

# Trainer Designation Renewal Instructions

<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</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 early care and education or adult learning 2. Evidence of having taught at least <b>one</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 early care and education or adult learning 2. Evidence of having taught at least <b>one</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 early care and education or adult learning 2. Evidence of having taught at least <b>one</b> state-approved training <b>per year</b> since the date you were approved

All trainers are required to renew their state-approved status prior to their expiration date by completing the online renewal application and providing documentation of having met the requirements outlined in the chart above. The following instructions detail how to complete the online renewal application:

## 1. Sign In to Your Account

Sign in to the website at [www.training.decal.ga.gov](http://www.training.decal.ga.gov) and click **Renew Trainer Designation** in the left-hand **My Account** menu.

## 2. Upload Your Documentation

Use the File Upload feature to upload documentation showing you meet *both* the Continuing Education and Evidence of Having Provided Training requirements:

**Continuing Education:** This requirement is met by submitting documentation (copies of transcripts and/or certificates that include hours awarded) for each course, seminar, workshop, conference, etc. you have attended that relates to adult learning and/or early care and education. Continuing education must have been taken since the date of your initial designation or since your last renewal (whichever is most recent). **Continuing Education taken before you received your designation will not count toward this requirement.** See chart above for required hours.

**Evidence of Having Provided Training:** This requirement is met by submitting documentation (copies of participant sign-in sheets) for one state-approved training you have taught each year since your initial designation or last renewal (whichever is most recent). **Trainings provided before you received your designation will not count toward this requirement.** Use the Evidence of Training Provided chart to list training you have provided that meets this requirement.

*For example, if you are a Trainer I and your expiration date is June 6, 2015, you must provide three sign-in sheets, one for each of the following:*

- One training that you provided between June 6, 2012 and June 6, 2013; *and*
- One training that you provided between June 6, 2013 and June 6, 2014; *and*
- One training that you provided between June 6, 2014 and June 6, 2015.

## 3. Update Your Contact Information

Review and update your contact information.

## 4. Submit Renewal for Processing *or* Save for Later

Once you are within 60 days of your expiration date, you will see the option to **Save and Submit Renewal**. Click this button if you have met all requirements and are ready to submit your renewal for processing. (Remember: This button is only visible if you are within 60 days of your expiration date.) If you are not within 60 days of your expiration date, or if you would just like to save your updates to your renewal profile with submitting yet, click the **Save Without Submitting** button.