



Instructions for General Civil Training & Practicum Application

CREATE A TRAINING APPLICATION

1. Log into the Georgia Courts Registrar using your neutral account. You will land on your **'My Dashboard'** page.

***Note:** If you are a trainer, you must be an approved Neutral in order to submit an application as a training provider. If you are an administrator, you must have a neutral account but do not need to be a neutral.*

2. On the gray navigation menu at the top of the page, select **Neutral Training**.
3. Locate and click on the green **'New Training Program Application'** button on the right of the page.
4. Complete the **'Training Provider Information'** pop-up with all required information. Required fields include: Primary Trainer, Address, City, State, Zip, Phone, Email, and Training Program Type. Click the blue **'Create'** button.

Note:

- *The name and address of the person entering the information will default as the Primary Trainer information. However, this information should be changed if it does not correspond with the training provider information. Administrators may be listed as the contact name (not required).*
 - *The **'Academic – General Civil Mediation Training'** program type is reserved for schools only.*
5. From the **'Training Program Dashboard'**, complete the To Do List.

TRAINERS, COACHES, AND ADMINISTRATORS

1. In the Trainers, Coaches and Administrator section, click the green **'Add New Personnel'** button to add all staff, trainers, and coaches to the application.
2. On the **'Edit Trainer, Coach, Administrator Information'** pop-up box, select the blue **'Select Person'** button.

3. Type in the name of the desired Administrator, Coach, or Trainer and click the blue **Search** button.

Note: All personnel must have a previously established neutral account.

4. All neutrals matching the search criteria will appear in the search results below the search text box. Select the appropriate person.
5. On the **'Edit Trainer, Coach, Administrator Information'** pop-up box, select the role(s) associated with the person indicated in the name field.

Note: You may select multiple roles for each person; check all roles that apply.

6. Select the Security Permissions to be granted to the person indicated in the name field.

Note: Each security permission grants personnel a different level of access to the training program account:

Training Program Data Administrator: allows the individual full access to modify all information

Training Program Data Administrator (read-only): allows the individual to see but not modify all information

Training Session Administrator: allows the individual to and modify training sessions as well as submit participant's fees

Training Session Administrator (read-only): allows the individual to see but not modify training sessions

7. Submit (upload) a resume or completed GODR Trainer & Coach Form for all instructors and coaches.

Note: The GODR Resume Form is not a requirement for administrators.

To submit your document: First, be sure the desired document is already scanned/saved to your computer. Click the blue **Upload Resume** button. The Document Type & Description will be automatically completed. Select the white **Choose Document** button, and then select the resume/form that you would like to submit and click **Open**. Be sure all required fields have been completed, then click the green **Submit** button.

8. Check mark the **Active** box.
9. Provide a response for all questions. Click the Next button to advance to the next tab.

PROGRAM INFORMATION

1. Answer all questions in the program Information section. Click the Next button to advance to the next tab.

AGENDA

1. Submit (upload) a detailed agenda that includes the specific time allotted to each activity. Click the Next button to advance to the next tab.

***To submit your document:** First, be sure the desired document is already scanned/saved to your computer. Click the green **Choose Document** button. The Document Type & Description will be automatically completed. Select the white Choose Document button, then select the agenda that you would like to submit and click Open. Be sure all required fields have been completed, then click the green **Submit** button.*

COURSE CONTENT

1. Submit (upload) the completed GODR Course Content form. Click the Next button to advance to the next tab.

***To submit your document:** First, be sure the desired document is already scanned/saved to your computer. Click the green **Choose Document** button. The Document Type & Description will be automatically completed. Select the white **Choose Document** button, and then select the completed GODR Course Content Form that you would like to submit and click **Open**. Be sure all required fields have been completed, and then click the green **Submit** button.*

PARTICIPANT MANUAL

1. Submit (upload) your participant manual. Click the Next button to advance to the next tab.

***To submit your document:** First, be sure the desired document is already scanned/saved to your computer. Click the green **Choose Document** button. The Document Type & Description will be automatically completed. Select the white **Choose Document** button, and then select the participant manual that you would like to submit and click **Open**. Be sure all required fields have been completed, and then click the green **Submit** button.*

PAYMENT

1. Once all tiles are yellow or green, click **“Payment”** or the **“Next”** button until you reach the application summary page.
2. Review your application summary.
3. Click the green **“Pay My Fees”** button.
4. Select the appropriate fees to add fees to the cart.
5. Select the green **“Checkout”** button.

To pay by credit card, enter the required information. Click **“Review”** to confirm your entries, and if correct, click **“Place Order.”** You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green **“Print Receipt”** button.

To pay by check, click the Payment Type dropdown box, and then select **“Check.”** Enter the check number in the appropriate box. Click **“Review”** to confirm your entries, and if correct, click **“Place Order.”** You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green **“Print Receipt”** button. Please mail your check to 244 Washington St. SW Suite 300, Atlanta, GA 30334.

6. You may sign out of your account by clicking your username in the top right corner of the screen, then selecting **“Log Out.”**

CREATE A PRACTICUM TRAINING APPLICATION

1. Log into the Georgia Courts Registrar Account using your neutral account.

Note: *If you are a trainer, you must be an approved Neutral in order to submit an application as a training provider. If you are an administrator, you must have a neutral account but do not need to be a neutral.*

2. From the “**My Dashboard**” page, locate the gray navigation menu at the top of the page, and select “**Neutral Training.**”
3. Locate and click on the green “**New Training Program Application**” button on the right of the page.
4. Complete the “**Training Provider Information**” pop-up with all required information. Required fields include “Primary Trainer,” “Address,” “City,” “State,” “Zip,” “Phone,” “Email,” and “Training Program Type.” Click the blue “**Create**” button.
5. From the “**Training Program Dashboard,**” complete the “**To Do List.**”

APPLICATION SECTIONS

1. Answer all questions in the “**Requirements**” section and click the gray “**Next**” button.
2. Submit (upload) a detailed agenda that includes specific time allotted to each activity in the “**Agenda**” section and click the gray “**Next**” button.

To submit your document: *First, be sure the desired document is already scanned/saved to your computer. Click the green “**Choose Document**” button. The Document Type & Description will be automatically completed. Select the white “**Choose Document**” button, and then select the agenda that you would like to submit and click **Open**. Be sure all required fields have been completed, and then click the green “**Submit**” button.*

3. List and submit (upload) any additional materials used to deliver the practicum, in the “**Additional Materials Section.**”

To submit your document: *First, be sure the desired document is already scanned/saved to your computer. Click the green “**Choose Document**” button. The Document Type & Description are required fields; choose the one best associated with the document you wish to submit. Select the white “**Choose Document**” button, and then select the document*

that you would like to submit and click **Open**. Be sure all required fields have been completed, and then click the green **Submit** button.

SUBMIT FOR REVIEW

1. Once all tabs are yellow or green, click **“Submit for Review”** or the **“Next”** button until you reach the **“Application Summary”** page.
2. Review your **“Application Summary.”**
3. Click the green **“Submit for Review”** button located at the bottom of the page.
4. Once you receive the pop-up indicating your application has been successfully submitted, you may sign out of your account by clicking your username in the top right corner of the screen, then selecting **“Log Out.”**