



WV STARS

Professional Development for Early Care and Education

Office Use Only
Date Received:
Date Entered:
Date Returned:
Training Reg. #:

Training Registration Form

Instructions:

Please type or print clearly in blue or black ink only and complete all sections of the form entirely. WV STARS Training Registration Forms must be submitted by a WV STARS Credentialed Trainer three weeks prior to the first training event to allow time for processing. Once the training is registered, the trainer should only submit WV STARS Registered Training Sign-In Sheet to report each training session being held. Once initially registered, a trainer should no longer submit the WV STARS Training Registration Form to report each time the training is held.

I. Trainer Information

Presenters who are WV STARS Credentialed Trainers must complete Section I. If the presenter is being sponsored by a WV STARS Credentialed Trainer, both Sections I and II need completed.

WV STARS Credentialed Trainer:

WV STARS Registry Identification Number:

Type of Trainer:

E-mail Address:

II. Presenter Information

Complete only if presenter is not WV STARS Credentialed Trainer

Presenter Name:

Co-Presenter Name (if applicable):

Co-Presenter Name (if applicable):

III. Training Information

WV STARS Registered Training must be registered every three years.

Has this training been registered previously?

No

Yes, previously registered under Training Registration Number: _____

This training will be offered by: (check one)

Resource & Referral Training Agency

Head Start Program

In-Home Family Education Program

County School System

Independent Trainer/Consultant

Other _____

III. Training Information *continued*

Will this training be offered over the course of more than one day or in a series?

- No Yes (*If yes, please review the following registration options.*)

Training held over the course of more than one day or in a series can be registered one of two ways:

1. Training can be registered in parts to offer credit to participants who attend only certain parts of the training. For example, a 40 hour training offered over five days can be registered in five eight-hour sessions. A separate Training Registration Form is required for each session and can be titled *Training Title Part 1, Training Title Part 2*, etc or *Training Title Session 1, Training Title Session 2*, etc. Registering the training in this manner allows for participants to receive partial credit.
2. Training can be registered as a whole to offer credit to only those who complete the entire series. For example, a 40 hour training offered over five days can be registered as one 40-hour session. Only one Training Registration Form is required. Registering the training in this manner allows for only individuals who have completed the entire training to receive credit, no partial credit will be given.

IV. Training Plan

Training Title: (*Title must be less than 100 characters and cannot contain punctuation or symbols*)

Length of Training (Clock Hours): _____ hours

For WV STARS Training Registration, all trainings must be a minimum of one hour and must be registered in 15 minute increments.(i.e., 1 hour, 1.5 hours, 2.75 hours)

Level of Training: (*check only one*) Tier I Tier II Tier III

(Specify the competency level of the training, which reflect what you, the trainer, expect the participant to be able to do with the knowledge as a result of the training. While training may have learning objectives/outcomes reflecting multiple levels of competence, you are to specify the level that represents the majority of the training content, based on your training plan. Refer to the WV Core Competencies Tier Levels Affiliate Trainers are unable to register training at Tier III.)

Training Content Targeted Area: (*check only one*)

- Infants Preschoolers Mixed age groups Adults
 Toddlers School-age children Children with special needs

Presentation Techniques: (*check all that apply*)

- Demonstration Lecture Whole group activities
 Discussion Media Other
 Lab experiences Small group activities

Learning Outcomes:

(Use the WV Core Competency Area Tiers [bulleted observable skills] as outcomes when appropriate.)

Description of Training Content:

Topic Agenda *(Indicate if attached)*

Early Care and Education Core Knowledge/Core Competency Content Areas

Specify the number of training hours (in .25 hour increments) in the WV Core Knowledge Content Area(s) that best categorizes the content of this training event. The sum of the hours indicated must be equal to the length of training indicated in Section IV. Review WV Core Knowledge/Core Competencies booklet for additional information. Specialty Trainers can only provide training in Core Knowledge Content Area designated by specialty.

- 1. Child Growth and Development** _____ hour(s)
- 2. Health, Safety, and Nutrition** _____ hour(s)
- 3. Positive Interactions and Relationships** _____ hour(s)
- 4. Curriculum** _____ hour(s)
- 5. Child Observation and Assessment** _____ hour(s)
- 6. Family and Community** _____ hour(s)
- 7. Program Management** _____ hour(s)
- 8. Professionalism** _____ hour(s)

V. Trainer Agreement

Only training events registered with WV STARS can be considered for CEUs towards the Early Care and Education Professional Development Record and the West Virginia Training Certificate in Early Care and Education. Once registration is completed, the training will be assigned a WV STARS Training Registration #. The WV STARS Credentialed Trainer will receive training information, including the WV STARS Certificate of Attendance, by e-mail.

After registering with WV STARS, the presenter may provide the training continuously for the next three years, given that the training or content does not change. The submitted WV STARS Sign-In Sheets will provide information regarding each training event. At the end of the three year period, the presenter must re-register this training to accommodate for changes or updates that may have occurred with the training or the registry.

At each WV STARS Registered Training event, a WV STARS Sign-In Sheet and Training Evaluations must be completed by training participants. The completed Sign-In Sheet must be submitted to WV STARS by mail within 30 days of the training. Training Evaluations or evaluation summary must be retained by the WV STARS Credentialed Trainer for a period of three years. WV STARS may request Training Evaluations or evaluation summary at any time.

An Affiliate Trainer must be supported by a WV STARS Master or Certified Trainer. This support must be, at a minimum level, to provide guidance, input and review during the development of the training and/or to review and evaluate the training session. A WV STARS Master or Certified Trainer may also sponsor a non-approved trainer to deliver training registered with WV STARS. As a training sponsor, a Master or Certified Trainer accepts responsibility for the quality of a non-approved trainer, the training provided, and the training registration.

Each training provided must be registered separately. A training that is being provided by another presenter, even if the training information is similar to a training already registered with WV STARS, must be registered separately. For example, presenter 1 has registered a 2 hour training titled *Child Abuse and Neglect* and conducts that training in January. In February, presenter 2 will be holding the same training and uses presenter 1's training information. Presenter 2 will need to register their own training and will receive their own WV STARS Training Registration Number. This applies even if both presenters are being sponsored by the same trainer.

The WV STARS Credentialed Trainer providing and/or sponsoring this training is required to list this training on the WV Early Childhood Training Calendar found at www.wvearlychildhood.org.

I, the undersigned, have read and agree to all statements indicated in this document. I hereby agree that the information provided in this form is complete, accurate and will be entered in the WV State Training and Registry System. I understand that I am responsible for information included in this form. I do hereby indemnify the Registry, employees and agents against any claims whatsoever arising out of or connected with the information and/or any subsequent professional placement. I understand that the Registry is a public entity and will protect the confidentiality of personal information provided to the extent permitted under state and federal law.

Signature of WV STARS Credentialed Trainer

Date

PLEASE SUBMIT THE COMPLETED FORM TO:

**West Virginia STARS
West Virginia Early Childhood Training Connections and Resources
611 7th Avenue, Suite 322
Huntington, WV 25701**