

How to Register for Introduction to the Child and Adult Care Food Program Training

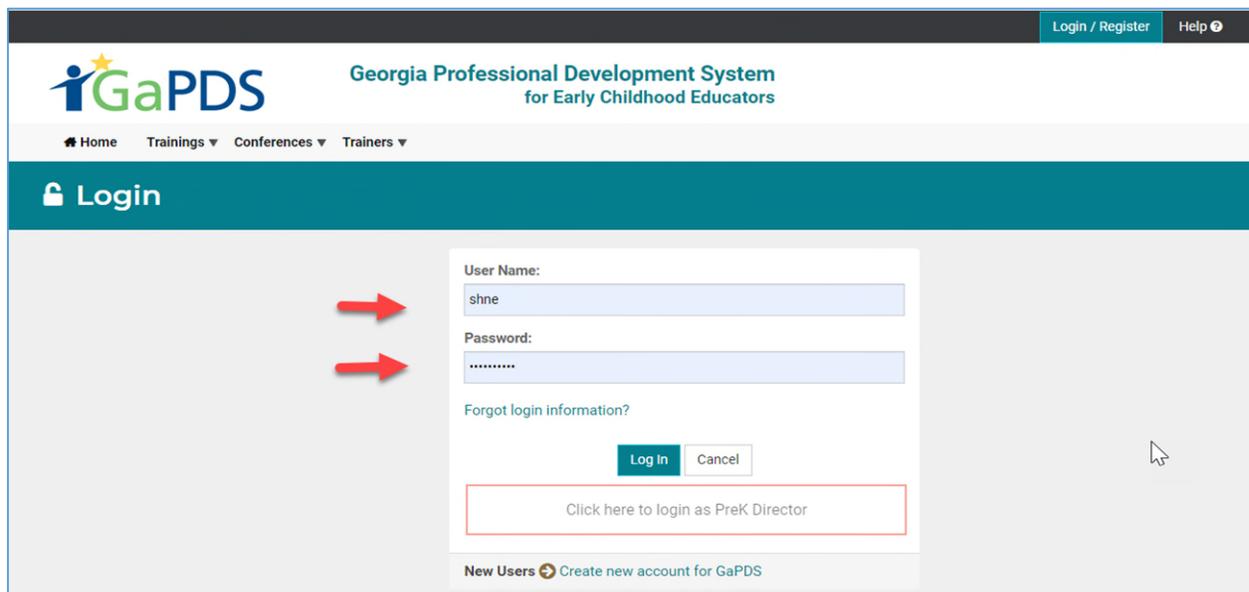
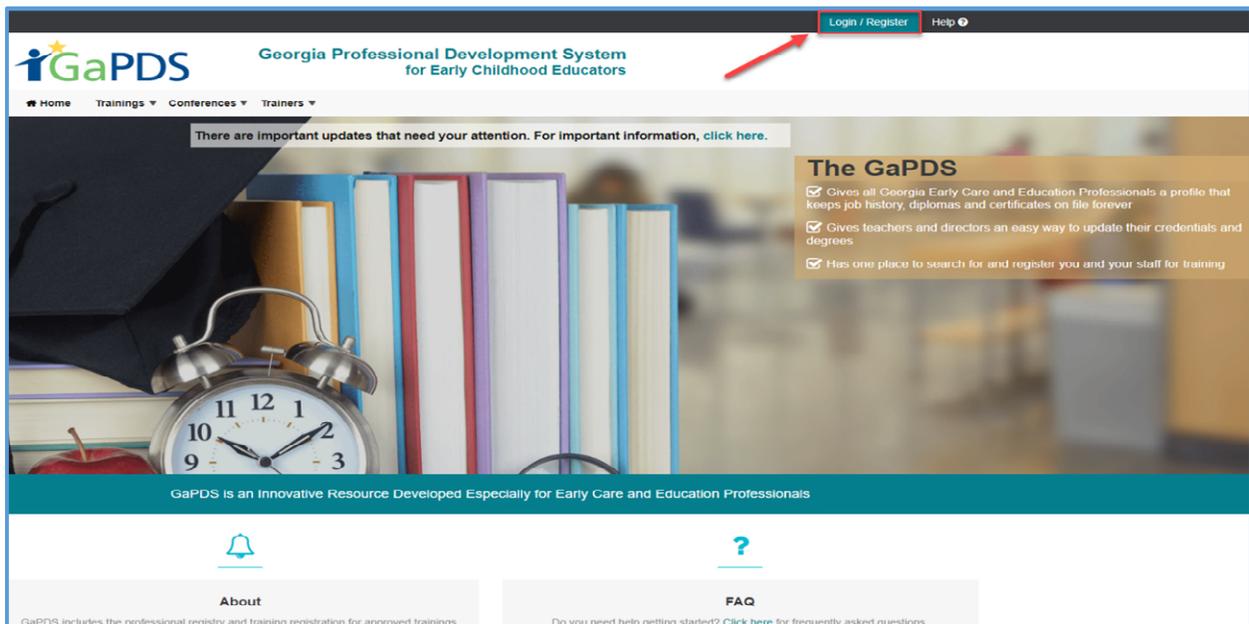
Step 1: To register for Introduction to the Child and Adult Care Food Program training, go to gapds.dec.state.ga.us

Step 2: The home page displays.

- A. Select **Login/Register**.

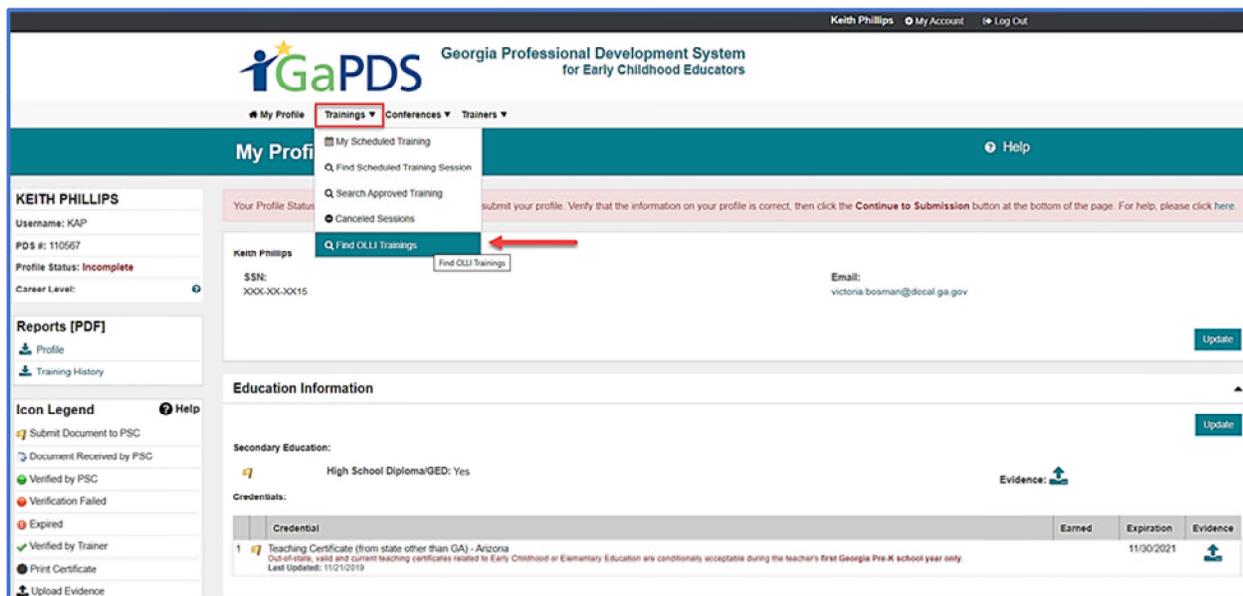
Step 3: The Log in screen displays.

- A. Log into your GaPDS account.



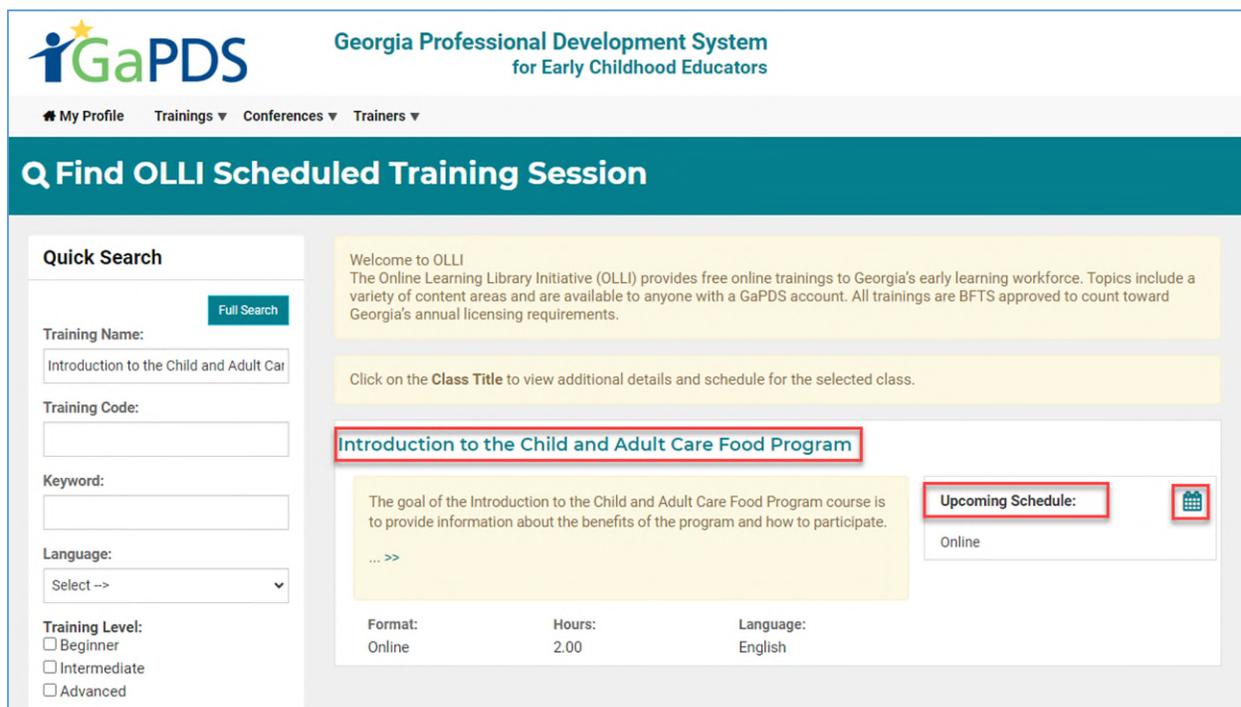
Step 4: The default screen for your account displays.

- A. Hover over the **Trainings** tab.
- B. Select **Find OLLI Trainings**.



Step 5: The Find OLLI Scheduled Training Session page displays.

- A. Select the **title** of the training you want to enroll “Introduction to the Child and Adult Care Food Program.”



Quick Search

Training Name: [Full Search](#)

Training Code:

Keyword:

Language:

Training Level:
 Beginner
 Intermediate
 Advanced

Welcome to OLLI
The Online Learning Library Initiative (OLLI) provides free online trainings to Georgia's early learning workforce. Topics include a variety of content areas and are available to anyone with a GaPDS account. All trainings are BFTS approved to count toward Georgia's annual licensing requirements.

Click on the **Class Title** to view additional details and schedule for the selected class.

Introduction to the Child and Adult Care Food Program

The goal of the Introduction to the Child and Adult Care Food Program course is to provide information about the benefits of the program and how to participate.
... >>

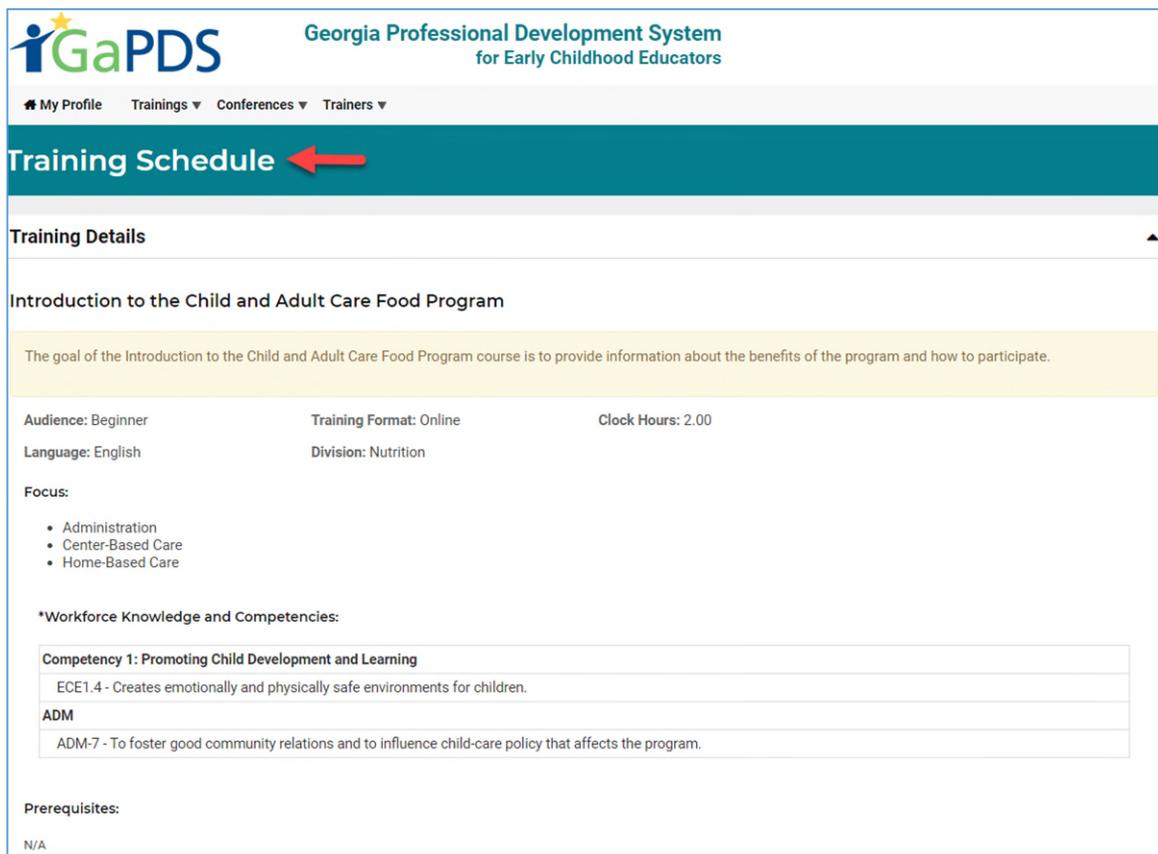
Upcoming Schedule: 

Online

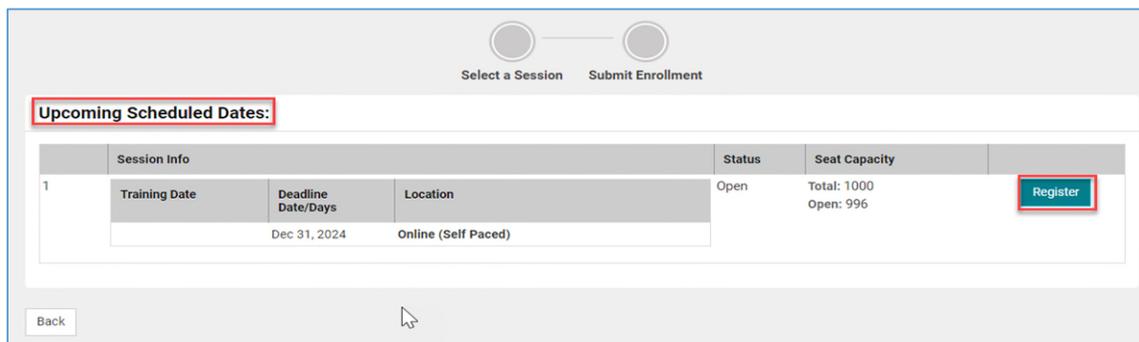
Format: Online Hours: 2.00 Language: English

Step 6: The Training Schedule page displays.

- A. Scroll down to the **Upcoming Scheduled Dates** section.
- B. Choose the session you would like to attend and select **Register**.



The screenshot shows the 'Training Schedule' page. A red arrow points to the 'Training Schedule' header. Below it, the 'Training Details' section is expanded to show information for the course 'Introduction to the Child and Adult Care Food Program'. The course description states: 'The goal of the Introduction to the Child and Adult Care Food Program course is to provide information about the benefits of the program and how to participate.' Course details include: Audience: Beginner, Training Format: Online, Clock Hours: 2.00, Language: English, Division: Nutrition. Focus areas are Administration, Center-Based Care, and Home-Based Care. Workforce Knowledge and Competencies include Competency 1: Promoting Child Development and Learning, with sub-points ECE1.4 and ADM, and ADM-7. Prerequisites are listed as N/A.



The screenshot shows the 'Upcoming Scheduled Dates' section. At the top, there are two radio buttons for 'Select a Session' and 'Submit Enrollment'. Below is a table with the following data:

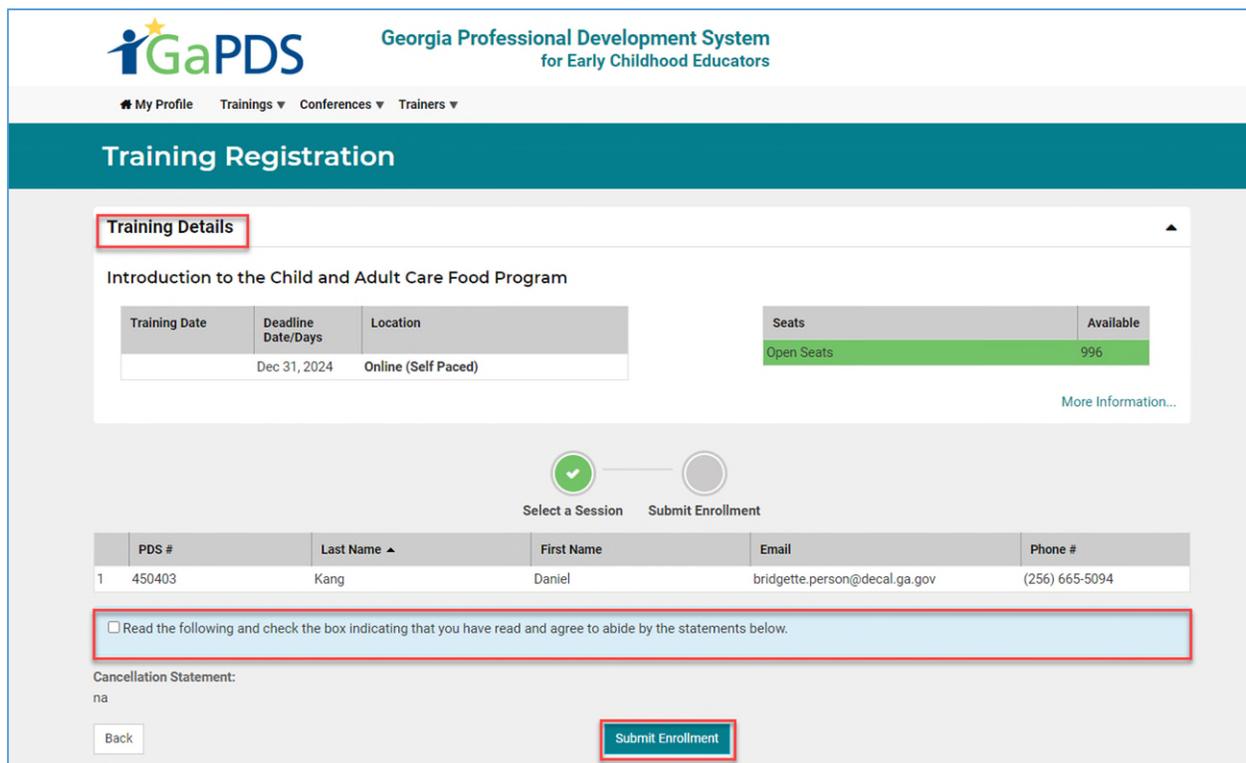
Session Info	Status	Seat Capacity							
<table border="1"> <thead> <tr> <th>Training Date</th> <th>Deadline Date/Days</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td></td> <td>Dec 31, 2024</td> <td>Online (Self Paced)</td> </tr> </tbody> </table>	Training Date	Deadline Date/Days	Location		Dec 31, 2024	Online (Self Paced)	Open	Total: 1000 Open: 996	Register
Training Date	Deadline Date/Days	Location							
	Dec 31, 2024	Online (Self Paced)							

Below the table is a 'Back' button.

Step 7: The Training Registration page displays.

- A. Read the cancellation statement.
- B. Check the box indicating you read and agree to the Cancellation Statement.
- C. Select **Submit Enrollment**.

If you have registered successfully, you will see a green message box stating **Registration Successful.*



Training Details

Introduction to the Child and Adult Care Food Program

Training Date	Deadline Date/Days	Location	Seats	Available
	Dec 31, 2024	Online (Self Paced)	Open Seats	996

More Information...

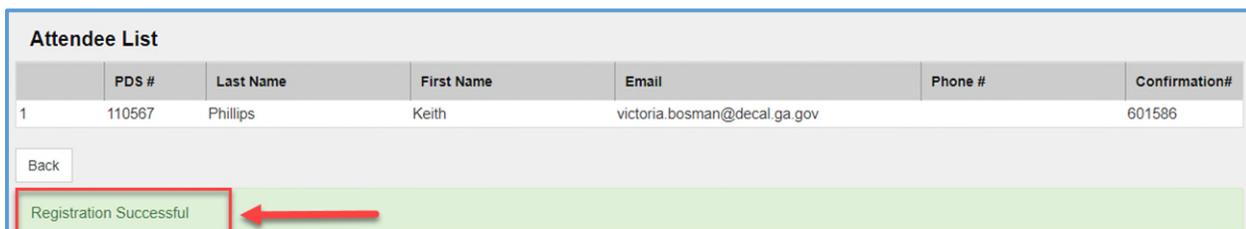
Select a Session Submit Enrollment

	PDS #	Last Name ▲	First Name	Email	Phone #
1	450403	Kang	Daniel	bridgette.person@dec.al.ga.gov	(256) 665-5094

Read the following and check the box indicating that you have read and agree to abide by the statements below.

Cancellation Statement:
na

Back Submit Enrollment



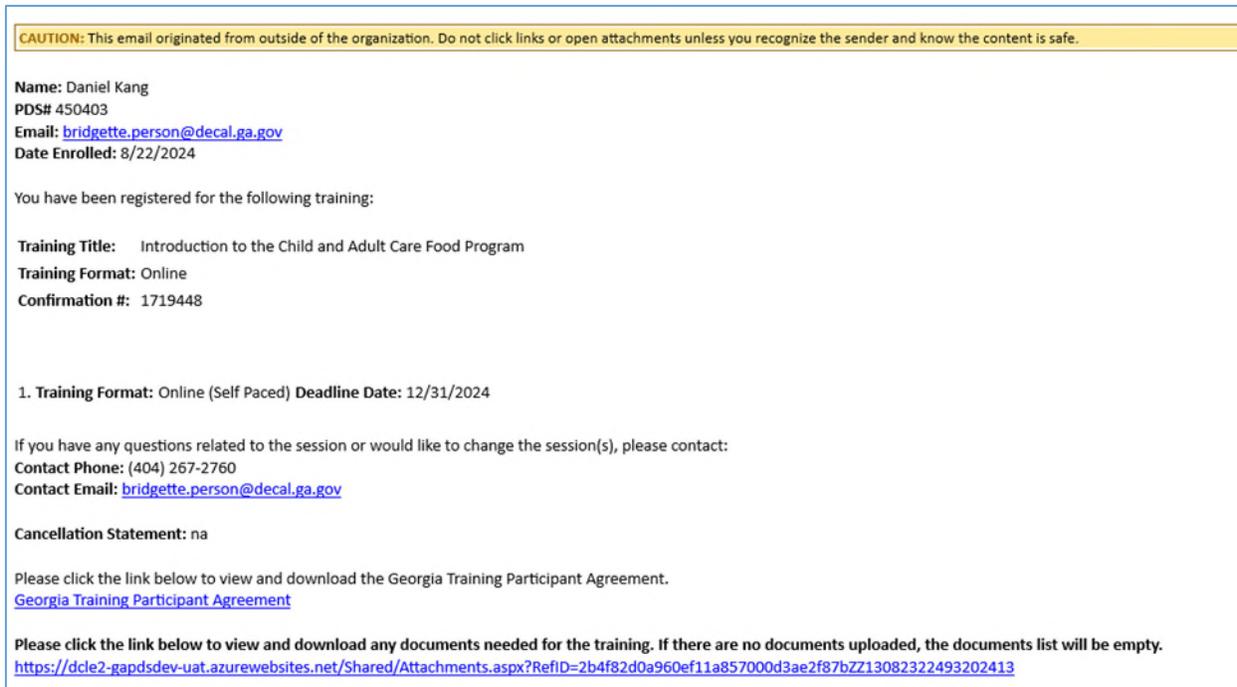
Attendee List

	PDS #	Last Name	First Name	Email	Phone #	Confirmation#
1	110567	Phillips	Keith	victoria.bosman@dec.al.ga.gov		601586

Back

Registration Successful

Step 8: Once you have registered successfully, a registration confirmation email will be sent to the email on file detailing the training information.



Step 9: Go to My Scheduled Training under Trainings tab from GaPDS home screen, find “Introduction to the Child and Adult Care Food Program Training.” Select Attend Training.

