

STARS Staff

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STARS is a program of the Wyoming Children's Action Alliance. Other programs include Kids Count, Providers Empowering Providers and Pathways for Professional Development

Forms! Why we use them....



STARS uses forms to track information correctly. When completed, these forms allow the staff at STARS to identify the correct person, the correct training event and the correct amount of credit and enter the information into your record in a timely manner.

On the day this was written there were 7,420 active child care providers in Wyoming. Some of you have the same or similar names. Some of you work for the same child care center and take the same classes at the same time. There are also 946 approved instructors in the STARS database. Many of them teach classes frequently.

There are 1,569 different items in the Clearinghouse right now.

In the last three months of 2010, 27,565 hours of training were awarded to child care providers in Wyoming. This includes regular training sessions,

clearinghouse credit and college courses.

On any given day one staff member at STARS might be required to cross check several hundred different pieces of information to make sure the correct people are credited with the correct number of training hours.

STARS needs accurately completed provider registration forms, instructor applications, class applications, sign-in sheets from classes and complete evaluation forms each time a class is completed to match providers and instructors with classes and award credit.

Providers should be sure to clearly print their name and address, STARS ID number and employer information on every class or clearinghouse evaluation form they submit.

Tip of the Month

If you are wondering if you have the correct and up-to-date forms for STARS, just check the website, www.wykids.org. The current forms are all posted under "Forms".

- You can save copies of current forms from the website.
- You can print copies of current forms from the website.
- You can request the three-part training evaluation forms from STARS anytime.
- Instructors, you will receive a sign-in sheet and evaluation form via email each time you request to have a class approved or when you notify STARS that you are repeating the class.





Most Classes — Once In Your Career

Child care providers are required to take Medication Administration just once in their careers.

Credit is entered in your STARS record when you send your Medication Administration test to STARS. Your test is retained in your STARS file as documentation that you have received this training and successfully completed it.

You will receive credit for specific training, college courses, and clearinghouse materials only one time in your career. This includes Medication Administration.

The only courses that may be repeated are: blood borne pathogens, recognition and reporting of child abuse, fire safety, health & sanitation, first aid and CPR. Remember, you will only get credit one time per biennium for the required biennial trainings listed in the previous sentence.

Deadlines are important!

Deadlines are important in keeping your information current for licensing.

Instructor and Class Application forms should arrive at STARS 14 business days before the day on which an instructor plans to teach a class. This provides time to get questions answered and problems resolved in time for the class. It also allows time for the class to be listed on the training calendar when classes are open to others in the community.

Every provider has 30 days to submit their evaluation form to STARS for credit. This includes classes, conferences and clearinghouse evaluations. Instructors are expected to send in the sign-in sheets for classes immediately following the class. Late forms will not be accepted.

Please note that CPR/First Aid cards are accepted beyond the 30 days because issuing agencies sometimes take longer to issue cards. Providers get one hour of credit each for first aid and CPR when they send in copies of both sides of their cards. When providers complete the required biennials training classes the credit is automatically entered into the provider's record. Credit will only be granted one time in a biennium.

STARS Forms List

Provider Registration Form — use this form to get a STARS ID and password for anyone new to child care.

- On-line application is available at www.wykids.org, click on the word "Providers"
- Paper form available for download at the website
- Forms may be requested by phone at 1-800-400-3999
- Or click on "Forms" to download a form you can print and fill in.

Career Development form — use this form to participate in the Wyoming Career Development Ladder

- On-line application available at www.wykids.org, click on the words "Career Development"
- Or click on "Forms" to download a form you can print and fill in.

Instructor Approval form — use this form to become approved as an instructor. Be sure to provide all the required information and mail or fax your supporting documentation. You can also update your contact information and other details here.

- On-line application is available at www.wykids.org, click on "Trainers"
- Or click on "Forms" to download a form you can print and fill in.

Class Approval form — use this form to get a class approved for STARS credit. Be sure to provide all the required information.

- Go to "Forms" on-line to download the form. You can also see a sample form, apply for class preparation credit for classes other than staff orientation, and also get the combined staff orientation/instructor approval form.

Evaluation forms — you can download and print class evaluation forms, clearinghouse evaluation forms and conference evaluation forms and see the pre-approved list of national conferences.

