

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 get started?

To get started, please send an email to Learning.Development@dartmouth.edu letting us know that you are interested in starting the program. We will then send you a checklist that will list the workshops and help you keep track of workshops you have taken.

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 10 Core Courses and 4 Electives within a two-year period to earn their certificate.

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. Graduates of STAR Academy will be honored at the Administrative Professionals Program in April each year.