NEW ROSTER ANNOUNCEMENT/INSTRUCTIONS

BSCC/STC has consolidated all attendance rosters into one document. Effective immediately, we will only be using this roster for attendance verification. We are hoping this will make it easier for both providers and agencies. We have changed a few things so please look at the titles inside the boxes.

You will place an "X" in the box to indicate the type of training that was attended.

Box 1 is the STC certification number

Box 2 is the date the course began

Box 3 is the course end date

Box 4 is the location of the training (city/county)

Box 5 is the # of hours that the course was certified for

Box 6 is the expiration date of the certification (this is new, it used to be "certification date")

Box 7 is the Course Title or Conference Name that was submitted for certification

Box 8 is the name of the training provider (private provider or agency provider)

Box 9 is the telephone number of the training provider

Box 10 is the name of the instructor(s) who presented the course on that date. If this is a core course roster, please attach the list of instructors to the roster that you keep for your records.

Boxes 11-14 are self-explanatory.

Box 15 If it is a core roster, please remember to mark the number of hours attended in box 14 and indicate in box 15 if the student successfully completed the core course (yes or no)