

## How to Search an Approved Trainer

Step 1: Site visitor will need access to www.gapds.decal.ga.gov

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

- A. Hover over **'Trainers'** tab.
- B. Select 'Search Approved Trainer'





## Step 2: The Search Approved Trainers page displays

- A. Enter in necessary information
- B. Select 'Search Trainer'

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Search Approved Trainers Ocertificate Verification Guid									
Trainer Search Criteria Trainer First Name:	Trainer Last Name:	Trainer Code: TR-BFTS-	Include Expired Trainers						
Search Trainer Clear									

**Step 3:** Once **'Search Trainer'** has been selected, system will populate page with approved trainers matching the search criteria.

A. Select the trainer's name.

Search Approved	Certificate Verification Guide		
Trainer Search Criteria			
Trainer First Name:	Trainer Last Name:	Trainer Code:	
Trina	Scott	TR-BFTS-	Include Expired Trainers
Trina Scott			
Trainer Code:	Email:	Director Trainer Approved:	Highest Training Level:
Expiration Date:	Work Phone:	CDA Trainer Approved:	Current Status:
Oct 06, 2023	(731) 302-8898	No	Approved

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



**Step 4:** Once trainer name has been selected, trainer's information will populate the site user's screen.

Search Approved Trainers							<ul> <li>Certificate Verification Guide</li> </ul>					
Trina Scott TR-BFTS-6966												
	Trainer Designation: Trainer II Expiration Date: Oct 06, 2023		Decided: Oct 05, 2018 Highest Training Level: Intermediate			Travel Region: 1 - North Region 2 - Metro Region 3 - Central Region	4 - Southwest Region 5 - Southeast Region 6 - East Region					
	Business Website: N/A											
	Tesising Code	Tesising Name		Maura	Laural	Competence		Annen	Funitation			
		Health And Safety Orientation		nours 2.00	Level			Approved	Cat 16, 2022			
2	TG-BETS-191	Health And Safety Orientation Part 2		4.00	Beginner	ECEL 2 ECEL 3	ECE2 2 ECE4 2 ECE4 3	Oct 17, 2018	Oct 17, 2023			
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