<u>Career Pathway Reinstatement Guide</u>

Career Pathway participants who have not renewed their certificate within 6 months of their renewal date, must reinstate their certificate. To reinstate you will need to resubmit your resume and education documentation as well as meet <u>one</u> of the following renewal requirements:

- having completed and/or taught at least three college credit semester hours in the past three years that can be linked to WV Core Knowledge and Core Competencies.
- having completed 45 contact hours of training in the past three years (15 of those hours can be Non-STARS training hours, the remaining 30 hours must be STARS registered training).

Or be able to advance your Career Pathway level. All documentation must be submitted online through your registry account.

Steps	Instructions
1	Go to our website, www.wvstars.org , click on the Professionals tab and then on Login. If you do not remember your registry id number, then you will need to contact WV STARS. Once logged in please update your profile, making sure your mailing address, email address and employer information is up to date.

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

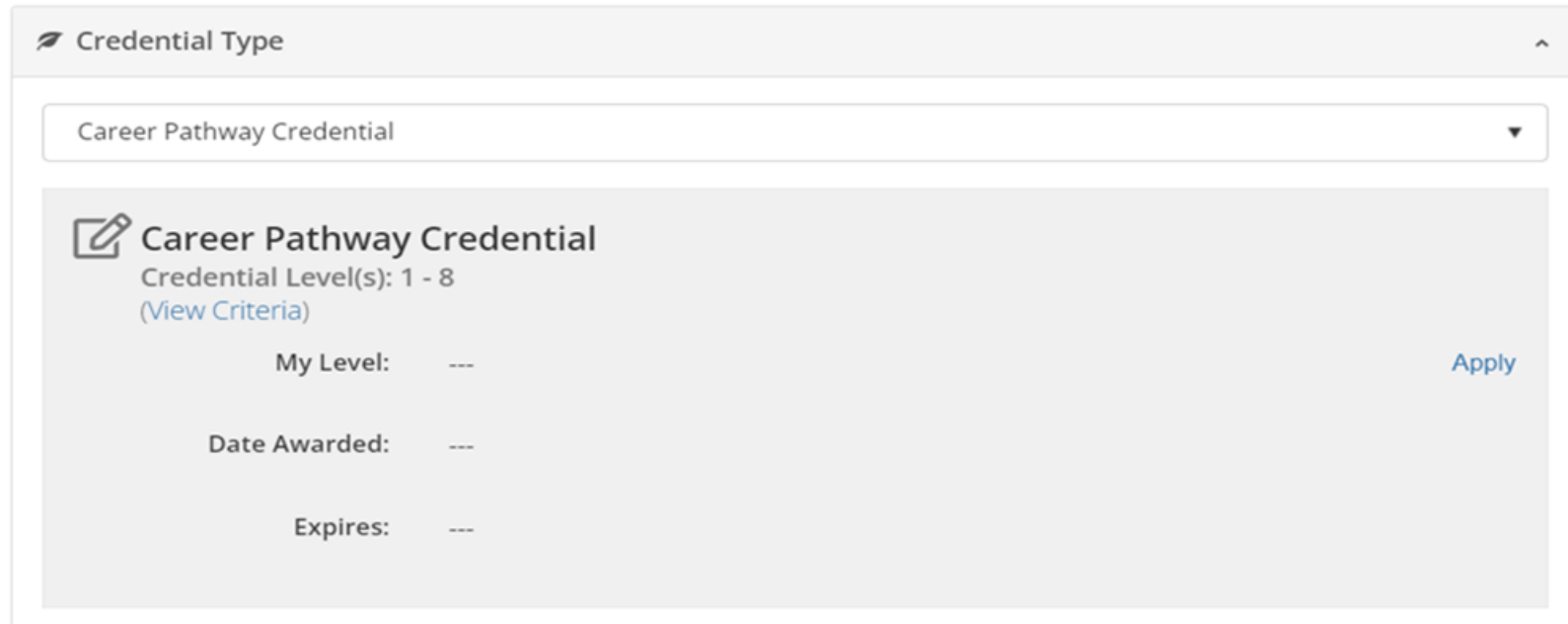| 2	To submit your resume and education documentation you will click on step 6 of your profile - *Career Pathway Credential Application Submission.*
	• In the box labeled Credential Type there is a drop-down box that says *Please Select a Credential,* you will click on this and select Career Pathway Credential. You will then see the word Apply to the right of your screen, click on Apply to open the submission boxes.

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3	**Experience in Early Care and Education** – this is where you will submit your resume • Click on <mark>Add New</mark> • Click on <mark>Upload</mark> to select the file saved on your computer • Once you have selected the correct file you will then need to enter the years of experience you have working in the field of early care and education, if you do not have at least one year of experience, then you will enter 0. • Click <mark>Save</mark> – you will know you did it correctly as it will show as pending on your screen. **Experience in Early Care and Education** Please attached a copy of your resume here indicating your years of experience in Early Care and Education. Resume is subject to review. Adding Experience Please Upload a Copy of a Resume Indicating Experience : ● DSmith - Resume.jpg Remove Years Experience in the Early Care and Education Field: 0.00 Save Cancel **Max Points Available: 0** **My Points: 0**

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4	**Formal Education** – this is where you will upload your education documentation, there are two boxes in which you can submit your documentation. Box 1 - - Click on Add New Degree - Academic Institution – if your school is listed then you may select it from the drop-down box - Institution Not Listed Above – if your school was not listed, then you will enter it here - Degree – if your degree is listed you may select if from the drop-down box - Degree Not Listed Above – if it was not listed <u>or</u> you are entering your high school diploma/GED then you can enter that information in this box - Date Earned – enter the date that your college degree or high school diploma/GED was earned - Click on Upload to select your documentation from your computer - Click on Save – you will know you did it correctly as it will show as pending on your screen

Formal Education

+ Add New Degree

Degree	Academic Institution	Date Earned	Verification Status

Adding Degree

Academic Institution	- Select - ⌄
Institution Not Listed Above	Huntington High School
Degree	- Select - ⌄
Degree Not Listed Above	High School Diploma
★ Date Earned	5/28/2012 🗓

Upload Transcript — *Please enter above the name of your High School or other Educational Institution, the Degree name and the Date completed (if still enrolled list today's date). Your uploaded Educational Documentation is subject to review.*

● DSmith - High School Diploma.jpg   Remove

[Save] [Cancel]

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Box 2 –
- Click on Add New Academic Coursework
- Academic Institution – if your school is listed then you may select it from the drop-down box
- Institution Not Listed Above – if your school was not listed, then you will enter it here
- Click on Upload to select your documentation from your computer
- Click on Save – you will know you did it correctly as it will show as pending on your screen

*Please Note – for college coursework you must submit a copy of official transcripts, we do not accept college diplomas.

5	**Professional Development** – this is where you will submit Non-STARS Training (training that you complete that is not registered with WV STARS, ex. CPR/First Aid, Food Handlers Certification, etc.) forms to have those professional development hours added to your record and certifications/licenses/endorsements such as your Department of Labor Certificate, CDA Certificate or teaching license. Box 1 – use this box to submit training certificates • Click on Add New • Click on Upload to select your documentation from your computer • Click on Save – you will know you did it correctly as it will show as Pending Review under Verification Status **Professional Development** ╋ Add New Course Document Upload Date Verification Status ⓘ Your uploaded course certificate is subject to review. Upload Course Certificate: ● Non STARS Training - Food Handlers.jpg Remove Save Cancel

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Box 2 – use this box to submit your certifications/licenses/endorsements
- Credential/License/Endorsement – click on the drop-down box and select your credential, if it is not listed then click on Other.
- Awarded By – enter the organization that awarded your credential
- State/Province – enter the state that awarded your credential
- Issue Date – enter the date that the credential was awarded
- Expiration Date – if your credential has an expiration date enter it here, if it does not expire then you will check the box No Expiration
- Click on Upload to select your documentation from your computer
- Click on Save – you will know you did it correctly as it will show as Uploaded under Verification Status

6	Timeline for Review – 30 days
	- Once your documentation has been reviewed and WV STARS staff have awarded your Career Pathway Level, you will be sent an email from wvregistry.org letting you know of your approval and of your level. Please note that some email providers will view this email as being spam and you may need to check your spam/junk folders. If you do not meet the requirements to be reinstated, you will receive an email from a WV STARS staff member letting you know what is needed to complete your reinstatement. - Your official Career Pathway Certificate will be mailed to the address listed on your profile.

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