

Participant Training History

- 1. Once logged into GaPDS, Click the "Trainings" navigation Tab.
- a. Select "Training History" tab.

	My Profile	Trainings 🔻	Conferences 🔻	′ ## G	A Approved Trainer 🔻	Trainers 🔻 Rep	orts		
	Trainer	My Scheduled Training							
		Q Find Sche	duled Training Se	ssion					
	You have one	Q Search Ap	proved Training		d to be seedowed				
		• Canceled	Sessions		a to be reviewed.				Review and Submit Secondary Trainings
		🛓 Training H	istory						
	Hailey Rui								TR-BFTS-6938
	Business Address:			Emai	l:		Travel Region:		
	4226 PLEASANT LAKE VILLAGE LANE ,DULUTH , GA - 30096		AGE 6	abby.mozo@decal.ga.gov			I - North Regio	n on	4 - Southwest Region 5 - Southeast Region
				Prima (678)	558-4284	Business Phone: (658) 745-6252	3 - Central Reg	ion	6 - East Region

2. The <u>Participant Training History</u> page displays.

Under this section you have the ability to search for participants that have taken your trainings before. There is the ability to search by entering the following:

- 1. First Name
- 2. Last Name
- 3. Confirmation #
- 4. Cancellation #
- 5. PDS#
- 6. Provider Name
- 7. Status
- 8. Provider #
- 9. Session Dates

****** Note: You do not have to enter information into all 9 available fields in order to find a participant.



Participant Training History										
Participant Search Criteria	Confirmation #: Provider Name:	Session Dates: O This Week O Next Month O This Month O Date Range								
Status: Select>	Provider #: Search Clear	From: mm/dd/yyyy III	To: mm/dd/yyyy							

The Training History Results Grid will only display trainings associated with the specific trainer logged into the system. Trainers will <u>not</u> be able to view trainings a participant has taken with another Trainer.

P	articipant	t Search C	riteria										
	First Name:		Last Name:		Confirmation #:	Cancellat	Cancellation #:		Session Dates:				
								0	This Week) Next Mo	nth		
	PDS #:				Provider Name:				This Month (inge			
	88015 Status:							Fre	From:		To:		
					Provider #:			m	mm/dd/yyyy		mm/dd/yyyy		
	Select>			~									
e	€				Sea	Clear					Page Size:	10	
	Last Name ▲	First Name	PDS#	Training			Date(s)	Status	Completed Hours	Employer	r	Acti	
1	Baker	Anita	88015	Health And Safety Audience: Beginner	Orientation Part 2	E4.2 ECE4.3	12/16/2018	Attended	4.00			0	

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

