

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

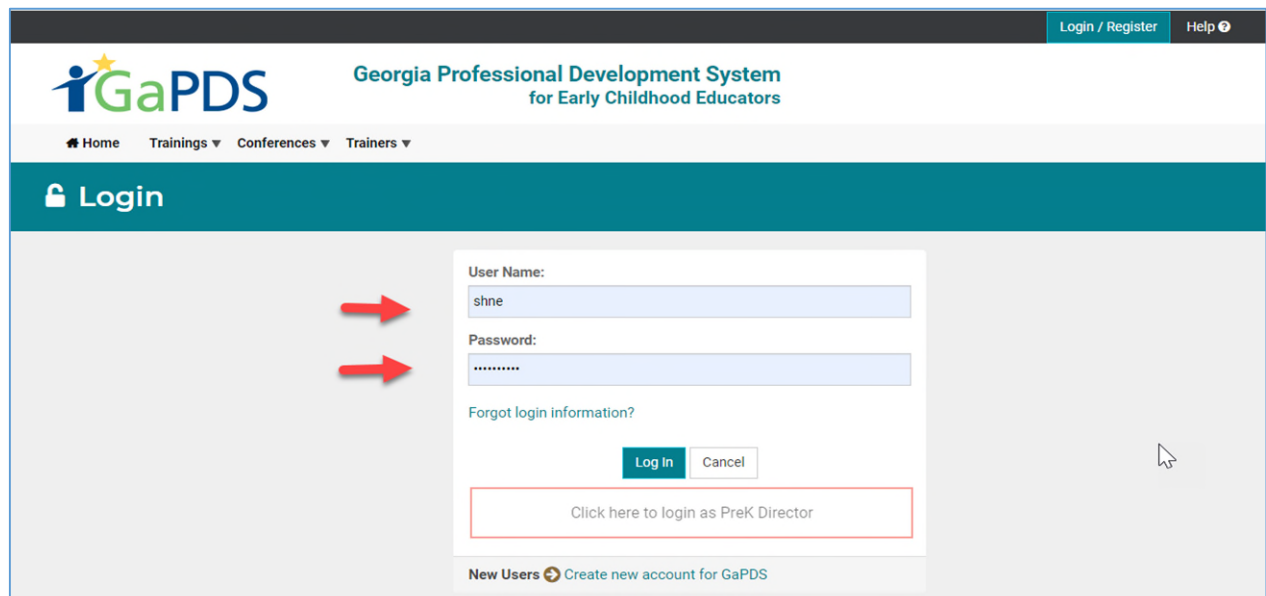
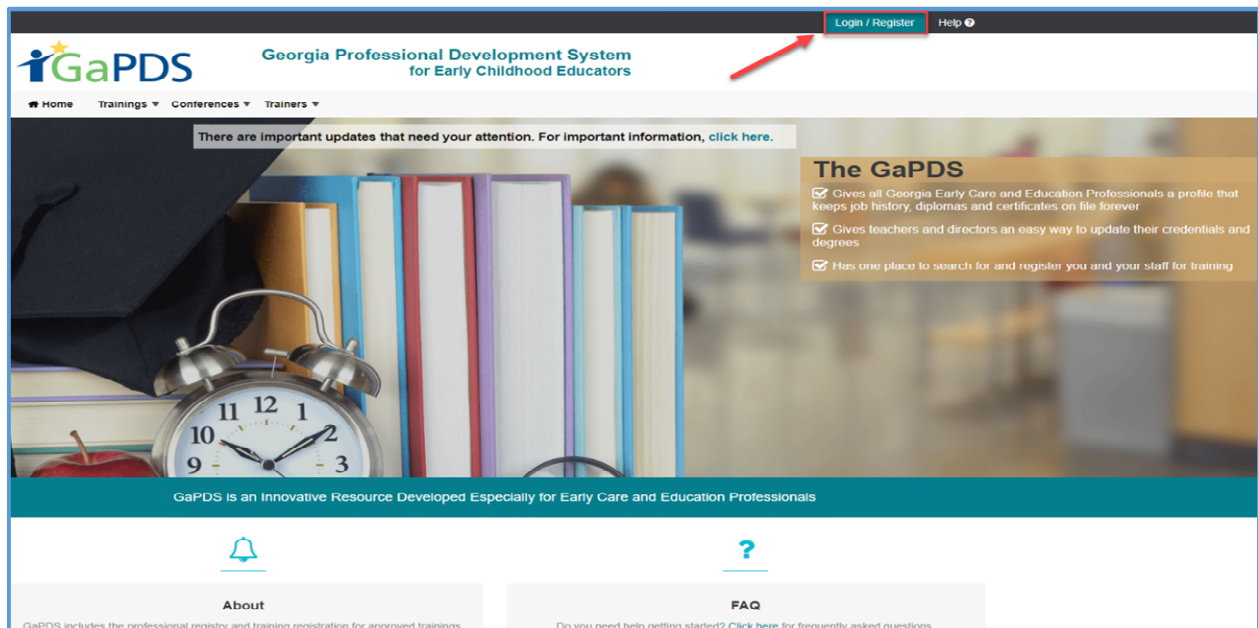
Step 1: To register for Introduction to the Child and Adult Care Food Program training, go to gapds.dec.state.ga.us

Step 2: The home page displays.

A. Select **Login/Register**.

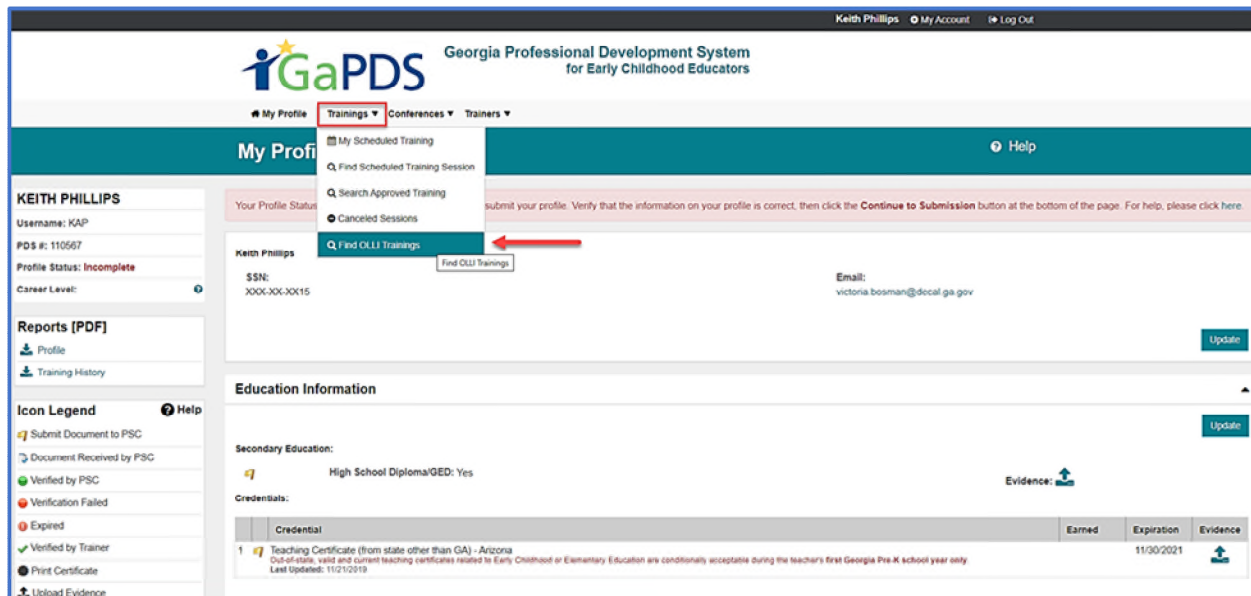
Step 3: The Log in screen displays.

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**.



KEITH PHILLIPS
Username: KAP
PDS #: 110567
Profile Status: **Incomplete**
Career Level:

Reports (PDF)
Profile
Training History

Icon Legend
Submit Document to PSC
Document Received by PSC
Verified by PSC
Verification Failed
Expired
Verified by Trainer
Print Certificate
Upload Evidence

Education Information

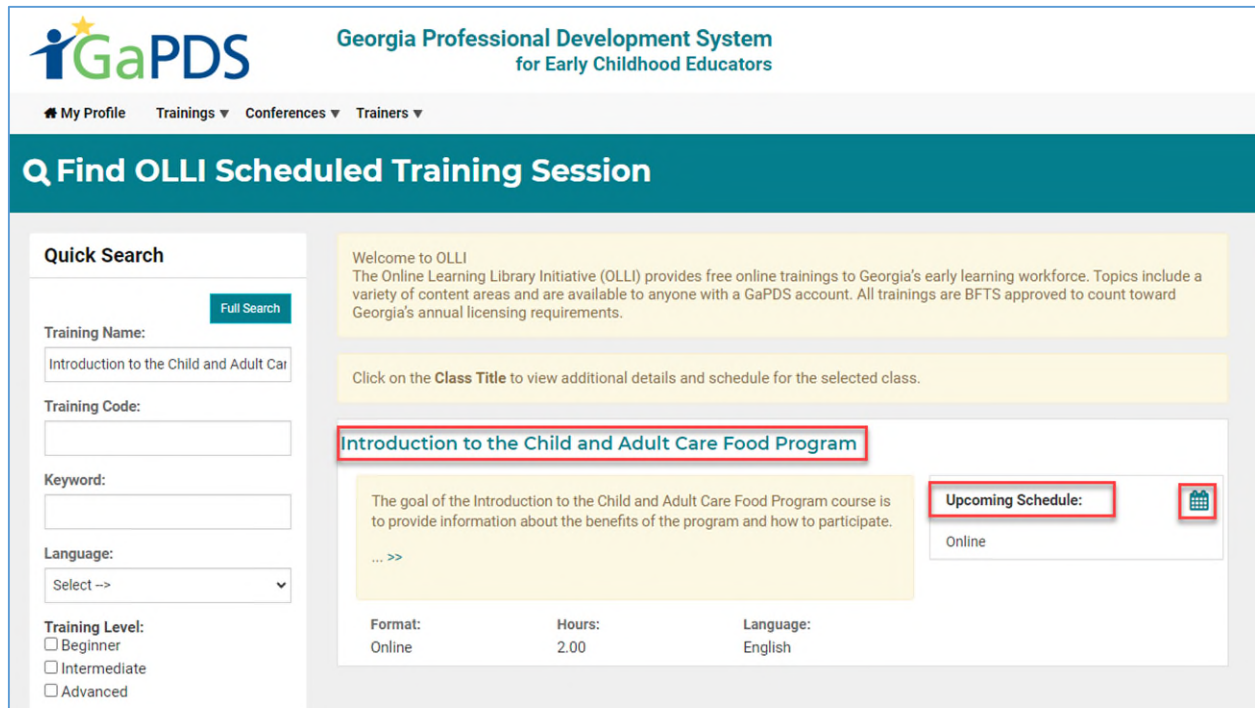
Secondary Education:
High School Diploma/GED: Yes

Credentials:

Credential	Earned	Expiration	Evidence
1 Teaching Certificate (from state other than GA) - Arizona Out-of-state, valid and current teaching certificates related to Early Childhood or Elementary Education are conditionally acceptable during the teacher's first Georgia Pre-K school year only. Last Updated: 11/21/2019		11/30/2021	

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.”



The screenshot shows the iGaPDS website interface for finding OLLI training sessions. The header includes the iGaPDS logo and the text "Georgia Professional Development System for Early Childhood Educators". Below the header is a navigation bar with links: "My Profile", "Trainings", "Conferences", and "Trainers". The main heading is "Find OLLI Scheduled Training Session".

Quick Search

Full Search

Training Name:
Introduction to the Child and Adult Car

Training Code:

Keyword:

Language:
Select -->

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.
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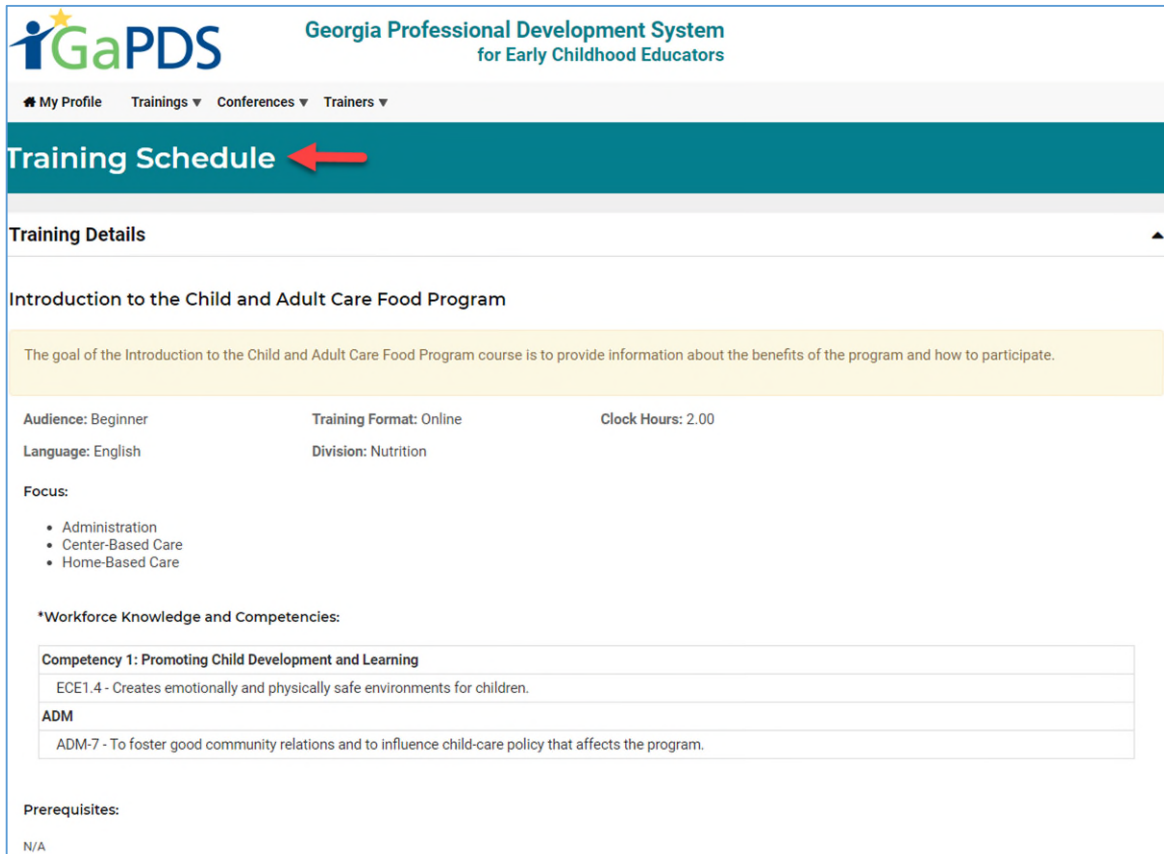
Upcoming Schedule:

Online

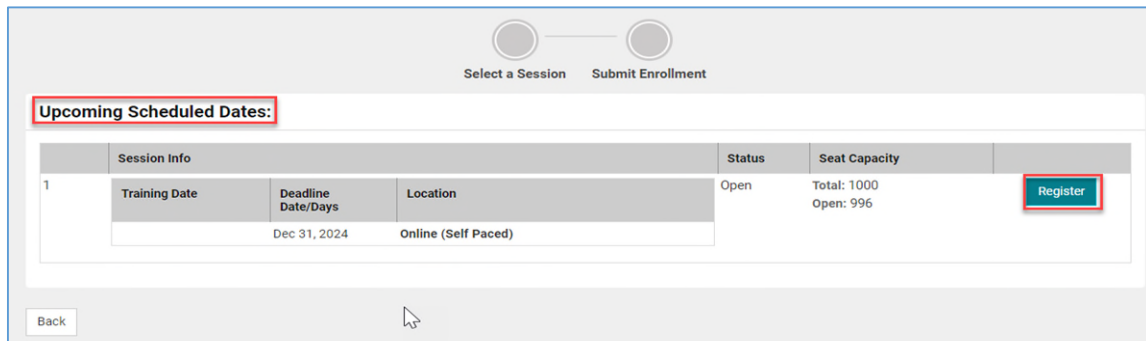
Format: Online Hours: 2.00 Language: English

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 for the 'Introduction to the Child and Adult Care Food Program'. A red arrow points to the 'Training Schedule' header. The page includes a navigation bar with 'My Profile', 'Trainings', 'Conferences', and 'Trainers'. The training details section shows the course title, a description, audience (Beginner), training format (Online), clock hours (2.00), language (English), and division (Nutrition). It also lists focus areas: Administration, Center-Based Care, and Home-Based Care. Workforce Knowledge and Competencies are listed, including Competency 1: Promoting Child Development and Learning, with specific standards ECE1.4 and ADM-7. Prerequisites are listed as N/A.



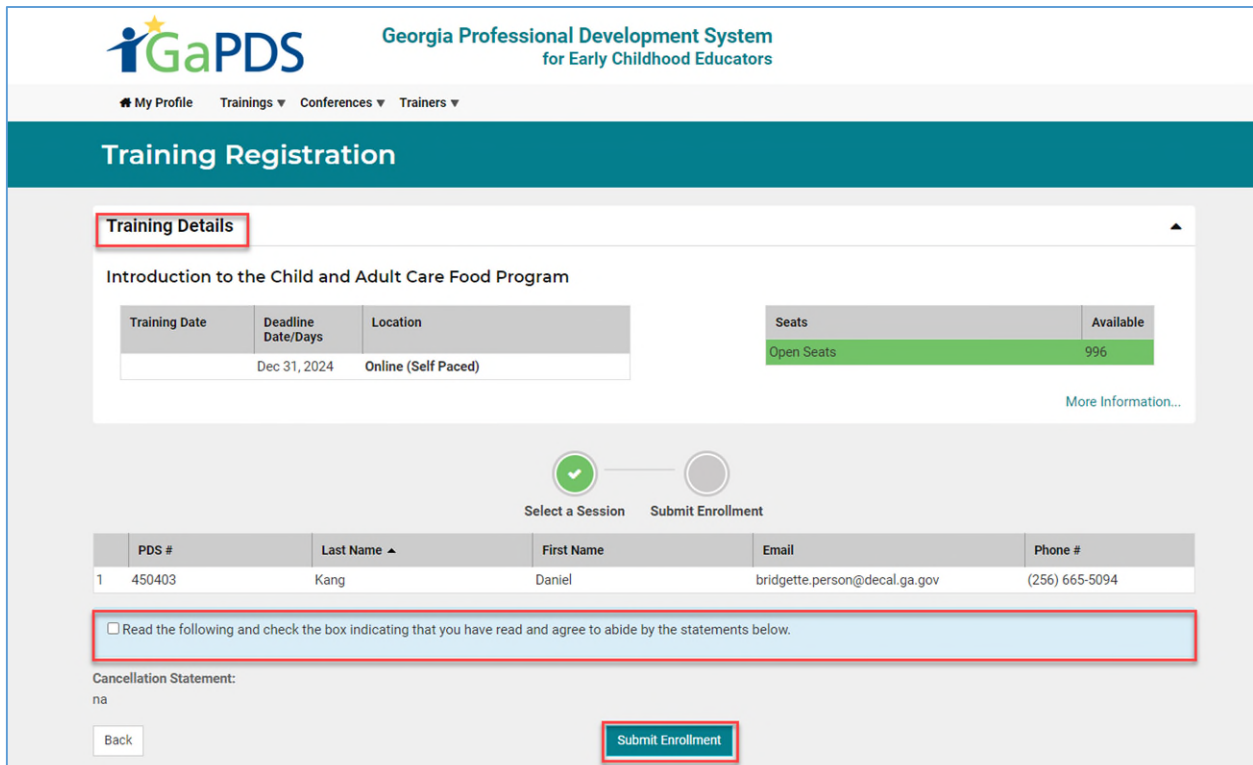
The screenshot shows the 'Upcoming Scheduled Dates' section. It includes a table with session information and a 'Register' button. The table has columns for Session Info, Status, and Seat Capacity. The session is titled 'Introduction to the Child and Adult Care Food Program' and is scheduled for Dec 31, 2024, at Online (Self Paced). The status is 'Open' and the seat capacity is 'Total: 1000 Open: 996'. A red box highlights the 'Register' button.

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
Training Date	Deadline Date/Days	Location						
	Dec 31, 2024	Online (Self Paced)						

Step 7: The Training Registration page displays.

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

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



The screenshot shows the 'Training Registration' page for the 'Introduction to the Child and Adult Care Food Program'. It includes a table for training details, a progress indicator, a user information table, a checkbox for agreement, and a 'Submit Enrollment' button.

Training Date	Deadline Date/Days	Location
	Dec 31, 2024	Online (Self Paced)

Seats	Available
Open Seats	996

More Information...

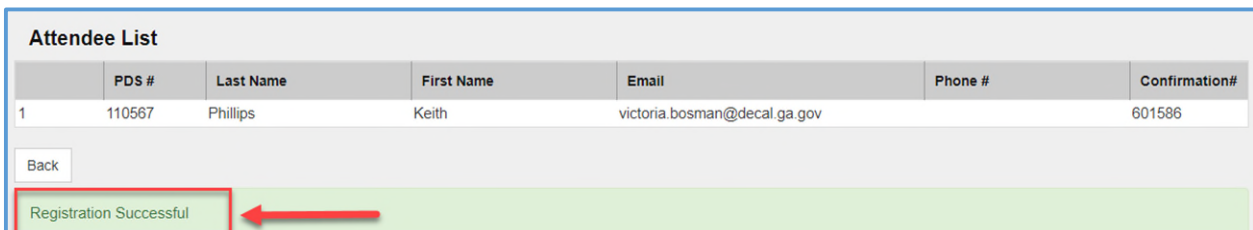
Select a Session (checked) Submit Enrollment

	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



The screenshot shows the 'Attendee List' page with a table of attendees. Below the table is a green message box stating 'Registration Successful' with a red arrow pointing to it.

	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.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Name: Daniel Kang
PDS# 450403
Email: bridgette.person@dec.al.ga.gov
Date Enrolled: 8/22/2024

You have been registered for the following training:

Training Title: Introduction to the Child and Adult Care Food Program
Training Format: Online
Confirmation #: 1719448

1. **Training Format:** Online (Self Paced) **Deadline Date:** 12/31/2024

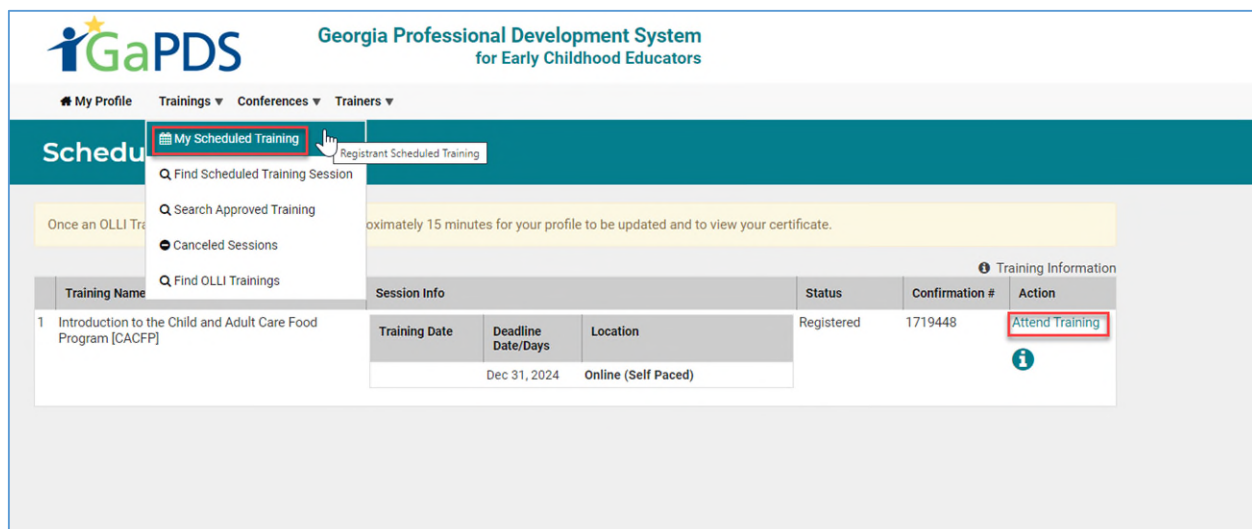
If you have any questions related to the session or would like to change the session(s), please contact:
Contact Phone: (404) 267-2760
Contact Email: bridgette.person@dec.al.ga.gov

Cancellation Statement: na

Please click the link below to view and download the Georgia Training Participant Agreement.
[Georgia Training Participant Agreement](#)

Please click the link below to view and download any documents needed for the training. If there are no documents uploaded, the documents list will be empty.
<https://dcle2-gapdsdev-uat.azurewebsites.net/Shared/Attachments.aspx?RefID=2b4f82d0a960ef11a857000d3ae2f87bZZ13082322493202413>

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.



The screenshot shows the GaPDS home screen with the 'Trainings' tab selected. A dropdown menu is open for 'My Scheduled Training', showing a list of training sessions. The first session, 'Introduction to the Child and Adult Care Food Program [CACFP]', is highlighted. The 'Attend Training' button is visible in the 'Action' column.

Training Name	Session Info	Status	Confirmation #	Action						
1 Introduction to the Child and Adult Care Food Program [CACFP]	<table border="1"> <thead> <tr> <th>Training Date</th> <th>Deadline Date/Days</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Dec 31, 2024</td> <td>Online (Self Paced)</td> <td></td> </tr> </tbody> </table>	Training Date	Deadline Date/Days	Location	Dec 31, 2024	Online (Self Paced)		Registered	1719448	Attend Training
Training Date	Deadline Date/Days	Location								
Dec 31, 2024	Online (Self Paced)									