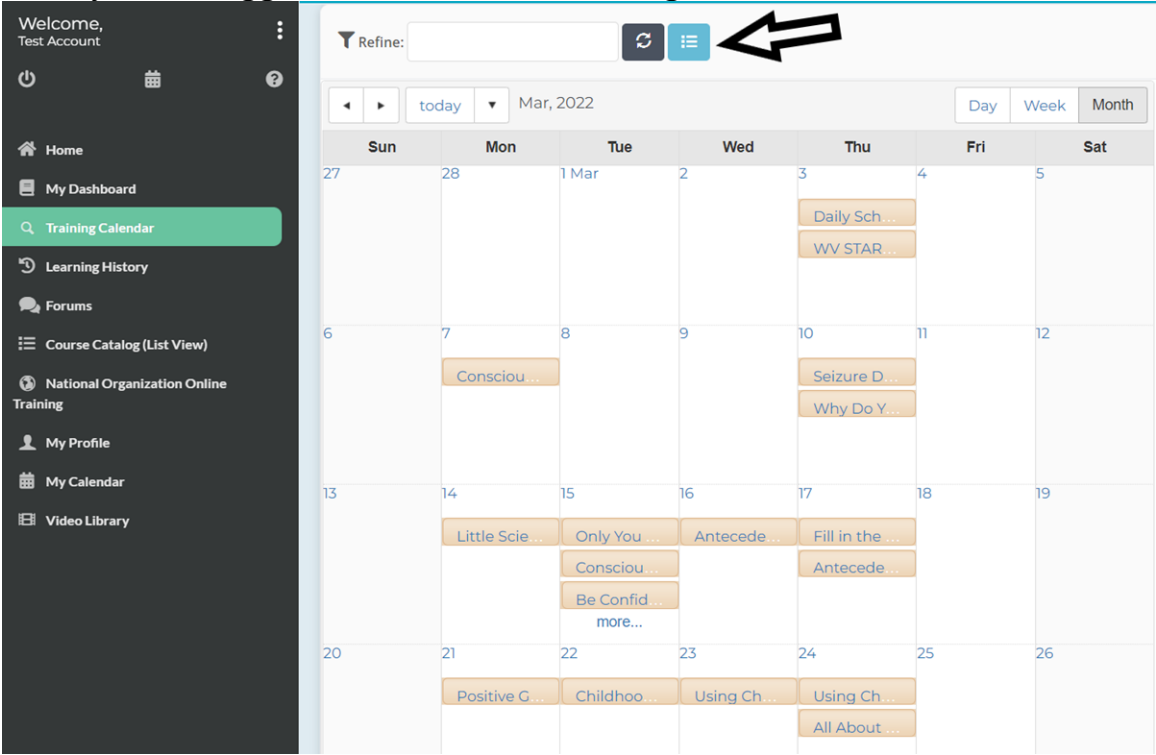


Self-Paced Training Registration Guide

Self-paced learning is an option for professional development where you have access to online training content any time, and anywhere you choose. An example of a self-paced course is the *Preservice Training – Basic Health, Safety and Nutrition*, this course is required for those working in a licensed child care center and family child care home and facility. There are several other self-paced trainings as well, keep in mind that you only receive training hours one time upon completion of a self-paced course; the only exception is the *Making a Difference: Mandate to Report, Responsibility to Prevent Child Abuse and Neglect*, this course can be taken every 3-years for credit.

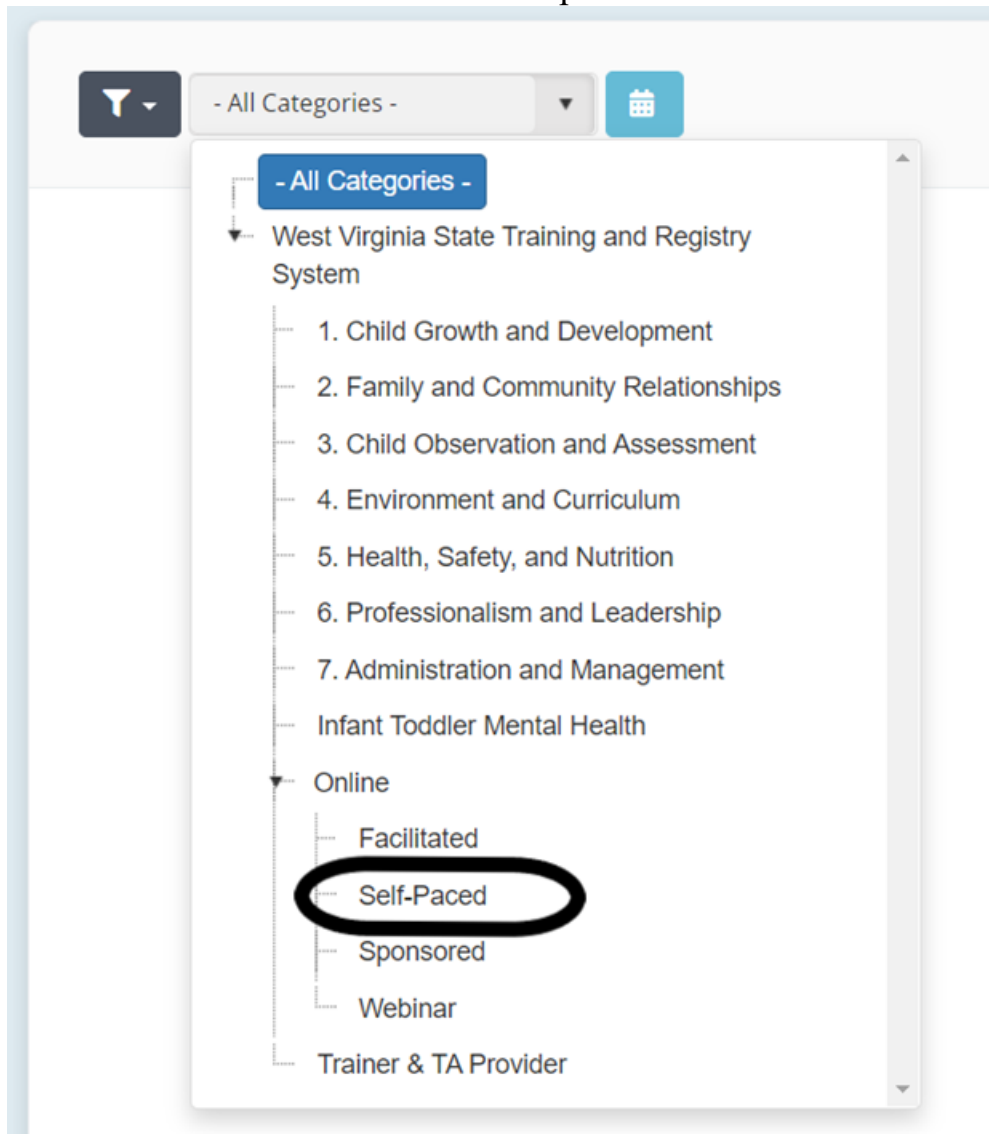
Steps	Instructions
1	Go to our website www.wvstars.org , click on the Professionals tab and then on Login to access your registry account.
2	<p>Once you are logged in, click on the Training Calendar and then on the blue box at the top of the calendar.</p> 

West Virginia State Training and Registry System

611 7th Ave, Suite 322 Huntington, WV 25701 Phone: (304) 522-7827 or (855) 822-STAR Fax: (304) 529-2535 www.wvstars.org Email: wvstars@rvcds.org

This program is being presented with financial assistance as a grant from the West Virginia Department of Health and Human Resources and is administered by WV Early Childhood Training Connections and Resources, a program of River Valley Child Development

- 3 At the top of the page, you will see a box with "All Categories" listed. Click on the down-facing arrow at the end of the box and select the "Self-Paced" option.



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- 4 You will now see the self-paced courses that are currently available in the registry. Self-paced trainings can be completed for training hours one time, with the exception of *Making A Difference: Mandate to Report, Responsibility to Prevent Child Abuse and Neglect*, this course can be completed every 3-years for training hours. If you have already completed a self-paced course, you will see the date of completion listed in the course box.

WV STARS

Foundations of Instructional Design

Last completed 01/13/2020

Get Item

WV STARS

Good Night . . . Sleep Tight

Last completed 02/26/2021

Get Item

WV STARS

Making A Difference: Mandate to Report, Responsibility to...

Get Item

WV STARS

One Size Does Not Fit All: Understanding the Relation Bet...

Get Item

WV STARS

Pre-service Training - Basic Health and Safety in Childcare

Last completed 06/01/2018

Get Item

WV STARS

Required Trainings for Breastfeeding Friendly Child Care ...

Get Item

WV STARS

Say YES To Safe Sleep Online - Our Babies Safe and Sound

Get Item

WV STARS

Smooth Moves - Assisting Young Children with Autism and t...

Get Item


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5 To register for a course, click on **Get Item** ; it will then change to **In Cart (Checkout)**, click on it. Then scroll to the bottom of the next screen and click on the Finish button.

[Continue Shopping](#)

The following is a listing of items you have added to your Shopping Cart

 **Born Not Addicted**
\$0.00
Quantity: 1 [✕ Remove](#)

Gift Code

- Do Not Use Gift Code Balance towards Payment
 Use Gift Code Balance towards Payment
Current Available Balance: \$0

[Need to apply a Gift Code to your account? Click here!](#)

[Finish](#)



Order Summary

Items: \$0.00
Shipping and Handling: \$0.00
Sales Tax: \$0.00

Total Cost: \$0.00

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- 6 Once you have completed the steps to enroll in a self-paced course, you will be returned to your dashboard. You will see your new course listed on your dashboard. To begin the course, click on the title from your Dashboard and begin with the first module, please note you have 30 days to complete the course. Please take note of the "Due Date" and make sure you have the course completed in that timeframe to receive credit. If you are not going to be able to finish the course in the timeframe allotted, make sure to click on **Drop this Course** so that it will not become a failed course. You will be able to register for the course again when you are ready to complete it, you will restart the course from the beginning.

The screenshot shows a course dashboard for "Born Not Addicted". At the top right, there is a red button labeled "Drop This Course" with a white 'x' icon, circled in black. Below the course title, there is a "Course Notification" box with a close button. A light blue banner displays "Enrolled On 03/09/2022 | Due Date: 04/08/2022", also circled in black. The "Modules" section lists five items, each with a "Progress" indicator (all "Not Yet Viewed") and a "Due Date" (all "Friday, April 8, 2022 3:17 PM").

Module Title	Progress	Due Date
Welcome and Instructions Friday, April 8, 2022 3:17 PM*	Not Yet Viewed	Friday, April 8, 2022 3:17 PM
Printable Welcome and Instructions (Optional) Friday, April 8, 2022 3:17 PM	Not Yet Viewed	Friday, April 8, 2022 3:17 PM
Born Not Addicted Handouts Friday, April 8, 2022 3:17 PM*	Not Yet Viewed	Friday, April 8, 2022 3:17 PM
Video 1 - Defining NAS - 6:04 minutes Friday, April 8, 2022 3:17 PM*	Not Yet Viewed	Friday, April 8, 2022 3:17 PM
Video 2 - Partnerships & Risk Factors - 8:30 minutes Friday, April 8, 2022 3:17 PM*	Not Yet Viewed	Friday, April 8, 2022 3:17 PM

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7 Self-paced courses have a post test that must be completed with a score of an 80% or higher to receive credit for the course. You will have 2 or 3 attempts at this post-test, depending on the course. If you fail all the allotted attempts then that course will be marked as a failed course, though you are able to register for the course again and when you pass it, you will receive the training hours. Once you have passed your post-test you will then be able to complete the course evaluation and then the course will show on your Learning History.

[Born Not Addicted - Post Test Friday, April 8, 2022 3:17 PM *](#)

Progress: Not Yet Viewed	Due Date: Friday, April 8, 2022 3:17 PM >
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[WV Birth to Three Course Evaluation Friday, April 8, 2022 3:17 PM *](#)

Progress: Not Yet Viewed	Due Date: Friday, April 8, 2022 3:17 PM >
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8 Click on Learning History to view your completed course and print a completion certificate if needed.

[Born Not Addicted](#)

✔ Score - 90% - Passed Completed March 11, 2022

Credit Type:
Family and Community Relationships

Credit Type:
Health, Safety, and Nutrition

Credit Hours (Non-Teaching Professional (WV)):
0.50 WV STARS Hours

Credit Hours (Non-Teaching Professional (WV)):
0.75 WV STARS Hours

[View Certificate](#)

Course Provider:
WV Birth to Three