

# **Please follow this three-step process to register to teach a course at The STAR Center:**

## **Step 1**

### **Complete a Skills Lab Proposal Form**

- A. List the name(s) of instructor(s)
- B. Provide course name
- C. Provide date(s) and time(s) of course
- D. Provide number of participants
- E. Provide rooms needed
- F. Set goals/learning objectives
- G. Set expected learning outcomes
- H. List any clinical equipment needed
- I. Submit Skills Lab Proposal Form via email to [simulation@wpahs.org](mailto:simulation@wpahs.org) for approval
- J. When the STAR clinical team receives the proposal, a course confirmation will be sent to you via email
- K. When approval is obtained, a meeting will be scheduled with the simulation team if needed

## Step 2

### Complete Evaluation Forms

- A. At the end of your group's experience at the STAR Center, the participants and instructor(s) must complete evaluation forms and return them to the designated areas in the STAR Center and/or STAR Conference Room
- B. These forms are to be completed at the beginning and end of the entire simulation course. Do not complete an Evaluation Form after each individual day of your simulation course

## Step 3

### Complete Equipment Reorder Form

- A. This form is to be completed only as necessary
- B. Each simulation course may not need to reorder any equipment