

## **STAR Academy FAQs**

### **Who is eligible to attend STAR Academy?**

Workshops are open to all administrative professionals whether they want to pursue their certificate or attend individual sessions.

### **How do I enroll?**

There is no formal enrollment for STAR Academy. Register and attend the core courses and electives you would like to attend.

### **How long do I have to complete STAR Academy and when is the start date of my program?**

The STAR Academy program must be completed within two years. The two-year window begins on the date you attend your first STAR Academy workshop.

### **Do I need to take the sessions in a specific order?**

No, you may attend sessions in an order that works best with your schedule.

### **How frequently are the workshops offered and how do I find out about upcoming workshops?**

Each workshop will be offered a minimum of twice a year. We recommend checking the [STAR webpage](#) at your convenience to see what sessions are being offered in the upcoming months. New sessions are posted throughout the year. If a session is not currently posted, please check back at a later date.

### **How many courses do I need to take to earn my certificate?**

Participants must attend 11 Core Courses and 4 Electives within a two-year period to earn their certificate.

### **How do I keep track of the sessions I attend?**

Download the checklist at the [STAR webpage](#) to keep track of your workshops. You may also find it helpful to keep a spreadsheet or refer to your calendar to see which sessions you attended. For LinkedIn Learning sessions, you will receive a certificate that you will need to download and submit.

### **How do I access my LinkedIn Learning account?**

Log in to <http://lil.dartmouth.edu> using your NetID and password. In the white search box at the top of the page, type in the name of the video you would like to view.

### **How is my attendance for the LinkedIn Learning sessions I attended verified?**

After viewing the entire video, you will receive a certificate that you will need to download and submit with your completed STAR checklist.

### **Do previous workshops I attended count towards the certificate?**

For a workshop to count towards your certificate, it must be attended within the two-year period of STAR Academy. Your STAR Academy two-year period begins the day you attend your first STAR workshops. There is no grace period or exceptions.

**Can I attend the sessions if I do not want to earn a certificate?**

Yes, STAR Academy is open to all administrative professionals, whether they would like to earn a certificate or not.

**Where can I find the upcoming sessions being offered?**

Upcoming sessions are posted on our [STAR webpage](#).

**What do I do when I have completed all of the core courses and electives?**

Once you have completed this form, sign and date to attest you have completed the required sessions and email to [Learning.Development@dartmouth.edu](mailto:Learning.Development@dartmouth.edu). If you would like to be honored at the Administrative Professionals Program, you must submit your completed checklist and LinkedIn Learning certificates by March 31 of that year.

**When do I receive my certificate?**

Graduates of STAR Academy will be honored at the Administrative Professionals Program in April each year. Certificates will be mailed to graduates at that time, or if we are in person, they will be presented to each graduate.