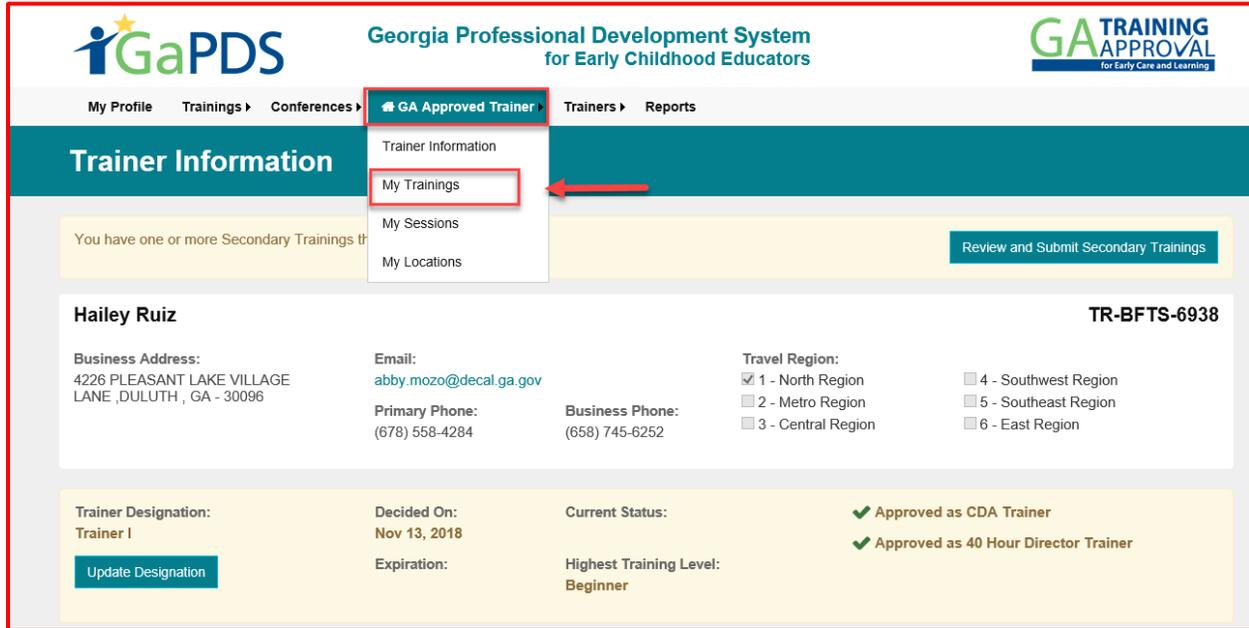


## My Trainings

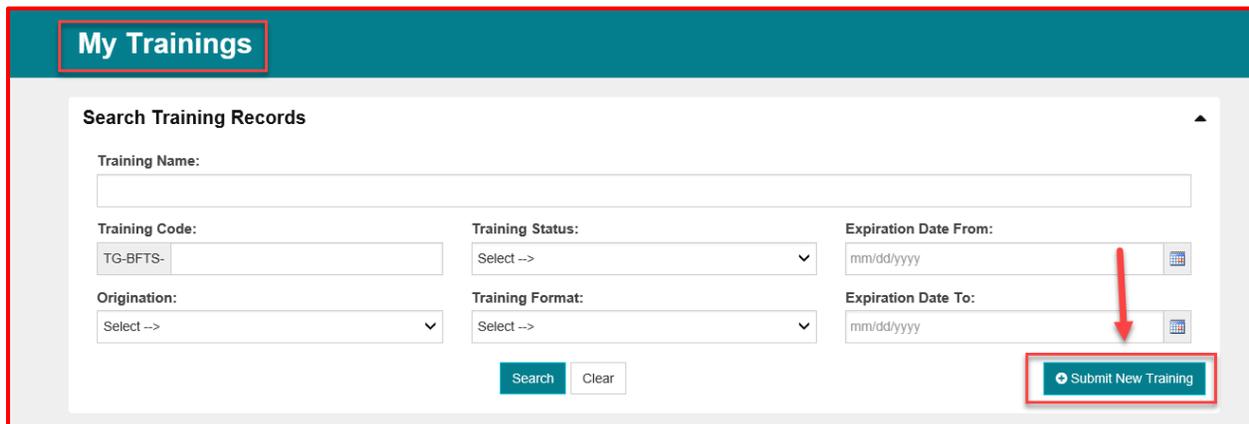
Once logged into GaPDS, click the “Ga Approved Trainer” navigation tab.

- a. Select “My Training” tab.



The screenshot shows the GaPDS interface for a trainer. The top navigation bar includes 'My Profile', 'Trainings', 'Conferences', 'GA Approved Trainer', 'Trainers', and 'Reports'. The 'GA Approved Trainer' tab is active. A dropdown menu is open under 'Trainer Information', with 'My Trainings' selected and highlighted by a red box and a red arrow. The main content area displays the trainer's information for Hailey Ruiz, including business address, email, phone numbers, and travel region. It also shows her designation as a Trainer I, approved as a CDA Trainer and 40 Hour Director Trainer, with a highest training level of Beginner.

Under the “My Training” tab there is the ability to “Submit a New Training” for approval. This screen also displays “Approved Trainings”, “In-Progress Trainings”, “Expired Trainings”, and “Review Secondary Trainings”.



The screenshot shows the 'My Trainings' page. The 'My Trainings' tab is highlighted in the top navigation bar. Below the tab is a search form for training records with fields for Training Name, Training Code, Training Status, Training Format, Expiration Date From, and Expiration Date To. A red arrow points to the 'Submit New Training' button at the bottom right.

**In-Progress Trainings**

	Training Name	Format	Origination	Status	
1	Hailey 40 Hour Director Training	Hybrid	Original Training	In Progress	
2	Kj	Face-to-Face	Original Training	In Progress	
3	Other Training Zam	Face-to-Face	Original Training	In Progress	
4	Pre-Conference Test Training	Face-to-Face	Original Training	Submitted	

**Expired Trainings**

	Training Name	Training Code	Format	Origination	Expiration Date	Status	Manage Session
1	Helping Hands	TG-BFTS-60081	Face-to-Face	Original Training	Aug 20, 2018	Expired	

**Review Secondary Trainings**

The following secondary training(s) have been proposed for you. To be approved for a secondary training, you must have attended a Train-the-Trainer session with the primary trainer during which the primary trainer reviews the training content, including activities and instructions for training the class, as it was approved.

	Training Name	Primary Trainer	Status	Proposed On
1	Health And Safety Orientation	Trina Scott	Pending Submission	Oct 17, 2018

**Approved Trainings**

	Training Name	Training Code	Format	Origination	Expiration Date	Status	Manage Session	Secondary Trainer
1	Health And Safety Orientation Part 2	TG-BFTS-60240	Face-to-Face	Original Training	Oct 17, 2023	Approved		
2	Ruiz Cda Training	TG-BFTS-60221	Face-to-Face	Original Training	Oct 10, 2023	Approved		

The search engine is design to help locate a specific trainings being searched by entering one of the following:

1. Training Name
2. Training Code
3. Training Status
4. Expiration Date From/ To
5. Origination
6. Training Format

**My Trainings**

**Search Training Records**

Training Name:

Training Code:

Origination:

Training Status:

Training Format:

Expiration Date From:

Expiration Date To:

**Icon Key:**

1. Update Training



2. Manage Session



3. Add Secondary Trainer



4. Delete Training



5. Edit Training

