

# Become a Georgia Approved Trainer

Individuals who wish to provide training for child care licensing credit must complete the **Trainer Designation Application**. Select a **Trainer Designation** to apply for based on your qualifications and submit required documentation with your application to document your qualifications. Your application and submitted documentation will be reviewed to determine if you meet the requirements.

## Trainer Designations

The application will prompt you to select **one** of the following Trainer Designations: **Specialty Trainer, Trainer I, Trainer II, or Trainer III**. These designations are based on the qualifications and requirements outlined in the matrix below. For each requirement, there is a corresponding section in this document that provides more detailed information.

A key difference among the Trainer I, II, and III designations is the **level of training** that each designation is permitted to provide for licensing credit. The levels of training are described in the “Training Levels” document, which can be found on the website at [www.training.decal.ga.gov](http://www.training.decal.ga.gov).

## Required Documentation

The Trainer Designation Application requires that you submit supporting documentation showing that you meet all of the requirements; for example, college transcripts are used to meet the Education requirement. Beginning on page 3, this document discusses each requirement in detail and provides more information about what types of documentation must be submitted to meet each requirement.

\* See following page for more information about Specialty Trainers

		← Designations →			
		<i>Specialty Trainer*</i>	<i>Trainer I</i>	<i>Trainer II</i>	<i>Trainer III</i>
← Requirements →	<b>Basic Requirements</b>	1. <b>Trainer Orientation</b> 2. Two professional letters of recommendation (dated & written within past 6 months)	1. <b>Trainer Orientation</b> 2. Two professional letters of recommendation (dated & written within past 6 months)	1. <b>Trainer Orientation</b> 2. Two professional letters of recommendation (dated & written within past 6 months)	1. <b>Trainer Orientation</b> 2. Two professional letters of recommendation (dated & written within past 6 months)
	<b>Education</b>	1. Bachelor’s degree with a major/minor consistent with the specialty area - or - 2. Bachelor’s degree (any field) <i>and</i> a professional license or credential relevant to the specialty area	1. Bachelor’s degree in Early Childhood Education or Child Development - or - 2. Bachelor’s degree with 225 clock hours of <b>ECE/CD-related coursework</b>	1. Bachelor’s degree in Early Childhood Education or Child Development - or - 2. Bachelor’s degree with 225 clock hours of <b>ECE/CD-related coursework</b>	1. Graduate degree in Early Childhood Education or Child Development - or - 2. Graduate degree with 225 clock hours of <b>ECE/CD-related coursework</b>
	<b>Adult Learning</b>	40 hours of <b>adult learning</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
	<b>Training for Trainers (TFT)</b>	<b>N/A</b>	Training for Trainers I, 40 hours	1. <b>Training for Trainers I</b> , 40 hours - and - 2. <b>TFT II</b> , 20 hours	1. <b>Training for Trainers I</b> , 40 hours - and - 2. <b>TFT II</b> , 20 hours - and - 3. <b>TFT III</b> , 20 hours
	<b>Experience</b>	3 years of experience relevant to specialty area	3 years of <b>early care and education experience</b> as documented on a résumé	3 years of <b>early care and education experience</b> as documented on a résumé	3 years of <b>early care and education experience</b> as documented on a résumé
	<b>Professional Development</b>	<b>N/A</b>	<b>N/A</b>	Provided <b>professional development</b> for adults for at least 30 hours	Provided <b>professional development</b> for adults for at least 50 hours
	<b>Permitted Training Levels</b>	Approved specialty area, beginning level only	1. Beginning level 2. Intermediate level (with having completed TFT II)	1. Beginning level 2. Intermediate level 3. Advanced level (with having completed TFT III)	1. Beginning level 2. Intermediate level 3. Advanced level

## About Specialty Trainers

**Early Childhood Education is not considered a specialty area.** The Specialty Trainer designation is for those individuals who do not meet the requirements for Trainer I, II, or III but do have qualifications in a specialty field applicable to the Bright from the Start training requirements for child care providers. Those who wish to provide training in early childhood education must qualify and apply for a Trainer I, II, or III designation.

Specialty Trainer applicants must specify **one** specialty area on their application. **You may only provide trainings in the specialty area for which you are approved.** If your degree or credentials indicate a specialty area more specific than those listed below, you will be approved only for the specific area in which you are qualified. For example, if you have are a licensed or registered healthcare provider, your approved specialty area will be “Health and Safety” and you will only be able to provide training in health and safety topics.

The following are the specialty areas recognized by Georgia Training Approval:

- Health and Safety
- Foods and Nutrition
- Special Needs and Inclusion
- Administrative Management of Programs
- School Age Care
- Social Work, Mental Health, and Family Services

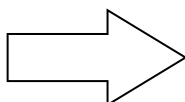
## Trainer Renewal

Once you are approved with a designation, renewal of your designation is necessary to remain a state-approved trainer. Trainer I and Specialty Trainer designations expire after three (3) years, and Trainer II and III designations expire after five (5) years. You will receive more information about how to renew your designation once you are approved. The requirements for renewal are as follows:

<b>Specialty Trainer</b> Renew every 3 years	<b>Trainer I</b> Renew every 3 years	<b>Trainer II</b> Renew every 5 years	<b>Trainer III</b> Renew every 5 years
1. <b>15</b> clock hours of continuing education related to specialty area  2. Evidence of having taught at least <b>one (1)</b> state-approved training in specialty area <b>per year</b> since the date you were approved	1. <b>45</b> clock hours of continuing education related to adult learning or early care and education  2. Evidence of having taught at least <b>one (1)</b> state-approved training <b>per year</b> since the date you were approved	1. <b>75</b> clock hours of continuing education related to adult learning or early care and education  2. Evidence of having taught at least <b>one (1)</b> state-approved training <b>per year</b> since the date you were approved	1. <b>75</b> clock hours of continuing education related to adult learning or early care and education  2. Evidence of having taught at least <b>one (1)</b> state-approved training <b>per year</b> since the date you were approved

Once you are approved with a Trainer Designation, if you do not renew your designation according to the requirements listed above, you will lose your state-approved trainer status.

**The remainder of this document provides more details about each Trainer Designation requirement, including information about what documentation must be submitted with the application to meet each requirement.**



# Required Documentation Details

Below are details about each requirement, including the documentation you must submit with your Trainer Designation Application.

## SECTION 1: BASIC REQUIREMENTS

### TRAINER ORIENTATION

The Trainer Orientation is a short PDF presentation and online quiz that provides trainers with information about professional development and training in Georgia. To satisfy the orientation requirement, all applicants must read the material and answer questions that appear periodically throughout the presentation. You may access the orientation by creating an account at [www.training.decal.ga.gov](http://www.training.decal.ga.gov).

### LETTERS OF RECOMMENDATION

Letters of recommendation should address your professional abilities and be written within the past six months.

## SECTION 2: EDUCATION

All applicants (Trainer I, II, III, and Specialty) must document at least a Bachelor's degree. All **Trainer I** and **Trainer II** applicants must document a minimum of a Bachelor's degree in Early Care and Education/Child Development or related coursework (see below) from an institution accredited by a CHEA or USDE recognized agency. All **Trainer III** applicants must document a graduate degree in Early Care and Education/Child Development or related coursework from an institution accredited by a CHEA or USDE recognized agency. **Specialty Trainer** applicants must have a minimum of a Bachelor's degree with either 1) a major/minor in a field relevant to the specialty area, or 2) a license or credential relevant to the specialty area.

Credentials earned outside of the United States need to be evaluated by an educational interpreting agency accepted by the Georgia Professional Standards Commission so that a U.S. equivalency can be determined. To view the Georgia Professional Standards Commission Accepted Credential Agency list, go to [www.gapsc.com](http://www.gapsc.com).

### RELATED COURSEWORK

If your degree is not in Early Childhood Education or Child Development, you may meet the education requirement with at least 15 semester hours or 25 quarter hours in early childhood education or child development related coursework. Your related coursework must total at least 225 clock hours focused on intensive child development content. Trainings that involve intensive ECE/CD content that are each more than 15 clock hours per segment, such as CDA training, or some curriculum training, may be used to count toward the education requirement. The "related coursework" requirement for Trainer III may *only* be met by graduate-level coursework, not clock hour training.

#### Clock Hour Conversion

1 quarter hour = 10 clock hours  
1 semester hour = 15 clock hours  
1 CEU, PLU, or SDU = 10 clock hours

### REQUIRED DOCUMENTATION: Education

*If your degree is in ECE/CD, submit the following:*

- Copy of **transcripts** documenting degree(s)

*If your degree is NOT in ECE/CD, submit all of the following:*

- Copies of **transcripts** documenting all coursework you are using as ECE/CD-related coursework (Trainer III may only use graduate-level coursework)
- Copies of **training certificates** you are using as ECE/CD-related coursework
- Course description, agenda, or syllabus** for *each* training/course you are using as ECE/CD-related coursework

*Specialty Trainer applicants, submit all of the following:*

- Copy of **transcripts** documenting at least a Bachelor's degree
- Copies of **licenses/credentials** relevant to specialty area (required if major/minor is not relevant to specialty area)

## SECTION 3: ADULT LEARNING

(Not required for Trainer I, II, or III) Specialty Trainer applicants are required to submit documentation of a minimum of 40 clock hours of training in adult learning. This requirement refers to training you have received in how adults learn and process information.

Typically, the following college courses are used to meet this requirement: General Psychology, Educational Psychology, Human Growth & Development. The Art of Technical Assistance training and the Family Development Credential training may also be used to meet the adult learning requirement.

### REQUIRED DOCUMENTATION: Adult Learning

*Specialty Trainer applicants, submit the following:*

- Copies of **transcripts** documenting all coursework you are using to meet the adult learning requirement
- Copies of **training certificates** you are using to meet the adult learning requirement
- Course description, agenda, or syllabus** for each training/course you are using to meet the adult learning requirement (not required for the four courses listed above)

## SECTION 4: TRAINING FOR TRAINERS

(Not required for Specialty Trainer) Those applying for a Trainer I, II, or III designation must meet the Training for Trainers (TFT) requirement. Training for Trainers courses and substitutions should cover different content addressing the needs of beginning, intermediate, and advanced level learners. The TFT requirements for each designation are as follows:

**Trainer I:** State-approved **TFT I** (40 hrs) **OR** content substitutions (see below)

**Trainer II:** State-approved **TFT I** (40 hrs) and **TFT II** (20 hrs) **OR** content substitutions (see below)

**Trainer III:** State-approved **TFT I** (40 hrs), **TFT II** (20 hrs), and **TFT III** (20 hrs) **OR** content substitutions (see below)

### SUBSTITUTIONS

While there are some Training for Trainers courses that are specific state-approved trainings, you may substitute other trainings you have taken to meet the TFT requirement as long as the hours and content can be documented as meeting the requirements for the TFT. **These content requirements are listed on the Training For Trainers Substitution Request Form**, available on the Resources page of the website at [www.training.decal.ga.gov](http://www.training.decal.ga.gov). It typically takes several trainings to meet the content requirements when substituting for a TFT.

You may also substitute college-level credit courses **that you have taught**. If you have taught a college-level credit course, this is typically all you will need to meet the TFT requirements. Each course taught may be substituted for one TFT.

For each substitution you submit toward meeting the TFT requirement, you must submit a certificate of completion along with an agenda, syllabus, or other document indicating the specific content of the training. If you are substituting college-level credit courses you have taught, you must submit documentation indicating the title of the course, the college at which it was taught, the semester/quarter it was taught, and the credit hours awarded.

The Art of Technical Assistance *Facilitator* training and the Family Development Credential *Instructor* training may be used to meet the Training for Trainers requirement.

### REQUIRED DOCUMENTATION: Training for Trainers

*Trainer I, II, and III applicants, submit either Option A or Option B for each TFT required for your designation (see above):*

#### **Option A:**

- Copies of certificates documenting completion of the **state-approved TFT course(s)** required for your designation

#### **Option B (submit all):**

- Copies of **training certificates** you are using to substitute for the TFT requirement (must list trainings on TFT Substitution Request Form)
- Course description, agenda, or syllabus** for each training you are using to meet the TFT requirement
- For college-level courses you have *taught*: a syllabus or other official documentation from the teaching institution that includes the title of the course, the college at which it was taught, the semester/quarter it was taught, and the credit hours awarded

## SECTION 5: EXPERIENCE

Those applying for a Trainer I, II, or III designation must document at least 3 years of early care and education experience. The experience must be supervised, may be paid or unpaid, and must involve children or programs serving young children from birth through age 5. **At least one year (12 months)** of the experience with young children must be direct experience (see definitions below); the other two years may be either direct experience or indirect experience. Indirect only experience will not sufficiently meet the experience requirement.

**Direct Experience** includes either of the options below:

- Experience working directly with groups of young children from birth through age five
- Director of a center or family day care home (*Involves working on-site directly with children and adults in a child care setting on a day-to-day basis*)

**Indirect Experience** may be used only in combination with at least one year (12 months) of direct experience. Indirect experience includes:

- Experience as a technical assistance provider from a state or federally approved project to provide technical assistance as: 1) Inclusion coordinator or education coordinator; 2) Conducted observations/assessments using nationally recognized instruments (*Applicant must have received training on instruments utilized*); or 3) Other TA experience to be reviewed by Georgia Training Approval
- Experience teaching High School/College/University level early childhood or child development specific course

Those applying for Specialty Trainer must document at least 3 years of experience working in the specialty area. Experience may be paid or unpaid.

### REQUIRED DOCUMENTATION: Experience

*Trainer I, II, and III applicants, submit the following:*

- Résumé** documenting three years (36 months) of experience with children, at least one of which is direct experience

*Specialty Trainer applicants, submit the following:*

- Résumé** documenting three years (36 months) of experience relevant to your specialty area

## SECTION 6: PROFESSIONAL DEVELOPMENT

(Not required for Specialty Trainer or Trainer I) Those applying for Trainer II or III must document that they have **provided** professional development to adults in the early childhood/child development field. A minimum of 30 hours is required for Trainer II and 50 hours for Trainer III. Professional development may include experience in supervisory roles, or as a trainer, co-trainer or part of a team approach to training, apprentice trainer, technical assistance provider, career advisor, or consultant.

### REQUIRED DOCUMENTATION: Professional Development

*Trainer II and III applicants, submit the following:*

- Résumé** documenting 30 hours (for Trainer II) or 50 hours (for Trainer III) of experience providing professional development to adults in the early childhood education or child development field

### You are now ready to begin the Trainer Designation Application!

You can access the application at [www.training.decal.ga.gov](http://www.training.decal.ga.gov). The application will provide instructions about how to submit your required documentation.

If you need assistance at any time during the application process, please contact us at:

**1-866-425-0220 or [TrainingApproval@georgiacenter.uga.edu](mailto:TrainingApproval@georgiacenter.uga.edu)**

## DEFINITIONS

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**Adult Learning:** The adult learning requirement refers to training you have *received* in how *adults* learn and process information. Transcripts or documentation of other professional development training may be used to meet this requirement.

**Early Care and Education Experience:** A total of three years of experience as reported on a résumé must be supervised, may be paid or unpaid, and must involve children or programs serving young children from birth through age five. Experience counts as either (1) **Direct** only or (2) a combination of **Direct** and **Indirect**. Indirect only experience will not sufficiently meet the experience requirement.

**Direct Experience:** If using a combination of direct and indirect experience, **at least one year (12 months)** in either of the direct experience options below must be included:

- Experience working directly with groups of young children from birth through age five
- Director of a center or family day care home (*Involves working on-site directly with children and adults in a child care setting on a day-to-day basis*)

**Indirect Experience:** May be used only in combination with at least one year of direct experience. Indirect experience includes:

- Experience as a technical assistance provider from a state or federally approved project to provide technical assistance as:
  - Inclusion coordinator or education coordinator
  - Conducted observations/assessments using nationally recognized instruments (*Applicant must have received training on instruments utilized*)
  - Other TA experience to be reviewed by Georgia Training Approval
- Experience teaching High School/College/University level early childhood or child development specific course

**ECE/CD-Related Coursework:** Degrees outside of Early Childhood Education or Child Development must include at least 15 semester hours or 25 quarter hours in early childhood education or child development related coursework. (Documentation of a total of at least 225 clock hours focused on child development content, i.e., CDA training, curriculum training of more than 15 hour segments, etc. can be substituted for some or all of the 15 semester or 25 quarter hours of related coursework.) Trainer III may only use graduate-level coursework.

**Institution Accredited by a CHEA or USDE Recognized Agency:** Degrees are accepted from institutions which are accredited by agencies recognized by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE). Accredited institutions and their accrediting agencies can be found at [www.ope.ed.gov/accreditation/Search.aspx](http://www.ope.ed.gov/accreditation/Search.aspx). A list of agencies recognized by CHEA or USDE can be found at [www.chea.org](http://www.chea.org) under “Recognition” and “CHEA and USDE Recognized Accreditors.”

**Professional Development:** Providing professional development to adults in the early childhood / child development field can include experience in supervisory roles, or as a trainer, co-trainer or part of a team approach to training, apprentice trainer, technical assistance provider, career advisor, or consultant. This experience should be documented on a current résumé.

**Specialty Trainers:** The Specialty Trainer option is available for professionals who do not meet the requirements for Trainer I, II, or III but may have qualifications to train in one of the specialty areas listed below. You must have a minimum of a Bachelor’s degree with **EITHER** 1) a major/minor in a field related to the area that you are training as a specialty **OR** 2) a license or credential in the specialty area. Approval for Specialty Areas is available in the following content areas: **Health and Safety; Special Needs/Inclusion; Social Work, Mental Health, and Family Services; Foods and Nutrition; Administrative Management of Programs;** and others as determined appropriate.

**Trainer Orientation:** The Trainer Orientation is a short PDF presentation and online quiz that provides trainers with information about professional development and training in Georgia. To satisfy the orientation requirement, all applicants must answer questions that appear periodically throughout the presentation. You may access the orientation by creating an account.

**Training for Trainers (TFT) I, II, III:** This requirement may be met with state-approved Training for Trainers courses, or you may substitute other trainings to meet this requirement as long as they meet specific content requirements. The content requirements can be found in the document titled “Training for Trainers Requirement,” which is available on the Resources page of the website at [www.training.dec.state.ga.us](http://www.training.dec.state.ga.us).