Steps to Completing Your Online Training Evaluation and Receiving Your Official WV STARS Training Certificate

WV STARS now requires all training attendees to complete an online training evaluation in order to receive their official training certificate. All training certificates will print on demand after the completion of the online training evaluation.

1. Go to wvstars.org
2. Click on the Professionals tab
3. Select Log In (bottom right)
4. Enter your UserID(Registry ID) and Password(if you have forgotten this there is a forgot password option or call the WV STARS office)
5. Click on the My Dashboard tab
6. Select My Courses
7. Click on the name of the Course/Training you have completed listed as IN PROGRESS in blue (Note: You will be unable to complete the training evaluation until your Instructor has marked you as attended.)
8. Complete the Training Evaluation
9. When completed the Training will show in the COMPLETED (green area) and My Transcript area of the My Dashboard tab.
10. Click on My Transcript
11. Select the Training/Course that you completed
12. Click View Certificate out beside the course/training

611 7th Avenue, Suite 322
Huntington, WV 25701
304-522-7827
wvstars@rvcds.org
www.wvstars.org