

How to Submit: CDA Training Scholarship

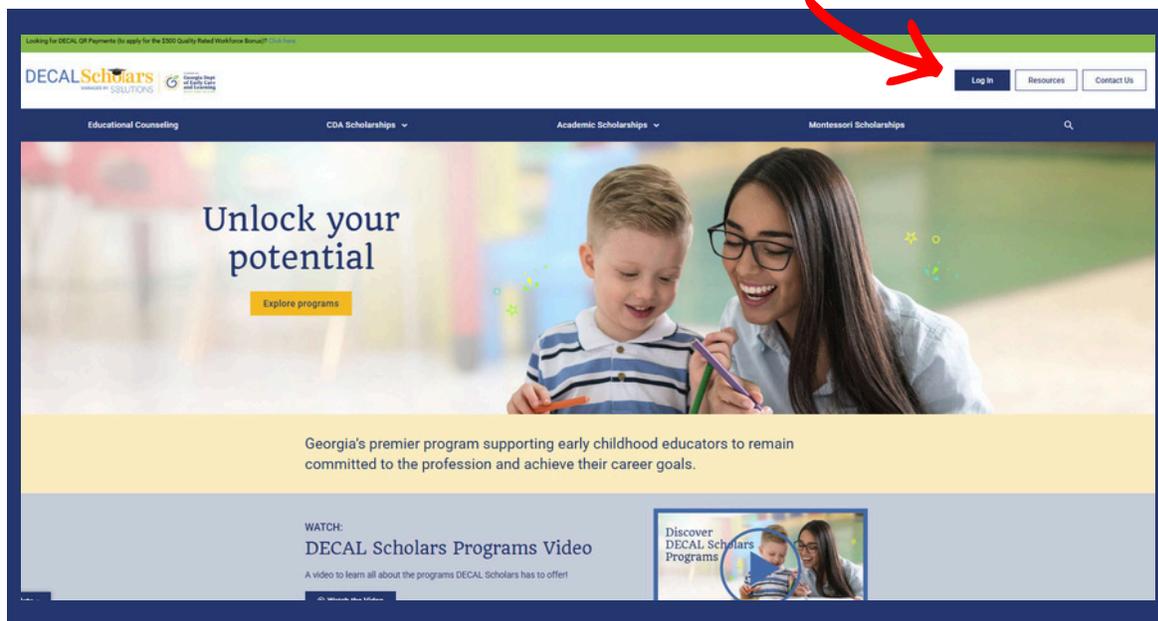
This document will guide you through creating and submitting a **CDA Training Scholarship** application with DECAL Scholars to cover:

- the cost of 120 hours of training while you earn your Child Development Associate (CDA) credential

Have you:

- enrolled for CDA training with a CDA trainer from the Georgia Professional Development System?
- been invoiced for the training within the previous 30 days?

- 1 Before starting an application, you must have a Decal Scholars profile.
 - If you already have an account and do not need to make any updates, proceed to Step 3.
 - If you do not have an account or have forgotten your password, go to www.decalscholars.com, and click “Log In” at the top right.



- 2
- To create a new profile, click “**Don’t have an account?**”
 - To update an existing profile, click “**Forgot Password?**”

Account Sign In

Don't have an account?

Email Address

Password

If you are still experiencing issues, please contact Care Solutions at 770-642-6722 ext. 602 or support@decalscholars.com

Login

Forgot Password?

- 3
- Once you have a Decal Scholars account, return to www.decalscholars.com and use the dark blue menu bar to click on “**CDA Training Scholarships.**”

Educational Counseling

CDA Scholarships

Academic Scholarships

CDA Training Scholarships

CDA Application Fee Scholarships

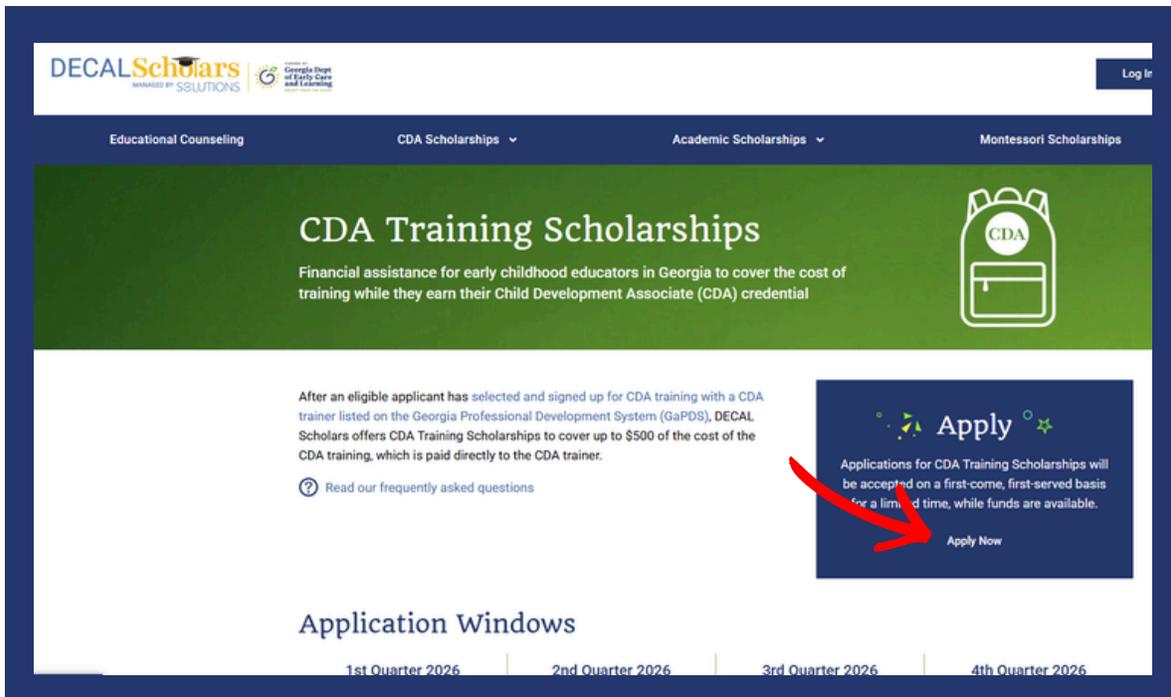
CDA Application Fee Scholarships - High School

CDA Renewal Scholarships

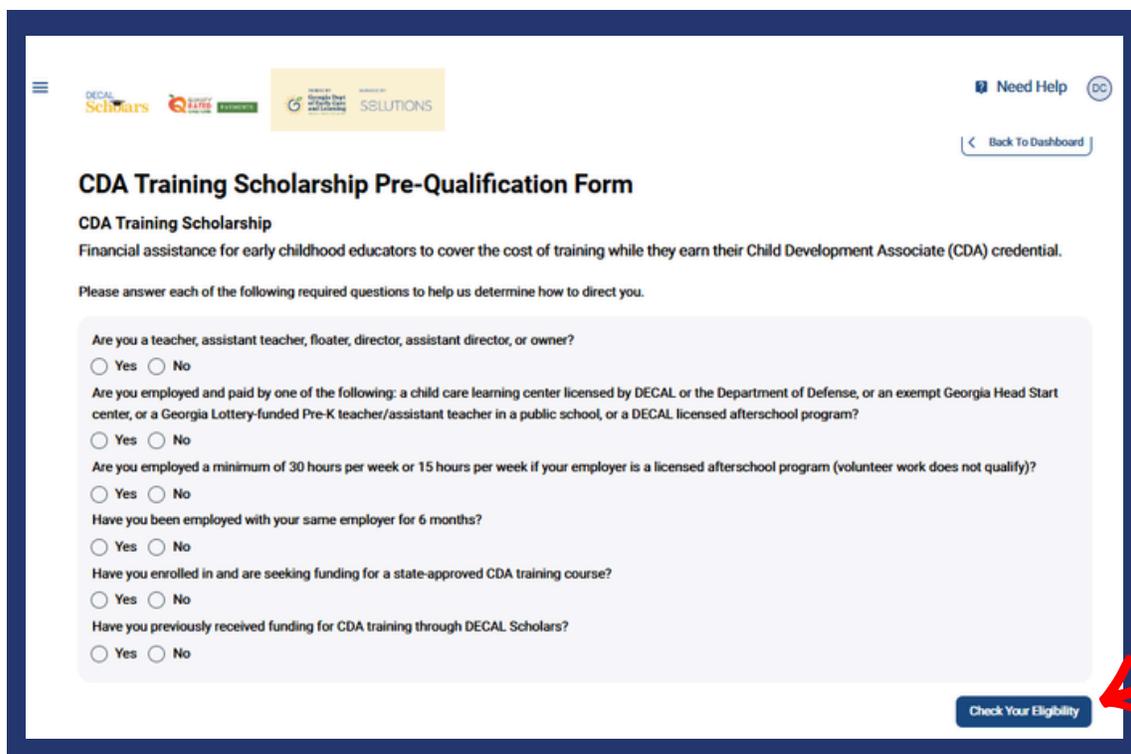
CDA Scholarships

Georgia's statewide educational assistance program for early childhood educators pursuing their Child Development Associate (CDA) credential

4 After reviewing the eligibility requirements on the webpage, click **“Apply Now”** to begin your application.



5 Once you log into your account, you will be prompted to answer pre-qualification questions. Then click **“Check Your Eligibility.”**

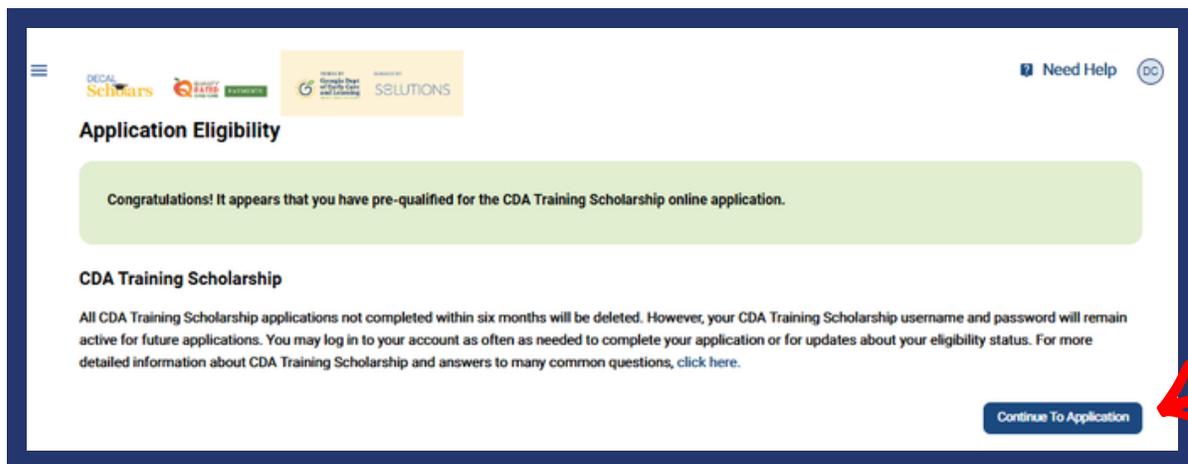


- 6 a. If you do not pre-qualify, you can click the "Evaluate Eligibility Again" button to retry the questions. You may email support@decalscholars.com if you have any questions about your eligibility.

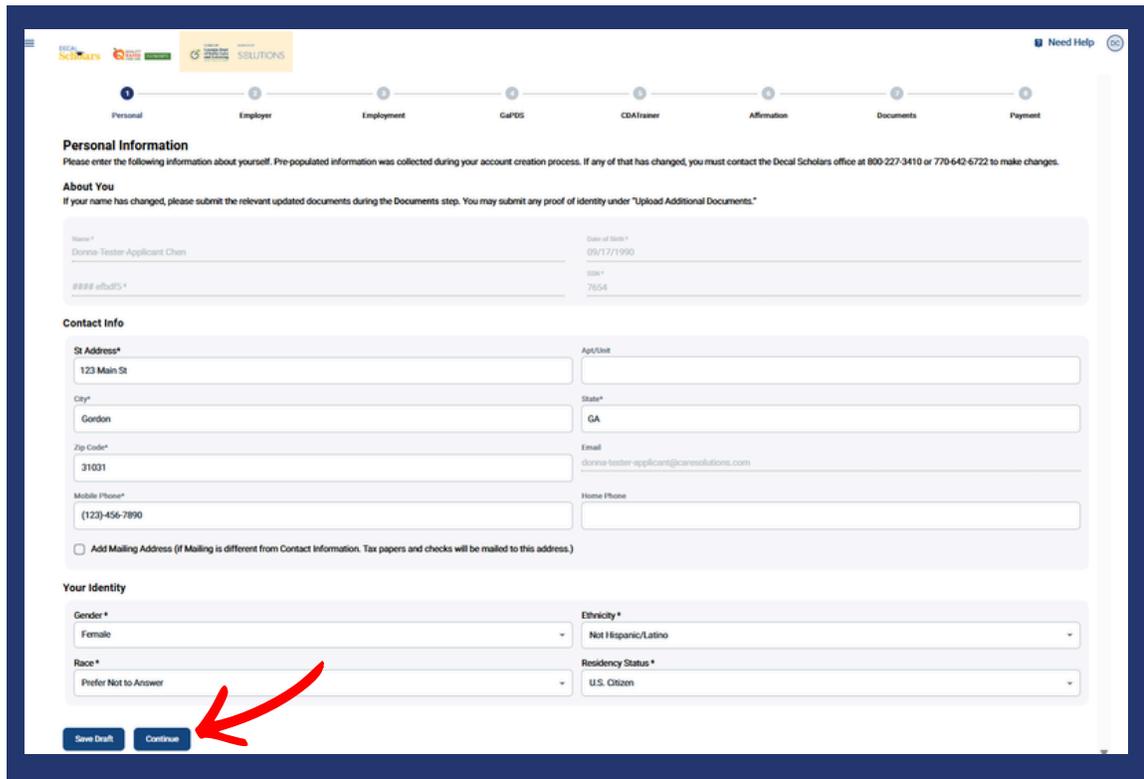


- b. If you are pre-qualified, click on "**Continue to Application**" to start the application process.

Please note: Pre-qualification does not guarantee approval— it means you meet the minimum program requirements.



7 Review your Personal Information. Fill in all required fields. Click “Continue.”



Personal Information
Please enter the following information about yourself. Pre-populated information was collected during your account creation process. If any of that has changed, you must contact the Decal Scholars office at 800-227-3410 or 770-642-6722 to make changes.

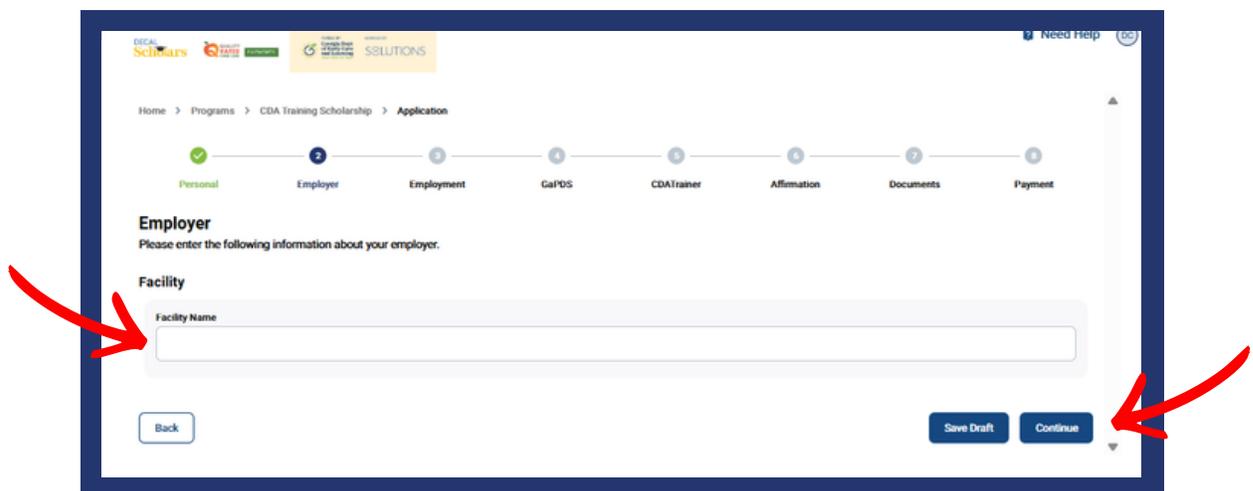
About You
If your name has changed, please submit the relevant updated documents during the Documents step. You may submit any proof of identity under "Upload Additional Documents."

Contact Info

Your Identity

Save Draft Continue

- ## 8
- Start typing the name of the Facility where you work.
 - Select your Facility Name from the drop-down menu.
 - Check the address to ensure you have selected the correct employer.
 - Click “Continue.”



Employer
Please enter the following information about your employer.

Facility

Facility Name

Back Save Draft Continue

9 Complete the Employment information and click “Continue.”

Please note: Hours worked must be input as whole numbers (no decimals).

The screenshot shows the 'Application' page for the CDA Training Scholarship. The progress bar at the top indicates the following steps: Personal (completed), Employer (completed), Employment (current step), GoPDS, CDATrainer, Affirmation, Documents, and Payment. The 'Your Position' section contains the following fields:

- Applicant Job Title (mark all that apply) *
 Asst. Teacher Teacher Asst. Director Director Owner Floater Other
- Are you a teacher in a Georgia Pre-K classroom?
 Yes No
- Are you a Head Start or Early Head Start teacher?
 Yes No
- What is your date of hire? Please use the original hire date if employment has been continuous with present employer, but at different locations*
MM/DD/YYYY

The 'Hours & Payment facility type: Child Care Learning Center' section contains the following fields:

- What is the number of hours you work each week?*
1234 ex.
- What is your hourly wage?*
- How often do you get paid?*
- What is the number of months per year you work?*
- What is the number of months per year you are paid?*
- Do you receive paystubs?*

At the bottom of the form, there are three buttons: 'Back', 'Save Draft', and 'Continue'. A red arrow points to the 'Continue' button.

- 10** Complete the GaPDS fields. Click **“Continue.”**
- All applicants must have a GaPDS profile.
 - If your Career Level is NHS, select 0.

Please note: If your GaPDS Status is Incomplete/Expired/Inactive, it must be updated at gapds.decal.ga.gov.

The screenshot shows the application process for a CDA Training Scholarship. The progress bar indicates that the GaPDS step is the current step, with steps 1 through 8: Personal, Employer, Employment, GaPDS, CDA Trainer, Affirmation, Documents, and Payment. The GaPDS step is highlighted with a blue circle and a number 4. Below the progress bar, the GaPDS section contains the following text:

GaPDS

All individuals applying for CDA Training Scholarship must register with the Georgia Professional Development System for Early Childhood Educators (GaPDS) as a part of the application process.

The GaPDS is separate from DECAL Scholars Programs. It is an innovative service provided by Georgia Department of Early Care and Learning that allows you to develop a profile of your career in early childhood education including employment history, training hours, and credentials/degrees earned.

[Click here](#) to learn more or register online.

Please Note: Payment will not be issued without a copy of your GaPDS profile reflecting your GaPDS number, the name of your current employer, and a "Pending" or "Active" status.

Below the text, there are three input fields:

- GaPDS Number* (text input)
- Status* (dropdown menu)
- Career Level* (dropdown menu)

At the bottom of the form, there are three buttons: "Back", "Save Draft", and "Continue". A red arrow points to the "Continue" button.

- 11
- Start typing the name of your GaPDS state-approved CDA training instructor.
 - Select your instructor from the drop-down menu.
 - Check the email address to confirm you selected the correct instructor.
 - Click **“Continue.”**

Home > Programs > CDA Training Scholarship > Application

Personal Employer Employment GaPDS CDA Trainer Affirmation Documents Payment

Educational Plans

Credential/Degree

What is the name of the GaPDS State-Approved CDA Training Instructor*

Back Save Draft Continue

- 12
- Read the Statement of Affirmation.
 - Type in your signature at the bottom of the screen (exactly as it appears in the first sentence).
 - Click **“Continue.”**

Home > Programs > CDA Training Scholarship > Application

Personal Employer Employment GaPDS CDA Trainer Affirmation Documents Payment

I, [Name], certify that all of the information on my application and supporting documents for this Georgia Department of Early Care and Learning (DECAL) program is true, correct and complete to the best of my knowledge. I understand that any false or misleading information knowingly provided on the application or supporting documents may be grounds for me to be denied participation in DECAL programs and may prevent me from receiving any future programs sponsored by DECAL. I understand that intentionally providing false or misleading information on the application or supporting documents is a violation of state law and may result in civil or criminal penalties.

Without limiting the generality of the foregoing, I certify and affirm that the taxpayer identification number on my application is my Social Security number or other taxpayer identification number lawfully issued to me by the Social Security Administration or the Internal Revenue Service (IRS).

I authorize any agent or employee of DECAL to verify the information I have provided on my application and supporting documents. I acknowledge, understand and agree that DECAL and its agents and employees may share personal information from my application and supporting documents with (i) Care Solutions, Inc., DECAL's agent administering the DECAL payments, (ii) the U.S. Citizenship and Immigration Services and the Social Security Administration in connection with DECAL's systems for citizenship and employment-related verifications, and (iii) the payment processor engaged to distribute funds should I receive an award from DECAL.

I verify that I have completed a records check determination to work at my facility. I understand, acknowledge and agree that, if approved and awarded funds, (i) I may be issued IRS Form 1099 to report awarded funds as income if such awarded funds are deemed taxable (combined with any taxable funds) in any tax year and are at least \$600, (ii) regardless of the amount of any awarded funds and regardless of whether I am issued Form 1099, I must comply with applicable law in reporting income on my tax returns, and (iii) neither the DECAL, nor any of its agents or employees, have provided me any tax or legal advice in connection with my application to this DECAL application or any awarded funds.

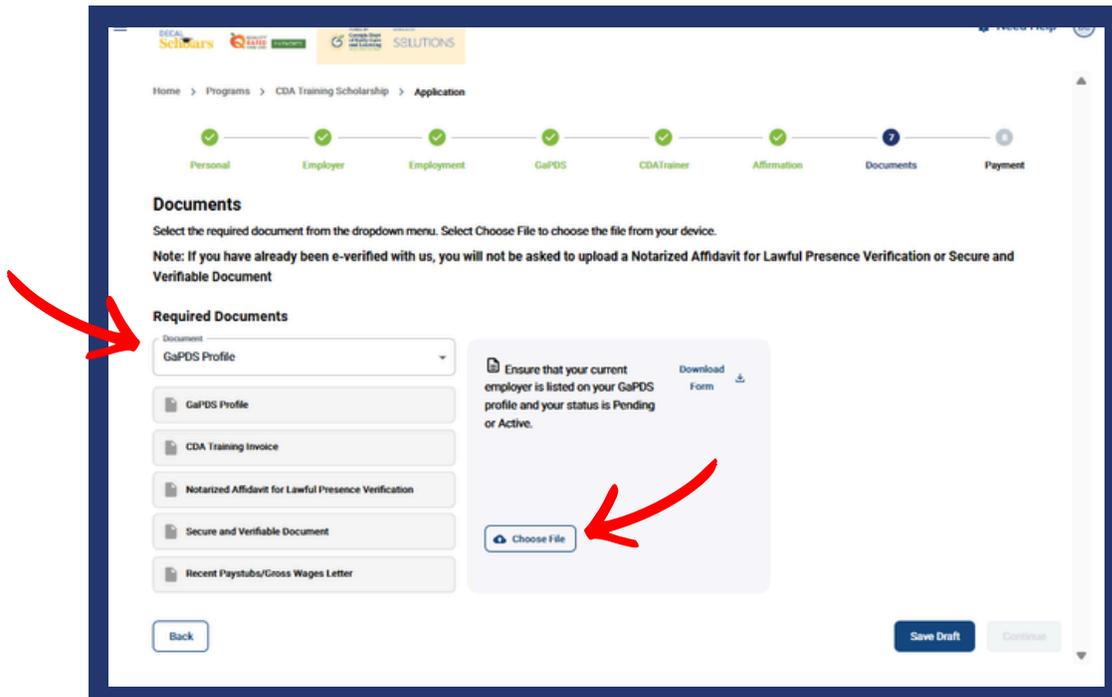
Signature*

3/13/2026

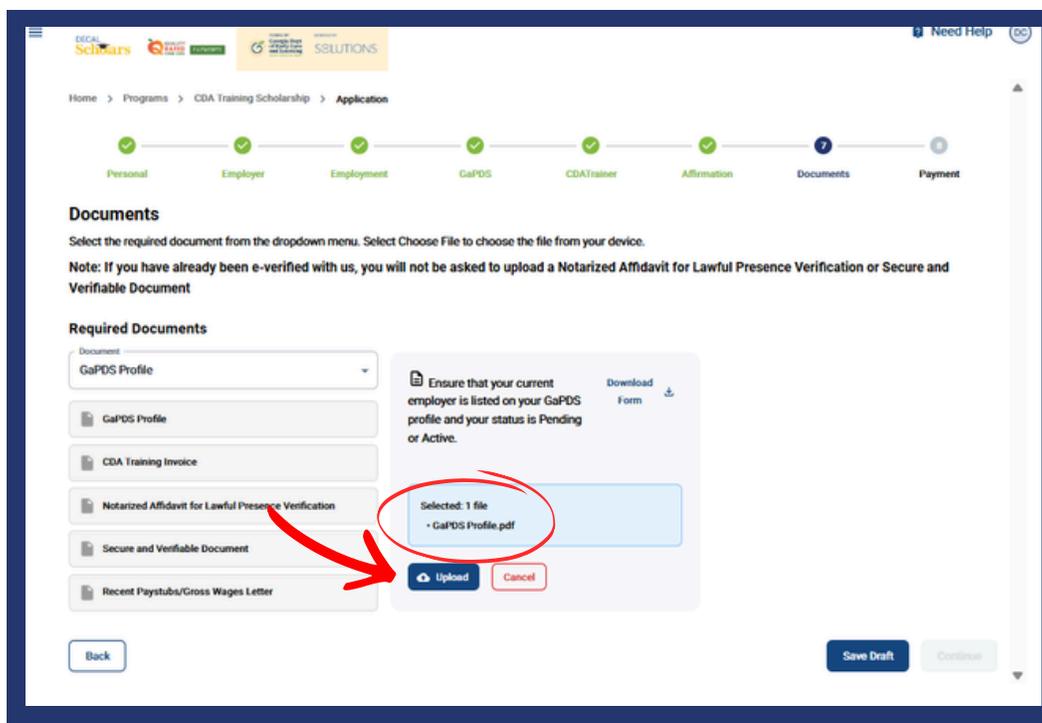
Back Save Draft Continue

13 Steps to upload all required documents:

- a. Select the required document from the dropdown menu. Click **“Choose File”** to choose your file from your device.

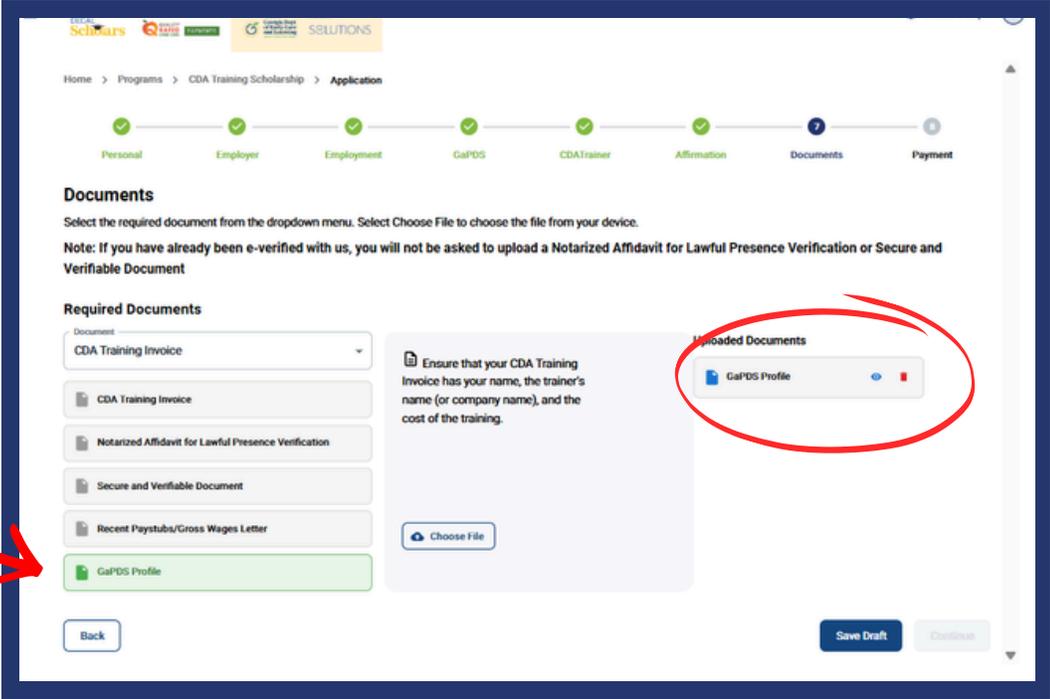


- b. The selected document file will appear. Click **“Upload.”**



c. The uploaded document file will appear on the right.

- You may preview the document by clicking on the 
- If an incorrect document is uploaded, you may remove it by clicking on the 
- Once uploaded, the document will appear green on the left column.



Home > Programs > CDA Training Scholarship > Application

Personal Employer Employment GaPDS CDA Trainer Affirmation Documents Payment

Documents

Select the required document from the dropdown menu. Select Choose File to choose the file from your device.

Note: If you have already been e-verified with us, you will not be asked to upload a Notarized Affidavit for Lawful Presence Verification or Secure and Verifiable Document

Required Documents

Document: CDA Training Invoice

- CDA Training Invoice
- Notarized Affidavit for Lawful Presence Verification
- Secure and Verifiable Document
- Recent Paystubs/Gross Wages Letter
- GaPDS Profile**

Choose File

Uploaded Documents

- GaPDS Profile**

Back Save Draft Continue

Please note:

- To download a blank affidavit form, click [HERE](#).
- You may not be prompted to upload a notarized affidavit or secure and verifiable document if you have been previously verified in our system.
- When you select "Secure and Verifiable Document," choose both files (the front AND back of your ID) before clicking "Upload" within that selection.
- When you select "Recent Paystubs/Gross Wages Letter," choose your 2 recent paystubs before clicking "Upload" within that selection.

d. Repeat steps 14a through 14c.

- Continue to select the next document from the dropdown menu.
- Click **“Choose File,”** and **“Upload”** for all required documents.
- You will not be able to click **“Continue”** until all documents show green.

Personal Employer Employment GaPDS CDA Trainer Affirmation Documents Payment

Documents

Select the required document from the dropdown menu. Select Choose File to choose the file from your device.

Note: If you have already been e-verified with us, you will not be asked to upload a Notarized Affidavit for Lawful Presence Verification or Secure and Verifiable Document

Required Documents

Document

- GaPDS Profile
- CDA Training Invoice
- Notarized Affidavit for Lawful Presence Verification
- Secure and Verifiable Document
- Recent Paystubs/Gross Wages Letter

Uploaded Documents

- GaPDS Profile
- CDA Training Invoice
- Notarized Affidavit for Lawful Presence Verification
- Secure and Verifiable Document
- Secure and Verifiable Document
- Recent Paystubs/Gross Wages Letter
- Recent Paystubs/Gross Wages Letter

Back Save Draft Continue

Please note:

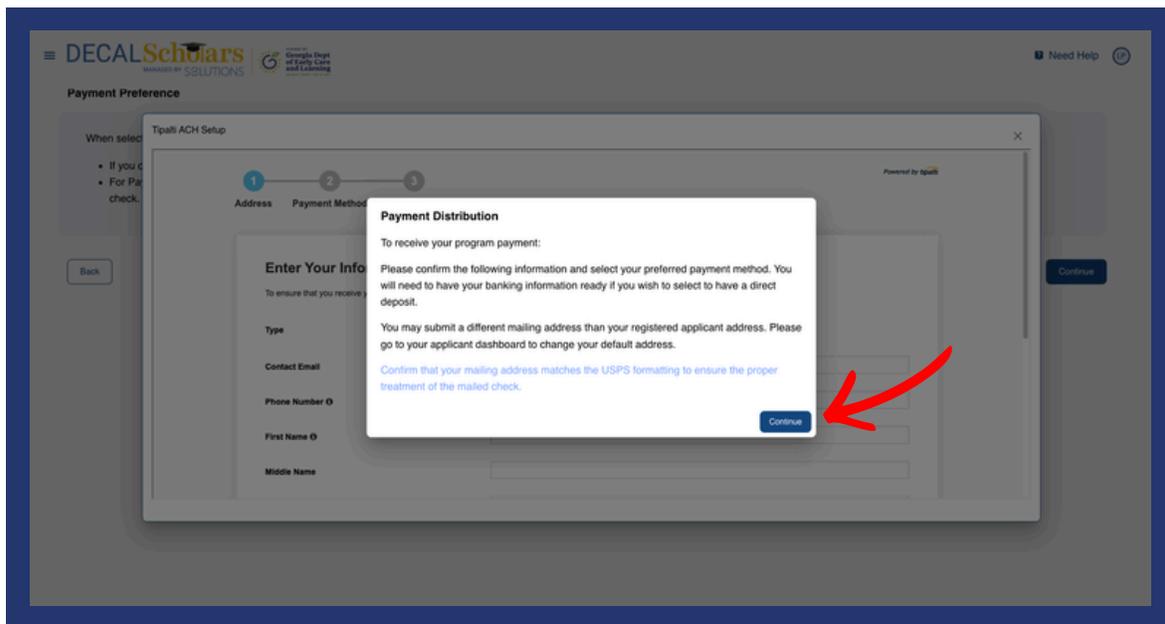
- If you have already paid for your CDA Training to the CDA Trainer and want to receive **reimbursement**, upload your **CDA trainer payment receipt** under **“Additional Documents.”** The receipt must be within 30 days of your application.
- If you need to gather your documents and return to upload later, click **“Save Draft.”**

- 14 Next, select your Payment Preference. Click **“Continue.”**
- If you want your payment to be direct deposited into your bank account, select ACH.
 - If you want your payment to be mailed to you, select Check.

Please note: If your Payment Preference was previously set up, you may not see this screen.



- a. If ACH is selected, a pop-up window will appear. Click **“Continue.”**



b. Enter all required banking information and scroll down. Click **“Next”** to navigate through each screen.

Please note: You must click the checkbox to agree to the Terms of Service.

Powered by spati

1 2 3
Address Payment Method Done

Enter Your Information

To ensure that you receive your payments on time, please enter your details as you shared them with your bank.

Type

Contact Email

Phone Number

First Name

Middle Name

Tipalti Work Setup

Work Name

Last Name

Country

Address

Address 2

City

State

ZIP

Edit

Next

Tipalti ACH Setup

Payment Method: Direct Deposit / ACH

Name on Account

Bank Name

Routing Code

Account Number

Account Type: Checking Savings

No transaction fees.

I agree to Tipalti's Terms of Service and Tipalti's Privacy Policy

Back Next

c. Or, you may select Check and click **“Continue.”** (Confirm that your mailing address is correct in your profile.)

The screenshot shows the 'Payment Preference' section of the application. It includes a header with logos for DECAL Scholars, Georgia Dept of Early Care and Learning, and SOLUTIONS. Below the header, there is a 'Need Help' link and a 'Back' button. The main content area contains instructions: 'When selecting a Payment Preference please keep in mind:' followed by two bullet points: 'If you choose ACH Payment, during the application process you would have to agree to the terms and conditions.' and 'For Payment by Check, confirm that your mailing address matches the USPS formatting to ensure the proper treatment of the mailed check.' To the right, under 'Select Payment Type', there are two radio buttons: 'ACH' and 'Check'. The 'Check' radio button is selected and circled in red. At the bottom right, there are two buttons: 'Save Draft' and 'Continue'. A red arrow points to the 'Continue' button.

Please note:

- If you want to change your Payment Preference AFTER submitting your application, follow these instructions.
- Any payment changes made after your application has reached the invoicing stage may not take effect until your next application.
- For security reasons, the DECAL Scholars team cannot access your payment information, view your selected payment type, or track any changes to it.

15 On the application summary screen, **review all your information and confirm all personal and employment information is correct.** If everything is correct, click **“Request Employer Verification.”**

Please note:

- If you need to make any changes, click on the pencil icon located to the right of each section to return to that page and edit your information.
- If you encounter any technical issues, save the application, log out and close all open windows, and then log back in and try again. If you continue to encounter issues, email support@decalscholars.com with a screenshot of the application page with the error message.

Home > Programs > CDA Training > Scholarship > Application

Review
Verify all the following information before submitting your application. Go back to the application if you need to make any changes. Please read and agree to the terms of agreement.

Applicant

Name
Gender
Date of Birth
Address
Residency Status
Social Security
Race
Ethnicity
Registration Number
Email
Mobile Phone
Home Phone

Employer

Facility Name
Facility Address

Employment

Date of Hire
Hours Worked Each Week
Hourly Wage
Payment Type
Number of Working Months Per Year
Number of Paid Months Per Year
Receiving Pay Stubs

CDA Trainer

Trainer selected

GaPDS

GaPDS#
Status

Affirmation Statement

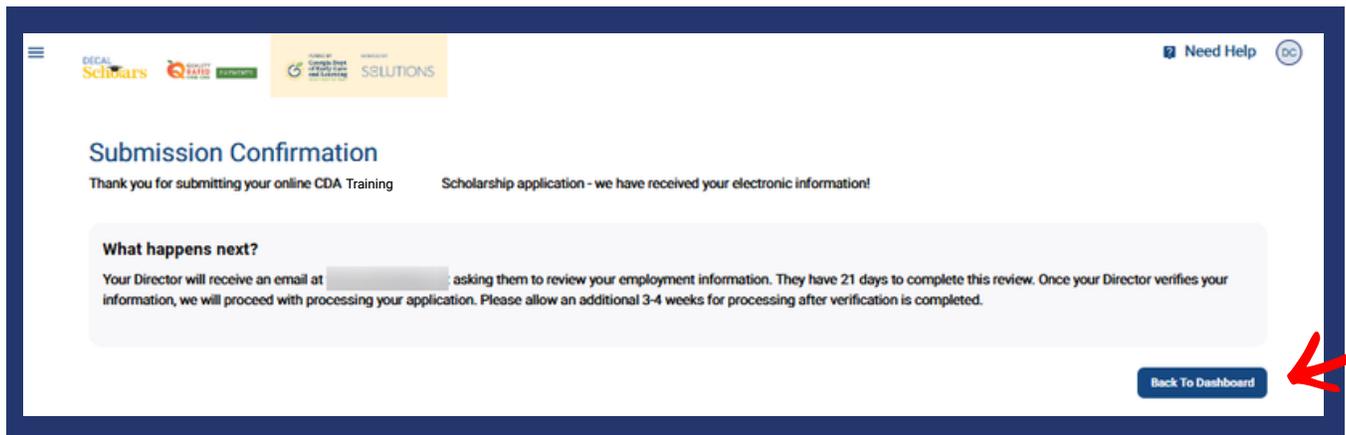
Signature
Date

Back Print Request Employer Verification

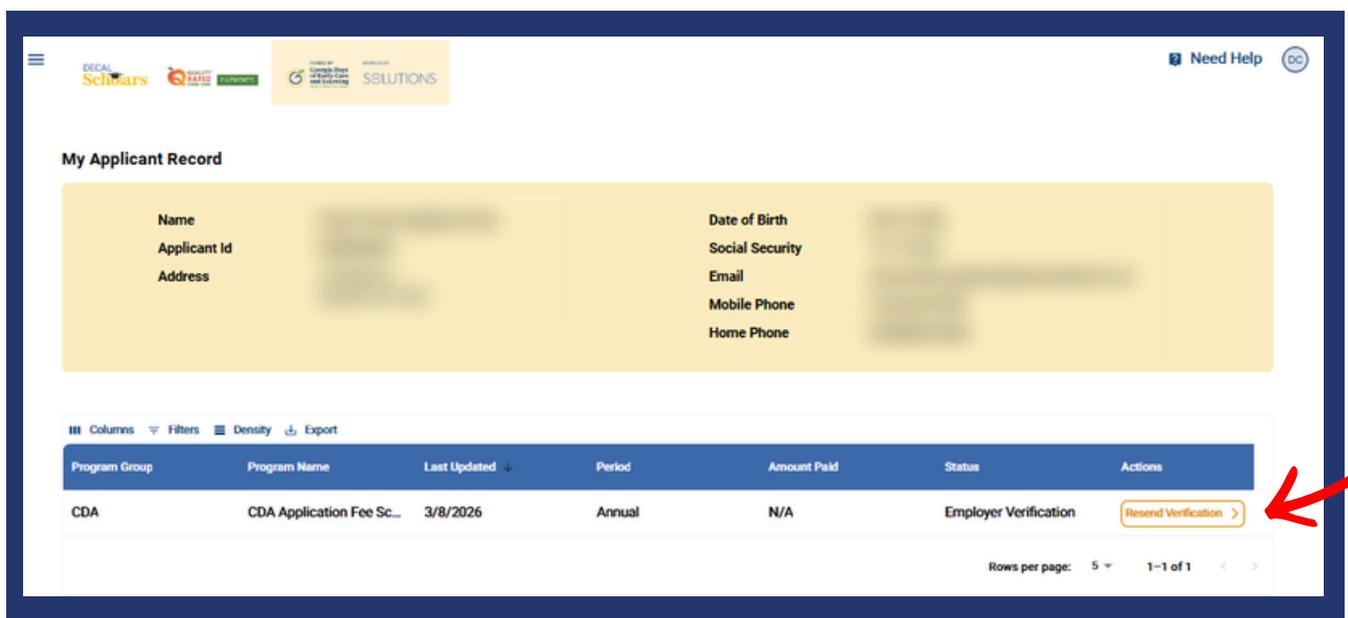
16 The Submission Confirmation screen will confirm that your application has been sent to your employer for verification. Your director will need to verify your employment details before your application is received for processing.

Please note:

- Your director has 21 days to verify the information in your application.
- Allow 3-4 weeks for processing after verification is completed.



17 You may go to your Dashboard and click “**Resend Verification**” to your director (up to 3 times), if needed.



18

- All application updates will be sent to the email associated with your account. Please check your **Inbox** and **Spam** folders to ensure you receive all communications.
- You may also view your application status at any time on your Dashboard.



What does the status of my application mean?

- **Not Yet Submitted** - You have not finished completing your application. It must be completed and submitted before it can be reviewed.
- **Employer Verification** - Your application is submitted and waiting for Employment Verification. It must be verified by your employer before Care Solutions can review it.
- **Received** - Your application was verified by your Employer and sent to Decal Scholars for review.
- **Under Review** - Your application is actively being reviewed by Decal Scholars.
- **Incomplete** - Your application has been reviewed. More documentation (or updated documentation) is required to complete the processing of your application. Please upload the requested documentation.
- **Denied** - Your application has been reviewed. It was determined that you do not meet the eligibility criteria to receive the CDA Application Fee Scholarship.
- **Approved with Stipulations** - Your application is going through E-Verify to confirm your eligibility to work in the United States.
- **Approved** - Your application has been reviewed and approved for payment. Please allow 4-6 weeks for payment to be processed.
- **Payment Sent** - Your application was approved, and payment has been sent.