



IdahoSTARS Training Office

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IdahoSTARS Post-Approval Training Request

*Did you attend a quality training that was not IdahoSTARS approved? To request **Post-Approval Training Hours**, please submit this form along with the requested documentation to the IdahoSTARS Training Office **no later than two months** after the training occurred. It may take four to six weeks to process your request.*

Name: _____
Phone: _____ Email: _____
Address: _____
City/State/Zip: _____
Conference/Training Title: _____
Presenter Name and Title: _____
Conference/Training Location (City, State): _____
Date(s) and Hours Attended: _____

When you submit this form, be sure to include the following items:

- Brochure/Flyer of the Conference/Training
- Documentation of payment
- Documentation of attendance
- On a separate sheet of paper, briefly summarize of the conference/training. For multiple sessions, include a summarization for each session for which you wish credit
- For each session, provide two or three sentences telling us what you learned. For example, what was most interesting, disappointing, exciting, or inspiring
- In two or three sentences, explain how you will use this information in your professional life

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★ For more training opportunities go to www.idahostars.org ★
★ For more information, call the Idaho CareLine by dialing 2-1-1 or 800-926-2588 ★