Secondary Trainer Approval Process

Previously referred to as "Multiple Trainer" approval, the "Secondary Trainer" approval process is for any state-approved trainer who authors a training and would like to authorize another state-approved trainer to provide the training. Understanding and abiding by the Secondary Trainer approval process is important because you will be granting permission to another trainer to train a class you have developed.

The following terminology will be used to describe the process: The first trainer to be approved for a training is referred to as the **Primary Trainer**, and the Primary Trainer's training is called the **Primary Training**. The individual who is being authorized (through the current process) to provide the Primary Training is called the **Secondary Trainer**. When the Primary Trainer authorizes the Secondary Trainer to provide his/her training, the training application is duplicated in the database; the new application that is associated with the Secondary Trainer is referred to as a **Secondary Training**.

The Secondary Training will be assigned a different training code than the Primary Training. A training that has been approved as a Secondary Training through this process *cannot* be proposed as a Secondary Training for someone else. In other words, only a training that has been approved through the traditional training approval process (i.e., the development and submission of a completed and original training application, including the Instructional Plan) may be proposed as a Secondary Training for another trainer.

Step 1: Primary Trainer Conducts Train-the-Trainer for Secondary Trainer

The Primary Trainer is required to provide the Secondary Trainer with a Train-the-Trainer session that includes all of the necessary content information, including activities and instructions for training the class, as it was approved. The Primary Trainer must provide the following information to the Secondary Trainer, as well as any other information that is important for maintaining the integrity of the training:

- Title of the training
- # of approved clock hours
- Description of the workshop
- Training level
- Training focus
- Competency goal(s)
- Needs assessment
- Benefits
- Learning objectives
- Training methods
- Time & sequence
- Content
- Trainer assessment of learning outcomes
- Materials
- Participant evaluation methods
- Reference list

No adjustments to activities or materials may be made and content may not be altered. Quality assurance visits are completed throughout the year for various trainers and trainings to ensure the quality of the training and content presented are consistent with how it was approved.

Once the Primary Trainer is confident that the Secondary Trainer is prepared to effectively instruct the class, the Primary Trainer may move on to Step 2.

Step 2: Primary Trainer Proposes Secondary Trainer Application

Once the Train-the-Trainer session has been completed, the Primary Trainer must "propose" a Secondary Training application for the Secondary Trainer by following the steps below.

*The following steps are for the **Primary Trainer** to complete:*

1. Log in with your own email and password to www.training.decal.ga.gov.

2. Click 'My account' in the upper right-hand corner and then click 'My Trainings' in the left-hand menu.

3. Click the appropriate training. At the bottom of the training d click the 'Add Secondary Trainer' button.

4. Enter the Trainer Code (TR-BFTS-XXXX) for the Secondary Trainer you wish to authorize and click 'Look Up Trainer Code'. Verify that the search returns the correct name of the trainer.

5. Review the Trainer Agreement and check the checkbox indicating your agreement to the terms.

6. Click 'Save'

Step 3: Secondary Trainer Completes Secondary Trainer Application

Once the Primary Trainer has proposed the application, the Secondary Trainer may complete the application by following the steps below.

*The following steps are for the **Secondary Trainer** to complete:*

1. Log in with your own email and password to www.training.decal.ga.gov.

2. Click 'My account' in the upper right-hand corner and then click 'My Trainings' in the left-hand menu.

3. Find the appropriate training listed under 'Secondary Training Applications'.

4. Click the link for 'apply'.

5. Enter the training information that was provided to you by the Primary Trainer during the Train-the-Trainer session. This information must be correct in order for the application to be submitted.

6. Review the Secondary Trainer Agreement, and check the checkbox indicating your agreement to the terms.

7. Review the Trainer Agreement, and check the checkbox indicating your agreement to the terms.

8. Click 'Save'.

Your training will be reviewed within 10 working days. Upon approval, the Secondary Training will be assigned a unique training approval code (different from that of the same training by the Primary Trainer). Please do not schedule this training until you receive the official approval email and the unique training approval code. **Your approved Secondary Training will expire on the day the original training expires.** To resubmit after expiration, the primary trainer must begin the process again.