



To: WV STARS PD Providers

From: WV STARS

Date: 7/20/20

Re: Reminders About Scheduled Events/Cancellations

Dear WV STARS PD Providers,

I hope everyone is doing well.

I am completing Training Calendar Quality Assurance and have noticed some information is not being included in all Scheduled Events. Please make sure to include everything on the attached checklist, especially if you need to cancel your event. Remember, before you cancel an event you want to do two things:

1. Make sure to include all the necessary information (dictated on the checklist)
2. Run Class Roster report and include the phone number option (in case you need to get ahold of someone asap)

If you cannot complete entering/correcting a training's information because you are not back to your office yet, just let me know and I will note that for when I am completing Quality Assurance.

If you have any questions, please let me know.

Thank you!

Stacy Price, MS

WV STARS Training Specialist

WV Early Childhood Training

Connections and Resources

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