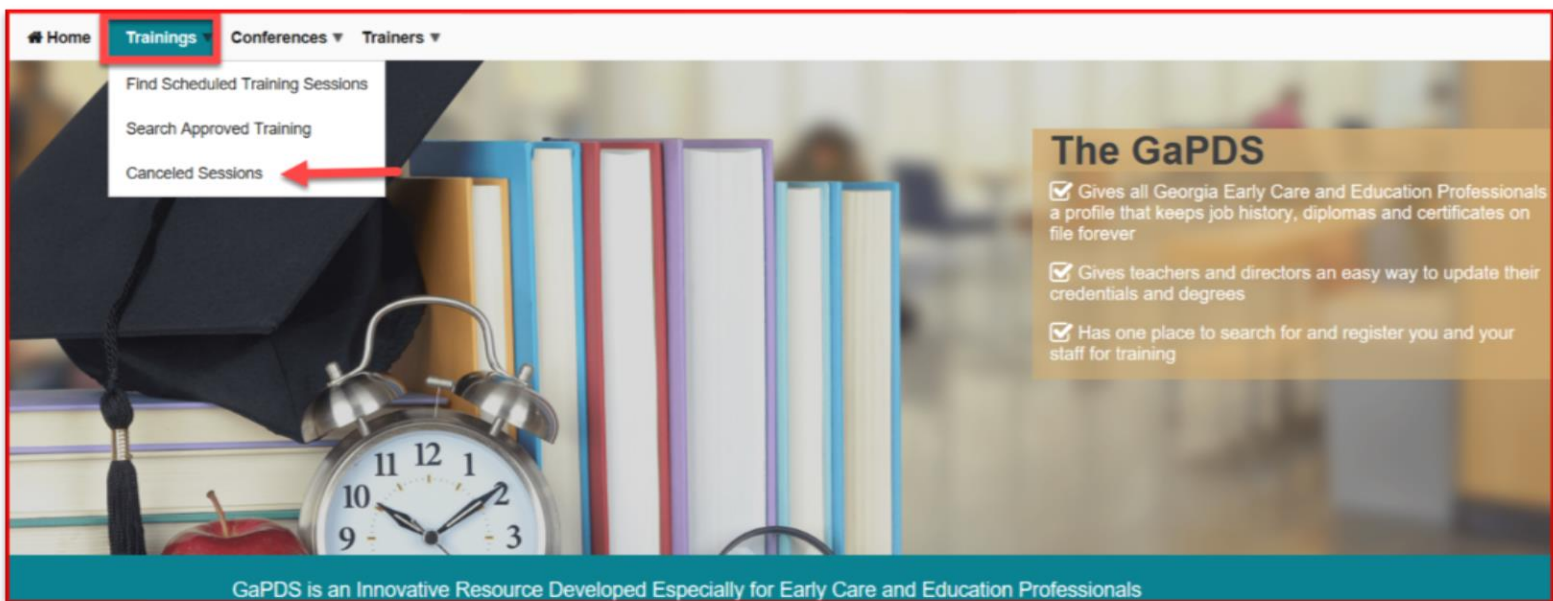


How to Search Canceled Trainings

Step 1: Site visitor will need access to www.gapds.dec.state.ga.us

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

- A. Hover **'Trainings'**
- B. Select **'Canceled Sessions'**



Step 2: The **Canceled Session(s) List** page displays

Home Trainings Conferences Trainers					
x Canceled Session(S) List					
1	Identifying Physical Hazards	Session Info			Trainer Emergency
		Training Date	Deadline Date/Days	Location	
			15 days from registration	Online (Self Paced)	
2	S.N.A.C.K: Starting Nutrition Awareness Children Know-Online Version	Session Info			Low Enrollment
		Training Date	Deadline Date/Days	Location	
			30 days from registration	Online (Self Paced)	

Items displayed on Canceled Session(s) List:

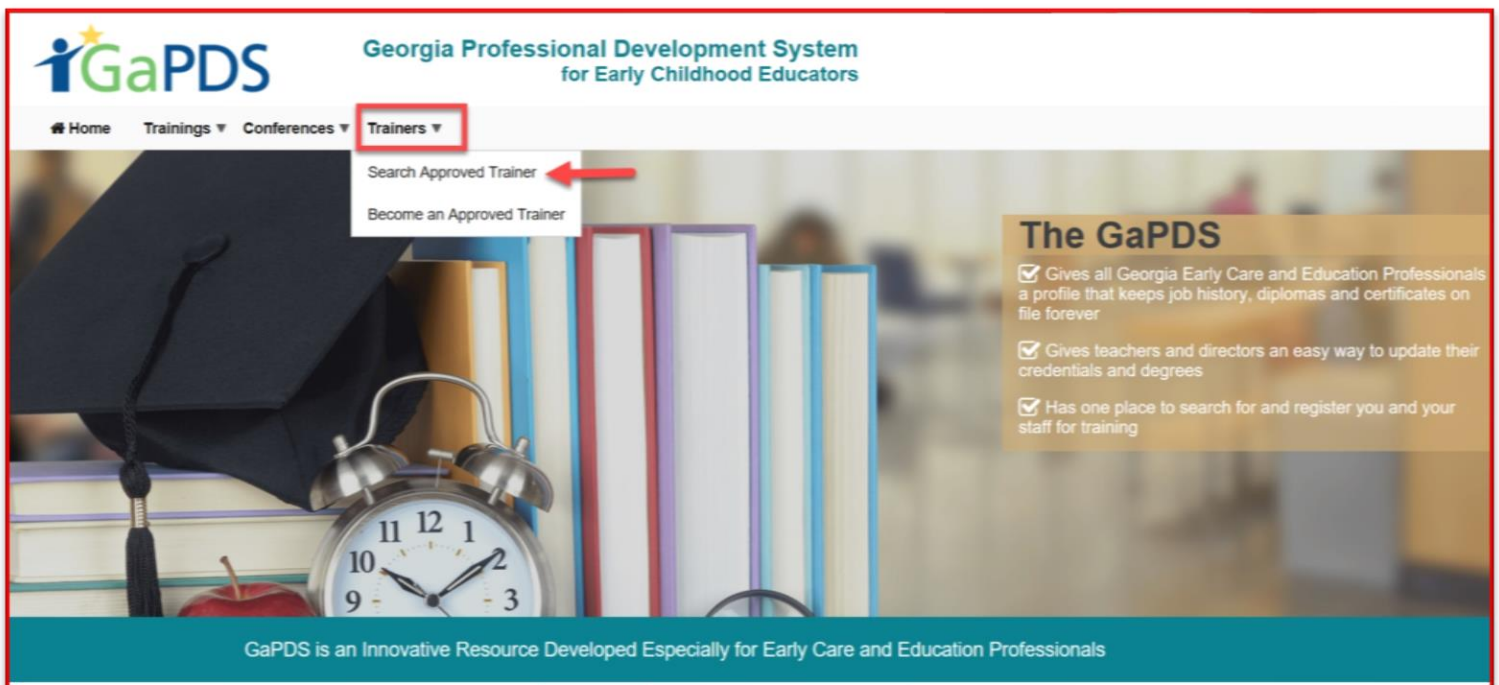
1. Training Name
2. Session Info
3. Reason [for cancellation]

How to Search Approved Trainers

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

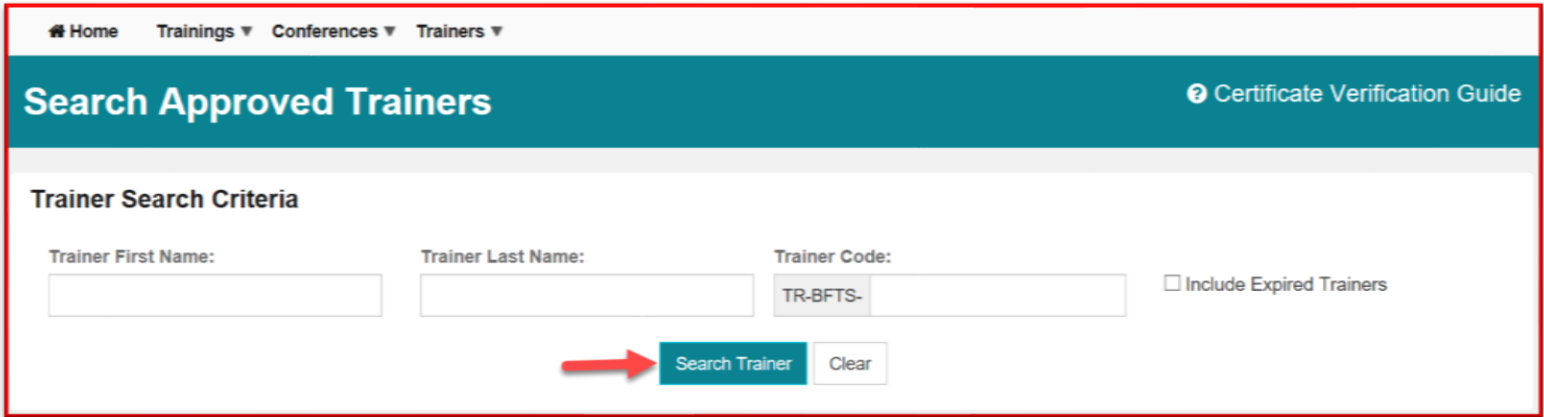
Step 2: Once on the GaPDS home page, site visitors must:

- 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’**



Home Trainings Conferences Trainers

Search Approved Trainers

Certificate Verification Guide

Trainer Search Criteria

Trainer First Name:

Trainer Last Name:

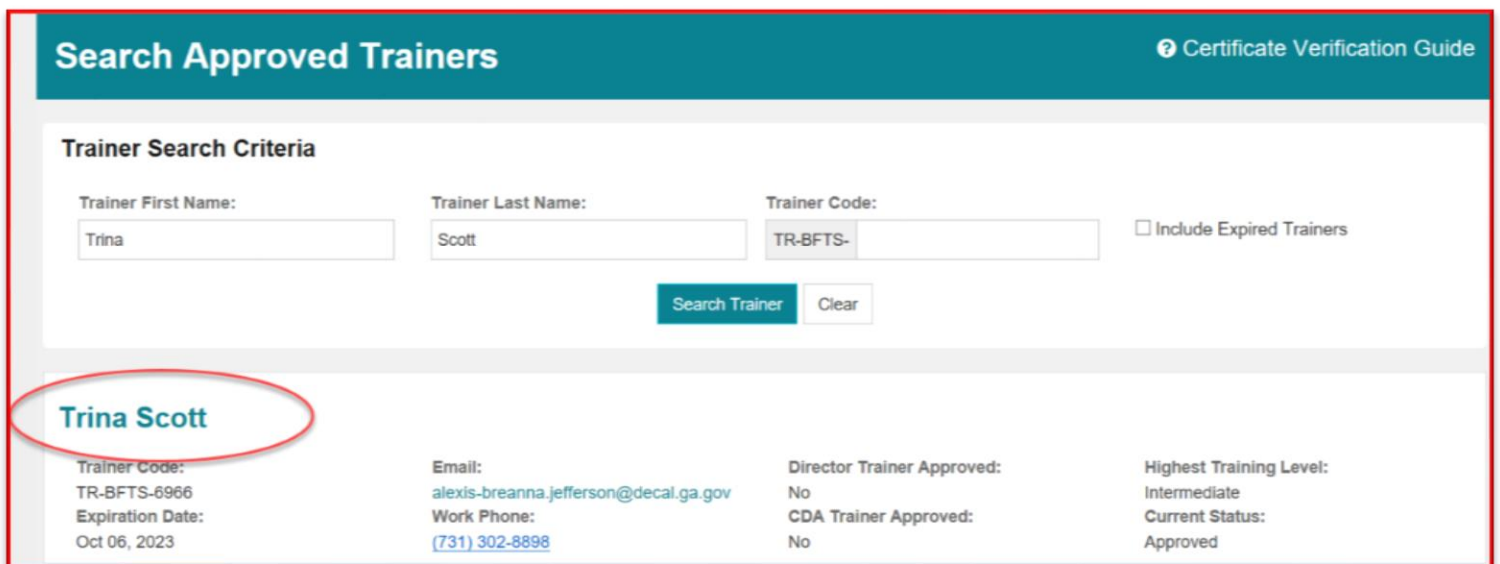
Trainer Code:

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 Trainers

Certificate Verification Guide

Trainer Search Criteria

Trainer First Name:

Trainer Last Name:

Trainer Code:

Include Expired Trainers

Search Trainer Clear

Trina Scott

Trainer Code: TR-BFTS-6966	Email: alexis-breanna.jefferson@dec.al.ga.gov	Director Trainer Approved: No	Highest Training Level: Intermediate
Expiration Date: Oct 06, 2023	Work Phone: (731) 302-8898	CDA Trainer Approved: No	Current Status: Approved

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

Search Approved Trainers
[Certificate Verification Guide](#)

Trina Scott
TR-BFTS-6966

Trainer Designation:
Trainer II

Expiration Date:
Oct 06, 2023

Business Website:
N/A

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

	Training Code	Training Name	Hours	Level	Competency	Approved	Expiration
1	TG-BFTS-60238	Health And Safety Orientation	3.00	Beginner	ECE1.1, ECE1.2	Oct 16, 2018	Oct 16, 2023
2	TG-BFTS-191	Health And Safety Orientation Part 2	4.00	Beginner	ECE1.2, ECE1.3, ECE2.2, ECE4.2, ECE4.3	Oct 17, 2018	Oct 17, 2023