

# MEMO

To: WV STARS PD Providers

From: WV STARS

Date: 1/29/21

Re: Important Reminders/Updates to Policy

Dear WV STARS Credentialed PD Providers,

I hope everyone is doing well. There are several items I want to discuss with you concerning reminders and important updates to our policies:

1. I wanted to review the information that is required for all Scheduled Events. Please remember to complete your attendance no later than 5 business days; some people are leaving their attendance unfinished or forgetting to cancel events. Don't forget to include a location (if it's online please list it as "Online". You also need to make sure the course number is OL and it is in the system as an online course; **if this course was originally a face-to-face training but now is online, a new online version of the course needs to be created.** Please contact me with assistance for this.
2. An **agenda is now required** for all trainings listed on the Calendar. You can see an example of what information is needed by looking at the "Agenda Sample" section towards the back of the PD Provider Handbook. **You must now list a Proof of Learning** in this section.
3. All independent PD Providers **must include the administrative resources used for content development for any new training registrations.** This is documented by uploading your power point, handouts, etc. to the "Scheduled Event Resources" section of your Scheduled Event Module as seen below:

Scheduled Event Resources

**Please Note:**  
Resources are available to Administrators and Instructors Only

File Uploading

Drop File(s) Here or Press the "Select" Button

Select

Add Selected File(s)

4. Policy for PD Provider expiration dates has changed and now your PD Provider Credential will expire the same date as your Career Pathway Credential. I have changed all PD Providers expiration dates in the system to reflect this and will be sending out new certificates with the correct expiration date for your records. You should receive this shortly.

5. Please note the date changes on your certificate if you have been previously approved. If you are expired now or about to expire due to these changes, please send in the renewal form. Renewal forms can be faxed, mailed in, or sent to [wvstars@rvcds.org](mailto:wvstars@rvcds.org).

6. For the time being, we are renewing your PD Provider Credential as long as you have enough hours to renew your Career Pathway. Once courses involving the Trainer and TA Competencies are more accessible, we will be asking for more specified hours to renew (as mentioned on the renewal form).

7. As of January 1, 2021, any Trainers that have not transitioned to the new PD Provider status will need to submit the new PD Provider/Career Pathway renewal form instead of using the general Career Pathway renewal form. There is a \$20 processing fee for anyone not with an Entity.

8. There is currently an issue with Scheduled Events where the webinar link is viewable to participants even if you click the box to hide it from unregistered users. If you need to have this link hidden, please use the old classroom form and send it to me to get classrooms added to the system. As of now, the fix is scheduled to be resolved sometime in March.

Please contact me with any questions you have regarding these changes.

Thank you!