



**Georgia Emergency Communications Authority
911 Training Grant
2021-2022**

Course Registration Process

The registration process for grant-approved courses can differ depending on how the course is hosted. For GPSTC Coordinated Regional Training, students must register first on GPSTC’s website (www.gpstc.org) just as they would if they were attending a course on GPSTC’s campus (see page 2 for instructions). For courses co-hosted by an agency, students must register with the training vendor using the link provided by the host agency. Please see the table below for more information in differences between GPSTC Coordinated Regional Training and an agency co-hosted course.

Note: Courses approved in GPSTC Coordinated Regional Training can be found in the “Course Catalog” or Course Calendar” of the GPSTC website.

| | GPSTC Coordinated Regional Training | Agency Co-Hosted Training |
|----------------------|---|---|
| Registration Process | Register on the GPSTC website (www.gpstc.org) and receive a second registration link for the training vendor 30 days before the course begins. | Register directly with the training vendor using the link provided by the agency hosting the course. |
| Payment | For APCO courses, you will be able to enter ‘GECA’ in the Purchase Order (PO) field | Course fees must be paid for at time of registration. Agency will then apply for reimbursement using the GECA Reimbursement Application |
| P.O.S.T. Credit | Students will receive P.O.S.T. credit automatically upon completion of a GPSTC Coordinated Regional Training | The agency hosting the course must coordinate the necessary documentation to receive a course code. A P.O.S.T. Instructor will also need to attend the duration of the course for students to receive credit. <i>Those registering students for co-hosted training should contact hosting agency to determine if P.O.S.T. credit will be awarded</i> |

Please follow the following instructions for **GPSTC Coordinated Regional Training Courses**:

1. Login to your student account at <https://www.gpstc.org/>
 - Your agency administrator may also login and register employees.
2. To search for the course that you are interested in taking, click “Register” at the top of the page.
3. Select “Course Catalog” or “Course Calendar,” and type in the name of the course on the search line.
4. When the course page opens, follow the instructions provided to you on the new webpage.
5. Once you have completely registered, expect to receive an email 30 days before the course starts. This email will include an additional link that will have you register for the course *again*, but with the training vendor for the second time.
 - *Everyone MUST register twice as this is the best way for GPSTC to ensure that only eligible students are accepted to the class.