



Washington Association for the Education of Young Children

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Reporting Course Completion

High schools are responsible for accurately reporting all 20-Hour STARS courses within 30 calendar days of the course end date for students who have STARS ID Numbers.

Steps in reporting course completion:

1. Log in to the Registry with your high school 4-digit STARS ID Number. If you do not have your ID Number, please contact Trainer Services at (253) 854-2565 x15.
2. Once you are logged in to the Registry and on the homepage, click "Training Records" and then "Create New STARS Training Record". Complete the required text fields and click "Save and Submit". Do not click "Save and Submit" more than once or a duplicate record of this course will be created. If (after the course has been saved) you discover an error in the new record, contact Trainer Services to make the necessary changes.
3. On the bottom right click "Edit Training Roster".
4. Enter the student's 9-digit STARS ID Number. Do not include spaces, slashes, hyphens or other symbols in the ID Number. Click "Add Student". Repeat this process until all the students have been entered. When you are finished, click "Done". The students' records have now been updated to include this course.