

Instructions for Completing the STC Course Roster

All STC training providers must use the master STC COURSE ROSTER for attendance verification, regardless of the certification type (i.e., RFC, IFT, WRE, Conference or Special Certification).

IMPORTANT: Complete ALL applicable fields. Incomplete rosters will be returned to the provider.

COURSE TYPE: Place an "X" in the appropriate box to indicate the type of certification.

- 1. CERTIFICATION NUMBER:** List the STC Certification Number assigned to the course. *
- 2. COURSE START DATE:** List the date the course began.
- 3. COURSE END DATE:** List the date the course ended.
- 4. LOCATION:** List the city or county in which the training was held.
- 5. CERTIFIED HOURS:** List the number of hours associated with the certification. *
- 6. EXPIRATION DATE:** List the expiration date for the course certification. *
- 7. COURSE TITLE:** List the name of the course, as it appears in the STC Learning Portal. *
- 8. TRAINING PROVIDER:** List the name of the training provider, i.e., the agency or private provider that is administering on the course.
- 9. TELEPHONE NUMBER:** List the telephone number for the training provider.
- 10. INSTRUCTORS FOR THIS COURSE PRESENTATION:** Include the names of all individuals who taught the course on the dates listed on the roster. If this is a Core course roster, attach a complete list of instructors and maintain it with your records.
- 11. NAME:** List the name of each student who attended the course.
- 12. TRAINEE SIGNATURE:** For in-person training, each student must sign the roster. For virtual or online training, the training provider, instructor or agency training manager may sign to verify the student's attendance.
- 13. COMPLETE NAME OF AGENCY:** List the name of the agency with which each student is affiliated.
- 14. HOURS ATTENDED:** List the number of hours each student completed. (If a student was able to complete only a portion of the course, indicate that accordingly.)
- 15. FOR CORE COURSES ONLY:** Indicate whether the student successfully completed the course (Yes or No).

* This information can be found in the STC Learning Portal. Contact your assigned STC Field Representative with any questions.