

Post Approval Conference/Training Request

DID YOU ATTEND A QUALITY TRAINING OR CONFERENCE?

- To request Post Approval training hours, please submit this form along with the requested documentation to the IdahoSTARS Training Office
- Your training hours will be added to your Training Log upon approval
 - If training hours are not approved, an email will be sent to the applicant

POST APPROVAL PROCESS

Step 1: Complete the Post Approval Application

Remember to Attach:

- Brochure/Flyer/Website for the conference/training
- Documentation of payment and/or attendance (certificate)
- On a separate sheet of paper, briefly summarize the conference/training. For conference sessions, include a summarization for each session for which you wish to receive training hours
 - For each session, provide two or three sentences telling us what you learned. For example, what was the most interesting, disappointing, exciting, or inspiring part of the session?
 - In two or three sentences, explain how you will use the information from the conference/training in your professional life

Step 2: Submit the Post Approval Request and supporting documentation by mail or email to the IdahoSTARS Training Office:

Mail to: IdahoSTARS Training Office

University of Idaho
Center on Disabilities and Human Development
1187 Alturas Dr.
Moscow, ID 83843-8331

Email to: idahostars@uidaho.edu

Step 3: IdahoSTARS Training Office will update the applicant's Training Log for approved requests or email the applicant to notify them of a request denial

Post Approval Application Request Form

Full Name:

Home Mailing Address:

City:

Zip Code:

Email:

Phone Number:

Business Name:

Business Mailing Address:

City:

Zip Code:

Business Phone Number:

CONFERENCE/TRAINING INFORMATION

Conference/Training:

Location (City, State):

Presenter Name:

Date(s) Attended:

Total Hours Attended/Requested:

SUBMIT THE FOLLOWING

- Brochure/Flyer/Website for the conference/training
- Documentation of payment and/or attendance
- On a separate sheet of paper, briefly summarize the conference/training. For conference sessions, include a summarization for each session for which you wish to receive training hours
 - For each session, provide two or three sentences telling us what you learned. For example, what was the most interesting, disappointing, exciting, or inspiring part of the session?
 - In two or three sentences, explain how you will use the information from the conference/training in your professional life

Email To: idahostars@uidaho.edu