



Washington Association for the Education of Young Children

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STARS Training Concern

Si desea información en Español, comuníquese a la extensión 27

WAEYC is committed to supporting quality training experiences. If you have a concern about a training offered to meet STARS training requirements or a trainer or organization approved to offer such trainings, report it by following the steps below.

- **Step 1** – Notify training source about concern and try to resolve the concern. *Proceed to Step 2 only if the concern cannot be resolved with the training source.*
- **Step 2** – If the concern relates to an area within the Standards and Responsibilities identified below, report your concern to STARS Trainer Services by using the Training Concern Form.

Standards and Responsibilities of STARS approved Training Sources

Trainers and training organizations are required to meet all of the following Standards and Responsibilities. There are a variety of ways to meet the standards.

1. Develop and put into practice learning outcomes for each training. *Learning outcomes are skills and knowledge participants would gain as a result of taking the training.*
2. Use activities that assess the participants' learning.
3. Maintain high standards of professional conduct in their STARS role.
4. Use activities that honor each participant's learning style(s).
5. Use activities that honor the cultures of the participants and incorporate anti-bias principles.
6. Participate in continuing professional development opportunities.
7. Report all trainings within 30 calendar days of the training end date.
8. Provide participants with a training evaluation form, certificate of completion and receipt (*if payment was made for training*) within one week following the training end date.
9. Keep attendance rosters and evaluation forms on file for one year.
10. Update the STARS Registry or notify WAEYC in writing of contact or other information changes.

Process

Within 15 business days of receiving the completed Training Concern Form, the STARS Program Coordinator will review the written concern and notify the complainant that the concern is being addressed or that the concern does not fall within the scope of the Standards and Responsibilities. If the concern relates to an area within the Standards and Responsibilities listed above, the training source will be notified and asked to respond. If the response indicates that the Standards and Responsibilities were not met but will be met in the future, the concern is considered resolved. If the response indicates that the Standards and Responsibilities were not met and will not be met in the future, the sanctions process will be implemented. The STARS Program Coordinator determines if the complainant should be notified of the outcome.

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Early Learning

Who Should Complete This Form? Any individual who has a concern about a training offered to meet STARS training requirements or a training source approved to offer such trainings.

Your Information *Optional – If provided, your information will be kept confidential and used to follow up with you and your concern.*

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Email _____ Contact Phone Number _____

Have you spoken of your concern to the trainer/organization that provided the training? Yes No

Concern Information

Name of STARS approved training source _____

Title of training in question _____

Training Start Date _____ Training End Date _____

Please provide a detailed, objective description of your concern including specific examples as they relate to the Standards and Responsibilities.

Signature _____ Date _____