

# **STARS**

## ***OTDA Training Calendar***

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**Prepared by:  
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## About the STARS OTDA Training Calendar

The STARS OTDA Training Calendar is used to search for state-sponsored trainings. Users may search trainings using the following criteria: training provider, course content, training type, start date range, training title, and region. Results are ordered by region, registration deadline date and training title. Users may view details regarding a specific training by clicking on the link to its training name. Details include provider, description, prerequisites, target population, registration deadline, training dates/times, training site and registration contact information. If attachments were created by the training provider, they are also available for viewing. **Note:** Adobe Acrobat Reader is required for viewing attachments. The software can be downloaded for free at <http://www.adobe.com>.

## Running the STARS OTDA Training Calendar

1. Open your Internet browser (Internet Explorer).
2. In the address line, type: <http://stars.bsc-cdhs.org/>, and press the Enter key.
3. You are now in the STARS web site. Select **OTDA, Online Applications, OTDA Training Calendar** from the menu on the left.
4. Specify the search criteria:
  - a. Select the provider using the drop-down field. (All providers are selected by default.)
  - b. Select the course content using the drop-down field. (All content is selected by default.)
  - c. Select the training type using the drop-down field. (All training types are selected by default.)
  - d. Select the date range by using the From: and To: drop-down calendars or by typing in the dates. (The default date range is the current date to two months after the current date.)
  - e. Enter the training title if you want to include it in the search criteria.
  - f. Select the region(s) by clicking in the corresponding check box(es).
5. Click the **Submit** button. Results are ordered by region, registration deadline date, and training title.
6. Click the training title to view the training announcement. If attachments were created by the training provider, they are also available for viewing by clicking the links under Attachment(s).
7. When you are finishing viewing the training announcement, click the **Close Window** button and then the **Yes** button to return to the search results.
  - Click **New Search** to change the search criteria.
  - Click the **STARS Home** link to return to the STARS web site.

Should you have questions regarding upcoming events, please contact the training provider who is offering the event. Contact information for the training provider can be found in the training announcement. If you have questions related to the procedure outlined above, please call STARS Technical Support at 1-800-413-3210.