Approved Sponsor Organization Policy and Procedures

(WSL-TRN-003)

Georgia Department of Early Care and Learning
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LEGAL AUTHORITY: O.C.G.A. Sec. 20-1A-1 et seq.

Cross Reference/See Also: Georgia Training Approval Reference Guide

PURPOSE

The purpose of this policy and procedures document is to provide guidelines on how to become approved to conduct Training for early care and education professionals and conduct Professional Learning opportunities that meet Training approval criteria as established by the Georgia Training Approval (GTA) system, a department of the Georgia Department of Early Care and Learning (DECAL).

SCOPE

The policy and procedures in this document apply to organizations that apply to become Approved Sponsor Organizations, organizations that are Approved Sponsor Organizations, coordinators of approved Conferences, Training participants, Georgia Training Approval (GTA) staff, and employees of the Georgia Department of Early Care and Learning (DECAL). Approved Sponsor Organizations that are approved as an institution of higher education (IHE) or a government agency or are formally affiliated with an IHE or government agency, will be governed by Memoranda of Understanding issued by DECAL. In the event there is a conflict between the Policy and Procedures and a MOU entered by an ASO, the terms of the MOU shall control.

TERMS AND DEFINITIONS

The following table lists terms that may be used throughout this document. Definition of these terms are provided below in alphabetical order.

Term	Definition
Administrative Review	The right to request reconsideration of an unfavorable decision made by GTA or DECAL against an Approved Sponsor Organization.
Approved Sponsor Organization	Organization that has been approved by GTA to provide training for early care and education professionals in Georgia.
Approved Sponsor Organization Code	A unique identification number assigned to an Approved Sponsor Organization upon approval. This code must be included on certificates the organization awards to Training participants. Approved Sponsor Organization codes may not be used by other organizations or individuals who are not employees or contractors of the organization
Approved Trainer	Individual who has been approved by GTA to provide Training for early care and education professionals in Georgia.
Fraud	An intentional false statement, misrepresentation of a material existing fact, or withholding of information by a person who knew or should have known that the statement or representation was false or that information was withheld to obtain or attempt to obtain certifications or approvals for which such person is not eligible.
	GTA will respond to Approved Sponsor Organizations who commit Fraud as described in section 6.2 of this policy. Applicants for an Approved Sponsor Organization designation who commit Fraud during the application process will be deemed ineligible for Approved Sponsor Organization designation; their applications will not be approved.
Concern	A complaint or formal notice of dissatisfaction.
Conferences	Conferences are approved as Large Peer-Reviewed Conferences, Regular Conferences, or Short Conferences. All Conferences approved by GTA must be open to the public.

Term	Definition
Course	A Professional Learning experience planned and taught that is longer than eight hours in duration and is completed over several days or several months. Courses may be completed online or face-to-face or may be a hybrid, containing both online and face-to-face components. A Course may require out-of-class assignments and there is often an ongoing relationship between the trainer and the participants as well as among the participants. Some Courses may require Approved Sponsor Organizations to receive additional approvals before they can be authorized to offer the Course for licensing credit, (e.g., the 40-Hour Director Course and the 120-Hour Child Development Associate (CDA) Course).
Large Peer-Reviewed Conference	A multi-day, multi-session Professional Learning event approved by a peer review selection process with individuals other than the sponsoring organization's own staff or personnel. Conferences approved by GTA must be open to the public.
Professional Learning	Specialized Training provided to adults in the early childhood/child development field designed to help improve their professional knowledge, competence, skill, and effectiveness.
Rescind	Refers to the termination of an Approved Sponsor Organization's designation and may occur in response to concerns about the organization.
Regular Conference	Any large Training event offering concurrent sessions over multiple days. A Regular Conference is not peer-reviewed. Conferences approved by GTA must be open to the public.
Response to Concerns	Actions that are available under federal, state, or local law, regulation, or policy that may be used by GTA when an Approved Sponsor Organization is found to be in noncompliance with Approved Sponsor Organization Policies and Procedures or the Approved Sponsor Organization Agreement.
Restricted Status	Requires that an Approved Sponsor Organization submit all Trainings and Courses for approval by GTA before offering them for licensing credit. Organizations may be removed from Restricted Status after 10 Trainings or Courses have been approved by GTA.
Short Conference	A one-time, half or full day event with nationally, regionally, or state-wide known speaker(s) providing a single content session (not concurrent sessions). Conferences approved by GTA must be open to the public.
Training	A Professional Learning experience that is eight hours or less in duration. Trainings may be completed online or face-to-face or may be a hybrid, containing both online and face-to-face components. Typically, there is no ongoing relationship beyond the Training experience between the trainer and participants, unless the Training is part of an ongoing quality-improvement project.
Unrestricted Status	Approved Sponsor Organizations that may offer Trainings and Courses for licensing credit without submitting them for approval by GTA. Separate approval for Trainings and Courses with additional approval requirements still applies. See Appendix D for a listing of these trainings and courses.

4. POLICY AND PROCEDURES CONTENT AND GUIDELINES

4.1 OVERVIEW

Georgia Department of Early Care and Learning (DECAL) administers licensing and registration for child care learning centers, family child care learning homes, and informal care providers. To ensure safe and healthy environments and to improve the quality of services, DECAL requires each employee in a licensed child care learning center or family child care learning home to have ten (10) clock hours of professional development Training each year. DECAL, other state agencies, Approved Sponsor Organizations, and Approved Trainers provide this Training.

To evaluate the qualifications of potential Approved Sponsor Organizations and Trainers, and ensure Training meets high quality standards, a Georgia Training Approval (GTA) system was established in 1995, and now resides as a department of DECAL. GTA approves Trainings that count toward licensing credit for child care providers. In addition, GTA ensures the approved Training provided for early care and education professionals is consistent with current child development research, uses sound adult learning principles, and promotes quality in developmentally appropriate programs for young children.

4.2 Approved Sponsor Organizations

4.2.1 Organizations that wish to provide Training for child care licensing credit in Georgia must (1) be approved as an Approved Sponsor Organization (ASO) with an assigned an ASO Code and (2) submit Trainings and Courses for approval.

4.2.2 GTA does not approve Approved Sponsor Organizations or trainers for cardiopulmonary resuscitation (CPR), first aid/automated external defibrillator (AED), or fire safety Courses.

4.2.3 Current information about how to apply, qualifications, and required supporting documentation is attached as Appendix A.

4.2.4 The Approved Sponsor Organization designation approval process may take up to ten (10) working days. After the application has been reviewed, the applicant shall receive a notification by e-mail indicating the status of the application (e.g., approved, deferred, or not approved).

4.2.4.1 If, during the application review process, the application or its supporting documentation is found to be incomplete and/or requirements have not been met, the applicant will be notified via e-mail.

4.2.4.2 Applications are approved if all requirements are met. If approved, a representative of the Approved Sponsor Organization signs an agreement and the organization is assigned a unique ASO Code. The organization may then begin submitting Trainings and Courses for approval.

4.2.4.3 Applications will be deferred if GTA's review determines that more information is needed. If the application is deferred, GTA will specify what additional information is needed from the applicant. GTA will review the application again after the requested information is submitted.

4.2.4.4 Applications are not approved if GTA's review determines that requirement(s) are not met. If the application is not approved, GTA will advise the applicant of the requirements that were not met. Applicants may submit documentation for review if they later meet the requirements. If the application is not approved, applicants may request an Administrative Review of their application, if desired. See Section 6: Review Process for additional information.

4.2.5 Once an organization's application is approved, a signed Approved Sponsor Organization agreement must be submitted before an ASO Code can be assigned. A sample agreement is attached as Appendix B.

4.2.6 Approved Sponsor Organizations that are approved as either an institution of higher education (IHE) or a government agency, or formally affiliated with an IHE or government agency, will be governed by Memoranda of Understanding issued by DECAL. In the event there is a conflict between the Policy and Procedures and a MOU entered by an ASO, the terms of the MOU shall control. All other Approved Sponsor Organizations are subject to this policy.

4.2.7   Designation as an Approved Sponsor Organization does not constitute the existence of an employment or agency relationship with DECAL or that the Approved Sponsor Organization, its staff, or contractors serve as agents, representatives, or employees of DECAL and organizations must not make any oral or written representation suggesting, implying or stating that an agency relationship exists between the Approved Sponsor Organization and DECAL. This restriction includes, but is not limited to, the use of DECAL's name and/or logo on business cards, flyers, résumés, curricula vitae (CV), business web pages, logos, signatures, social media, or networking sites. Approved Sponsor Organizations may represent that they are GTA Approved Sponsor Organizations.

4.2.8   Neither DECAL nor GTA will provide letters of recommendation for Approved Sponsor Organizations. Approved Sponsor Organizations may not list individual DECAL or GTA staff, or DECAL or GTA as an organization, as a reference. Nothing in this paragraph shall prevent DECAL or GTA from providing an ASO letters of support for Grant Proposals.

4.2.9   Approved Sponsor Organizations may state their organization's designation status on certificates, websites, promotional materials, and grant applications. For example, "[Organization] is a Georgia DECAL Approved Sponsor Organization."

4.2.10 Approved Sponsor Organization designations must be renewed every year. Applications for renewal are subject to review by GTA. Approved Sponsor Organizations must meet requirements for the ASO designation to be renewed. Current information about how to renew an ASO designation is attached as Appendix C.

    4.2.10.1   Approved Sponsor Organizations are informed about renewal requirements in the following ways: Approved Sponsor Organization Policy; the GaPDS website; Approved Sponsor Organization's GaPDS account page; reminder emails from GTA; and the Approved Sponsor Organization Agreement,

    4.2.10.2   Organizations that do not apply to renew their Approved Sponsor Organization designation by the deadline will have their ASO designation expired. In addition, their approved Trainings and Courses will all be expired, and any Training sessions and Courses scheduled in the Georgia Professional Development System will be canceled. Any certificates issued to participants after the designation has expired will not be valid.

4.2.11 **Trainings and Courses with additional approval requirements:** DECAL and GTA have identified additional requirements that must be met before certain Trainings and Courses can be offered by Approved Sponsor Organizations. A current list of these Trainings and Courses is attached as Appendix D.

    4.2.11.1 DECAL reserves the right to modify these additional approval requirements and to add Trainings and Courses with additional approval requirements. Approved Sponsor Organizations will be notified when these types of changes are made.

4.2.12 Concerns about Approved Sponsor Organizations will be investigated by GTA as described in Section 6: Review Process.

4.3   Training Approval:

4.3.1   Trainings and Courses offered by Approved Sponsor Organizations in Restricted Status must be approved by GTA before they may be delivered for licensing credit. Approved Sponsor Organizations are restricted from offering non-approved Trainings and Courses for licensing credit until GTA approves them for Unrestricted Status. Training Approval Application instructions are attached as Appendix E.

4.3.1.1 Organizations may be removed from Restricted Status upon approval of ten (10) Trainings or Courses.

4.3.1.2 DECAL may place an Approved Sponsor Organization in Restricted Status at any time and for any reason. Approved Sponsor Organizations will be notified if they are placed on Restricted Status.

4.3.2 Once an Approved Sponsor Organization has been approved for Unrestricted Status, the organization may schedule and deliver Trainings and Courses for licensing credit without submitting them to GTA for approval, with the exception of Trainings and Courses with additional approval requirements as described in 4.3.3 and in Appendix D.

4.3.3 Additional requirements apply to certain types of Trainings. GTA or DECAL may periodically modify these requirements or add new types to this list. Approved Sponsor Organizations will be notified of modifications or additions to the list of Trainings with additional requirements.

4.3.3.1 **Online and Distance Learning**: Applications submitted for online/distance learning or Courses must meet additional requirements. Current information about online/distance learning is attached as Appendix F. Once an ASO is in Unrestricted Status, online/distance learning Trainings and Courses may be offered for state licensing credit without approval.

4.3.3.2 **120-Hour CDA, 40-Hour Director Courses and Family Child Care Learning Home Pre-Service Courses** must meet additional requirements. Current information about approval for these Courses is attached as Appendices G, H, and I.

4.3.3.3 **CCDF Health and Safety Orientation Trainings**: Compliance with state regulations regarding the CCDF Health and Safety Orientation Training is required for any provider serving children receiving CCDF subsidies. In addition, DECAL also requires all licensed and exempt providers to take the Health and Safety Orientation. Approved Sponsor Organizations may submit Trainings for approval to meet the CCDF requirements. The Application Submission Guide for these Trainings is attached as Appendix J.

4.3.3.4 **DECAL Core Rules and Regulations Trainings**: Approved Sponsor Organizations may submit approval applications for Training on DECAL's core rules and regulations for child care learning centers and family child care learning homes. Current information about these Trainings can be found in Appendix D.

4.3.3.5 **DECAL Early Language and Literacy Lab Trainings:** Under the Georgia Early Literacy Act, effective July 2025, all teaching staff working in licensed and license-exempt Child Care Learning Centers and Family Child Care Learning Homes are required to obtain two (2) annual Early Language and Literacy training clock hours. To meet this requirement trainings must be approved for inclusion in DECAL's Early Language and Literacy Lab (ELLL). Approved Trainers may submit Trainings for inclusion in the ELLL. Current information about approval for these trainings is attached as Appendices T and U.

4.3.4 **Professional Learning Community (PLC) Series:** Approved Sponsor Organizations may not offer Professional Learning Community series for state licensing credit unless the entire series is facilitated by a staff member or contractor who is a DECAL Approved Trainer and who is also approved as a PLC Facilitator Trainer in GaPDS. Approved PLC Facilitator Trainers must submit all PLC series for approval in GaPDS.

4.3.5 GTA does not approve Trainings for cardiopulmonary resuscitation (CPR), first aid/automated external defibrillator (AED), or fire safety Courses.

4.3.6 Submitted Training Approval Applications must accurately reflect the Georgia Workforce Knowledge and Competencies (WKCs), learning objectives, content, procedures/methods, assessment of learning, time and sequence, format, and number of Training hours.

4.3.7 Submitted Training Approval Applications must be designed to meet beginning, intermediate, or advanced criteria as defined by GTA that correspond to the skill, education, and experience level of the intended audience. Current information about Training levels is attached as Appendix K.

4.3.8 Trainings must be a minimum of one (1) hour. Trainings and Courses may be approved only in half-hour increments.

4.3.9 An Approved Sponsor Organization may not submit a Training or a Course for which the original author is not a staff member or a contractor of the organization without the written permission of the author or the organization that developed the Training or Course. Permission could also take the form of evidence of successful completion of a Train-the-Trainer Course authorized by the author or the organization that developed the Training or Course, accompanied by a statement from the author or organization granting the ASO permission to submit its Training or Course for approval in state professional development registries.

4.3.10 The Approved Sponsor Organization must acknowledge a Training Agreement for each Training and Course submitted. Applications cannot be submitted if the agreement is not acknowledged.

4.3.11 The Training approval process begins when the Training Approval Application is complete. Applications are reviewed in the order in which they are received. The Training approval process may take up to ten (10) business days. Courses such as the 120-Hour CDA Course or the 40-Hour Director Course may take longer to review. The approval process may also take longer than 10 business days if the Training is deferred and revisions to the Application are requested. Approved Sponsor Organizations in Restricted Status should not provide state licensing credit to Georgia participants before the Training or Course is approved by GTA. After the Training Application has been reviewed, the Approved Sponsor Organization will receive a notification by e-mail indicating the status of the review (i.e., approved, deferred, or not approved).

    4.3.11.1 Applications are approved if all requirements are met. If approved, the Training or Course is assigned a unique Code. Approved Sponsor Organizations may then provide state licensing credit to Georgia participants.

    4.3.11.2 Applications will be deferred if GTA's review determines that the Training or Course does not meet requirements. If an Application is deferred, GTA will inform the Approved Sponsor Organization of the reasons for deferral, and the organization may revise and resubmit the Application for review.

    4.3.11.3 Applications are not approved if GTA's review determines that content is not in alignment with the WKCs, if the Approved Sponsor Organization lacks the appropriate credentials to offer the Training, or if the instructional plan needs extensive revisions. GTA consults other DECAL divisions on appropriateness of content. GTA will advise applicants on reasons for non-approval of Trainings or Courses. Applicants may revise and resubmit the Application for review. Approved Sponsor Organizations may request an Administrative Review of Training Applications that are not approved if desired. See Section 6: Review Process for additional information.

4.3.12 GTA does not provide ongoing technical assistance to Approved Sponsor Organizations whose Trainings or Courses have been deferred or not approved.

4.3.13 Trainings and Courses will expire on the expiration of the organization's Approved Sponsor Organization designation.

  4.3.13.1   Approved Sponsor Organizations may request that their Trainings and Courses be expired by emailing TrainingApproval@decal.ga.gov.

  4.3.13.2   GTA or DECAL may from time to time expire Trainings and Courses per the agency's needs. Approved Sponsor Organizations will be advised of the reasons for the expiration.

      4.3.13.3   Expired Trainings and Courses may not be delivered for state-approved credit.

4.4 Training Delivery

4.4.1   GTA recommends that Training sessions be scheduled for no more than six (6) hours per day. However, recognizing that some longer Courses or specialized content may require more time, Approved Sponsor Organizations may deliver a maximum of eight (8) hours of Training per day.

4.4.2   Content must be consistent with current theories of child development, DECAL WKCs, quality standards, best practices, and licensing regulations.

4.4.3   Approved Sponsor Organizations must reference and provide citations to the appropriate works used in Training material and adhere to copyright laws.

4.4.4   Approved Sponsor Organizations must have the capability to deliver the Training or Course, including supplying the necessary equipment and/or making provisions for access to appropriate facilities and ensuring that qualified trainers lead or facilitate the Training or Course.

4.4.5   Approved Sponsor Organizations work independently to schedule, set fees, and provide Professional Learning events. The responsibility to pay fees, costs, or reimbursements is between the trainee and the Approved Sponsor Organization. DECAL and GTA do not mediate payment disputes between Approved Sponsor Organizations and participants.

4.5 Certificates

4.5.1   Approved Sponsor Organizations are responsible for distributing certificates to participants who successfully complete an approved Training or Course. Attendance requirements and, if applicable, assignments or other required activities must be met for the attendee to receive credit. Assignments and any other requirements must be outlined in the approved training application.

    4.5.1.1 Attendance and any other requirements for completion of the Training or Course must be communicated to participants, preferably in advance of the scheduled session or beginning of the Course.

4.5.2   Approved Sponsor Organization certificates must contain accurate information and include the following: Training title; Training date(s) and location; Trainer's signature; WKC standards; Training participant's name and signature; the number of clock hours; and a statement that the training is provided by a DECAL Approved Sponsor Organization. A sample certificate is attached as Appendix L.

4.5.2.1 Certificates may not include the DECAL logo, the GaPDS logo, or the GTA logo. Certificates may include the statement, "This training is provided by a DECAL Approved Sponsor Organization".

4.5.2.2 Certificates may not in any way imply that the Training or Course is presented on behalf of DECAL or that the Approved Sponsor Organization, its staff, or contractors serve as agents, representatives, or employees of DECAL.

4.5.3 A certificate will not be distributed to a participant who does not attend the full Training session or does not meet attendance requirements. As a guideline, participants who miss 15 minutes or more of a Training session may be denied a certificate. Certificates may also be denied to participants who do not complete required assignments or activities as detailed in approved applications.

4.5.4 Health and Safety Orientation Training Certificates must contain required information. A sample Certificate is attached as Appendix M.

4.6 Quality Assurance

4.6.1 On-site observations may be conducted by GTA to ensure the quality of Approved Sponsor Organizations' instructional design and delivery.

4.6.1.1 On-site observations may be conducted to verify that the delivery of Trainings or Courses approved through GTA is consistent with instructional plans as stated in the Training Application. See section 4.3.

4.6.1.2 GTA staff may periodically schedule random on-site observations.

4.6.1.3 On-site observations may be announced or unannounced.

4.6.1.4 GTA staff may also schedule on-site observations or visits at the request of DECAL divisions or upon receipt of a Concern about an Approved Sponsor Organization and/or Training or Course.

4.6.1.5 Generally, the on-site visits are not intended as technical assistance. Feedback is not provided unless there are issues observed that should be brought to the trainer's or the organization's attention. The evaluation form for face-to-face trainings is attached as Appendix N. Evaluations of distance learning, hybrid, and online courses may also be conducted. The evaluation form for these trainings is attached as Appendix O.

4.6.1.6 Approved Sponsor Organizations will be notified of the date and time of announced observations through e-mail and must make themselves available.

4.6.2 Once an on-site observation has been scheduled, the Approved Sponsor Organization must let GTA know if the session is canceled or the Training or Course has changed since the observation was confirmed.

4.6.3 In addition to or instead of an on-site observation, GTA may request that participants in a Training or Course complete and submit a standardized evaluation after an identified session. The forms may be distributed, collected, and submitted to GTA by the trainer or organization; or participants may obtain a form from the GaPDS website and submit individually. If completed evaluations reveal an issue that should be brought to the Approved Sponsor Organization's attention, GTA will address the issue with the

organization. The participant evaluation forms for face-to-face and online or distance learning are attached as Appendices P and Q.

4.7 Conference Approval

4.7.1 A "professional development day" for in-house Training that is exclusive to a select group will not be reviewed as a Conference by GTA.

4.7.2 Conferences approved by GTA will be listed in the GaPDS calendar and must be open to the public.

4.7.3 A Conference coordinator affiliated with the Approved Sponsor Organization must submit an online application to have a Short Conference; Regular Conference; or Large, Peer-Reviewed Conference approved for child care licensing credit. Additional information, such as presenter criteria and application requirements are attached as Appendix R.

4.7.4 Conference Approval Applications must be submitted at least thirty (30) days prior to the scheduled Conference date.

4.7.5 Conferences are approved at the beginning level only.

4.7.6 A Conference may not be scheduled or advertised until after it has been approved and a Conference Approval Code assigned.

4.7.7 Conferences are approved only as one-time events. All future events must be submitted with separate Conference Approval Applications prior to the event. No Conferences are approved "after the fact."

4.7.8 No more than six (6) hours of state approved licensing credit shall be granted for a Conference regardless of the number of days of the Conference.

4.7.9 The following events may not be included in the total clock hours of state-approved licensing credit: opening and closing addresses; keynote speeches; luncheon speakers; site visits; cardiopulmonary resuscitation (CPR) Training; first aid Training; roundtable discussions; exhibits; networking socials; and field trips.

5. ROLES AND RESPONSIBILITIES

Role	Responsibilities
DECAL	- Establish policyies and procedures. - Ensure development and implementation of an effective Training approval program to meet child care licensing requirements. - Investigate any suspected Fraud and violations of the Approved Sponsor Organization Agreement and policies. - Respond to Concerns about Approved Sponsor Organizations determined to be in violation of Training policies or the Approved Sponsor Organization Agreement. - Create systems to ensure quality of Professional Learning opportunities.
GTA	- Establish procedures. - Review and approve Approved Sponsor Organization and Trainer designations, Trainings, Courses, and Conference applications. - Provide timely notice of application status.

Role	Responsibilities
	• Implement on-site observations or visits designed to ensure quality.
	• Communicate with Approved Sponsor Organizations and the public about GTA.
	• Respond to and investigate Concerns or other issues.
	• Notify DECAL of any suspected Fraud or violations of Training Approval Policy and Procedures or Approved Sponsor Organization Agreement.
Approved Sponsor Organizations	• Comply with DECAL's Approved Sponsor Organization Policy and Procedures or the terms of any Memorandum of Understanding entered by the ASO.
	• Provide true and accurate information to DECAL, GTA, and to Training participants.
	• Ensure that contact information in their GaPDS account is up to date (name, mailing address, e-mail address, phone, etc.).
	• Respond in a timely manner to requests for information from DECAL and GTA.
	• Ensure that content is consistent with Georgia's Rules and Regulations for Child Care Learning Centers and Homes, the Georgia Early Learning and Development Standards, and Georgia's Workforce Knowledge and Competencies.
	• Ensure that all staff and contractors hired to develop and deliver Trainings and Courses are fully qualified to provide those services.
	• Develop and implement ongoing internal quality assurance processes for Training and Course development and delivery.
	• Negotiate fees for Professional Learning directly with participants.
	• Ensure that certificates comply with required information.
	• Maintain documentation for at least five (5) years after any Professional Learning event.
	• Provide GTA free access to any Course and make dates available for quality assurance visits as requested.
Training Participants	• Pay any fees or costs directly to the Approved Sponsor Organization.
	• Provide true and accurate information to DECAL, GTA, and to Approved Sponsor Organizations and trainers.
	• Complete requirements as communicated by the Approved Sponsor Organization.
	• Report any unprofessional behavior or actions from Approved Sponsor Organizations or their training staff to GTA in a timely manner.
	• Maintain records pertaining to own Professional Learning.

6. REVIEW PROCESS

6.1 Trainer Concerns

6.1.1 Concerns regarding an Approved Sponsor Organization or a Training or Course may originate from several sources: Training participants, sponsors of Professional Learning events, other trainers, DECAL staff members, concerned citizens, GTA or others. A sample Concern Form is attached as Appendix S.

6.1.2 Concerns from Training participants, sponsors of Professional Learning events, or other trainers may include, but are not limited to: lack of response to participants or sponsors; unprofessional communications or actions before, during, or after Professional Learning events; inaccurate content; misrepresentation of

content or completion requirements; problems with administration such as registration, fees, or issuance of certificates.

> 6.1.2.1 Neither DECAL nor GTA can or will mediate disputes between Approved Sponsor Organizations and Training participants regarding financial transactions.

> 6.1.2.2 Concerns regarding completion requirements set forth by an Approved Sponsor Organization that are in alignment with Approved Sponsor Organization Policies will not be addressed by GTA or DECAL.

6.1.3 Concerns from units within DECAL may include but are not limited to: unprofessional behavior or actions before, during, or after Professional Learning events; issuance of inaccurate or Fraudulent certificates; misrepresentation of affiliation with DECAL or GTA; unauthorized use or misuse of DECAL or GTA logo; failure to respond to communications from DECAL or GTA; intentional misrepresentation or submission of falsified information or documentation.

6.1.4 Concerns from GTA may include but are not limited to: failure of Approved Sponsor Organization (ASO) to comply with ASO Agreement; failure of ASO to respond to communications with GTA; failure of ASO to meet annual renewal requirements; attempts to deliver expired Trainings or Courses or Trainings or Courses that have not yet been approved; permitting another organization to use the ASO's Code; intentional misrepresentation or submission of falsified information or documentation.

6.1.5 Review of Concerns. The Training participant or agency sponsoring the Professional Learning event shall first attempt to resolve the issue with the Approved Sponsor Organization. If unsuccessful, the Concern Form must be submitted in writing within sixty (60) days of the Professional Learning event.

> 6.1.5.1 The Concern Form must be submitted by the individual participant or event organizer and not a third party. For example, a DECAL licensing consultant should not submit a concern about a Professional Learning event on behalf of a center owner. A director should not submit a concern on behalf of a teacher.

> 6.1.5.2 Completed Concern Forms shall be directed to GTA using one of the following options:

Address	Georgia Training Approval Georgia Department of Early Care and Learning 2 Martin Luther King, Jr. Dr., SE, Suite 754 Atlanta, GA 30334
E-mail	TrainingApproval@decal.ga.gov

> 6.1.5.3 GTA takes all Concerns about Approved Sponsor Organizations and Professional Learning events seriously and all are handled in a confidential manner. As much as possible, GTA will protect the identity of the complainant, unless the Training participant requests to be contacted by the Approved Sponsor Organization.

> 6.1.5.4 Within ten (10) business days of receiving the completed Concern Form, GTA staff will review the written statement and notify the requestor that the Concern is being addressed or that the Concern does not fall within the scope of this policy and procedures. A contact name and e-mail address or phone number from the person filing the form must be listed to process the Concern Form.

6.2 Response to Concerns

6.2.1 Upon completion of an investigation into a Concern, GTA has the right to respond to the Concern.

6.2.2 If GTA determines that the Concern is within the scope of Approved Sponsor Organization Policy and Procedures, the organization will be notified of the Concern and asked to respond. GTA may require the organization to respond in writing to the Concern and document how this problem will be addressed in the future, even if the organization disagrees with the allegation. GTA will review the response; and, if there is adequate explanation and attention to the matter, the Concern will be considered resolved. If the organization's response is not satisfactory, further actions may be taken.

6.2.3 GTA may take any or all of the following actions it deems necessary:

6.2.3.1 Require the Approved Sponsor Organization to make changes to the instructional plan and/or administrative policies or procedures. Documentation that the changes were made will be required.

6.2.3.2 Require the Approved Sponsor Organization to distribute the GTA evaluation form to participants for a specified period or a specified number of Professional Learning events.

6.2.3.3 Conduct an on-site observation. After the observation, the reviewer will provide feedback and support to the Approved Sponsor Organization and trainer as needed. The Approved Sponsor Organization may be required to submit documentation of how the reviewer's feedback has been incorporated into practice.

6.2.3.4 Place the Approved Sponsor Organization on probationary status. Depending on the nature of the Concern(s), the organization may be placed on probationary status with specified requirements that must be met to regain active status. Approved Sponsor Organizations in probationary status will be placed on Restricted Status in GaPDS.

6.2.3.5 Place Approved Sponsor Organization on remediation status for a minimum of three (3) months. The organization will be required to work under the mentorship of an Approved Sponsor Organization in good standing with GTA, which must approve the selected mentor organization before mentoring begins. Any fees associated with the mentorship shall be the responsibility of the organization on remediation status. While in remediation status, the organization must notify GTA of all scheduled Professional Learning events at least five (5) business days before the scheduled session. Approved Sponsor Organizations in remediation status will be place on Restricted Status in GaPDS. The organization must have a recommendation from the mentor organization to be removed from remediation status.

6.2.3.6 Upon renewal of Approved Sponsor Organization designation, require organization to go through an on-site observation conducted by GTA. After the observation, the reviewer will provide feedback and support to the organization and trainer as needed.

6.2.3.7 Notify DECAL for additional review of the situation and possible further actions, which may include an office conference involving the Approved Sponsor Organization, GTA, and DECAL staff.

6.2.4 DECAL and GTA fully expect Approved Sponsor Organizations to comply with all recommendations and any other actions deemed appropriate to improve the quality of their Professional Learning and administrative practices. Organizations who do not respond or do not comply with recommendations will have their designation rescinded.

6.2.5   GTA will decide if the complainant should be notified of the outcome.

6.2.6   Approved Sponsor Organization status is subject to being rescinded at any time for any reason. Decisions to rescind designations are made by DECAL.

6.2.6.1 If GTA rescinds an Approved Sponsor Organization designation in response to concerns, the organization will be notified within 30 days.

6.2.6.2 Approved Sponsor Organizations whose designation has been rescinded are not eligible for re-approval until 12 months have elapsed from the date the designation was rescinded. The decision whether to re-approve an ASO designation shall be at the discretion of GTA and is not subject to administrative review.

6.2.6.3 DECAL reserves the right to permanently rescind an organization's ASO status.

6.3 Administrative Review

6.3.1   The Approved Sponsor Organization has the right to request an Administrative Review of adverse decisions reached by GTA or DECAL. Request for Administrative Review should be in writing and submitted to DECAL's Professional Learning Unit. The request for Administrative Review must be postmarked within ten (10) business days of the receipt of an adverse decision. While under Administrative Review, all decisions made as a result of the investigation into the Concern will remain in place until the Administrative Review is complete.

6.3.2   Approved Sponsor Organizations have the right to seek advice or support from anyone they choose at their own expense.

6.3.3   An Approved Sponsor Organization may request an Administrative Review by following these procedures.

6.3.3.1 Send written correspondence requesting the review. This correspondence should include:

- The Approved Sponsor Organization's name and ASO Code
- Full contact information: e-mail address, daytime telephone number, and complete mailing address
- A statement or explanation of the request and why the decision should be reversed
- Signature of a representative of the Approved Sponsor Organization and date signed

6.3.3.2 Send the correspondence and any supporting documentation using one of the following options:

Address	Professional Learning Unit Georgia Department of Early Care and Learning 2 Martin Luther King Jr. Dr. Suite 754 Atlanta, GA 30334
E-mail	proflearning@decal.ga.gov

6.3.3.3 The Director of the Professional Learning Unit, along with designated staff, will review the documentation and, if needed, request additional documentation. If no additional documentation is needed, DECAL will contact the Approved Sponsor Organization within ten (10) business days of receipt of the request with the determination of whether the Response to the Concern will be removed, modified, or will stand as issued. The Administrative Review decision is final, and no other review will be granted.

6.3.3.4 If the request for Administrative Review is not received within ten (10) business days of the adverse decision, the adverse action will be final and not subject to further review.

ADDITIONAL QUESTIONS AND INQUIRIES

Any questions relating to Training Approval Policy and Procedures should be directed to GTA at 404-924-2737 or TrainingApproval@decal.ga.gov.

POLICY REVISION HISTORY

Version	Date	Description of Change	Author
002	09.08.21	• Replaced Appendix J with updated Health and Safety Orientation content requirements	Laura Reid
003	06.25.25	• Added submission guide and certificate template for Early Language and Literacy Lab (Appendices T & U) • Updated child development content requirements for Health and Safety Orientation Training – 10 Hours (Appendix K) • Updated policy number from PLU to WSL (new unit name)	Laura Reid

APPENDICES

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Appendix U: Sample Certificate of Completion for Early Language and Literacy Trainings

Appendix A: How to Become a Georgia Approved Sponsor Organization

An Approved Sponsor Organization (ASO) is a training organization that has been approved by DECAL to provide training for early care and education professionals in Georgia. There are three pathways to becoming an Approved Sponsor Organization (ASO) in the Georgia Professional Development System (GaPDS).

1. **Government Agencies and Institutions of Higher Education**
   DECAL will issue a Memorandum of Understanding to approved government agencies and institutions of higher education to provide DECAL approved training hours to early learning professionals. These agencies, colleges, and universities must be based in Georgia and meet other criteria as described below. DECAL will also accept applications from organizations formally affiliated with governmental agencies or institutions of higher education as described below. Formal affiliation means that there is a written agreement between the agency or institution of higher education and the affiliated organization. For example, a government agency has contracted with an organization to provide training to early learning programs. Once approved, these agencies and organizations must adhere to the guidelines outlined in the Memorandum of Understanding.

   Federal as well as Georgia state and local agencies are eligible to apply for ASO status. Organizations that are formally affiliated with a government agency may also apply for ASO status. The organization must be easily identifiable as a direct program or initiative of a federal, state or local agency. An endorsement letter from the governmental agency may be accepted if DECAL is unable to confidently verify direct affiliation between the organization and the agency. Georgia Training Approval and DECAL reserve the right to verify authenticity by contacting agencies directly and make a determination regarding the acceptance of the affiliation under these guidelines.

   Eligible Georgia-based colleges and universities are either governed by the University System of Georgia's Board of Regents, the Technical College System of Georgia, or are a member of the Georgia Independent College Association. Organizations that are formally affiliated with a Georgia-based college or university (as defined above) may also apply for ASO status. The organization must be easily identifiable as a direct program or initiative of the college or university. An endorsement letter from the institution may be accepted if DECAL is unable to confidently verify direct affiliation between the organization and the agency. Georgia Training Approval and DECAL reserve the right to verify authenticity by contacting institutions directly and make a determination regarding the acceptance of the affiliation under these guidelines.

   If provided, an endorsement letter from the governmental agency or institution of higher education must include:
   a. A statement that the institution of higher education or governmental agency is directly affiliated with the organization that seeks approval as an Approved Sponsor Organization and describes the nature of the affiliation.
   b. Links to any webpage(s) dedicated to the program or initiative related to the application.
   c. A statement that the institution of higher education or governmental agency has reviewed the content of the professional learning to the extent that they are comfortable pledging their full support of the ASO application.
   d. A dated signature of a person authorized to represent the administration of the institution of higher education or governmental agency.
   e. Full contact information for the person signing the letter as well as contact information for the agency or institution.

2. **Accredited or Authorized Training Organizations**:
Organizations accredited by the International Association for Continuing Education and Training (IACET) or authorized to operate by the Georgia Nonpublic Postsecondary Education Commission (GNPEC) may apply for ASO status**.** Organizations must provide documentation of their accreditation or authorization. In addition, organizations accredited by IACET must be listed on IACET's Accredited Providers List. Organizations authorized by GNPEC must be listed on GNPEC's Directory of Institutions. Once approved, these organizations must adhere to the guidelines outlined in the Approved Sponsor Organization Policy and Procedures.

3. **Other Training Organizations:**
Organizations that provide training and do not fall under the definitions or criteria described above may also apply for ASO status. Applicants for non-accredited, non-authorized training organizations must submit documentation as described below. Once approved, these organizations must adhere to the guidelines outlined in the Approved Sponsor Organization Policies and Procedures. To be eligible to apply, training organizations must:
   a. Be incorporated, whether for-profit or nonprofit, chartered, or otherwise legally recognized as a business entity;
   b. Be in business for at least one year;
   c. Have a well-defined organizational structure that assigns authority and responsibility for administering professional learning programs and activities to a particular unit.

   Organizations will be asked to provide the following additional information to support their application:
   a. A mission statement or goals for the organization or unit that provides professional learning.
   b. An organization chart which clearly indicates the individuals or unit responsible for professional learning within the organization.
   c. A written description of the organization's background and expertise in early childhood and/or school age care, as well as its history in providing professional learning to early learning and/or school age professionals.
   d. A written description of how the organization supports learners from registration through program evaluation and follow up; including types of communication and any technical support provided to learners before they take a training or a course.
   e. A written description of how content for professional learning events is determined.
   f. Documentation of professional learning staff's qualifications; if the organization uses contractors to write, develop or deliver trainings or courses, documentation of how contractors are selected (resumes of contractors are required).
   g. A written description of how staff are prepared to deliver professional learning and how quality assurance is maintained.
   h. A written description of the types of training documentation kept on file.
   i. A sample trainer's guide.

Appendix B: Sample Approved Sponsor Agreement

This is a sample Approved Sponsor Agreement. The Agreement is found in the Approved Sponsor Organization Application and is subject to change. Approved Sponsor Organization:

1. Agrees to uphold Approved Sponsor Organization Policy and Procedures and abide by the terms of this Agreement for the period beginning the date the organization is initially approved and continuing until one year after the initial approval;

2. Agrees to respond promptly to all inquiries or requests for information from Georgia Training Approval (GTA) and the Georgia Department of Early Care and Learning (DECAL);

3. Agrees to ensure that training and course content is consistent with Georgia's Rules and Regulations for Child Care Learning Centers and Homes, the Georgia Early Learning and Development Standards, and Georgia's Workforce Knowledge and Competencies;

4. Agrees to award no more than eight (8) clock hours of credit in any one (1) day;

5. Agrees to issue certificates that include all required information (template will be provided upon designation of Approved Sponsor Organization status);

6. Agrees to not award certificates to anyone who does not attend the full training or course and/or complete required assignments;

7. Agrees to maintain supporting documentation related to trainings and courses provided, including but not limited to, rosters, attendance records, instructional plans and handouts, and participant evaluations during the term of this agreement and for a period of five years after the training was delivered or completed by participants;

8. Agrees to make supporting documentation available for review by DECAL and GTA staff immediately upon request and without the benefit of prior notice or announcement of review;

9. Agrees to provide GTA free access to any training or course and make dates available for quality assurance visits as requested;

10. Agrees to indemnify and hold DECAL and GTA harmless from liability resulting from acts or omissions of the ASO, its agents, subcontractors, or employees pertaining to the activities to be carried out under this Agreement;

11. Agrees to ensure that all individuals who deliver training or courses for the organization, whether employees or contractors, establish an account in the Georgia Professional Development System;

12. Ensures that all individuals who conduct training for the organization are qualified to conduct the training;

13. Agrees to ensure quality by maintaining internal evaluation processes for trainers, trainings, and courses;

14. Agrees to update Georgia Training Approval (GTA) whenever contact information for the organization has changed;

15. Understands that DECAL may modify additional approval requirements and add trainings and courses with additional approval requirements at any time and organizations are responsible for such modifications as applicable;

16. Understands that some trainings and courses have additional requirements that must be met before being offered by Approved Sponsor Organizations. These courses include, but are not limited to: Health and Safety Orientation trainings, CDA courses, and 40-Hour Director courses;

17. Understands that Approved Sponsor Organization status is granted only to the department or program specified in this application;

18. Understands that Approved Sponsor Organization codes are uniquely assigned to Approved Sponsor Organizations and may not be used by other organizations or individuals who are not employees or contractors of the organization;

19. Understands that DECAL or GTA may randomly monitor any training sessions or courses for quality control purposes with or without notice to organizations;

20. Understands that an annual update must be submitted to GTA to maintain Approved Sponsor Organization

status. This update must include a required report on professional learning activity during the previous twelve (12) months. Failure to submit the annual update by the deadline will result in rescission of Approved Sponsor Organization status;

21. Understands that failure to uphold Approved Sponsor Organization Policy and Procedures and abide by the terms of this Agreement may result in a rescission of Approved Sponsor Organization status;

22. Understands that DECAL may terminate this Agreement if the Approved Sponsor Organization fails to meet the requirements of this Agreement or for any reason at any time as DECAL deems appropriate;

23. Understands that if Approved Sponsor Organization status is rescinded for any reason, eligibility for re-approval will not be available until twelve (12) calendar months have elapsed since its recission; and

24. Understands that the Approved Sponsor Organization may terminate this Agreement at any time by notifying GTA of its intention to do so.

Appendix C: Approved Sponsor Organization Renewal

When an Approved Sponsor Organization (ASO) has been approved with a unique ASO designation, renewal of the ASO designation is necessary to remain an Approved Sponsor Organization. The ASO designation expires one (1) calendar year from the ASO approval date. Approved Sponsor Organizations must submit an annual update to maintain their Approved Sponsor Organization designation. This update must include a required report on professional learning activity during the previous twelve (12) months. Failure to submit the annual update by the deadline will result in revocation of Approved Sponsor Organization status.

To remain an active ASO, the organization must complete at least one (1) approved or accepted training per year and submit the training documentation on the renewal application. The renewal application must be submitted and approved for the ASO to remain in an authorized 'Active' status to provide approved training in the state of Georgia.

Appendix D: Trainings and Courses with Additional Approval Requirements

Trainings and Courses with Additional Approval Requirements	
Health and Safety Orientation Training	Eligible Approved Sponsor Organizations may submit a CCDF Health and Safety Orientation Training for state approval by completing a Training Approval Application that meets both Georgia Training Approval expectations and the CCDF requirements. Submitted Courses are reviewed to make sure they meet the CCDF content requirements. Refer to Appendices J and M in this document for additional information about content and certificate requirements for this Course.
DECAL Core Rules and Regulations Trainings	Trainings on DECAL's core rules and regulations for child care learning centers and family child care learning homes require additional review. These Trainings must have a title that begins with "Georgia DECAL Rules and Regulations: (insert rule here)." For example, if the topic is the transportation rule, the title must be as follows: **Georgia DECAL Rules and Regulations: Transportation** The Training must address the specific rules and regulations covered (e.g., Transportation, Staff/Child Ratios and Supervision, Playgrounds, etc.) and must include the legal description of the specific licensing rules cited verbatim. DECAL child care licensing rules can be found at http://decal.ga.gov/ProviderSearch/RuleSearch.aspx.
40 Hour Director Course	Additional approval is required for Approved Sponsor Organizations that wish to offer a 40-Hour Director Course. Once the organization is approved, the Course must also be submitted for approval. The Course must meet certain content requirements. For more information about the content requirements for these Trainings, visit www.gapds.decal.ga.gov
120 Hour CDA Course	The 120-Hour CDA Course fulfills the educational requirement for the CDA credential awarded by the Council for Professional Recognition. The Council for Professional Recognition does not require that CDA Courses be approved by states; however, only DECAL approved Trainings and Courses can be used for licensing credit or listed on the GaPDS training calendar. Additional approval is required for Approved Sponsor Organizations that wish to offer state-approved Training hours for a 120-Hour CDA Course. To have a CDA Course approved for DECAL Training hours, an organization must first apply for and become approved to offer CDA trainings. *Georgia approval is not required for Courses to be used toward the CDA credential. Approval by GTA does not guarantee that the Course will be accepted by the Council for Professional Recognition. It is the organization's responsibility to make sure that Courses will be accepted by the Council.* For more information about the additional requirements for a CDA Course, visit www.gapds.decal.ga.gov.
Family Child Care Learning Home Pre-Service Course	Approved Sponsor Organizations may submit a new training or may combine several individually approved trainings into a Course bundle. The Course or Course bundle must consist of a minimum of 10 hours. The Course must include the topic areas listed below. One Course may be counted in more than one content area if the Course is longer than two hours. The submitted Course must contain at least **two (2) hours of training in each of these topic areas**: • Early Learning Standards • Communication • Professional and Leadership Development • Business Management • Advocacy for the Parents, Children, and Staff in the Family Child Care Home Refer to Appendix I in this document for more information about content requirements for this Course.

Appendix E: Training Approval Application Instructions

Training Application must include all the following information. Please contact GTA at (888) 924--2737 or TrainingApproval@decal.ga.gov for help with questions. All applications must be submitted online at www.gapds.decal.ga.gov

A. Title	The title of the Training should be brief and provide an overall idea of the Training.
B. Clock Hours	Indicate the number of clock hours to be awarded for this Training. Once the Training is approved, the number of clock hours cannot be adjusted or altered.
C. Format	Indicate whether the Training is designed to be delivered in a classroom/face-to-face format, online/distance learning format, or in a hybrid (combination of classroom/face-to-face and online/distance learning) format. Note: Online/distance learning Courses must meet additional requirements. See
D. Language	Indicate whether the Training will be taught in English or Spanish.
E. Description	Provide a description of the Training. Limit 25 words.
F. Training Level	Identify the target audience for the Training in terms of level of experience in early care and education: **Beginning Level Training:** Most appropriate for entry-level professionals or professionals who are further along in their careers, but who would benefit from new information or from a refresher. Covers basic understanding and demonstration of skills. **Intermediate Level Training:** Most appropriate for professionals who have had a few years of experience and some Training, education, and/or credentials in the field. Includes expanding knowledge and applying and refining skills. **Advanced Level Training:** Most appropriate for professionals who have had some formal education in the field, often in leadership or mentor roles as lead teachers, directors, administrators, etc. Focuses on a more thorough knowledge and understanding.
G. Training Focus	Identify the topic area for which the Training is targeted. If more than one age group is chosen, the content outline must reflect the way differences in age-appropriate information will be presented, or a separate application must be submitted for each group. (1) Home-based care (4) Special Needs (7) Children ages 5-6 (2) Center-based care (5) Children ages 0-2 (8) Children ages 7-9 (3) Administration (6) Children ages 3-4 (9) Children ages 10+
H. Workforce Knowledge and Competencies (WKC)	List the WKC standards that best fit the Training content. The WKC can be found on the Professional Learning page at www.decal.ga.gov.
I. Needs Assessment	Describe the formal and/or informal process for determining the need for Training, identifying the Training level (beginning, intermediate, or advanced) and the results of the needs assessment.
J. Benefits	Briefly describe how the target audience, children, and programs served by the target audience will benefit from the Training. Ask yourself, "How will the quality of child care be improved by attendance at this Training?"

K. WKC-Based Learning Objectives	All learning objectives must: • Be written from the perspective of what the participant is expected to do in the Training • Be clearly stated, realistic, and measurable • Help the participants understand the content proposed • Enable the Trainer to determine that the learning objectives are met during the Training session • Be in logical and sequential order • Drive the Training session **Beginning Level Training**: The overall goal of the beginning stage of competency-based Training is to expose the professional to new information. The application must include at least three (3) learning objectives that address the WKC standards chosen for the Training. A competency-based learning objective for beginning level Training should: • Reflect a basic understanding of a concept and demonstration of developing skill • Involve opportunity for recall, imitation, and trial/error • Include words such as: participate, name, define, be familiar with, list, restate, describe, recognize, explain, identify, etc. **Intermediate Level Training**: The goal for the Intermediate Level Training is to help the professional expand and apply knowledge to his/her everyday practice. The Training should encourage expanding knowledge and applying and refining skills. The application must include at least three (3) learning objectives that address the chosen WKC standards. A competency-based learning objective for intermediate level Training should: • Range from simple to more complex application of concepts • Separate concepts into parts so that the whole can be better understood • Distinguish between fact and inference • Allow for the use of concepts or methods in everyday practice **Advanced Level Training**: The goal for the Advanced Level Training is to challenge the experienced professional to synthesize, form generalizations, draw conclusions, and apply and modify acquired knowledge in everyday practice. The focus of this level of Training is on guiding the professional to use his/her knowledge and experience as a foundation and apply it in ways that meet children's and families' changing needs. The application must include at least three (3) learning objectives that address the WKC standards chosen for the Training. A competency-based learning objective for advanced level Training should: • Encourage modification of behavior to fit special circumstances • Create new solutions or patterns to fit a situation or specific problem • Encourage creativity based on knowledge and skill • Use old ideas to create new ones • Generalize from facts • Relate/connect knowledge from several content areas • Predict and draw conclusions • Compare and discriminate between ideas

L. Training Methods	**Beginning Level Training**: Training methods used for beginning level Training should support the participants' learning to help build self-esteem and confidence in responding to children appropriately. Some methods or techniques to include are: • Whole group • Modeling • Demonstrations • Individual/small groups/pairs • Direct coaching/help with specific skills • Hands-on activities • Experiential learning activities • Dissemination of information/mini lectures • Instructions games/activities • Scenarios/mental imagery • Role play • Skills practice • Simulation • Questioning **Intermediate Level Training**: Training methods used for intermediate level Training should support the participants' ability to focus learning on understanding concepts, how children develop and learn, and the application of concepts. Some methods or techniques to include are: • Case study • Vignettes/role play/demonstrations • Experiential learning activities • Lecturette • Small/large group discussion • Task exercise or activity (small group) • Hands-on activities • Computer-assisted instruction • Skills practice • Mental imagery • Opportunities for teach-back and presentations • Reflection • Questioning (open-ended) **Advanced Level Training**: Training methods used for advanced level Training should be more open-ended in format to allow for group and individual processing of information. A variety of methods could be used to focus on interpretation and synthesis of information from research and resources to the participants' personal experience base. Some methods or techniques to include are: • Open-ended format • Open-ended discussion • Debate • Case study • Role play • Dramatization • Research review and application • Opportunities for teach-back and presentations • Computer-assisted instruction • Reflection • Questioning (open-ended)
M. Time and Sequence	Time and sequence should be: • Based on length of Training • Based on education and prior Training of participants • Based on needs assessment • Logical and clear in sequence • Flexible to adjust to the needs of participants, giving time to process information Time should be included for each activity and be based on the general Training categories mentioned in the instructional plan. **Beginning Level Training**: Generally, a beginning level Training should be two (2) hours in length. The session should vary activities to include active participation and listening. **Intermediate Level Training**: An intermediate level Training may vary in length appropriate to the content and instructional design. The activities should allow for demonstrations and feedback from the trainer. **Advanced Level Training**: Generally, an advanced level Training should be longer in length to allow for in-depth discussion and high-level information processing. The suggested minimum length for an advanced level Training is three (3) to four (4) hours.

N. Content	Content must be consistent with sound theories of child development, professional development competencies, quality standards, best practices, and licensing regulations. The instructional plan should include specific information regarding the content to be presented and the way in which it will be presented. Applicant should include: • Content outline (with narrative to clarify when needed) • Handouts • PowerPoints • Reference information (title, author/producer, publishing company and date) of DVDs/videos or audio segments used to support Training **Beginning Level Training**: Should be designed to provide the participant with: • A basic understanding of concepts and opportunity for skill development • Resources and information about where to find more resources • Reinforcement for behaviors and dispositions that support and foster development in children **Intermediate Level Training**: It is assumed that those at this level have a basic understanding of child development. This training should be designed to provide the participant with opportunities to: • Practice and refine skills • Build on long-term support systems • Put concepts and behaviors into context within his/her own environment • Build professional networks and support **Advanced Level Training**: Should be designed to provide the participant with: • Opportunities for gaining more specialized, in-depth information • Motivation for a deeper understanding of issues • Meaningful search for insight, perspective, and realism • Skills for leadership, advocacy, and mentoring roles
O. Assessment of Learning Outcomes	Assessment of learning outcomes provides an opportunity for the audience and the trainer to assess progress toward objectives throughout the Training. Assessment of learning outcomes should occur throughout the Training and be appropriate for the level of Training. The application should indicate what techniques will be used to measure the learning objectives. Some assessment techniques include formative evaluations such as observation, group discussions, and short tests after major points of the Training, as well as trainer self-reflection that allows for ongoing changes in the Training to meet the needs of the group. Examples of evaluation activities at each Training level include: **Beginning Level Training**: Pre/post-test, asking questions, debriefing, culminating projects, and opportunities for participants to follow up with fellow participants **Intermediate Level Training**: Journal reflections, activities that allow participants to summarize and use main ideas, action plans showing next steps, partner interviews, and opportunities for trainer to follow up with participants and for participants to follow up with each other **Advanced Level Training**: Journal reflections, activities that allow participants to summarize and use main ideas, action plans showing next steps, partner interviews, and opportunities for trainer to follow up with participants and participants' supervisors.
P. Materials List	A list of materials (flip chart, video, books, items for demonstration/activities) should be included as a separate list or included in the detailed content outline corresponding to each activity. All necessary materials should be listed. Include copies of handouts and PowerPoints with reference/copyright information.
Q. Participant Evaluation of Training	An evaluation of the Training and the trainer should be conducted so that participants may evaluate the effectiveness of the Training in meeting their needs. The evaluation will also provide the trainer with feedback to adapt or modify the Training or Course. Participant evaluation should be anonymous and confidential. Examples of evaluation include checklists,

	open-ended questions, etc. Include a copy of the evaluation form.
R. Reference List	References used to develop the Training should be cited. A minimum of six (6) references should be cited, and at least 50% must be less than five (5) years old. The following information should be included: • Author • Date of publication • Title of article • Title of journal or book • Publisher (or complete URL for internet reference)

Appendix F: Application Submission Guide for Online and Distance Learning

This guide should be used in conjunction with the **Training Approval Application Instructions (Appendix E)** for submission of online/distance learning Training for approval. Most categories have the same requirements as those for a face-to-face Training, but categories L, M, N, and Q have additional requirements specific to online/distance learning Training.

For Categories A through K, follow guidelines in the Training Approval Application Instructions.		
L. Training Methods	*Follow guidelines in the Training Approval Application Instructions and meet the following additional requirements:* 1. A professional support system is in place to ensure trainer success in delivering the online Training 2. Participants receive instruction and/or information to assist them in navigating the online environment as well as access to technical assistance 3. Participants complete at least one of the following • Online group activities • Labs • Other assignments • Writings to reflect on readings • Projects 4. Participants complete activities throughout the Training such as • Contributions and responses to online discussions • Special projects and/or presentations • Creation of authentic products • Completion of online assignments • Tests and quizzes • Portfolio submissions 5. Privacy policies are clearly stated (terms of agreements and/or participant waivers for centers) 6. The online trainer monitors participant progression through the content, postings of work, and discussions and adjusts instruction to enable learning 7. The online trainer provides appropriate feedback responding to participant inquiries within 24 hours (M-F)		
M. Time & Sequence	*Follow guidelines in the Training Approval Application Instructions and meet the following additional requirements:* • Breakdown of time it should take to read materials and complete assignments is clearly indicated • Description of the process used to determine the number of credit hours awarded is included		
N. Content	*Follow guidelines in the Training Approval Application Instructions and meet the following additional requirements:* • Assignments, projects, tests, and other artifacts of participant work clearly reflect the desired performance outcomes for the Training • (*Must include one of the following*) The Training includes regular, sustained, and guided participant-to-participant discussion and collaboration; or participants engage in self-reflection, self-assessment, and evaluation • Participants post questions with other participants under the guidance of trainers who raise the level and broaden the scope of the discussion on a regular basis, requiring responses from the participants • Participant and trainer dialogue, questions, and discussions are encouraged throughout • Discussion areas are clearly designed for participant and trainer interactions		
O. Trainer Assessment of Learning Outcomes	• Participant information remains confidential (terms of agreement and/or participant waivers for center management) • Participants receive continual, timely, and constructive feedback on the quality of their work and mastery of content • Authenticity of participant work is verified by appropriate means		
P. Materials List	*Follow guidelines in the Training Approval Application Instructions.*		

Q.	Participant Evaluation of Training	*Follow guidelines in the Training Approval Application Instructions and meet the following additional requirement:* • Participants provide feedback about the quality of the Course content, instruction, support systems, and infrastructure
R.	Reference List	*Follow guidelines in the Training Approval Application Instructions.*

Appendix G: Training Approval Requirements for 120-Hour CDA Courses

Georgia approval for the 120-Hour CDA training is for Approved Sponsor Organizations (ASO) that wish to provide training specific to the educational requirement for the Child Development Associate (CDA) credential awarded by the Council for Professional Recognition. While the Council for Professional Recognition does not require that CDA training be Georgia Approved, many organizations wish to have their CDA trainings approved so that the CDA training courses can be listed on GaPDS and offered for approved training hours.

Note: *Georgia approval of CDA training is not required for the training to be used for the CDA credential, nor does Georgia approval guarantee that the training will be accepted by the Council for Professional Recognition. It is the ASO's responsibility to make sure their training will be accepted by the Council.*

To be approved to offer CDA courses in Georgia, ASOs must meet the requirements listed below. Please note that submission of the CDA course for approval may also be required before the course can be offered for BFTS training hours.

Requirements:

1. Submit evidence that the organization has successfully offered at least one long-term course over a period of several weeks or months

2. Provide documentation of the qualifications of the subject matter experts who will be developing the CDA course. Qualifications may include:
   o Individually approved as a CDA trainer in Georgia
   o At least three years' experience teaching in an early learning setting
   o At least three years' experience developing training or education for adults in child development and developmentally appropriate practice

3. Provide documentation of the qualifications of the subject matter experts who will be delivering the CDA course. Qualifications may include:
   o Individually approved as a CDA trainer in Georgia
   o At least three years' experience teaching in an early learning setting
   o At least three years' experience delivering training or education for adults in child development and developmentally appropriate practice

4. Provide documentation of course evaluations from long-term courses.

By applying for approval to offer CDA training, the ASO agrees to ensure that all subject matter experts and trainers who develop and deliver CDA courses on their behalf meet the qualifications listed above. GTA reserves the right to request documentation related to these individuals' qualifications at any time.

To submit a 120-Hour CDA Course for approval, complete a Training Approval Application that includes enough content detail so that the reviewer can document the full 120 hours of required Course content covering the eight (8) CDA content areas. The Training should include at least 10 hours in each of the following content areas:

1) Planning a safe, healthy environment that fosters learning	2) Strategies to manage a program effectively
3) Steps to advance children's physical and intellectual development	4) Maintaining a commitment to professionalism
5) Positive ways to support children's social and emotional development	6) Observing and recording children's behavior
7) Strategies to establish productive relationships with families	8) Principles of child development and learning

If the Course requires the use of a textbook or textbooks by participants for most of the Course content, GTA staff may ask to review the textbook, especially if it is not one regularly used for CDA Courses.

Appendix H: Training Approval Requirements for 40-Hour Director Courses

Director training approval is for Approved Sponsor Organizations (ASO) that wish to conduct the 40 Hour Director Training to meet the Georgia Department of Early Care and Learning requirements for childcare learning center program directors.

To be approved to offer the 40 Hour Director Training in Georgia, ASOs must meet the requirements listed below. Please note that submission of the 40 Hour Director Training for approval may also be required before the course can be offered to meet annual training requirements.

Requirements:

1. Submit evidence that the organization has successfully offered at least one long-term course (10 or more clock hours) over a period of several weeks or months within the last 3 years

2. Provide documentation of the qualifications of the subject matter experts who will be developing the 40 Hour Director Training. Qualifications must include:
   - At least three years' experience serving as the individual directly responsible for the functioning, management, and finances of a childcare learning center
   - At least three years' experience working directly with children in an early learning setting
   - At least three years' experience developing training or education for adults in child development and developmentally appropriate practice

3. Provide documentation of the qualifications of the subject matter experts who will be delivering the 40 Hour Director Training. Qualifications must include:
   - At least three years' experience serving as the individual directly responsible for the functioning, management, and finances of a childcare learning center
   - At least three years' experience working directly with children in an early learning setting
   - At least three years' experience developing training or education for adults in child development and developmentally appropriate practice

4. Provide documentation of course evaluations from long-term courses.

By applying for approval to offer the 40-Hour Director training, the ASO agrees to ensure that all subject matter experts and trainers who develop and deliver the 40 Hour Director Training on their behalf meet the qualifications listed above. GTA reserves the right to request documentation related to these individuals' qualifications at any time.

To submit a 40-Hour Director Course for approval, complete a Training Approval Application. The Course should be developed to fit the needs of the intended audience and focus primarily on program administrator components, such as licensing, legal issues, parent communication, management, and leadership. Contact GTA for more information about the following required topics:

A. Rules and Regulations

B. Communication/Interpersonal Skills

C. Parent Education

D. Program and Business Management/Legal Knowledge

E. Professional Development (Leadership, Advocacy, Ethics)

F. Accessing Services and Community Resources

G. Finances and Fiscal Management

H. Child Development / Developmentally Appropriate Practice

I. Anti-Bias Program Development

Appendix I: Application Submission Guide for Family Child Care Learning Home Pre-Service Courses

Background Information

All initial Family Child Care Learning Home (FCCLH) applicants must submit evidence of having obtained pre-service training as required by the rule described below. Approved Sponsor Organizations are invited to submit a Family Child Care Learning Home Pre-Service Training Course for state approval by completing a Training Approval Application that meets both GTA expectations and the content requirements listed below for Item 2: Pre-licensure training. DECAL provides the Licensure Orientation online (Item 1). Further, CPR and first aid training (Item 3) must be obtained from a health care professional. Approved Sponsor Organizations can submit training to be approved for the remaining topic areas described in rule 290-2-3-.04(2)(b)(2) to be packaged together in a course and, once approved, may offer their Course for state licensing credit. The Course must consist of a minimum of 10 hours.

290-2-3-.04(2)(b) Pre-Service Training. *Prior to the submission of the License application, the applicant who will be responsible for the day-to-day operations shall complete the pre-service training listed below that has been approved by the Department and which will include:*

1. *Licensure orientation that provides, at a minimum, instruction on the application process and gives an overview of the Department's rules and regulations that relate to the operation of the Family Child Care Learning Home;*

2. *Pre-licensure training course on Provider competencies that serve as a framework for professional development, which includes, but is not limited to, early learning standards, communication, developmentally appropriate practices, professional and leadership development, business management, and advocacy for the Family Child Care Learning Home, parents, children, and staff;*

3. *Cardiopulmonary resuscitation (CPR) and first aid training programs offered by certified or licensed health care professionals and approved by the Department, which include emergency care for infants and children.*

The applicant must obtain at least **two (2) hours of training in each of these topic areas** *– 1. Early Learning Standards; 2. Communication; 3. Professional and Leadership Development; 4. Business Management; 5. Advocacy for the Parents, Children, and Staff in the Family Child Care Home. These topic areas are cross-referenced with the corresponding Workforce Knowledge and Competencies (WKC). One Course may be counted in more than one content area if the Course is longer than two hours.*

Guidance for Training Applications

Approved Sponsor Organizations may submit a new training or may combine several individually approved trainings into a Course bundle. The Course or Course bundle must consist of a minimum of 10 hours. The Course must include the topic areas listed below. One Course may be counted in more than one content area if the Course is longer than two hours. The submitted Course must contain at least **two (2) hours of training in each of these topic areas**:

- Early Learning Standards

- Communication

- Professional and Leadership Development

- Business Management

- Advocacy for the Parents, Children, and Staff in the Family Child Care Home

For your convenience, the table below cross-references the topics with the corresponding Workforce Knowledge and Competencies (WKCs). Please note that the course does NOT have to address all listed standards. Please select the standards that are appropriate for the content included in the course.

Topic Area 1: Early Learning Standards	*At least two hours in the topic area required*

- ECE 1.1: Using knowledge of young children's characteristics, cultural and linguistic backgrounds, and their needs to plan appropriate and responsive learning experiences
- ECE 1.2: Using knowledge of the multiple influences on development and learning to create inclusive and responsive learning environments
- ECE 1.3: Using developmental knowledge to create healthy, respectful, supportive, and stimulating learning environments and relationships
- ECE 1.4: Creates emotionally and physically safe environments for children
- ECE 5.1: Utilizing the GELDS as a framework for growth and development
- ECE 5.2: Utilizing content knowledge in the GELDS Physical Development and Motor Skills domain, selects, implements, and evaluates developmentally appropriate activities for each and every child, taking into consideration cultural context, home language, and individual needs
- ECE 5.3: Utilizing content knowledge in the GELDS Social and Emotional Development domain, selects, implements, and evaluates developmentally appropriate activities for each and every child, taking into consideration cultural context, home language, and individual needs
- ECE 5.4: Utilizing content knowledge in the GELDS Approaches to Play and Learning domain, selects, implements, and evaluates developmentally appropriate activities for each and every child, taking into consideration cultural context, home language, and individual needs
- ECE 5.5: Utilizing content knowledge in the GELDS Communication, Language, and Literacy domain, selects, implements, and evaluates developmentally appropriate activities for each and every child, taking into consideration cultural context, home language, and individual needs
- ECE 5.6: Utilizing content knowledge in the GELDS Cognitive Processes and General Knowledge domain, as well as all sub-domains, selects, implements, and evaluates developmentally appropriate activities for each and every child, taking into consideration cultural context, home language, and individual needs

Topic Area 2: Communication	*At least two hours in the topic area required*

- ECE 2.1: Fostering family engagement in the child's educational experiences
- ECE 2.2: Developing partnerships with families
- ECE 2.3: Utilizing community resources
- ECE 3.3: Sharing, reporting, and communicating assessment, observation, or developmental screening data while maintaining supportive and respectful family partnerships
- ECE 4.1: Developing positive relationships with each and every child
- ECE 4.3: Intentionally planning and preparing a learning environment that nurtures each and every child's initiative, encourages active exploration of materials, supports engagement with activities, and encourages interactions with others
- ADM 3: To market the program to parents and the community

Topic Area 3: Professional and Leadership Development	*At least two hours in the topic area required*

- ECE 6.1: Engages in professional and ethical behavior
- ECE 6.2: Demonstrating a commitment to ongoing professional learning
- ECE 6.3: Building collaborative relationships
- ADM 7:   To foster good community relations and to influence child care policy that affects the program

Topic Area 4: Business Management	*At least two hours in the topic area required*

- ADM 1: To develop and maintain an effective organization
- ADM 5: To maintain and develop the facility and equipment
- ADM 8: To practice responsible fiscal management

Topic Area 5: Advocacy for the Parents, Children and Staff in the Family Child Care Learning Home
At least two hours in the topic area required

- ECE 3.3: Sharing, reporting, and communicating assessment, observation, or developmental screening data while maintaining supportive and respectful family partnerships
- ADM 7: To foster good community relations and to influence child care policy that affects the program

Appendix J: Application Submission Guide for CCDF Health and Safety Orientation Training

Approved Sponsor Organizations may submit a Health and Safety Orientation Training for state approval by completing a Training Approval Application that meets both Georgia Training Approval expectations and the CCDF requirements listed below. Programs required to obtain CCDF Health and Safety Orientation Training include all DECAL- licensed facilities, all license-exempt facilities that accept CAPS subsidies, and informal CAPS providers. Georgia Approved Sponsor Organizations can submit training to be approved for the CCDF Healthy and Safety Orientation Training and, once approved, may offer their Course for state licensing credit.

CCDF Health and Safety Orientation Training Content

The CCDBG Act of 2014 added a new provision specifying that States must establish health and safety requirements for providers serving children receiving CCDF assistance relating to matters included in the topics listed below, and have pre-service or orientation training requirements, appropriate to the provider setting, that address these health and safety topic requirements. The training may include other additional training content but **must include a breakdown of the specific content hours relating to Health and Safety (minimum of 10 total hours),** which must include the following content:

- Prevention and control of infectious diseases (including immunization)

- Prevention of sudden infant death syndrome and use of safe sleeping practices

- Administration of medication, consistent with standards for parent consent

- Prevention of and response to emergencies due to food and allergic reactions

- Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic

- Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment

- Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event. Topics must include: evacuation; lockdown; shelter-in procedures; lightening; fire; carbon monoxide poisoning; communicable disease; structural damage; loss of water, electricity, heat or cooling system; heatwave; loss of a child (on-site or on a field trip); serious injury or death of a child; bomb threat; chemical or radiation exposure; dangerous person; returning to facility and reunification with family members at evacuation site; continuity of operations; accommodations for infants and toddlers, children with disabilities, children and staff with chronic medical conditions; and special accommodations to ensure that staff have access to medications, forms, and means of communicating with state and local emergency responders and families

- Handling and storage of hazardous materials and the appropriate disposal of bio contaminants

- Precautions in transporting children

- Recognition and reporting of child abuse and neglect

- Child development – must include all major developmental domains:
  - Cognitive
  - Social and emotional
  - Physical development and motor skills
  - Communication, language, and literacy
  - Approaches to play and learning

Appendix K: Training Levels

Early care and education professionals in Georgia can find Training and other professional development opportunities tailored to their individual needs. Workforce Knowledge and Competencies (WKC) and Administration (ADM) competencies are addressed in Training at the beginning, intermediate, or advanced level.

Beginning Level Training

Beginning Level Training is most appropriate for entry-level professionals; or, in some cases, professionals who are further along in their career, who would benefit from new information or from a refresher. Beginning Level Training provides participants with an understanding of basic content and opportunities to develop skills.

Intermediate Level Training

Intermediate Level Training is most appropriate for professionals who have a few years of experience and some Training, formal education, and/or credentials. Intermediate Level Training allows participants to expand knowledge and apply and refine skills.

Advanced Level Training

Advanced Level Training is most appropriate for professionals who have some formal education in the early care and education field. Advanced Level Training is for professionals most often in leadership or mentor roles such as lead teachers, directors, administrators, etc. Advanced Level Training focuses on giving participants a more thorough knowledge and understanding of developmentally appropriate practice.

For additional information about Training levels, see the WKCs discussed on the Resources page at www.gapds.decal.ga.gov

Appendix L: Sample Certificate of Completion for Approved Sponsor Organizations

Creating Your Training Certificates of Completion

GA TRAINING APPROVAL
for Early Care and Learning

All participants who successfully complete your training should receive a certificate of completion. In order to adequately document the participant's training experience, your training certificate must include the information listed below. Please note that the Georgia Department of Early Care and Learning logo may not be included on your certificate. The department's name, Georgia Department of Early Care and Learning may not be used in any way that implies that the training is presented on behalf of the department or that you serve as an agent, representative, or employee of the department.

EXAMPLE CERTIFICATE

REQUIRED INFORMATION

You may choose or design any layout you like for your training certificate as long as it clearly displays the following:

CERTIFICATE OF COMPLETION

JOHN DOE

Participant's Name

Participant's Name

Training Date(s):   University of Georgia
January 10, 2015   Athens, GA

Training Date(s) and Location

Art in the Classroom

Training Code: TG-ASO-XXXX

WKC(s): 5.6

Clock Hours: 2

Training Level: Beginning

Approved Sponsor Organization Code: TR-ASO-123

Trainer: Jane Doe

This training is provided by a DECAL Approved Sponsor Organization.

Participant's Signature   Trainer's Signature

Training Title

Training Code
Workforce Knowledge and Competency Code(s)
Clock Hours (no more than 8 hours per day)
Training Level

Approved Sponsor Organization Code

Trainer's Name
Approved Sponsor Organization Statement
Trainer's Signature
Participant's Signature

Appendix M: Sample Certificate of Completion for CCDF Health and Safety Orientation Training - 10 Hours

Approved Sponsor Organizations must present a Certificate of Completion to all participants who successfully complete a CCDF Health and Safety Orientation Training. To document the participant's Training experience, the Training certificate must include the information listed below. Please note that the Georgia Department of Early Care and Learning (DECAL) logo may not be included on the certificate. Also, the Department's name may not be used in any way that implies that the Training is presented on behalf of the Department or that the Approved Sponsor Organization serves as an agent, representative, or employee of the Department. The sample document below shows the approved use of the Department's name on a Certificate of Completion.

CERTIFICATE OF COMPLETION

JOHN DOE

Participant's Name

Training Date(s):   Location:

Health and Safety Orientation Training – 10 Hours

Training Code: TG-ASO-XXXX

Approved Sponsor Organization Code: TR-ASO-123

Training Level: Beginning

Clock Hours Total – 10 Hours

Workforce Knowledge & Competency Standards: ECE 1.3, 1.4, 4.2 & 5.1

Trainer Name – Jane Doe

This Training is provided by a DECAL Approved Sponsor Organization.

_____   _____

Participant's Signature   Trainer's Signature

REQUIRED INFORMATION

- **Participant's Name**
- **Training Date(s) & Location**
- **Training Title (must be titled as shown)**
- **Training Code**
- **Approved Sponsor Organization Code**
- **Training Level**
- **Clock Hours (Total must equal 10 Hours)**
- **Workforce Knowledge & Competency Standards (WKCs)**
- **Trainer Name**
- **Approved Sponsor Organization Statement**
- **Trainer's & Participant's Signatures**

Appendix N: Training Evaluation Forms for Training Approval Specialist: Face-to-Face Trainings

Title of Training: _____   Training Code: _____   Name of Trainer: _____

Name of ASO: _____   ASO Code: _____   Trainer Code: _____

Date of Training: _____   Time:_____   Location: _____

	Strongly Disagree	Disagree	Neither Disagree nor Agree	Agree	Strongly Agree
1. The training began as scheduled.	☐	☐	☐	☐	☐
2. The training ended as scheduled.	☐	☐	☐	☐	☐
3. The trainer was organized and prepared.	☐	☐	☐	☐	☐
4. The trainer listened to and responded effectively to participant comments.	☐	☐	☐	☐	☐
5. The trainer was knowledgeable about the training topic.	☐	☐	☐	☐	☐
6. The trainer was professional throughout the training.	☐	☐	☐	☐	☐
7. The trainer used illustrative examples to support the training content.	☐	☐	☐	☐	☐
8. The quality of the training met expectations.	☐	☐	☐	☐	☐
9. The training was sensitive to the needs of the participants.	☐	☐	☐	☐	☐
10. The training kept participants engaged and interested.	☐	☐	☐	☐	☐
11. The handouts, materials, and activities were helpful in the learning process.	☐	☐	☐	☐	☐
12. The activities covered could be useful in participants' daily work.	☐	☐	☐	☐	☐
13. The content covered could be useful in participants' daily work.	☐	☐	☐	☐	☐
14. The training contributes to educational, professional, and/or personal development.	☐	☐	☐	☐	☐

15. This training was applicable to (*check all that apply*): ☐ Family Child Care Learning Homes   ☐ Child Care Learning Centers

What were the strengths of the trainer and training?

How might the trainer improve this training?

Overall, how would you rate this training?   ☐ Very Poor   ☐ Poor   ☐ Average   ☐ Good   ☐ Very Good

Coordinator Name:

Appendix O: Training Evaluation Forms for Training Approval Specialist: Online, Distance Learning and Hybrid Trainings

Title of Training: _____   Training Code: _____

Name of ASO: _____   ASO Code: _____

This training was: ☐ Web based/online   ☐ Distance Learning (DVD, CD)   ☐ Hybrid (online and face-to-face)

Date Began: _____

	Strongly Disagree	Disagree	Neither Disagree nor Agree	Agree	Strongly Agree
1. The training was well-organized.	☐	☐	☐	☐	☐
2. The trainer followed the syllabus/agenda provided.	☐	☐	☐	☐	☐
3. The trainer was accessible during the training.	☐	☐	☐	☐	☐
4. The trainer provided timely feedback to questions.	☐	☐	☐	☐	☐
5. The trainer provided opportunities to engage in self-reflection.	☐	☐	☐	☐	☐
6. The trainer encouraged participant interaction and feedback.	☐	☐	☐	☐	☐
7. The quality of the training met expectations.	☐	☐	☐	☐	☐
8. The training was sensitive to the needs of the participants.	☐	☐	☐	☐	☐
9. The activities covered could be useful in participants' daily work.	☐	☐	☐	☐	☐
10. The content covered could be useful in participants' daily work.	☐	☐	☐	☐	☐
11. The training kept me engaged and interested.	☐	☐	☐	☐	☐
12. The activities and assignments were relevant to the training content and learning objectives.	☐	☐	☐	☐	☐
13. The training contributes to my educational, professional, and/or personal development.	☐	☐	☐	☐	☐
14. The time and sequence of the training were appropriate for the credit hours received.	☐	☐	☐	☐	☐
15. There was a good blend of content and assessment throughout the training.	☐	☐	☐	☐	☐

What were the strengths of this trainer and training?

How might the trainer improve this training?

Overall, how would you rate this training?   ☐ Very Poor   ☐ Poor   ☐ Average   ☐ Good   ☐ Very Good

Office use only   **Coordinator Name:**

Appendix P: Training Evaluation Forms for Participants: Face-to-Face Trainings

Thank you for volunteering to complete a training evaluation. Your feedback will help improve the quality of training offered to early care and education professionals across Georgia. If you would like to comment on this training in more detail, please contact Georgia Training Approval at (888) 924-2737.

Title of Training: _____   Training Code: _____   Name of Trainer: _____

Name of ASO: _____   ASO Code: _____   Trainer Code: _____

Date of Training: _____   Time:_____   Location: _____

	Strongly Disagree	Disagree	Neither Disagree nor Agree	Agree	Strongly Agree
1. The training began as scheduled.	☐	☐	☐	☐	☐
2. The training ended as scheduled.	☐	☐	☐	☐	☐
3. The trainer was organized and prepared.	☐	☐	☐	☐	☐
4. The trainer listened to and responded effectively to participant comments.	☐	☐	☐	☐	☐
5. The trainer was knowledgeable about the training topic.	☐	☐	☐	☐	☐
6. The trainer was professional throughout the training.	☐	☐	☐	☐	☐
7. The trainer used illustrative examples to support the training content.	☐	☐	☐	☐	☐
8. The quality of the training met my expectations.	☐	☐	☐	☐	☐
9. The training was sensitive to the needs of the participants.	☐	☐	☐	☐	☐
10. The training kept me engaged and interested.	☐	☐	☐	☐	☐
11. The handouts, materials, and activities were helpful to the learning process.	☐	☐	☐	☐	☐
12. The activities covered will be useful in my daily work.	☐	☐	☐	☐	☐
13. The content covered will be useful in my daily work.	☐	☐	☐	☐	☐
14. The training contributes to my educational, professional, and/or personal development.	☐	☐	☐	☐	☐

15. This training was applicable to (*check all that apply*): ☐ Family Child Care Learning Homes ☐ Child Care Learning Centers

16. Please explain any "Strongly Disagree" or "Disagree" responses.

17. What will you do differently as a result of this training?

18. If you could make one change to improve this training, what would it be?

19. Is there anything else you would like to tell us about the training?

20. Overall, how would you rate this training?   ☐ Very Poor   ☐ Poor   ☐ Average   ☐ Good   ☐ Very Good

Email this form to TrainingApproval@decal.ga.gov or mail to: Georgia Training Approval • 2 Martin Luther King, Jr., Dr., SE • Suite 754 • Atlanta, GA 30334

Appendix Q: Training Evaluation Forms for Participants: Online, Distance Learning and Hybrid Trainings

Thank you for volunteering to complete a training evaluation. Your feedback will help improve the quality of training offered to early care and education professionals across Georgia. If you would like to comment on this training in more detail, please contact Georgia Training Approval at (888) 924-2737.

Title of Training: _____   Training Code: _____

Name of Organization: _____   ASO Code: _____

This training was: ☐ Web-based/online   ☐ Distance Learning (DVD, CD) ☐ Hybrid (online and face-to-face)

Date Began: _____

	Strongly Disagree	Disagree	Neither Disagree nor Agree	Agree	Strongly Agree
1. The training was well-organized.	☐	☐	☐	☐	☐
2. The trainer followed the syllabus/agenda provided.	☐	☐	☐	☐	☐
3. The trainer was accessible during the training.	☐	☐	☐	☐	☐
4. The trainer provided timely feedback to questions.	☐	☐	☐	☐	☐
5. The trainer provided opportunities to engage in self-reflection.	☐	☐	☐	☐	☐
6. The trainer encouraged participant interaction.	☐	☐	☐	☐	☐
7. The quality of the training met my expectations.	☐	☐	☐	☐	☐
8. The training was sensitive to the needs of the participants.	☐	☐	☐	☐	☐
9. The activities covered will be useful in my daily work.	☐	☐	☐	☐	☐
10. The content covered will be useful in my daily work.	☐	☐	☐	☐	☐
11. The training kept me engaged and interested.	☐	☐	☐	☐	☐
12. The activities and assignments were relevant to the training content and learning objectives.	☐	☐	☐	☐	☐
13. The training contributes to my educational, professional, and/or personal development.	☐	☐	☐	☐	☐

14. Please explain any "Strongly Disagree" or "Disagree" responses.

15. What will you do differently as a result of this training?

16. If you could make one change to improve this training, what would it be?

17. Is there anything else you would like to tell us about the training?

18. Overall, how would you rate this training?   ☐ Very Poor   ☐ Poor   ☐ Average ☐ Good   ☐ Very Good

Email this form to TrainingApproval@decal.ga.gov or mail to: Georgia Training Approval • 2 Martin Luther King, Jr., Dr., SE • Suite 754 • Atlanta, GA 30334

Appendix R: Conference Approval

There are three options for Conference approval: Short Conference, Regular Conference, and Large, Peer-Reviewed Conference (see below). Approval applications for any of these options should be submitted as soon as possible, but no later than one month prior to the event. Please read the following information carefully before deciding to apply for Conference approval:

1. Conferences can be approved only at the beginning level.
2. No more than six (6) hours of state-approved Training credit may be granted for a Conference/Training event. Opening and closing addresses, keynote speeches, luncheon speakers, site visits, CPR Training, and first aid Training will not be included in the total clock hours of state-approved Training credit.
3. Conferences are approved only as one-time events. All future events must be submitted with separate Conference Approval Applications prior to the event. No Conferences are approved "after the fact."
4. Events known as "professional development days" for in-house Training sessions that are exclusive to a specific group are not eligible for review by GTA.
5. Conferences approved by GTA will be listed in the statewide Training Calendar and must be open to the public.

TYPES OF CONFERENCES

Short Conference - A Short Conference is a one-time, half- or full-day event presented as a single-content session featuring one or more prominent speakers. Short Conferences offering concurrent sessions are not included in this category

Regular Conference - A Regular Conference is any large event offering concurrent sessions over multiple days.

Large, Peer-Reviewed Conference - Please call GTA to discuss this option before applying to avoid delay in approval. A Large, Peer-Reviewed Conference must meet the following criteria:

- Multi-day, multi-session event
- Sessions are developed through an open call for proposals
- Sessions are developed through a selection process conducted by peers other than agency staff or personnel
- The peer review process screens the presentations for accuracy, presenter qualifications, and suitability for the intended audience

PRESENTER CRITERIA

Presenters must meet at least one of the following criteria:

- Holder of a current professional license in the field of Training being offered
- Holder of at least a bachelor's degree in the field of Training being offered
- Minimum of five years of experience presenting in the field of Training being offered.

REQUIRED DOCUMENTATION

A complete Conference Approval Application should include the following:

- List of presenters and their credentials/qualifications with copies of CVs or résumés*
- Copy of training outline for each session**
- Copy of Conference marketing brochure
- Copy of tentative/anticipated agenda
- Copy of final Conference program
- Copy of Conference certificate
- Copy of evaluation form
- *For Large, Peer-Reviewed Conferences only:* Signed statement from Conference coordinator (or person responsible for the Conference) documenting that an open call for proposals, peer review and screening was conducted (contact GTA before applying)

* If a presenter is a State-Approved Trainer, provide the presenter's Trainer Code (TR-BFTS-XXX).
Credentials/qualifications and résumés do not need to be submitted.
** If a presenter is a State-Approved Trainer and is approved for the subject matter to be presented, provide the Training Code(s) (TG-BFTS-XXX) for each session. Training outlines do not need to be submitted.

Appendix S: Concern Form

The Concern Form must be submitted by the individual participant or event organizer and not a third party. For example, a director cannot submit on behalf of a teacher, nor can a DECAL Licensing Consultant submit on behalf of a center owner. The form must be submitted within 60 days of the event.

Please be aware that DECAL will not mediate disputes between Approved Sponsor Organizations and training participants regarding financial transactions. In addition, concerns regarding training completion requirements set forth by an Approved Sponsor Organization that are in alignment with Training Approval Policies will not be addressed.

Contact information for individual filing this concern:

First and Last Name	
Phone number	
Email address	

Training Title	
Training Code	
Training Date	
Training Location	
Approved Sponsor Organization Name	
Approved Sponsor Code	
Trainer Name	
Concern	

Completed Concern Forms shall be directed to GTA using one of the following options:

Address	Georgia Training Approval Georgia Department of Early Care and Learning 2 Martin Luther King, Jr. Dr., SE, Suite 754 Atlanta, GA 30334
E-mail	TrainingApproval@decal.ga.gov

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Date received	
Date response sent	

Appendix T: Application Submission Guide for Early Language and Literacy Training

Under the Georgia Early Literacy Act, starting July 2025, all teaching staff working in licensed and license-exempt Child Care Learning Centers and Family Child Care Learning Homes are required to obtain two (2) annual Early Language and Literacy training clock hours.

Georgia Approved Trainers and Approved Sponsor Organizations (ASOs) are invited to submit Language and Literacy trainings for state approval by completing a Training Approval Application that meets both Georgia Training Approval expectations, and the content requirements listed below. Existing approved language and literacy trainings can be revised to meet the requirements and resubmitted for review.

Early Language and Literacy Lab Trainings Requirements

Submitted trainings must:

- Be a minimum of one (1) hour

- Focus on <u>one</u> of the following age groups or age group combinations*:

  - Infants

  - Infants & Toddlers

  - Preschool

  - Preschool and Pre-K

  - School Age

  If the training focuses on two age groups, the content must include developmentally appropriate practices that address both age groups adequately.

- Include content that is aligned with the GELDS Communication, Language and Literacy (CLL) domain for the selected age group

- Include evidence-based early language and literacy strategies for birth to five (5) years old

- Focus on <u>one</u> of the following required areas:

  - Language Development

  - Building Vocabulary

  - Early Literacy Skills

  - Reading Aloud and Storytelling

  - Supporting Early Writing Skills

  - Social-Emotional Development and Language

  - Literacy Rich Environments

  - Assessment of Language and Literacy Skills

  - Culturally Responsive Literacy Practices

  - Supporting Families and Caregivers in Language and Literacy

  - Literacy and Play

Appendix U: Certificate of Completion for Early Language and Literacy Lab Trainings

Approved Sponsor Organizations must present a Certificate of Completion to all participants who successfully complete trainings approved as part of DECAL's Early Language and Literacy Lab. To document the participant's Training experience, the Training certificate must include the information listed below. Please note that the Georgia Department of Early Care and Learning (DECAL) logo may not be included on the certificate. Also, the Department's name may not be used in any way that implies that the Training is presented on behalf of the Department or that the Trainer serves as an agent or representative of the Department. The sample document below shows the approved use of the Department's name on a Certificate of Completion.

CERTIFICATE OF COMPLETION

John Doe
Participant's Name

Training Date: June 24, 2025   Location: Atlanta, Georgia

Strategies for Building Literacy

Training Code: TG-ASO-00000

Training Level: Beginning

Clock Hours Total: 1 hour

Workforce Knowledge & Competency Standards: ECE 5.5

Approved Sponsor Organization Code: TR-ASO-000

Trainer: Jane Doe

This training is provided by a DECAL Approved Sponsor Organization and meets the Early Language and Literacy Lab training requirement.

Participant's Signature   Trainer's Signature

REQUIRED INFORMATION

You may choose or design any layout you like for your training certificate as long as it clearly displays the following:

- ❑ Participant's Name
- ❑ Training Date(s)
- ❑ Training Location
- ❑ Training Title *(must match approved title)*
- ❑ Training Code
- ❑ Training Level
- ❑ Clock Hours *(must match approved hours)*
- ❑ WKCs
- ❑ ASO Code
- ❑ Trainer Name
- ❑ Code Statement of Approval *(must include statement that training meets the Early Language and Literacy Lab requirement)*
- ❑ Trainer's Signature *(may be electronic)*
- ❑ Line for participant's signature