



WCAA Updates

September 2011

Training, Training and More Training

Several exciting training opportunities are offered this fall. A new cycle of the Pathways to Professional Development classes will kick off in September. Pathways II classes are set in Cheyenne, Rock Springs, Buffalo, Worland, Cody, Gillette and Sundance. New Pathways I class are set in Riverton, Buffalo, Cheyenne, Casper, Sheridan and Lyman.

WY Quality Counts and Eastern Wyoming College are also offering a series of classes throughout the northeast part of the state via the WEN system. Saturday classes in October, November and early December will cover business, leadership and management skills, referring children with developmental delays, provider-parent agreements and personality styles in the workplace. The class will be available in Douglas, Glenrock, Lusk, Moorcroft, Newcastle, Torrington, and Wheatland. Providers can check the Wyoming Quality Counts website for details or call 307-532-8328 for information. There is a \$10 registration fee for each class.

Standard credit versus clearinghouse credit

Just a reminder that in order for training to be awarded standard credit, in STARS, it needs to include a group of participants and an instructor who exchange information. Web-based trainings you do alone, generate clearinghouse credit because they lack interaction with an instructor and other students. This includes the Texas A&M classes.

CDA Training Questions Clarified

STARS has been receiving questions lately about how CDA training is tracked in STARS. To help both trainers and students understand we asked Deborah Jordan, Deputy Director at the Council for Professional Recognition to provide a definition of what types of training are acceptable to meet the 120 hour requirement. This is her reply, "The Council defines formal education as 120 clock hours of instruction under the guidance of a eligible training agency or institution. We will not accept small group (1-2) consultation, staff meetings, or class preparation activities as meeting the requirement."

STARS does not track or provide credit for one-on-one or small group consultation, staff meetings or class preparation (homework) activities.

Every provider in STARS can produce a CDA transcript from their STARS record which meets the CDA Council requirements. STARS does not approve credit for class preparation (homework), staff meetings or consultation time. A STARS CDA transcript will also exclude clearinghouse and conference hours which are also not acceptable in meeting the 120 hour requirement for an initial CDA or the 45 hours for CDA renewal. Clearinghouse and conference hours are can be used to meet the biennial licensing requirements for the State of Wyoming.

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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



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Fall tips



Owners and Directors Check-in

All home child care providers who have employees and all center directors should periodically check their Facility account in STARS.

Check periodically to make sure your employee list is correct and all your contact information is up to date.

Each Facility has its own ID number and password and only the owner or director should have access to this information.

If you need your Facility ID or password and or need more information about your facility account just call STARS at 1-800-400-3999.

Do your parents know?

Do the families you serve know that you do continuous training to help provide great care for their children? That you learn continuously? Unless you let them know they may not realize that you participate in training to maintain your child care license or that you invest in career development. Here are some tips to let them know.

- Frame and post your license where parents see it everyday.
- Frame and post your Wyoming Career Development Ladder Certificate and those of employees where parents will see them. (If you lost your original or it has become tattered contact Rose Kor at STARS, a fresh new one can be provided.)
- Post your local association or PEP training calendar. Some parents may even be interested in some training opportunities.
- Do you have special certificates from training events you really enjoyed? Post them also.

STARS Board of Review revised complaint process

The STARS Board of Review has been busy in the past year planning and reviewing its policies. This work has lead some changes for STARS and in how providers work with STARS.

Another aspect is a newly revised complaint process for STARS. The best approach is always to begin the process of working out a problem by calling the STARS staff member who handles the topic of concern.

If that does not work the Board of Review has provided a step-by-step approach for getting issues resolved quickly and at the lowest level possible.

IF you have a problem with any of the following elements:

- Policies of the STARS system

- Acceptance/rejection of training evaluation forms or college courses for credit
- Acceptance/rejection of credentials
- Acceptance/rejection of class or instructor approval
- Classification of instructor or class level

THEN go to the website to learn how to advance your complaint. (www.wykids.org, click on Stars Board of Review and then at the bottom of the page, "Complaint Process.")

Remember that all complaints must provide specific details about the problem and the steps you have taken to try to get the issue resolved.