

## Western Regional Conference WY Specific

### How to Obtain Credit for Attending the Conference PTSB / STARS

#### PTSB

- In your packet is a tracking sheet labeled PTSB. This will need to be filled out for each session that you attend.
- The tracking sheet has a place for your name and PTSB number, if you do not have your PTSB number, you **MUST** put down your social security number
- You need to write down the name of the session that you are attending in the appropriate column and the name of the speaker(s).
- At the beginning of each session, the facilitator will provide an opening session code. Please write this in the appropriate column.
- At the end of the conference, please place your tracking sheet in the box marked PTSB at the registration desk

#### STARS

- When you check in at registration, you need to sign the STARS sign in sheet or you will not receive credit.
- At the end of each session – there will be a sticker at the back of the room for that session this needs to be placed on the STARS evaluation form that is located in your packet.
- At the end of the conference, mail your STARS packet in to the address listed on the last page