Training Format
8. Training Level
9. language
10. Workforce Knowledge and Competencies



Q Find Scheduled Training Session

Training Search Criteria

To find the training you wish to register for, enter at least one search criteria and click **Search Training**.

Training Name:

Keyword:

County: **Zip Code:**

Session Dates:
 This Week Next Month
 This Month Date Range

Popular Searches:
 CDA Training
 40 Hour Director Training
 Health and Safety Orientation
 Health and Safety Plus 6
 Training For Trainers

Training Focus:
 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
 Dual Language Learners

Training Format:
 Face-to-Face
 Hybrid
 Online
 Webinar

Training Level:
 Beginner
 Intermediate
 Advanced

Language:

Workforce Knowledge and Competencies: [Expand](#)

Competency 1: Promoting Child Development and Learning
 ECE1.1 ECE1.2 ECE1.3 ECE1.4

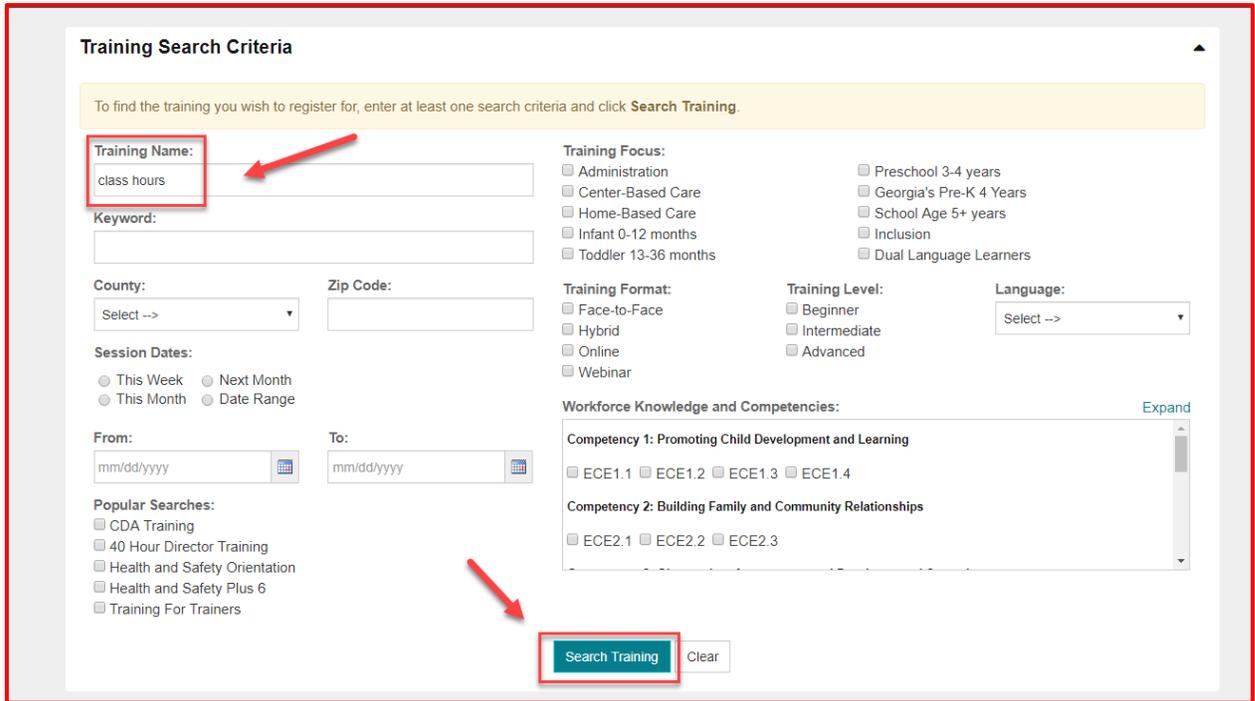
Competency 2: Building Family and Community Relationships
 ECE2.1 ECE2.2 ECE2.3

Search Training

**Note you do not have to enter information to all ten fields in order to find the appropriate training.

3. Upon entering Information into one of the ten fields provide

- a. Click “Search”



Training Search Criteria

To find the training you wish to register for, enter at least one search criteria and click **Search Training**.

Training Name: class hours

Keyword:

County: Select --> **Zip Code:**

Session Dates:
 This Week Next Month
 This Month Date Range

From: mm/dd/yyyy **To:** mm/dd/yyyy

Popular Searches:
 CDA Training
 40 Hour Director Training
 Health and Safety Orientation
 Health and Safety Plus 6
 Training For Trainers

Training Focus:
 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
 Dual Language Learners

Training Format:
 Face-to-Face
 Hybrid
 Online
 Webinar

Training Level:
 Beginner
 Intermediate
 Advanced

Language: Select -->

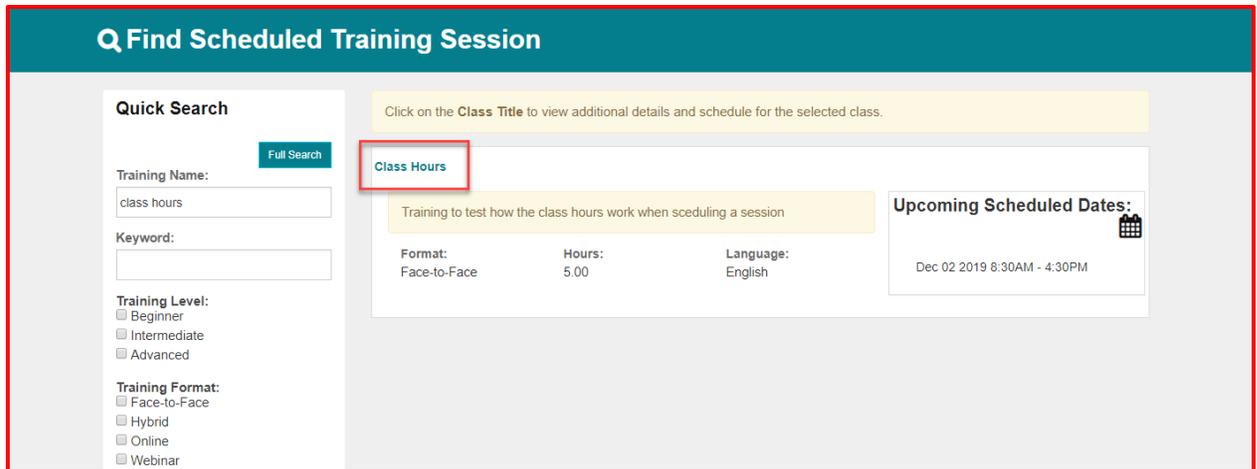
Workforce Knowledge and Competencies: [Expand](#)

Competency 1: Promoting Child Development and Learning
 ECE1.1 ECE1.2 ECE1.3 ECE1.4

Competency 2: Building Family and Community Relationships
 ECE2.1 ECE2.2 ECE2.3

Search Training Clear

4. Upon clicking “Search” at the bottom of the screen you will see all trainings offered with this title.



Q Find Scheduled Training Session

Quick Search [Full Search](#)

Training Name: class hours

Keyword:

Training Level:
 Beginner
 Intermediate
 Advanced

Training Format:
 Face-to-Face
 Hybrid
 Online
 Webinar

Click on the **Class Title** to view additional details and schedule for the selected class.

Class Hours

Training to test how the class hours work when scheduling a session

Format: Face-to-Face **Hours:** 5.00 **Language:** English

Upcoming Scheduled Dates:
 Dec 02 2019 8:30AM - 4:30PM