

## STARS Learning Administrator Training (Certification Code: STAR-PROG-0005)

- (1) Login to **STARS**.
- (2) Click “Available Programs/Certifications.”

**Search Catalog**

Search Catalog:

[Browse Catalog](#) [Available Programs/Certifications](#)

▼ Tips:  
Search Catalog allows you to find learning by matching the word **Programs** to the words that appear in the learning description, title, or keywords. This search is **NOT** case sensitive.

- (3) Find “STARS v9 Certification (Learning Administrator)” search results, and then click the “Continue” button.

<a href="#">STARS v9 Certification (Learning Administrator) (STAR-PROG-0005)</a>	This certification is designed for STARS learning administrators. The program registration requires approval of learner's supervisor and the STARS management group. Must be completed in 60 days after program registration.	Certification	60 Days	0 USD	<input type="button" value="Continue &gt;&gt;"/> <input type="button" value="Select"/>
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- (4) The Program Details page will open. *Please note:* you will see two sections within the program; you have to complete both in order to get Learning Administrator certification. If you have already completed the Enrollment Administrator training, de-select the Enrollment Administrator session, click on the “Register” link and Submit your Registration. You will have to wait for the approval at this point.

▼ **Catalog Item - Enrollment Admin**

[Hide Section Requirements](#)

Complete all required activities and pass the test.

**To complete this section complete all activities.**

[STARS v9 Enrollment Administrator Training](#) \*\* Not Enrolled

You will receive credit for this activity if it has been completed within the last 180 days.

Select	Activity Code	Type	Start Date	Sessions Long	Initial Session Location	Price
<input checked="" type="checkbox"/>	STAR-0008-0001	Web (self-paced)	03/20/2008	No fixed schedule	No fixed location	0.00 USD

\*\* You may complete this learning by completing one of its equivalents.

▼ **Catalog Item - Learning Admin**

[Hide Section Requirements](#)

Complete all required activities and pass the test.

**To complete this section complete all activities.**

[STARS v9 Learning Administrator Training](#) Not Enrolled

You will receive credit for this activity if it has been completed within the last 90 days.

Select	Activity Code	Type	Start Date	Sessions Long	Initial Session Location	Price
<input checked="" type="checkbox"/>	STAR-0009-0002	Web (self-paced)	04/18/2008	No fixed schedule	No fixed location	0.00 USD

[Overview](#)   [Completion Rules](#)   [Objectives Met](#)   [Prerequisites](#)   [Notes and Attachments](#)

[Register](#)   [Return to Previous Page](#)

After the registration approved by Eric Nakagawa, you will also receive a notification email from STARS. Your program registration status will be updated from “Pending Approval” to “Registered”.

(5) Now you have successfully **Registered** into the certification program STAR-PROG-0005 and **Enrolled** to the activity STAR-0009-0002. The enrollment status should be: “Enrolled.”

(6) Start online training by clicking on “Launch” button from your “My Learning Page.”

<a href="#">STARS v9 Learning Administrator Training</a>	Web (self-paced)	Completed	09/08/08	<a href="#">Launch</a>
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