



Pre-Approved National Conference Evaluation Form

This form is for pre-approved national conferences only.

In order to earn training hours through Wyoming STARS, this form must be completed accurately. Return the form to WCAA within thirty (30) days of the conference or training hours will not be awarded.

Conference Name: _____ Dates of Conference: _____

PERSONAL INFORMATION

Name: _____ STARS ID #: _____

Home Mailing Address: _____

City: _____ State _____ Zip _____ County: _____

Home Phone: _____ Email: _____

Business Name: _____ Business Phone: _____

Business Address: _____

Instructions:

1. Refer to the STARS Board of Review list of pre-approved NATIONAL conferences to see if the conference you plan to attend is included on the list. Conferences NOT listed are not pre-approved.
2. This pre-approval process for credit does not apply to regional or state-based conferences even if they are offered by organizations that have national conferences.
3. You must submit a complete conference catalog with your evaluation sheet. A conference catalog is a multi-page document that provides a listing of all the conference sessions, times of sessions, titles, program numbers, presenters and presenter biographies.
4. CAUTION: STARS awards credit hours in 30-minute increments. Half-hour increments are rounded down not up. If you have increments of less than 30 minutes, round down on your evaluation sheet to reflect the hours credited accurately.
5. You must submit a copy of your certificate of attendance at the conference, if the conference provides this documentation.
6. On the evaluation form, list the name and number of the session exactly as listed in the conference program.
7. List the sessions you attend in the order in which you attended them.
8. Incomplete evaluations packets will be returned to you and no credit will be issued.

