

“How To” Complete a Training Evaluation and Print Official Certificate

1. GO TO www.WVSTARS.org



2. Click on the Professionals Tab



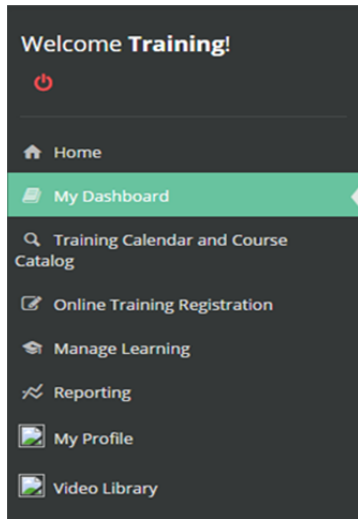
3. Scroll to the bottom of the page and click on Login



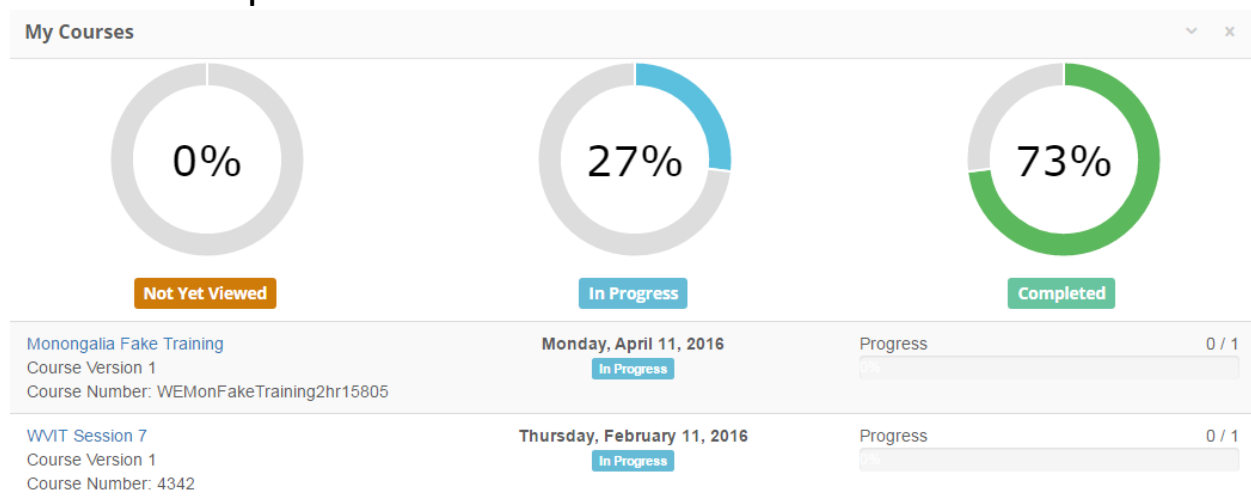
Use your WV STARS Registry ID as your login and password unless you have already updated your login information

West Virginia State Training and Registry System
611 7th Ave, Suite 322 Huntington, WV 25701
Phone: (304) 522-7827 or (855) 822-STAR
www.wvstars.org Email: wvstars@rvcds.org

4. Click on My Dashboard tab.



5. Select the Title of the Course/Training listed as In Progress that you have completed.



NOTE: You will be unable to complete the training evaluation until the instructor has marked you as attended.

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6. Complete the training evaluation (You must respond to all question and click the Finished button at the bottom.)

7. When completed, the training will show in the Completed section marked in green as shown above. Click on the Complete button or My Transcript to find your training record.

8. Find the training/course that you completed. Trainings are listed with the most recent course first. Click on [View Certificate](#)

Professional Development Instructors Institute	
View Completion Details	
View Certificate	
CourseNumber:	SEPDII11hr479
CourseVersion:	1
CourseProvider:	Patricia Haynes
Address:	350 Capitol Street Charleston , WV 25301
Phone Number:	304-356-4603
Course Accreditation(s):	WV STARS Hours
Price:	\$ 0.00

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