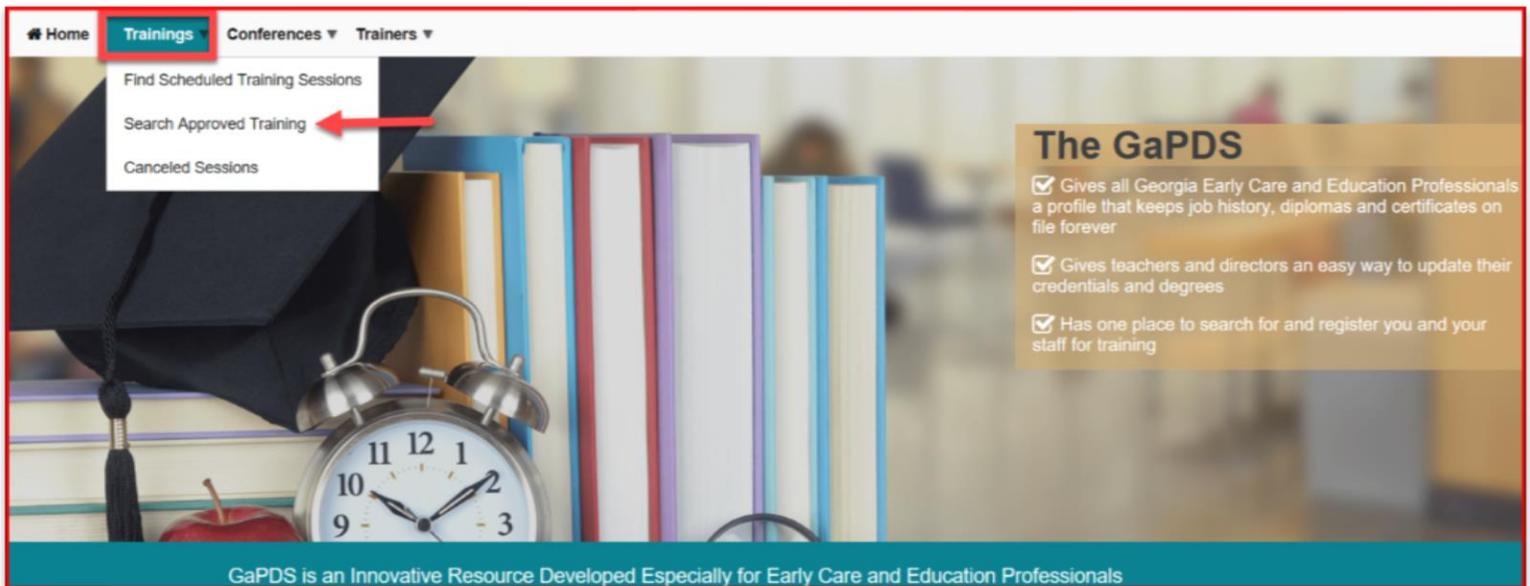


## How to Search an Approved Training

Step 1: Site visitor will need access to [www.gapds.decal.ga.gov](http://www.gapds.decal.ga.gov)

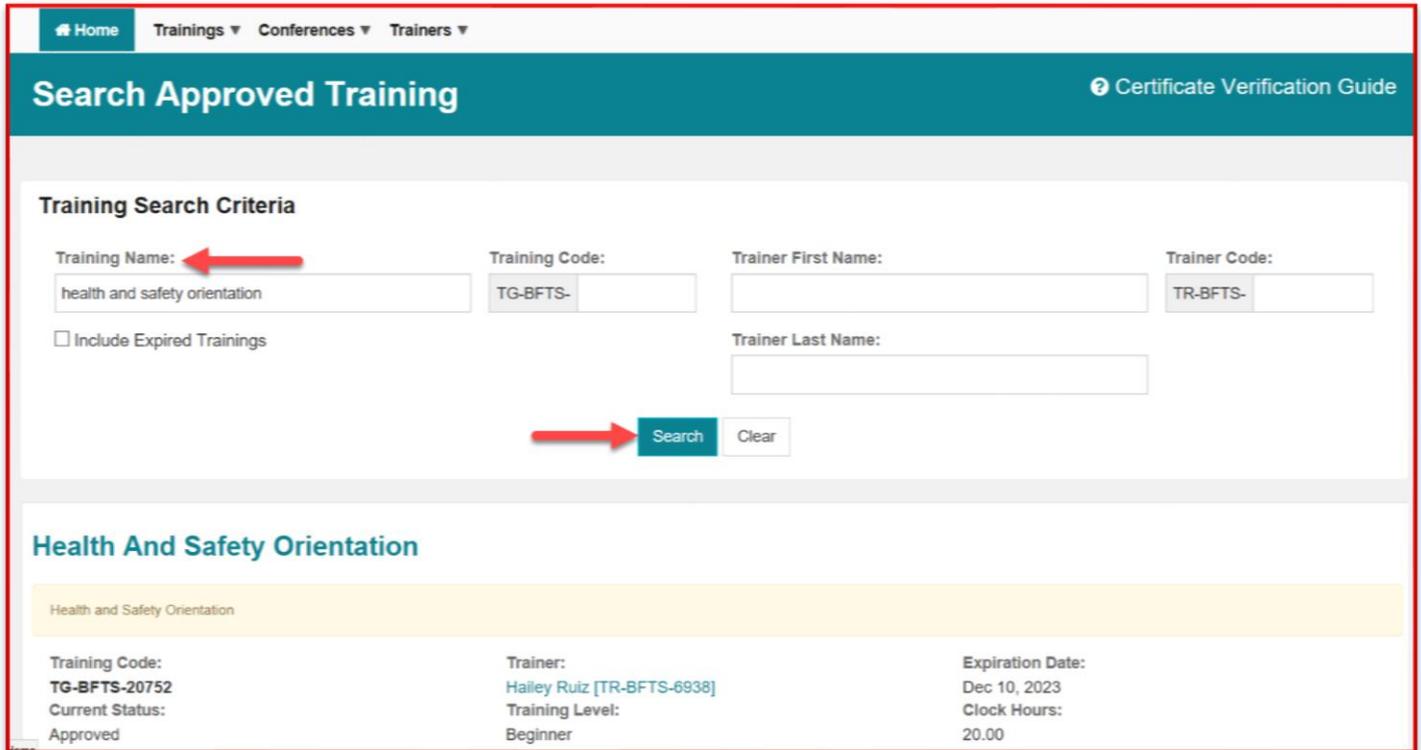
Step 2: Once on the GaPDS home page, site visitors must:

- A. Hover **'Trainings'**
- B. Select **'Search Approved Training'**



**Step 2:** The Search Approved Training page displays

- A. Enter **Training Name**
- B. Select **'Search'**

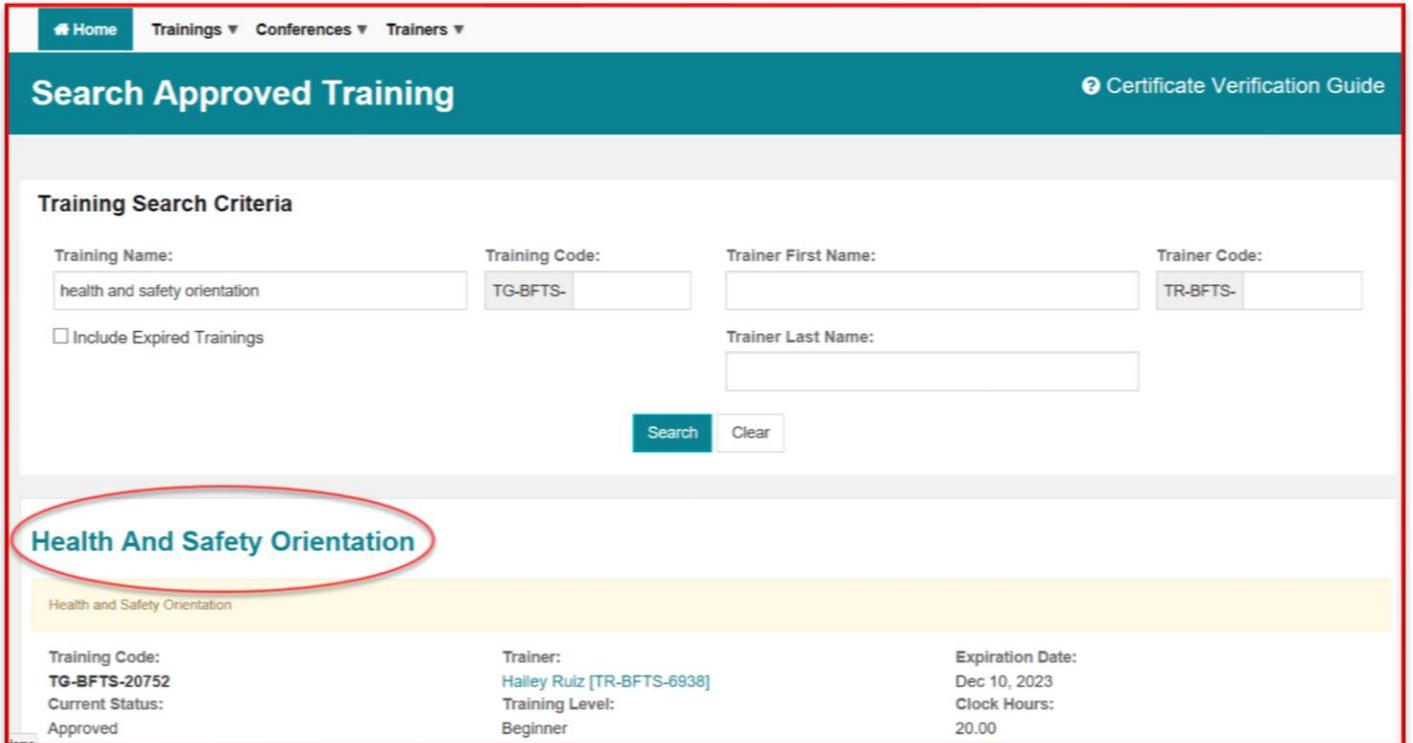


Health And Safety Orientation		
Training Code:	Trainer:	Expiration Date:
TG-BFTS-20752	Hailey Ruiz [TR-BFTS-6938]	Dec 10, 2023
Current Status:	Training Level:	Clock Hours:
Approved	Beginner	20.00

**Step 3:** The site visitor will now see the results per the search

A. Select the Approved training site visitor inquiry's about.

**\*\*Notice:** Site user may click on the trainer's name to view **all** trainings he/she offers.



**Search Approved Training** Certificate Verification Guide

**Training Search Criteria**

Training Name:  Training Code:  Trainer First Name:  Trainer Code:

Include Expired Trainings Trainer Last Name:

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**Health And Safety Orientation**

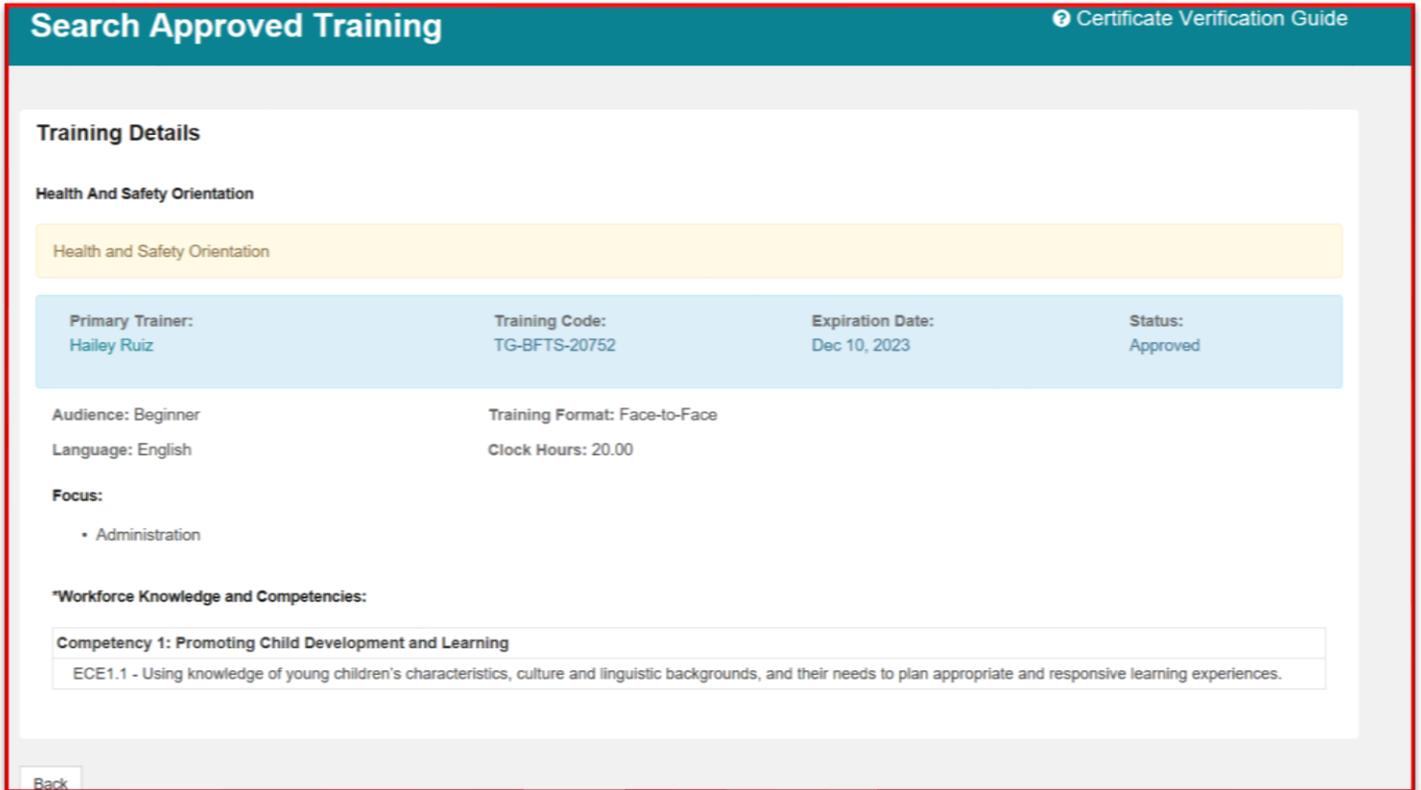
Health and Safety Orientation

Training Code: <b>TG-BFTS-20752</b>	Trainer: Hailey Ruiz [TR-BFTS-6938]	Expiration Date: Dec 10, 2023
Current Status: Approved	Training Level: Beginner	Clock Hours: 20.00

**Step 4:** The **Training Details** page displays

A. Below is an example of what a site visitor may see once the training is selected.

**\*\* Important:** Site visitors must have a registered GaPDS account and/or GaPDS number to register for trainings.



The screenshot shows a web interface titled "Search Approved Training" with a "Certificate Verification Guide" link. The main content area is titled "Training Details" and displays information for a "Health And Safety Orientation" training. The details are organized into sections: "Health And Safety Orientation" (highlighted in yellow), a table of key information (Primary Trainer, Training Code, Expiration Date, Status), Audience and Language, Training Format and Clock Hours, Focus (Administration), and Workforce Knowledge and Competencies (Competency 1: Promoting Child Development and Learning, with sub-point ECE1.1).

Primary Trainer:	Training Code:	Expiration Date:	Status:
Hailey Ruiz	TG-BFTS-20752	Dec 10, 2023	Approved

Audience: Beginner  
Language: English  
Training Format: Face-to-Face  
Clock Hours: 20.00

Focus:  
• Administration

\*Workforce Knowledge and Competencies:  
Competency 1: Promoting Child Development and Learning  
ECE1.1 - Using knowledge of young children's characteristics, culture and linguistic backgrounds, and their needs to plan appropriate and responsive learning experiences.

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