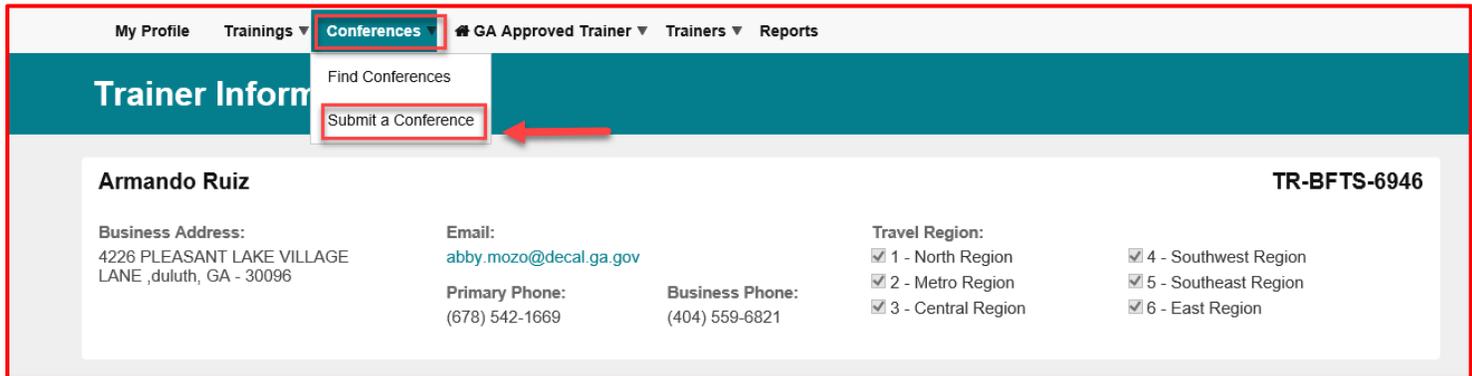


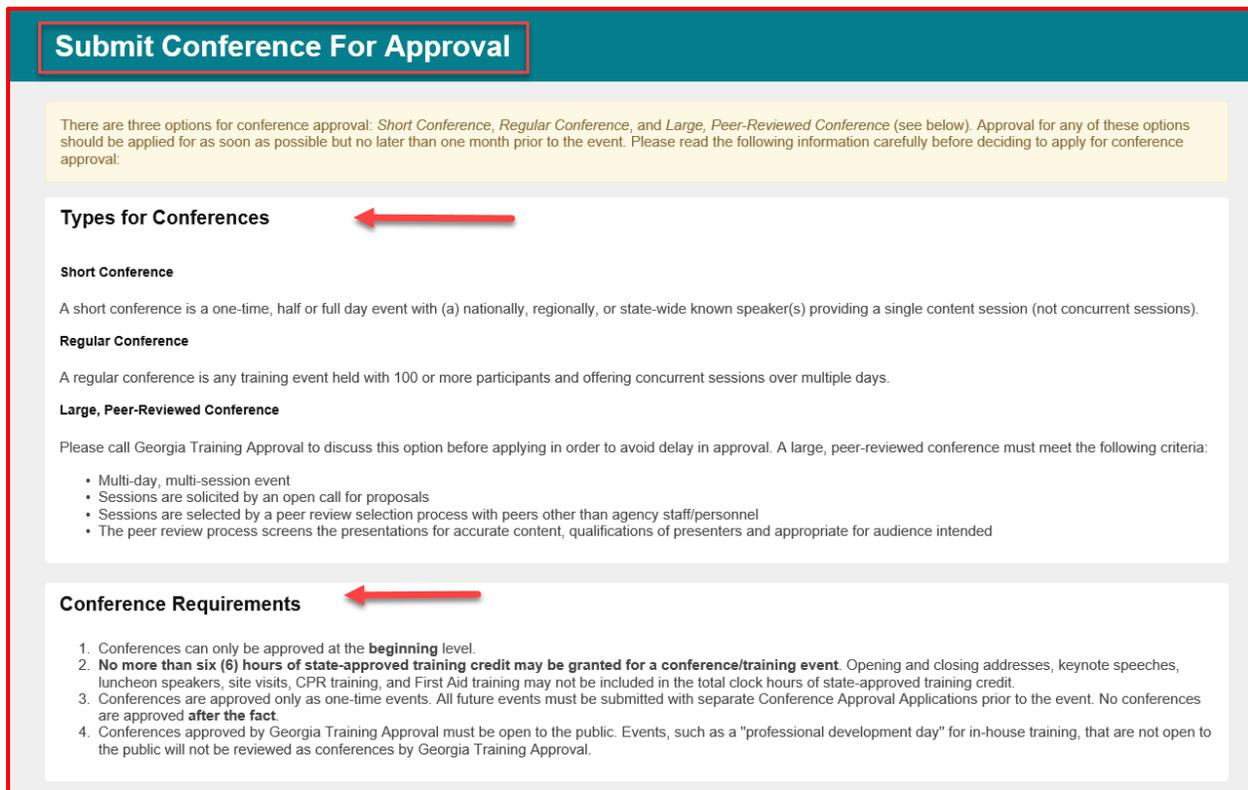
How to Submit a Conference for Approval

1. Once logged into GaPDS, click the “Conferences” Navigation tab.
 - A. Select, “Submit Conference”.



The screenshot shows the GaPDS user interface. At the top, there is a navigation bar with tabs: My Profile, Trainings, Conferences (highlighted with a red box), GA Approved Trainer, Trainers, and Reports. Below the navigation bar is a teal header with the text 'Trainer Inform'. Underneath, there is a dropdown menu for 'Conferences' with two options: 'Find Conferences' and 'Submit a Conference' (highlighted with a red box and a red arrow pointing to it). Below the menu is a profile card for Armando Ruiz, TR-BFTS-6946, with contact information and travel region selection options.

2. The Submit Conference for Approval page displays.



The screenshot shows the 'Submit Conference For Approval' page. At the top, there is a teal header with the text 'Submit Conference For Approval'. Below the header is a yellow box with instructions: 'There are three options for conference approval: Short Conference, Regular Conference, and Large, Peer-Reviewed Conference (see below). Approval for any of these options should be applied for as soon as possible but no later than one month prior to the event. Please read the following information carefully before deciding to apply for conference approval:'. Below this is a section titled 'Types for Conferences' (highlighted with a red box and arrow) with three sub-sections: 'Short Conference', 'Regular Conference', and 'Large, Peer-Reviewed Conference'. Below these is a section titled 'Conference Requirements' (highlighted with a red box and arrow) with four numbered items.

- a. Review all the information displayed on the screen
- b. Click “Begin Application” button.

Presenter Criteria ←

Presenters must meet at least one of the following criteria:

- Current professional license in the field of training being offered.
- Minimum of a Bachelor's degree in the field of training being offered.
- Minimum of five years in presentation experience in specialty field (i.e. music, art, science, etc.).

Required Documentation ←

A complete Conference Approval Application should include the following:

- List of presenters and their credentials/qualifications with copies of [resumes](#)*
- [Training outline](#) for each session**
- Conference marketing brochure
- Tentative/anticipated agenda
- Final conference program
- Sample conference certificate
- Evaluation form
- For large, peer-reviewed conferences only: Signed statement from conference coordinator (or person responsible for the conference) documenting that an open call for proposals, peer review and screening was conducted (contact Georgia Training Approval before applying)

1. *If a presenter is a state-approved trainer, provide the presenter's trainer code (TR-BFTS-XXX). Credentials/qualifications and resumes do not need to be submitted.
 2. **If a presenter is a state-approved trainer **and** is approved for the session(s) they are providing, provide the training code(s) (TG-BFTS-XXX) for each session. Training outlines do not need to be submitted.

Begin Application

3. The Conference Application page displays.

© Conference Application

Contact Information

*Name of Organization: 289 remaining

*Coordinator:

*Email: Website:

*Daytime Phone: Fax:

Conference Details

*Conference Title: 476 remaining

*Conference Theme: *Clock Hours (state-approved): *Language:

*Conference Type: i No more than 6 clock hours total will be approved

*Cost(\$):

*From Date	*Start Time	*To Date	*End Time
<input type="text" value="mm/dd/yyyy"/> <input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> <input type="text"/>	<input type="text"/>

Do you want this conference to display on the [Find Conference](#) page search?
 Yes
 No

- a. Enter Name of Organization
- b. Enter Coordinator
- c. Enter Email
- d. Enter Website
- e. Enter Daytime Phone
- f. Enter Fax Number
- g. Enter Conference Title
- h. Enter Conference Theme
- i. Enter Clock Hours **** Note:** No more than 6 clock hours will be approved.
- j. Select Language
- k. Select Conference Type **** Note:** There are three different Conference types they are as follow:
 1. Short Conference: One time, Half or full day event
 2. Regular Conference: 100 or more participates/ multiple days.
 3. Large, Peer Reviewed Conference: Multi-day, multi-session event, which is open to the public and anyone can attend to create this training it would need to be approved (Karen) Ga Training Approval.
- l. Enter Cost
- m. Select Training dates/ Time
- n. Select Yes/ No if you would like to display on the “Find Conference” page search.
- o. Select Target Audience
- p. Enter Conference Description
- q. Enter Registration Instructions

***Name of Organization:** 289 remaining
 Armando Inc

***Coordinator:**
 Armando

***Email:** abby.mozo@decal.ga.gov ***Website:** ***Daytime Phone:** (404) 267-2760 ***Fax:**

Conference Details ▲

***Conference Title:** 476 remaining
 Armando Conference Test

***Conference Theme:** Hepling Hands Test ***Clock Hours (state-approved):** 6
No more than 6 clock hours total will be approved ***Language:** English ▼

***Conference Type:** Short ▼ ***Cost(\$):**

*From Date	*Start Time	*To Date	*End Time
12/11/2018	08:00 AM	12/11/2018	04:00 PM

Do you want this conference to display on the Find Conference page search?
 Yes
 No

***Target Audience:**
 Early Childhood Educators Pre-K Teachers School-Age Educators Head Start Teachers
 Program Administrators Technical Assistance Providers Inclusion Coordinators Trainers / Adult Educators

***Conference Description:** 2000 characters

***Registration Instructions:** 2000 characters

r. Enter Location

Location ▲

***Name:**
 Select --> Add New Location

Address: **County:** **Room Number:** **Phone Number:**

- s. Enter Additional Scheduling Information
- t. Enter Keeping Attendance Information
- u. Enter Certificate distribution information
- v. Enter Conference Evaluation
- w. Click Continue button



Additional Information

Additional Scheduling Information: 2000 characters

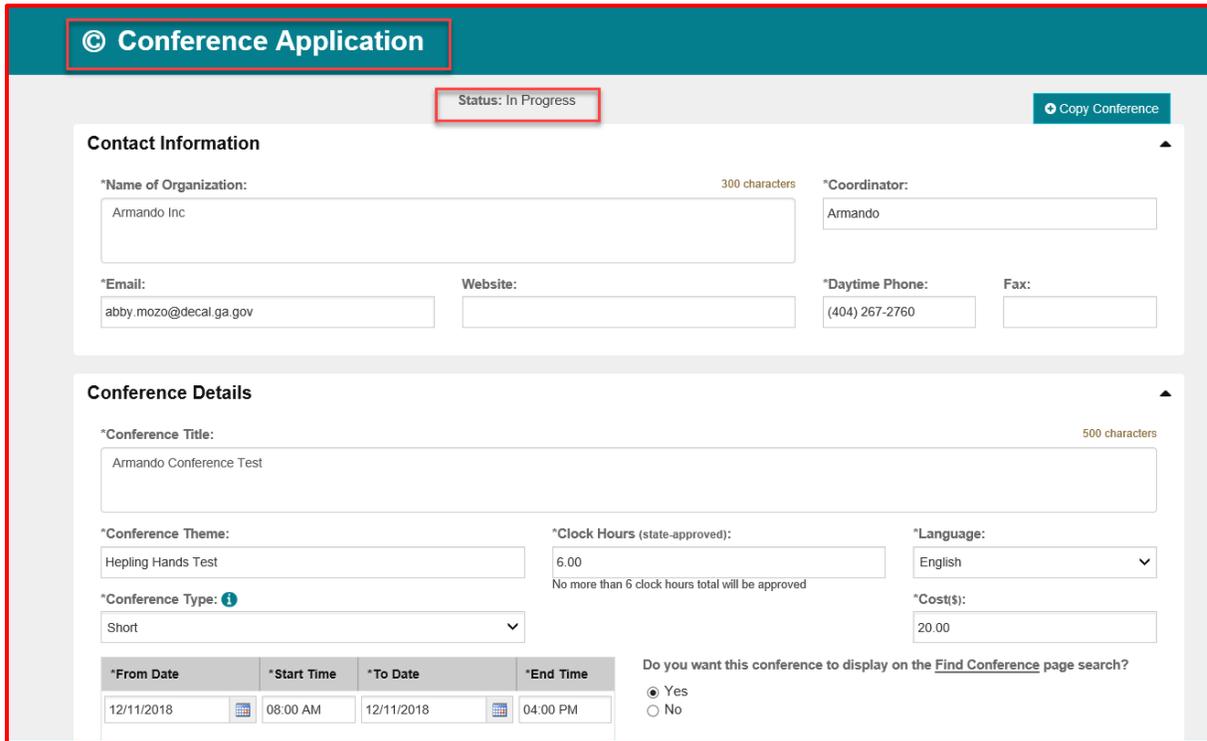
*Keeping Attendance: 2000 characters

*Certificate Distribution: 2000 characters

*Conference Evaluation: 2000 characters

Continue Cancel

4. The Conference Application page displays again
****Notice:** Status of application displays on top of the page



© Conference Application

Status: In Progress Copy Conference

Contact Information

*Name of Organization: 300 characters
Armando Inc

*Coordinator: Armando

*Email: abby.mozo@decal.ga.gov Website: Daytime Phone: (404) 267-2760 Fax:

Conference Details

*Conference Title: 500 characters
Armando Conference Test

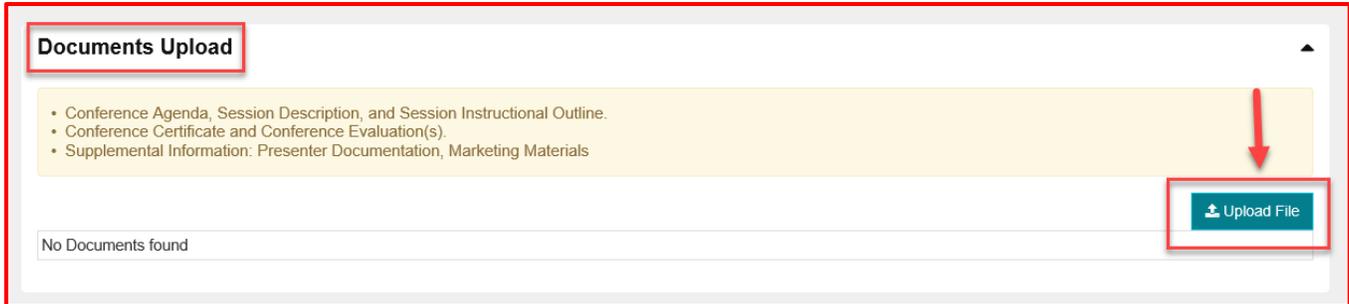
*Conference Theme: Helping Hands Test *Clock Hours (state-approved): 6.00 *Language: English

*Conference Type: Short *Cost(\$): 20.00

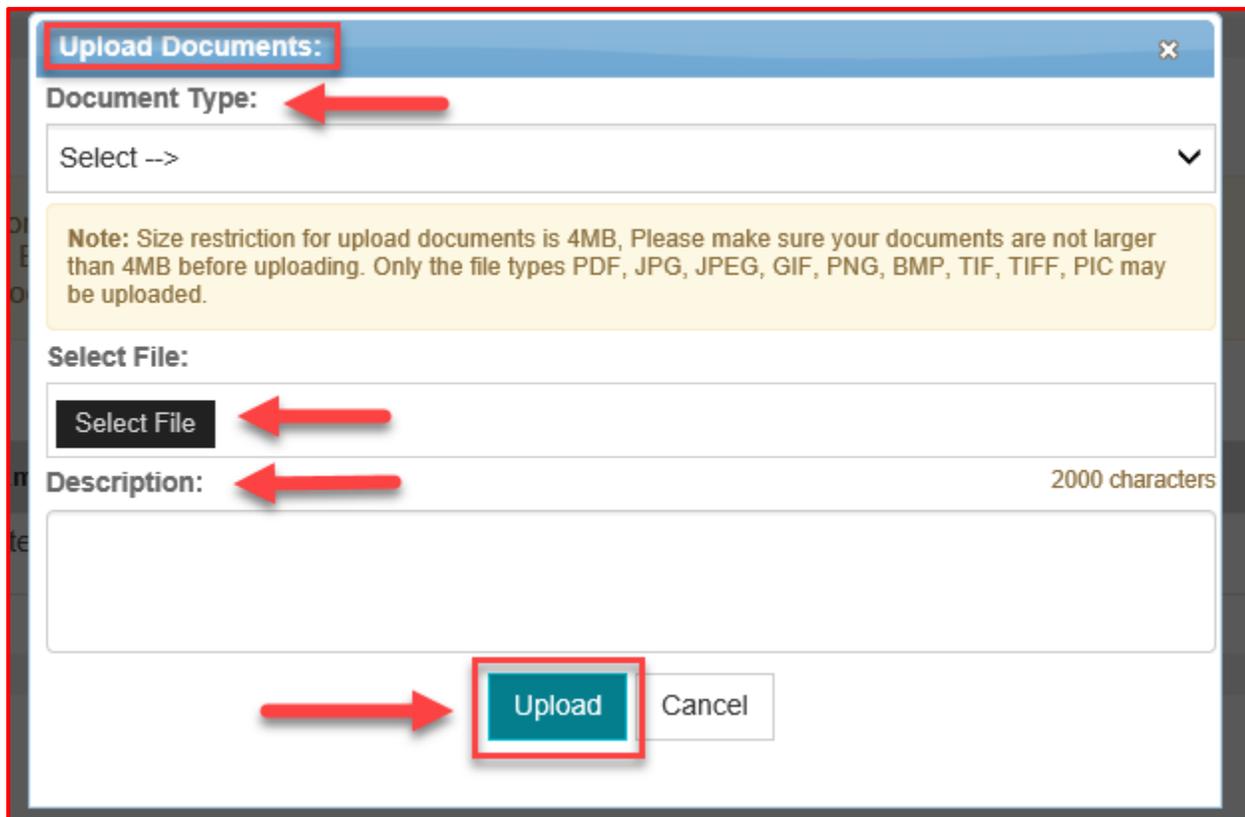
Do you want this conference to display on the [Find Conference](#) page search?
 Yes No

*From Date	*Start Time	*To Date	*End Time
12/11/2018	08:00 AM	12/11/2018	04:00 PM

- a. Review the information entered on the application
- b. Scroll down to bottom of page
- c. ****Notice** the upload Documents section appears.



- a. Click the “Upload File” button
- b. Select Document Type
- c. Select file to upload
- d. Enter Document description
- e. Click “Upload” button



- d. Read the Coordinator Agreement section
- e. Select the check box to “Agree”
- f. Click Save button
- g. Click Submit button

Coordinator Agreement

As the Conference Coordinator, you must agree to the following items:

1. I have ensured that the sponsoring organization has abided by the following criteria in selecting conference presenters. All conference presenters meet at least one of the following criteria:
 - Current professional license in the field of training being offered
 - Minimum of a Bachelors degree in the field of training being offered
 - Minimum of five years in presentation experience in specialty field
2. I have ensured that the sponsoring organization has a process in place to document participants attendance and hours.
3. I understand that conferences approved by Georgia Training Approval must be open to the public and that Events, such as a "professional development day" for in-house training, that are not open to the public will not be reviewed as conferences by Georgia Training Approval.
4. I have ensured that this conference will be open to the public.
5. I have all of the following items on file:
 - A list of presenters, their individual qualifications, the titles of their presentations, and time allotted for each
 - Resumes for all presenters who are not currently state-approved trainers; for every presenter who is a state-approved trainer, a copy of the BFTS approval letter showing the trainer is approved for the session(s) to be presented at the conference
 - A copy of the conference evaluation form that will be available for participants
6. I understand that conferences can only be approved at the beginning level.
7. I understand that no more than six (6) hours of state-approved training credit may be granted for a conference/training event, and that opening and closing addresses, keynote speeches, luncheon speakers, site visits, CPR training and First Aid training may not be included in the total clock hours of state-approved training credit.
8. I understand that conferences are approved only as one-time events, and that all future events must be submitted with separate Conference Approval Applications prior to the event.

agree to the above statements.

Conference Saved Successfully

Once the application is submitted, a message will displays at the bottom of the page. This message communicates the application review time and revision process.

Your Conference Application for Armando Conference Test has been submitted. Please allow 10 working days for review of your application. You will be notified if any components of your application are missing or in need of revision