How To Search and Register for Pre-Service Training

1. GO TO www.WVSTARS.org

2. Click on the Professionals Tab

3. Scroll to the bottom of the page and click on Access your Professional Development Record

Use your WV STARS Registry ID as your login ID and password unless you have already updated your login information. Some browsers may require you to enter this information twice.
4. Click on Training Calendar and Course Catalog

5. Click the switch to Course List button (blue button with white lines below).

6. There is a search box all the way to the right of the screen. Enter the name of the training (Pre-service Training) and click the Search icon.

7. Click Get Item in the bottom corner under the course title.
8. In order to complete the registration you must click on

   In Cart (Checkout)

9. Scroll to the bottom of the page and click *there is no cost for this course*

10. You will be redirected to your courses where you will see your course highlighted in green and in blue text. Click on the blue course text.
11. This will take you to the course modules you will need to complete.

Note:
- We recommend you complete each module in order.
- Each module is timed and should be completed in its entirety.
- Once you have completed the module your progress will change from “Not Yet Viewed” to “Completed”
- Once you have completed each module you will automatically be directed to the next module.
- This course will take approximately two hours to complete. You do not need to complete the modules all at once.
- Should you need to exit the course at any time, click on the yellow exit button at the bottom of your screen. Your progress will be saved and you can resume that module at a later time.