

Post-Approval Training Request

IdahoSTARS ★ 121 West Sweet Ave ★ Moscow, ID 83843 or Call the 2-1-1 Idaho CareLine by dialing 2-1-1 or 1-800-926-2588

Did you attend a quality training that was not IdahoSTARS approved?

To request Post-Approval Training Hours, please submit this form along with the requested documentation to the IdahoSTARS Training Office **no later than two months after the training occurred. Note:** It may take four to six weeks to process your request.

SUBMITTING APPLICATION

Mail Application and Supporting Documentation to:

IdahoSTARS
Attn: Training Office
P.O. Box 444061
Moscow, Idaho 83844-4061

Remember to Attach:

- Brochure/Flyer of the Conference/Training**
- Documentation of payment
- Documentation of attendance
- On a separate sheet of paper, briefly summarize the conference/training. For multiple sessions, include a summarization for each session for which you wish to receive training hours.
 - For each session, provide **two or three sentences** telling us what you learned. For example, what was most interesting, disappointing, exciting, or inspiring
 - In **two or three sentences**, explain how you will use information from the conference/training in your professional life

APPLICATION INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

TRAINING INFORMATION

Conference/Training Title: _____

Presenter Name and Title: _____

Conference/Training Location (City, State): _____

Date(s): _____ Hours Attended: _____