



## Creating Training Events in The Aspire Registry to Apply to QUALITYstarsNY Standards

QUALITYstarsNY has several [Quality Standards](#) related to staff trainings that earn programs points during the rating process. **As of April 1, 2022, training events must be entered into The Aspire Registry for approval in order to earn points toward a training Standard.**

Trainers must follow the steps below to indicate the applicable QUALITYstarsNY Standard when creating the course in Aspire. The Aspire team will review the course content and verify if it meets the criteria of the Standard(s) selected during course entry.

### *Instructions for Trainers*

1. Review the "[Submitting a Course for Aspire Review](#)" guide in The Aspire Help Center. Follow the instructions to begin the creation of a New Course.
2. Begin a new Course Entry and complete the first sections on the "[Course Overview](#)" page.
3. In the "[Applies Toward](#)" section at the bottom of the Course Overview page, check off the QUALITYstarsNY Standard(s) that the training should apply toward.

Applies Toward

Filter By Type

--No Filter--

Name

Type

<input type="checkbox"/> NYAEYC 2022 Conference Proposal	Conference
<input checked="" type="checkbox"/> QUALITYstarsNY-Required Trainings	QUALITYstarsNY
<input type="checkbox"/> Child Observation and Assessment (COA 6 / COA 8)	QUALITYstarsNY
<input type="checkbox"/> Environment Rating Scales (ERS) Training (HE 1/CE1)	QUALITYstarsNY
<input type="checkbox"/> Obesity Prevention Training (PH 6)	QUALITYstarsNY

4. When completing the rest of the Course Entry pages, **you must ensure that your Goals, Learning Objectives, and Core Competency Areas, align with the requirements in the QUALITYstarsNY Standard(s)**, as this will be reviewed by Aspire staff to approve the course to apply toward the QUALITYstarsNY Standard(s) you selected.
5. Once the course is approved, you will receive an email from Aspire and can begin to schedule training events. Follow the Aspire [Scheduling a Training Event guide](#) for step-by-step instructions.
6. After your training event, update the event roster so that individuals who attended receive credit for the training. This is an important step to ensure staff who attended the training earn points in the QUALITYstarsNY rating process. Follow the Aspire guide on [how to update attendance after your training event](#) to complete the process.

