



To Receive IdahoSTARS Training Hours for Your Attendance

Submit a copy of your certificate of completion through your RISE account.

- Download/upload and/or save your certificate to your device
- Login to RISE at idahostars.org
- Select *Submit Documents for Approval* from your dashboard page
- Select *Submit Documents for Approval* in the bottom corner of the page
- Select *Certificate Submission* for the *Type*
- Fill in the Certificate Submission information
 - Please type the title exactly as it appears on the certificate
- Select *Choose Files* and upload your certificate
- Selecting *Save* then *Submit*

Note: If you need assistance, please contact the IdahoSTARS Training Office through the Idaho CareLine by dialing 2-1-1 or 1-800-926-2588 and ask for the IdahoSTARS Training Office.