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 <u>CDA trainer</u> 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 <u>www.decalscholars.com</u>, and click "Log In" at the top right.
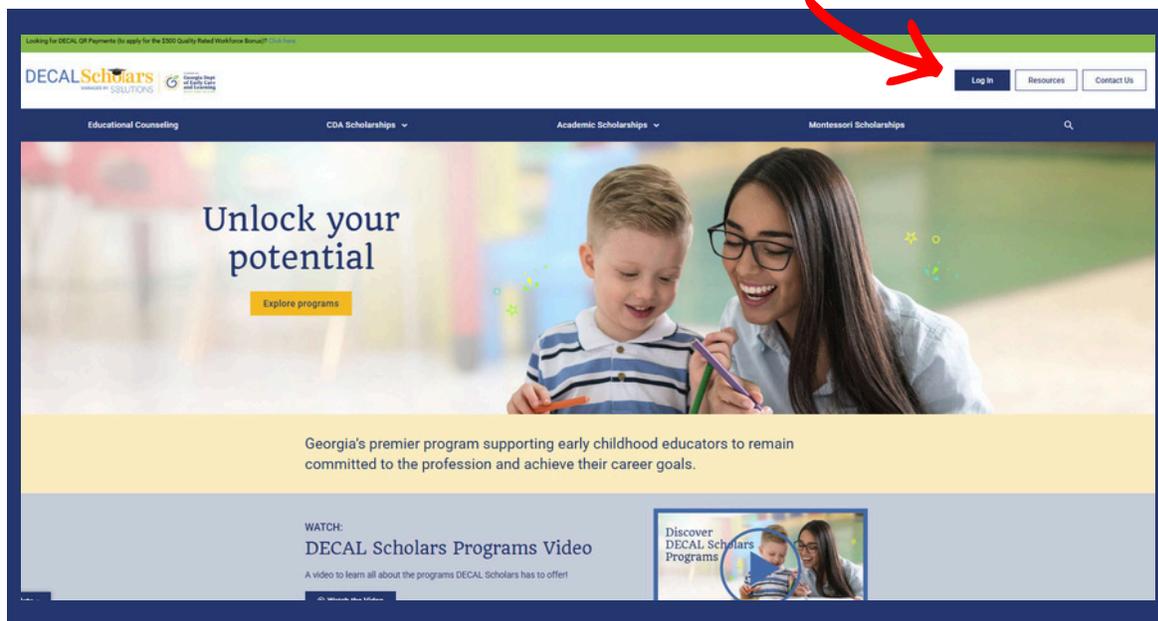
2
- To create a new profile, click "**Don't have an account?**"
- To update an existing profile, click "**Forgot Password?**"

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**."

4 After reviewing the eligibility requirements on the webpage, click "**Apply Now**" to begin your application.
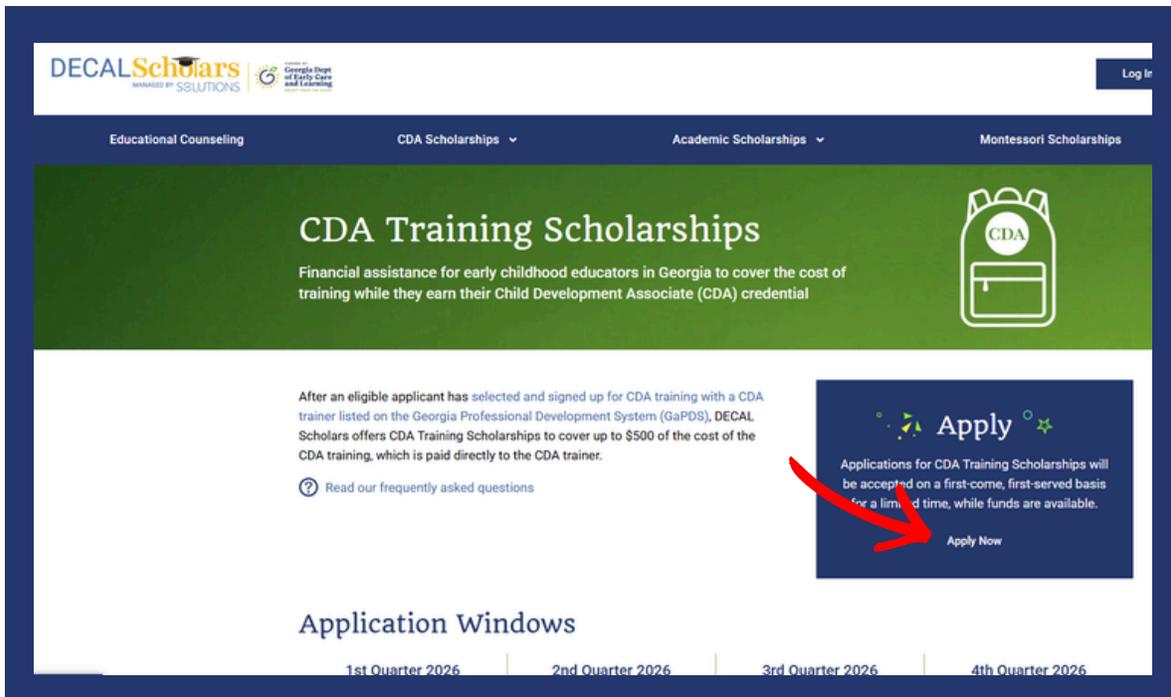
5 Once you log into your account, you will be prompted to answer pre-qualification questions. Then click "**Check Your Eligibility**."
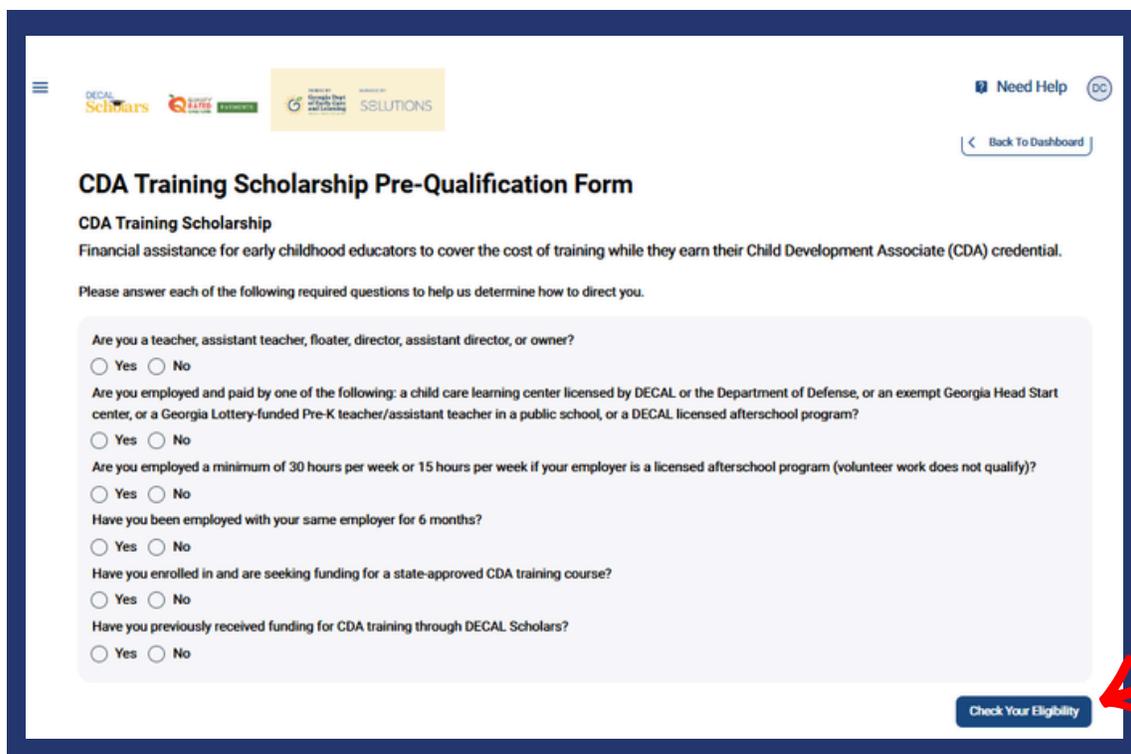
6 a. If you do not pre-qualify, you can click the "Evaluate Eligibility Again" button to retry the questions. You may email support@decalscholars.com if you have any questions about your eligibility.
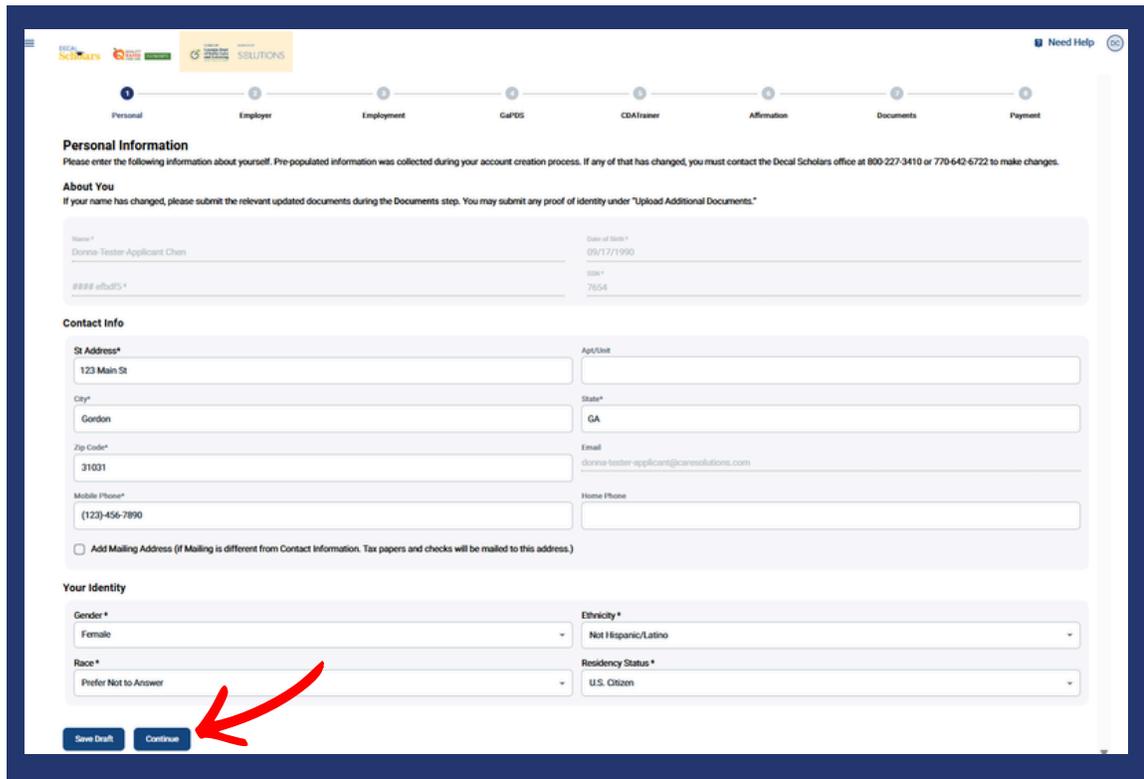

b. If you are pre-qualified, click on "**Continue to Application**" to start the application process.

Please note: Pre-qualification does not guarantee approval— it means you meet the minimum program requirements.
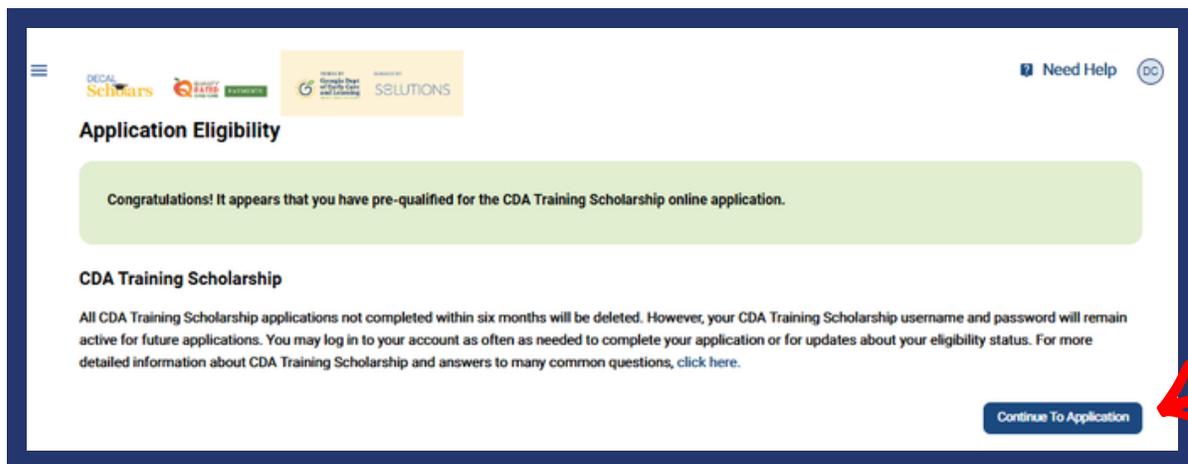
7   Review your Personal Information. Fill in all required fields. Click "**Continue**."

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**."
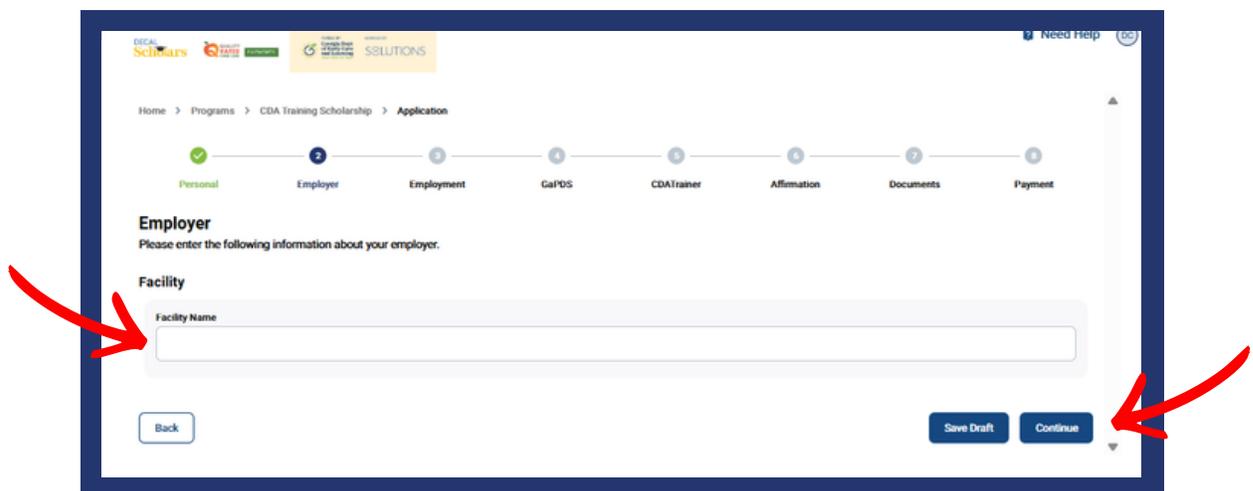
9 Complete the Employment information and click "**Continue**."

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

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.

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**."

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**."

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.
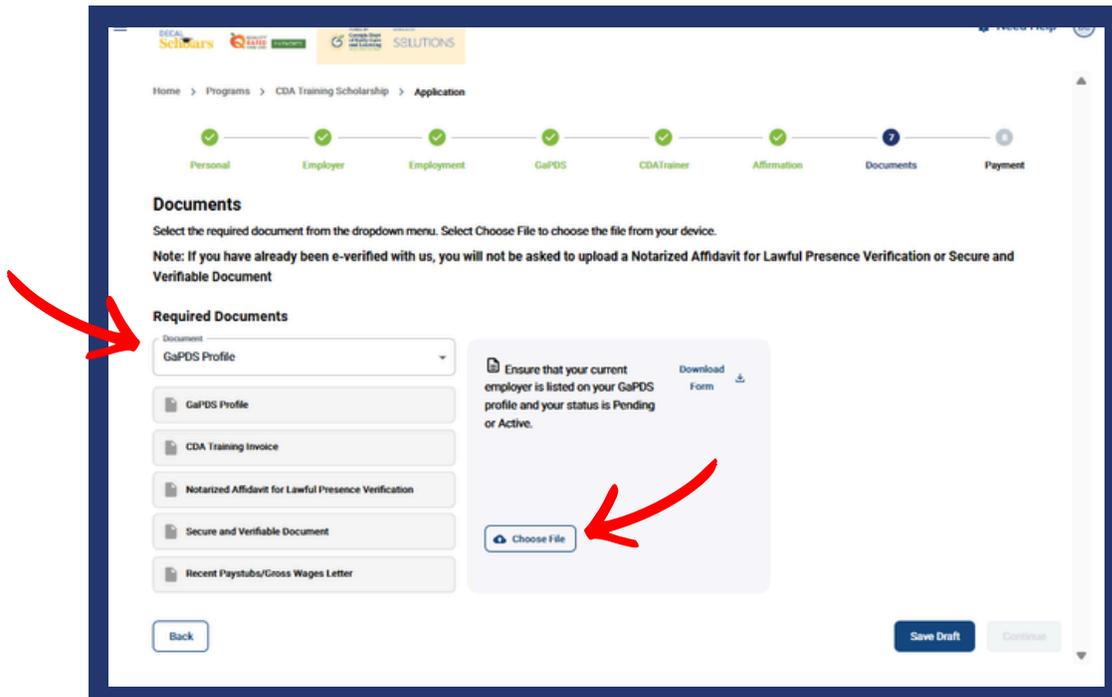
b. The selected document file will appear. Click "**Upload**."
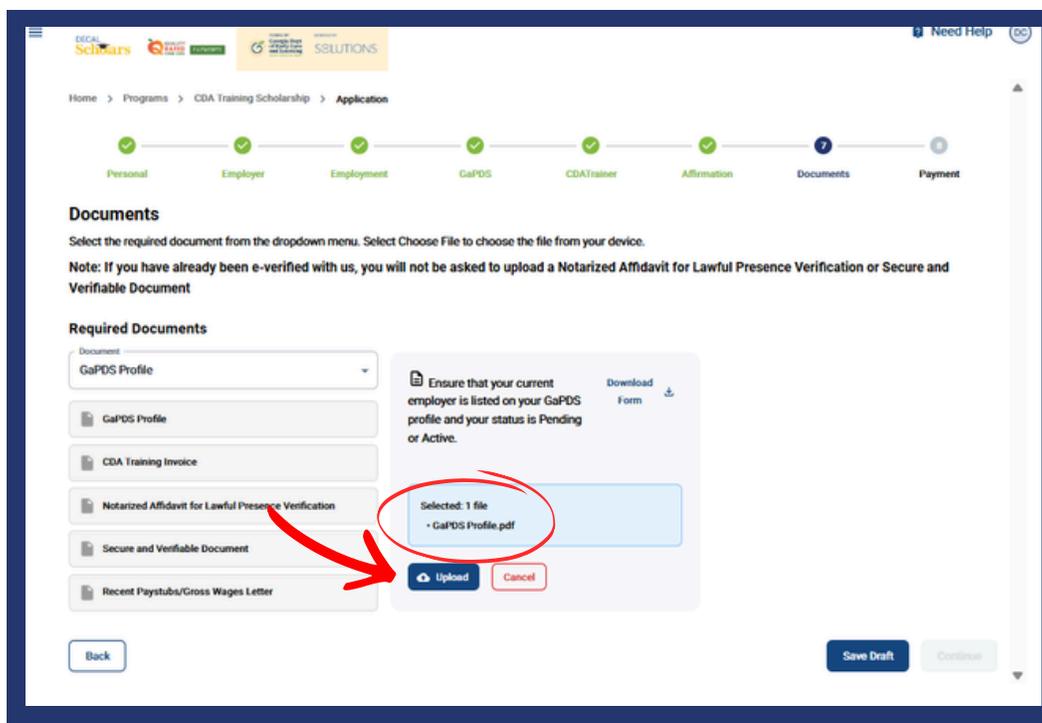
c. The uploaded document file will appear on the right.
- You may preview the document by clicking on the 👁
- If an incorrect document is uploaded, you may remove it by clicking on the 🗑
- Once uploaded, the document will appear green on the left column.

Please note:
- To download a blank affidavit form, click <u>HERE</u>.
- 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.

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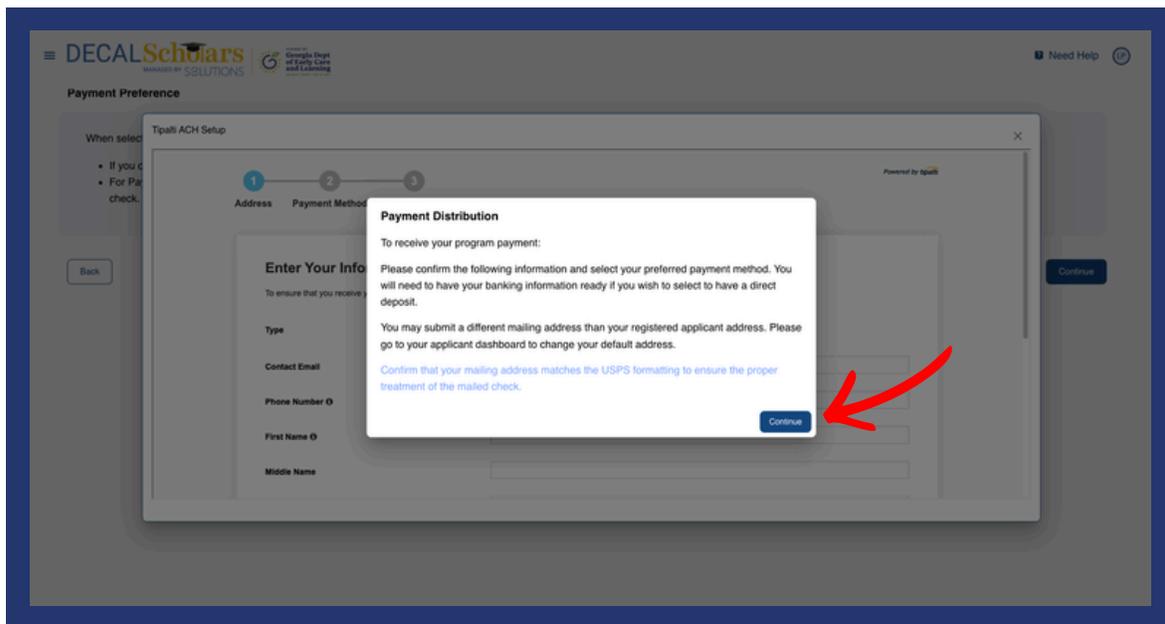
b. Enter all required banking information and scroll down. Click "**Next**" to navigate through each screen.

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

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

Please note:
- If you want to change your Payment Preference AFTER submitting your application, follow these underlineinstructionsunderline.
- 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.

DECAL Scholars MANAGED BY SOLUTIONS | Georgia Dept of Early Care and Learning BRIGHT FROM THE START · FUNDED BY

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.

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.
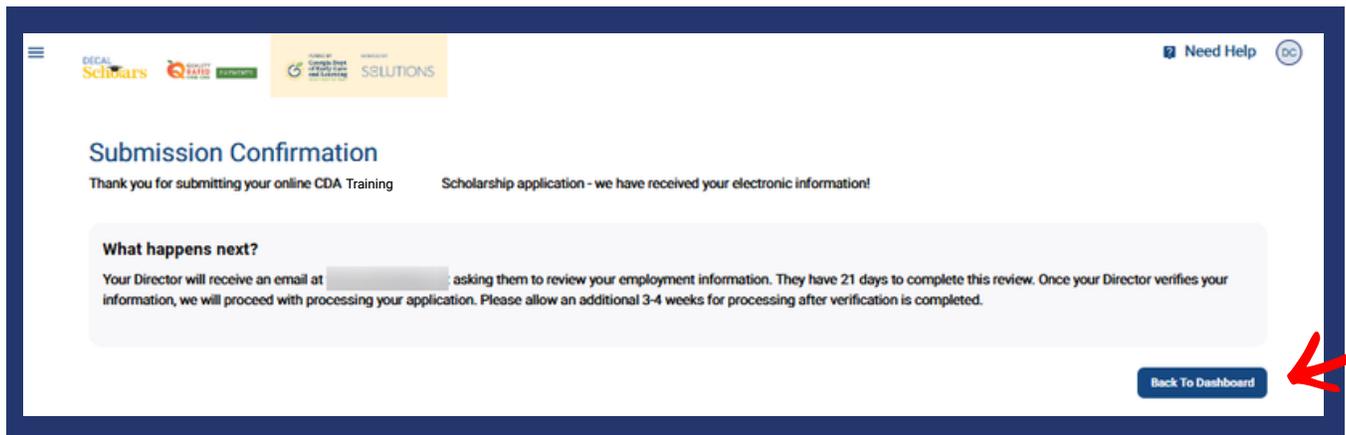
17 You may go to your Dashboard and click "**Resend Verification**" to your director (up to 3 times), if needed.
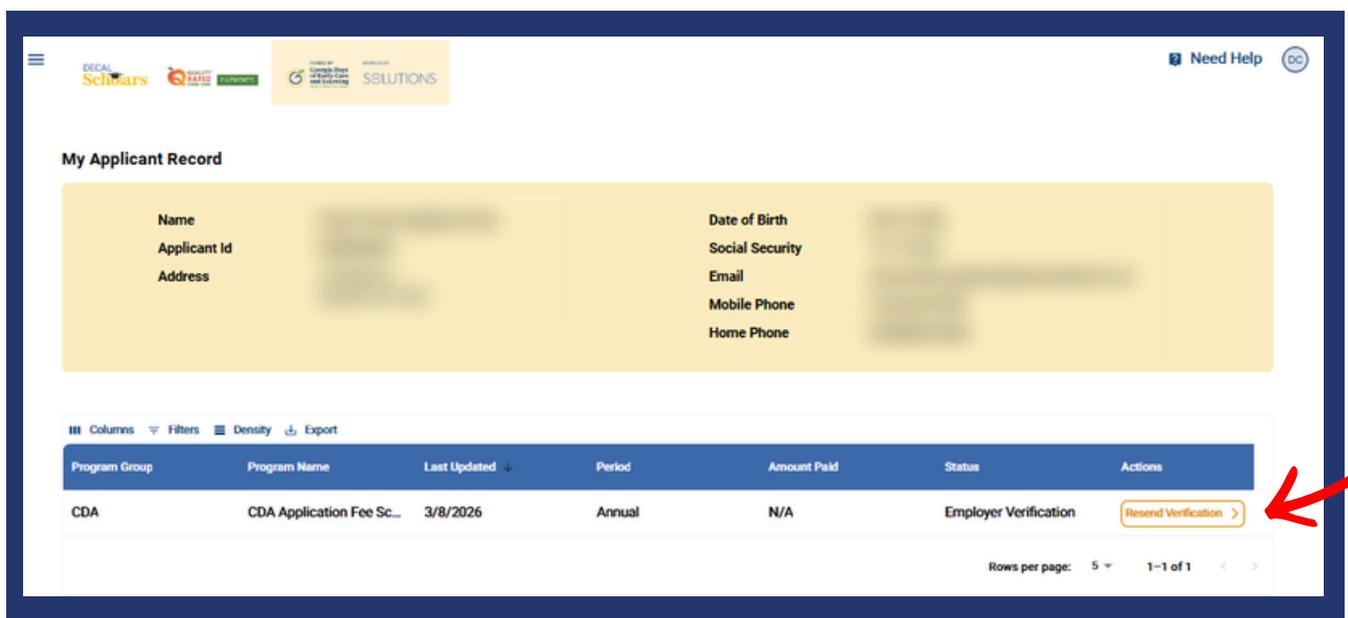
18

- 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.