



## Training Evaluation Information Sheet

*In order to receive training hours for attending training, child care providers must complete the Training Evaluation. **Note:** This online evaluation should be completed as soon as attendance is entered by the trainer. You will receive an email when the evaluation is available. Your training hours will be automatically added to your IdahoSTARS Training Log once your training evaluation is submitted online and all other requirements for the training are complete. The IdahoSTARS Training Office will email your certificate to you upon completion of the training requirements.*

### **STEPS TO COMPLETE TRAINING EVALUATION**

1. Go to [www.idahostars.org](http://www.idahostars.org)
2. Click on 'Provider Login' at the top of the page
3. Login with username and password

If you are new to the IdahoSTARS Training Calendar you need to click the 'Create New User' link. Please enter all required information and choose a username and password of your choice

**Important Note:** New provider training accounts take one business day to be verified and activated. Remember your username and password – both are case sensitive.

4. Select 'Training Evaluation'
5. Select the correct training title
6. Fill in your evaluation and click 'Complete' at the bottom

**Note:** If you need assistance managing your Provider Training Account, please contact the IdahoSTARS Training Office by calling the Idaho CareLine by dialing 2-1-1 or 1-800-926-2588 and ask for the IdahoSTARS Training Office