

Trainer Designation Matrix

Individuals who wish to provide training for child care licensing credit must be approved with a trainer designation of Specialty Trainer, Trainer I, Trainer II, or Trainer III. Requirements for each of these designations are provided in the chart below.

Once you are approved with a trainer designation, every training you plan to provide must be submitted and approved in order for the training to count for licensing credit.

The **Specialty Trainer** designation is only for those **who do not meet the requirements for Trainer I, II or III** but who do have qualifications in a specialty field relevant to early childhood education, such as Special Needs/Inclusion, Health and Safety, or Administrative Management of Programs (see definition on reverse for more info). **ECE is not considered a specialty field.** The Trainer I, II, and III designations are for those who wish to provide training in ECE.

Please see Definitions page (reverse) for clarification of all **bold** terms.

← Designations →

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

* All degrees and coursework must be from an **institution accredited by a CHEA or USDE recognized agency.**

Definitions

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. A list of agencies recognized by CHEA or USDE can be found at 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: **Administrative Management of Programs; Foods and Nutrition; Health and Safety; School Age Care; Social Work, Mental Health, and Family Services; Special Needs/Inclusion** and others as determined appropriate.

Trainer Orientation: The orientation is a PDF presentation and online quiz that provides trainers with information about professional development and Training Approval in Georgia. To satisfy the orientation requirement, all applicants must answer questions that appear periodically throughout the presentation and submit their answers at www.training.decal.ga.gov.

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 can be found under “Resources” at www.training.decal.ga.gov.

Trainer Renewal Requirements

Trainer renewal is **not** part of the initial trainer designation process. Trainers who have not yet received a designation of Specialty Trainer, Trainer I, Trainer II, or Trainer III **must** first apply for one of these designations and then follow these renewal requirements before the trainer designation has expired.

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