



To: WV STARS Professional Development (PD) Providers

From: WV STARS

Date: February 26, 2025

Re: New Training Registration Rubric and Reminders for Event Identifiers

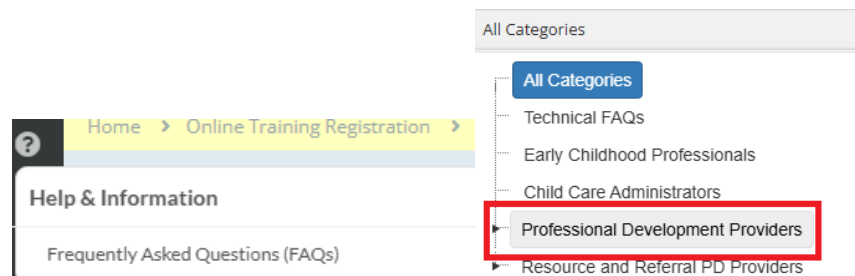
Hello WV STARS PD Providers!

WV STARS has new information for course submissions and some reminders for scheduled events:

1. WV STARS will soon be implementing a new rubric for any new course submissions within the registry system. It is the intention of WV STARS that having this process in place ensures a certain level of quality for training that a WV STARS PD Provider presents or Entity sponsors, while also providing all necessary information for any potential participants. The rubric includes mandatory requirements and new/updated requirements for:

- Course Overview
- Course Objectives
- Learning Outcomes
- Content Resources
- Outline/Agenda

WV STARS will make a scribe available going over these new requirements and how to submit a new course appropriately. This scribe will be located under the FAQ section of the registry within the “Professional Development Provider” category:



Please note that all new course submissions will be held to this standard from an announced date moving forward. More information to come later.

2. Please remember to fill out the **Event Identifier** when you create a scheduled event. This is on the “Event Details” section of a Scheduled Event. You can view the Event Identifier by clicking on the title of the event, going to “Switch to Edit Schedule,” and then scroll down to the “Event Details” section:



Event Details

Event Identifier:

Your Event Identifier should be the county the event was held in (if face-to-face) or the word “Online” if it was held online, followed by the date of the event. If it is a series where the course has multiple sessions instead of being a one-time event, you should list the first session date and the last session date. Here are some examples:

Online 1/1/26, Online 3/1/25-4/30/25, Cabell 4/3/25

Please remember to include this in all scheduled events.

Please contact me with any questions you may have.

Thank you,

**Stacy Price, MS**

*WV STARS Professional  
Development Specialist*

WV State Training and Registry  
System (WV STARS)

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