

Training Approval Process

IdahoSTARS ★ 121 West Sweet Ave ★ Moscow, ID 83843 or Call the 2-1-1 Idaho CareLine by dialing 2-1-1 or 1-800-926-2588

TRAINING APPROVAL STEPS

1. Trainer submits Training Approval Packet for review by IdahoSTARS Training Office. You will receive an informational postcard or email after the Training Office receives your training packet. This process may take up to six weeks. Please plan for the processing time when submitting training for approval.
2. IdahoSTARS notifies trainer of approval/denial of training by email. *Please update email addresses, home/work addresses and phone numbers with us as changes occur. This will enable us to contact you in a timely manner.*
3. Training Office enters training data into the Training Database.
4. Trainer notifies the IdahoSTARS Training Office of the training four to six weeks prior to the training date using the Training Calendar Form. Please download the form at www.idahostars.org under Trainer Resources. Email the Training Calendar Form to idahostars@uidaho.edu.
5. Using the information provided, IdahoSTARS staff will advertise the training on the IdahoSTARS Calendar. The calendar is located at www.idahostars.org.
6. Trainer manages the payment and registration on the IdahoSTARS Training Database (Login to database at www.idahostars.org under Trainer Resources). Then click on Trainer Database Login.
7. Trainer is **required** to use the IdahoSTARS Same Day Evaluation, Reflective Evaluation Information Sheet and Evaluation Talking Points. These forms can be obtained on the IdahoSTARS website (www.idahostars.org under Trainer Resources). Remember to make enough copies of the evaluation and other forms for each person attending the training event.
8. At the end of a training, **six activities must** be completed:
 - i. Each participant receives an IdahoSTARS Same Day Evaluation
 - ii. Each participant receives a Reflective Evaluation Information Sheet
 - iii. Each participant has signed in on an attendance sheet
 - iv. Trainer mails or faxes the Same Day Evaluations to the Training Office for entry into the Training Database
 - v. Trainer enters attendance into the Training Database
 - vi. If training has homework, trainer enters completion of homework into Training Database as it is received.

Important Note: It is critical for the trainer to enter the payment, attendance and homework in the Training Database in a timely manner to ensure the attendees are able to complete the Reflective Evaluation and receive IdahoSTARS Training Hours for the training.

9. All training topics retain approval status on the IdahoSTARS database unless any of the following apply:
 - The trainer fails to follow the above procedures
 - The content of the training changes significantly
 - Review of the evaluations by IdahoSTARS staff indicates poor quality in the training
 - The trainer is not a two year committed trainer