



To: WV STARS Professional Development (PD) Providers

From: WV STARS

Date: September 9, 2024

Re: New Foundations of Learning Outcomes and Assessments course and Scheduled Event Reminders

Hello WV STARS PD Providers!

The “Foundations of Learning Outcomes and Assessments” course is now available. All new Professional Development Provider applications (received after July 1, 2024) must complete this course in addition to the Foundations of Adult Learning Theory and Foundations of Instructional Design courses as part of the initial application moving forward. If you haven’t completed this or the “None of the Above” course yet and wish to be enrolled, please contact me. PD Provider renewal applications will also require this course to be completed (if you have not done so already).

As a reminder, please make sure all scheduled events have agendas listed and include the appropriate information. All online events also need to have a proof of learning component listed in the agenda section. For more information regarding what to include in the agenda section of a scheduled event, please see the FAQ here:

<https://wvregistry.org/ets/ETSTools/FaqView.aspx?ID=070c4176-264a-11ee-aba4-0613f23a4d10>

For more information regarding the proof of learning, please see the FAQ here:

<https://wvregistry.org/ets/ETSTools/FaqView.aspx?ID=d25c65fc-ae4a-11ee-abad-a0dba20273b7>

Please remember that courses with “OL” at the beginning of their course number need to always be scheduled as an online event. These should never be conducted face-to-face and will not have a location listed. For online events, you will paste the webinar link in the webinar link section of the scheduled event. Make sure to check all links periodically so you can confirm they still work. If you have a course that was originally online and you need to start conducting it face-to-face (or vice versa), you will need to create a new copy of the course, edit any information to reflect how it’ll be facilitated, and submit the new course for approval before you can create scheduled events.

For more information on copying a course, please see the FAQ here:  
<https://scribeshow.com/shared/Copying a Course 3cvluqW7RdKSiR-ZrQ7chQ>

Finally, make sure sign-in sheets are either the class roster report or a report that includes the participant's printed name, signature, and registry ID number for easy identification (for all face-to-face training). If presented online, use the webinar report provided from your online software. Remember to save all attendance records for five years from the training date and submit attendance records to WV STARS Staff once requested within five business days. Please contact me with any questions you may have.

Thank you,

**Stacy Price, MS**

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*“Administered by WV Early Childhood Training Connections and Resources, a program of River Valley Child Development Services “Serving Children and Families since 1971”.*

