

# West Virginia State Training and Registry System Policy Manual



*Approved January 9, 2009  
Revised July 1, 2012  
Revised May 6, 2015  
Revised January 1, 2016  
Revised June 1, 2016  
Revised September 28, 2018  
Revised May 17, 2019*

West Virginia State Training and Registry System  
Policy Manual  
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## I. DEFINITIONS

**Active Date-** Date indicated in a Career Pathway participant's file and on Career Pathway Certificate that indicates when the participant's status became active.

**Active Status-** Status achieved after being approved for participation on the Career Pathway. After approval, participants hold active status for three years until the renewal date assigned.

**Advanced-** Previously known as Tier III training, training geared toward individuals with mastery level experience, training or education in the field of Early Care and Education.

**Appeal-** A process for requesting a formal change to an official decision.

**Apprenticeship for Child Development Specialist (ACDS)-** The WV Apprenticeship for Child Development Specialist is a training program for people who are employed in early care and education programs.

**Basic-** Previously known as Tier I training, entry or basic level training

**Career Pathway-** A system of career mobility that is based on the core competencies and is available to professionals at all levels. The Career Pathway provides a framework to encourage higher levels of skills, credentials, and wages.

**Career Pathway Level-** The level assigned to a Career Pathway applicant at the time of approval. The level is based on education (both formal and informal) and experience.

**Certificate of Training Attendance-** A document received by attendees of WV STARS Registered Training/Professional Development events.

**Child Care Center-** A center serving thirteen (13) or more children for child care meeting the definition of and operating under a license issued by WVDHHR.

**Child Development Associate (CDA)-** An individual who has successfully completed the CDA assessment process and has been awarded the CDA Credential by the Council for Professional Recognition, a national association that supports professional development in early care and education.

**Completion Bonus-** a \$300 bonus received upon the completion of an approved degree while actively enrolled in the Pathway Advancement Scholarship.

**Continuing Education Unit (CEU)-** The unit of measure assigned to a professional development event. Generally, ten clock hours of instruction is equal to one CEU.

**Core Competency Area-** The range of observable skills that individuals providing early care and education experiences need to facilitate child learning and development.

**Core Knowledge Content Area-** The eight established content areas that identify the knowledge that adults working with young children need to facilitate child learning and development.

**Coursework in the Early Care and Education (ECE) Field-** (used synonymously with Early Childhood Education Field or Early Childhood Field) WV STARS policy defines coursework in an Early Care and Education Field as child

development, birth to four certification, early childhood, child and family studies, family and consumer science, and early childhood special education.

**Credentialing System-** System that tracks, establishes, and formally recognizes a practitioner's level of skill and accomplishment on the Career Pathway.

**Early Care and Education-** (used synonymously with Early Childhood Education or Early Childhood) A term pertaining to programs or individuals working with or on behalf of children, ages birth through eight (8) and their families.

**Education Expense Stipend-** a \$200 education related expenses stipend per scholarship awarded.

**Family Child Care Facility-** A child care facility serving twelve (12) or fewer children meeting the definition of and operating under a license issued by WVDHHR.

**Family Child Care Home-** A child care service serving six (6) or fewer children meeting the definition of and operating under a certificate of registration issued by WVDHHR.

**Free Application for Federal Student Aid-** is a form that can be prepared annually by current and prospective college students.

**Grades-** the final grade awarded for the course paid for by PAS.

**Institution of Higher Education Recognized by a Regional Accrediting Association-** A community college, college, or university which is a candidate for accreditation or is accredited by one of the following regional accrediting association: 1) Middle States Association of Colleges and Schools, 2) New England Association of Schools and Colleges, 3) North Central Association of Colleges and Schools, 4) Northwest Association of School and Colleges, 5) Southern Association of Colleges and Schools, and 6) Western Association of Schools and Colleges.

**Intermediate-** Previously known as Tier II training, training geared toward individuals with some previous experience and/or education in the field of Early Care and Education.

**Non-essential documentation-** Documentation not relevant to the application and/or maintenance of certificates and credentials; this includes duplicate documentation.

**Not Active Status-** Status of a participant that either was not approved as a Career Pathway participant or failed to renew Career Pathway Certificate after the three (3) year period.

**Paraprofessional-** An individual who has undergone specialized education and/or training that has prepared them to work in the early care and education field.

**Participant-** An individual who, by submitting a Career Pathway Application, has shown to meet the requirements indicated to be registered on the Career Pathway. To be considered a participant, an individual must be approved and active on the Career Pathway.

**Partners Implementing the Early Care and Education System (PIECES)-** A collaborative, all-volunteer group that includes early care and education professionals, parents, and other interested individuals and organizations that

work together to maintain a statewide system of high quality early child care and education for children across the state of West Virginia. This group disbanded in 2010.

**Pathway Advancement Scholarship (PAS)**- is a third party scholarship that is offered to licensed child care centers/facilities, or working as a registered family home provides employees who are pursuing an associate or bachelor degree in Early Childhood Education through one of the participating colleges/universities. The scholarship provides tuition payment and an educational related expense stipend, as well as a degree completion bonus.

**Pathway To Earnings (PTE)**- is a supplemental wage program offered to individuals working in licensed child care, family child care facility and family child care homes who have completed WV Elements of Family Child Care Series, Mind in the Making, WVIT I, WVIT II, ACDS, CDA or completed an early childhood degree.

**Practicum**- A college course, often in a specialized field of study, which is designed to give students supervised practical application of a previously studied theory.

**Practitioner**- An individual working in the early care and education field.

**Professional Development**- Any continual and ongoing progression of knowledge and skills that contribute to the advancement of an individual's profession. Often referred to when indicating education or training related to a specific piece of a job responsibility or requirement.

**Professional Development Record**- A record that lists a Registry participant's attendance of WV STARS Registered Training events.

**Professional Development System**- A system established to improve the professional development of participants.

**Professional Vita**- A professional document indicating an individual's career, qualifications and professional accomplishments, including publications and presentations. This document is required to be submitted by a Master Trainer applicant.

**Provisional Period**- Period offered to Career Pathway participants that meet established requirements allowing additional time to meet Career Pathway renewal requirements.

**Registry**- System used to compile data regarding the early care and education workforce that may be submitted to local, state, and national collaborators including tracked training data.

**Registry Participant**- A participant that has completed self-report information and/or was previously a Career Pathway Participant that has a Registry Identification Number and has the ability to use the WV STARS system and has the same privileges except for the awarding of a Career Pathway Level. All Career Pathway Participants are Registry Participants but Registry Participants are not all Career Pathway Participants.

**Registry Identification Number**- Unique identifying number assigned to a Career Pathway applicant/participant after receipt of completed Career Pathway Application.

**Relevant Occupation Experience**- Any professional position working with or on behalf of children, ages birth through eight (8) and their families through a) direct work with young children and families; b) supervision,

leadership or management; c) program coordination, development or regulation; d) training, instruction or technical assistance; or e) evaluation or research.

**Renewal Date-** Date indicated in a Career Pathway participant's file and on certificate or credential that indicates when the participant's status must be renewed to remain active.

**Resource and Referral Agency (R&R Agency)-** A local nonprofit organization involved in supporting child care services. In West Virginia, at a minimum, the resource & referral agencies manage the subsidy program, link parents with child care options, provide consumer information, offer technical assistance and training to providers, and inform parents of other resources in their community.

**Résumé** -A document designed to provide information regarding an individual's professional accomplishments, including work experience, skills and educational background. A résumé submitted to WV STARS must indicate work experience listing employer, job title, job duties, and dates the position was held. A sample résumé can be found on the WV STARS website.

**River Valley Child Development Services (RVCDS)-** A nonprofit organization based in Huntington, WV who provide early childhood care and education services for children, families and communities. RVCDS is the organization administering WVECTCR which administers WV STARS.

**Tuition Stipend-** a payment made directly to college/university for a predetermined amount per recipient based on type of degree: an amount of up to \$1200 for associate degree and up to \$2300 for bachelor's degree.

**Training Calendar-** An online calendar of training available around the state that is administered by WVECTCR.

**Training Series-** Any training that is ongoing and offered in succession. Examples: Apprenticeship for Child Development Specialist (ACDS), West Virginia Infant/Toddler Professional Development Program, or Mind in the Making modules.

**West Virginia Early Childhood Training Connections and Resources (WVECTCR)-** A program managed by River Valley Child Development Services that assists in providing professional development opportunities through a variety of ways within the West Virginia early care and education community. WV STARS is one program administered by WVECTCR.

**West Virginia Training Certificate in Early Care and Education (WVTCECE)-** A certificate issued by WVECTCR for Career Pathway participants meeting the training requirements.

**WV STARS Credentialed Trainer-** An individual who, by submitting a Trainer Credential Application, has shown to meet the requirements indicated by WV STARS for one of the four (4) trainer levels.

**WV STARS Policy Advisory Council-** A group of early care and education professionals collaborating to assist WVECTCR in maintaining the integrity of WV STARS. The Policy Advisory Council's intent is to establish and update policies and procedures to improve the quality of the registry system while maintaining the original purpose to measure and advance the professional development of early care and education professionals in West Virginia.

**WV STARS Registered Training-** A session of learning that has been registered with WV STARS and meets the required criteria of linkage to the minimum standards of the WV Core Knowledge/Core Competencies and is provided by a qualified WV STARS Credentialed Trainer or a WV STARS approved entity.

## II. WV STARS OVERVIEW

### We Believe...

Childhood experiences and a child's environment have an enormous impact on how children learn and interact with each other from birth throughout life. Quality care and education programs depend on having a well-trained, stable, and valued workforce to ensure that children succeed and families are supported.

### Our Mission

To impact care and education by promoting quality professional development opportunities for those who care for, educate and support West Virginia's children and families.

### Our Goals

The goals of WV STARS are to:

- Adopt a core body of knowledge needed by all practitioners to ensure a consistent base of training.
- Make sure all practitioners have access to training or coursework based on the core body of knowledge available to them.
- Implement a career pathway promoting continuation of education and experience and encouraging increased compensation for advancement.
- Strengthen connections among local, regional, and state partners to benefit children and families.

### Beneficiaries

WV STARS includes and benefits all early care and education professionals working in a variety of settings (child care centers, private and public preschools, Head Start, Early Head Start, family child care homes and facilities, home visitation programs, early intervention, school aged child care, parent education programs, regulatory agencies, and trainers). Program administrators, communities, as well as children and their families also receive the benefits of the Professional Development System.

### History

West Virginia STARS began as a collaborative effort under the Governor's Early Childhood Implementation Commission. The Professional Development Committee of the Governor's Early Childhood Implementation Commission worked collaboratively with WV Early Childhood Training Connections and Resources and other local, state, and national partners to create WV STARS to implement a comprehensive continuum of specialized training and career mobility for all early care and education practitioners. Since the development, several committees have donated time, research, and work to update and maintain the integrity of the Professional Development System.

### Key Components

- **Core Knowledge/Core Competencies** are a common core body of knowledge and skills that reflect developmentally appropriate and family centered practices; is the basis of the Professional Development System.
- A **Career Pathway** is based on the core competencies and is available to practitioners at all levels, providing a framework to encourage higher levels of skills, credentials and wages.
- A **Registry and Credentialing System** tracks, establishes, and formally recognizes a practitioner's level of skill and accomplishment on the Career Pathway. The Registry System is also used to compile data regarding the early care and education workforce that may be submitted to local, state, and national collaborators.



- A **Trainer Approval and Training Registration System** ensures that training provided throughout the state is planned to meet the minimum standards of the core competencies and that trainers are qualified to provide such training.
- A **Coordinated Training System** offers Continuing Education Units (CEUs) and ensures that specialized training and early childhood college credits and degree programs are accessible to practitioners. The Apprenticeship for Child Development Specialist Program (ACDS) provides job-linked training which can be transferred into college credits at several state community colleges.
- A **Training Calendar** a calendar containing all WV STARS Registered Training throughout the state. This calendar accepts registration for courses and is searchable by location, Core Knowledge area, and online courses.
- A **Pathway Advancement Scholarship** is a third party scholarship that is offered to licensed child care centers/facilities, or working as a registered family home provides employees who are pursuing an associate or bachelor degree in Early Childhood Education through one of the participating colleges/universities. The scholarship provides tuition payment and an educational related expense stipend, as well as a degree completion bonus.
- **Pathway to Earnings** is a supplemental wage program offered to individuals working in licensed child care, family child care facility and family child care homes whom have completed WV Elements of Family Child Care Series, Mind in the Making, WVIT I, WVIT II, ACDS, CDA or completed an early childhood degree.

### III. WV STARS POLICY ADVISORY COUNCIL

WV STARS Policy Advisory Council exists to assist West Virginia Early Childhood Training Connections and Resources (WVECTCR) in maintaining the integrity of West Virginia State Training and Registry System (WV STARS). The Policy Advisory Council's intent is to establish and update policies and procedures to improve the quality of the registry system while maintaining the original purpose-to measure and advance the professional development of early care and education professionals in West Virginia.

Council members represent a cross-section of agencies and organizations in the early childhood community in the hopes that the input depicts the diversity of the profession. Members collaborate so that individual perspective is given and one collective voice advises. Recommendations and advisement provided by council members is based on professional expertise and research.

The WV STARS Policy Advisory Council meets quarterly to discuss and make decisions about many WV STARS related topics including but not limited to: appeals filed against a decision made by WV STARS, the creation of new and revision of out-of-date policy for WV STARS, any questionable issues relating to the registry system, or improvement of WV STARS procedures. Decisions and recommendations made by the council are to be implemented by WVECTCR staff.

A WVECTCR staff member cannot make any decision that may conflict with any current WV STARS policy or not covered specifically in current WV STARS policy. All determinations that may fall into this category must be made by WV STARS Policy Advisory Council.

## IV. CONFIDENTIALITY

Information contained in WV STARS files and/or WV STARS database is to be considered confidential. WV STARS is a public entity and will protect the confidentiality of personal information to the extent permitted under state and federal law. All paperwork pertaining to WV STARS participants will be maintained and handled in a confidential manner and will be stored in a locked file cabinet and/or a locked office limiting access to the information. All electronic information is kept in a secure database or on a secure server. All WVECTCR staff members and the RVCDS Quality Assurance & Program Support Specialist have signed a confidentiality agreement.

In the event that WVECTCR requests assistance from the WV STARS Policy Advisory Council regarding policy or decision making related to an individual participant or applicant (i.e. appeal), personal information may be shared with council members in a manner that protects confidentiality. WV STARS Policy Advisory Council Members have signed a confidentiality agreement regarding the handling of WV STARS participant personal and professional information.

If, at any time, a participant makes contact with WV STARS regarding registry information, WVECTCR staff will make every attempt to maintain strict confidentiality by confirming a participant's identity before giving out specifics that would be considered confidential. Information regarding a specific participant's registry information can be shared with interested parties such as administrators, employers or individuals interested in assisting the participant in application process and status. Information that may affect the safety and security of an individual will not be released to any individual or agency who is not a WVECTCR staff member or the RVCDS Quality Assurance and Program Support Specialist for any reason. This includes a participant's Social Security Number and personal address.

General registry information may be shared with collaborators and interested parties for the sole purpose of gaining knowledge about the early care and education field and to assist in making positive changes to the Professional Development System. General statistical data compiled from WV STARS may also be released to community and statewide agencies and other interested parties to aid community and state planning to increase the quality and services of the early care and education community. This information may include compiled group data reports regarding data entry, programs, status, employment, and training information.

The Registry may use participant information as tools for recognition and recruitment in various forms of media.

Due to the new online registration for WV STARS trainings/courses WV STARS trainers are able to access basic contact information including email address and contact phone number for participants who are registering for a course/training. This allows trainers to be able to contact a participant in the case of inclement weather or other issues that might arise.

All participants sign an understanding that includes a brief overview of confidentiality policy on a completed Career Pathway Application or Registry Profile Application Online. Participants are encouraged to review this understanding before signing.

## V. FRAUD

WV STARS recognizes fraud as the intentional misrepresentation, manipulation, or withholding of information to gain an unfair advantage over an individual or a system. Examples of fraud within WV STARS include but are not limited to:

- Certificate of Training Attendance manipulation
- Transcript/diploma/or Certificate distortion
- Falsified application information
- Falsified residency documentation
- Falsified work history/résumé/ or employment verification
- Sign-In Sheet manipulation
- Falsify training attendance electronic or written

All WVECTCR staff and WV STARS participants are obligated to report any suspicion of fraudulent practices within the system.

The suspicion of fraud will be handled on an individual basis, though several common procedures will be used to investigate fraud. Any suspicion of fraud will be noted within WV STARS database and in participant file along with the determination. If suspected of fraud, it will be up to the applicant/participant to provide additional information that will show accuracy or authenticity of the document in question. Requested information may include but are not limited to original transcripts/certificates or statement of accuracy from trainer/employer. In cases of suspected fraud that cannot be clearly determined, WV STARS will bring the matter to the WV STARS Policy Advisory Council at the next regularly scheduled meeting for discussion.

WV STARS attempts to safeguard against fraud by requiring applicants submit official transcripts or diplomas and by having participants sign statement of agreement on application that indicates information provided is complete and accurate.

If suspicion of fraud is confirmed or participant/applicant cannot produce requested documentation to support questionable information, the fraudulent information will not be accepted for determination. Any individual found to have committed fraud in order to claim payment or benefits from WV STARS will become permanently ineligible to receive any payments or benefits from WV STARS. Any additional corrective action warranted for submission of fraudulent information will be agreed upon by the WV STARS Policy Advisory Council and/or the funding representative of the specific project.

Any determination of fraud can be appealed by the applicant/participant by following the appeal process.

## VI. APPEAL PROCESS

Any registry participant or applicant is welcome to express a concern if not satisfied with services provided by WV STARS. Individuals are asked to attempt to resolve all concerns informally by contacting WV STARS to discuss the concerns or for further policy clarification. The WV STARS Statewide Project Manager will address any concern brought to WV STARS in a timely, respectful, and honest manner which may include consulting with the Director of WVECTCR.

In the event an individual: a) is not accepted for registration on the Career Pathway, b) is registered on the Career Pathway at a level with which the participant disagrees, c) is not accepted as an approved trainer, d) is accepted as an approved trainer at a level with which the participant disagrees, the individual may file a formal appeal by following the steps outlined below (to be reviewed by the Policy Advisory Council).

In the event an individual: a) is determined to be ineligible for the Pathway Advancement Scholarship; b) is determined to owe repayment of a scholarship award; c) is determined to not be eligible for Pathway to Earnings; d) is determined not to be eligible for all degrees and certificates they believe they should have been awarded, the individual may file a formal appeal by following the steps outlined below. However, the appeal will be reviewed by the funding representative of the specific project.

The individual may request a review of the action taken by submitting a formal appeal within fifteen (15) calendar days of receipt of written notification of the action.

The written request of appeal must be presented in the following format:

Name of Petitioner: \_\_\_\_\_

Address of Petitioner: \_\_\_\_\_

Phone Number of Petitioner: \_\_\_\_\_

I am petitioning the decision made by WV STARS regarding (state the action the petitioner finds objectionable and date that action was taken).

I am requesting the review this action because: (state the reasons petitioner thinks the action taken was unacceptable). I am requesting that (state the relief desired).

Signature of Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

The written request must be sent to:

WV STARS Appeals  
c/o WV STARS  
611 7<sup>th</sup> Avenue, Suite 322  
Huntington, WV 25701

Appeals will be initially reviewed by the WV STARS Statewide Project Manager information regarding the original determination and policy applied will be gathered and reviewed with the Director of WVECTCR. If at that time it is determined that the original decision cannot be overturned all related information and a recommendation on how to proceed will be turned over to the Policy Advisory Council or the specific funding representative of that project. All applicable parties will receive the appeal with relevant information and documentation and a meeting will be scheduled to review all facts and render a written response within thirty (30) days of receipt of the written request. All decisions made regarding the appeal will be final and binding.

The WV STARS Early Care and Education Professional Development System complies with all federal requirements prohibiting discrimination on the basis of age, disability, sex, race, color, or national origin.

## VII. Disaster Recovery/Document Retention Preparation

WV STARS has developed procedures that will assist in the continuity of services in the event of an unforeseen disaster, emergency, or technology failure that would prohibit normal business operations. As a program of River Valley Child Development Services and West Virginia Early Childhood Training Connections and Resources, WV STARS will adhere to guidelines set forth by these administering programs. If administering policies differentiate from WV STARS policy, WV STARS will follow policies and procedures considered more stringent.

Every attempt will be made to notify WV STARS participants in the event that WV STARS cannot perform normal business operations due to disaster or technology failure as soon as possible. This notification will also provide participants with plans to continue business operations which will be dependent on the event and available resources.

### Back-up of Electronic Information

WV STARS Staff will work in conjunction with Technology Specialist and SimpliDigi staff to ensure that electronic information and documentation is backed-up regularly. The regularity of when back-ups are completed will be dependent on the type of information and documentation. The back-up of electronic information and documentation will be completed by procedures that also adhere to WV STARS Confidentiality Policy to maintain the security of personal information. This involves backing-up to devices that are encrypted to protect confidential information and stored at an off-site location. Currently, these procedures include the back-up of database information, documentation stored electronically, electronic correspondence (e-mail), and electronic documentation necessary for program operations.

In the event of a disaster, emergency, or technology failure, WV STARS Staff will utilize stored back-up information and documentation to continue operations as soon as resources are available.

### Retention of Documentation

All documentation for WV STARS participants is now housed electronically on the WV STARS Imaging Server. At this time no electronic records are purged but are archived by year. Electronic documentation and records are housed on the WV STARS Imaging Server that is housed in the WV STARS Server Room that remains locked when not being accessed by the WV STARS Statewide Project Manager or designee. Electronic filing is organized by Registry Identification Number and filed in reverse chronological order.

Upon processing, scanning and reviewing received applications and documentation items are shredded by WV STARS Staff.

Documentation will be stored in a manner that adheres to WV STARS Confidentiality Policy. After such time that documentation no longer needs to be retained, documentation will be destroyed in a manner that adheres to WV STARS Confidentiality Policy.

Documentation will be retained by the following guidelines:

- Career Pathway files including educational documentation are no longer purged at this time but are archived by year in electronic filing. Electronic documentation is filed by Registry ID number inside of folders that state the year that the application was not approved or expired.
- Trainer Credential files including educational documentation will be maintained as electronic documentation and will not be purged but are archived alongside the Career Pathway files by year in the electronic filing.

- Training Registration Forms are submitted online at this time. Paper copies of previously submitted training registration forms will be maintained for five years after submission.
- Sign-In Sheets will be maintained for five years after training event was held. Sign-In Sheets are no longer submitted to WV STARS and are required to be maintained by WV STARS Credentialed Trainers for five years from the date the training was held.
- Pathway Advancement Scholarship will be maintained for five years either through electronic or paper documentation. Electronic documentation is filed by Registry ID number as a separate file attached to the Registry Participant Folder.
- Pathway to Earnings will be maintained for five years either through electronic. Electronic documentation is filed by Registry ID number as a separate file attached to the Registry Participant Folder.

Only documentation deemed necessary for the processing of applications and forms, requested specifically by WV STARS Staff, and/or relevant to program operations will be retained. This documentation may include applications, forms, professional résumés, educational documentation, and training certificates and records. Nonessential documents will be destroyed in a manner that adheres to WV STARS Confidentiality Policy regardless of retention guidelines stated and will not be returned to participant once received.

## VIII. West Virginia's Core Knowledge and Competencies for Early Childhood Professionals

Research demonstrates the vital importance of professional education of individuals providing early care and education experiences. Regardless of setting, specific early experiences are documented to support children's optimal development in all domains. What we do or do not do for young children makes a difference in their learning capabilities and their future success in life. Ensuring that individuals who provide these experiences have the knowledge and the skills to provide quality early care and education environments is essential. West Virginia's Core Knowledge and Competencies for Early Childhood Professionals provide the framework to build a comprehensive system to support these professional development experiences.

Core Knowledge identifies what individuals providing early care and education experiences need to know in order to facilitate child learning and development. Core Knowledge Content Areas provide an overview of essential knowledge that all early care and education professionals should know and understand. The seven (7) core knowledge content areas are as follows:

- I. Child Growth and Development
- II. Family and Community Relationships
- III. Child Observations and Assessment
- IV. Environment and Curriculum
- V. Child Observation and Assessment
- VI. Professionalism and Leadership
- VII. Administration and Management

Core Competencies identify the observable skills that individuals providing early care and education experiences need to facilitate child learning and development. The Core Competency Areas follow the corresponding Core Knowledge Content Areas and identify observable Behaviors and Skills. Individuals progress from one to another through a combination of formal study and experience.

For more information and specific descriptions about Core Knowledge and Competencies, see West Virginia's Core Knowledge and Competencies for Early Childhood Professionals.



## IX. CAREER PATHWAY LEVELS

The requirements for Career Pathway Level assignment and documentation needed to support level assignment are as follows:

### LEVEL I

- ★ At least sixteen (16) years old and enrolled in high school *or* GED preparation classes  
Participant must submit documentation from high school or GED preparation program indicating enrollment. This document must be from a high school or GED preparation program recognized by the American Council on Education.

### LEVEL II

- ★ At least eighteen (18) years old with a high school diploma or equivalent and 0-1 years of experience  
Participant must submit high school diploma or equivalent from an institution or program recognized by the American Council on Education.

### LEVEL III

- ★ West Virginia Training Certificate in Early Care and Education (WVTCECE)  
Participant must submit a clear copy of certificate.  
**Or**
- ★ WV Department of Education Early Childhood Classroom Assistant Teacher II – Permanent Authorization  
Participant must submit a clear copy of licensure from the WV Department of Education.  
**Or**
- ★ One hundred twenty (120) training hours for the Child Development Associate credential or equivalent  
Participant must submit certificates issued by the Child Development Associate instructional program indicating the number of hours in the eight (8) indicated subject areas.  
**Or**
- ★ Completed three (3) semesters of the Apprenticeship for Child Development Specialist Program  
Participant must submit Apprenticeship for Child Development Specialist third semester course completion certificate.  
**Or**
- ★ Completed four (4) courses of the WVDE Child Development Specialist (CDS) Career and Technical Education program  
Participant must submit Child Development Specialist completion certificate.

### LEVEL IV

- ★ Child Development Associate (CDA) credential or equivalent  
Participant must submit a copy of current Child Development Associate (CDA) credential from the Council for Professional Recognition or equivalent.  
**Or**
- ★ Twelve (12) college credit hours in early care and education coursework and at least three hundred (300) clock hours of relevant occupational experience  
Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body with early care and education coursework highlighted as well as current résumé indicating specific positions with dates held showing at minimum three hundred (300) hours of relevant occupational experience.  
**Or**
- ★ Completed four (4) semesters of the Apprenticeship of Child Development Specialist Program

Participant must submit Apprenticeship for Child Development Specialist fourth semester course completion certificate.

#### LEVEL V

★Apprenticeship for Child Development Specialist

Participant must submit Department of Labor or Department of Education certificate.

**Or**

★Certificate comparable to Apprenticeship for Child Development Specialist

Participant must submit certificate and documentation of type of program.

**Or**

★Twenty-eight (28) to sixty-three (63) semester hours of college credit with minimum nine (9) hours in ECE

Participant must submit clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body with early care and education coursework highlighted.

**Or**

★Twenty-eight (28) to sixty-three (63) semester hours of college credit and one year relevant occupational experience

Participant must submit clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body reflecting appropriate hours as well as current résumé indicating specific positions with dates held.

#### LEVEL VI

★Associate's degree in early care and education field

Participant must submit clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred.

**Or**

★Associate's degree with minimum twelve (12) semester hours of early care and education coursework

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred with early care and education coursework highlighted.

**Or**

★Associate's degree and two (2) years relevant occupational experience

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred as well as a current résumé indicating specific positions with dates held.

**Or**

★Sixty-four (64) semester hours of college credit with a minimum of twelve (12) semester hours of early care and education coursework

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body with early care and education coursework highlighted.

**Or**

★Sixty-four (64) semester hours of college credit and two (2) years relevant occupational experience

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body with early care and education coursework highlighted as well as a current résumé indicating specific positions with dates held.

#### LEVEL VII

★Bachelor's degree in early care and education field

Participant must submit a clear copy official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred.

**Or**

★Bachelor's degree with fifteen (15) semester hours of early care and education coursework that includes at least ninety (90) practicum hours

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred with early care and education coursework highlighted.

**Or**

★Bachelor's degree with fifteen (15) semester hours of early care and education coursework and one (1) year relevant occupational experience

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred with early care and education coursework highlighted as well as a current résumé indicating specific positions with dates held.

**Or**

★Bachelor's degree and three (3) years relevant occupational experience

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred as well as a current résumé indicating specific positions with dates held.

#### LEVEL VIII

★Advanced degree in early care and education field

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body with degree conferred.

**Or**

★Advanced degree with minimum of eighteen (18) semester hours of early care and education coursework with at least ninety (90) practicum hours

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred with early care and education coursework highlighted.

**Or**

★Advanced degree with minimum of eighteen (18) semester hours of early care and education coursework and one (1) year relevant occupational experience

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred with early care and education coursework highlighted as well as a current résumé indicating specific positions with dates held.

**Or**

★Advanced degree and five (5) years relevant occupational experience

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred as well as a current résumé indicating specific positions with dates held.

## X. CAREER PATHWAY CERTIFICATE

### Career Pathway Application

An early care and education professional must first submit a Career Pathway Application to be considered for Career Pathway Certificate. A practitioner can access the most current version of this document at [www.wvstars.org](http://www.wvstars.org) or by request from the WV STARS office. Applicants are asked to complete this document by typing or printing legibly in ink in the spaces provided or submitting the Online Career Pathway Application by following the directions. All sections of the application must be completed unless otherwise indicated as optional for the application to be processed.

While completing the application, applicants should note the following sections of the application:

- I. Applicant Information  
The email address indicated in this section will be the primary contact WV STARS will use to correspond with applicant. This email address can only be changed at the request of the individual. This email address must be unique to the individual.
- II. Program Information  
If employer is a multi-site program, an applicant needs to indicate specifically which site he/she works.
- III. Current Employment Information  
If the number of hours worked per week or the number of months worked per year varies, applicant must enter a number showing the average of work time.
- IV. Education and Training Information  
Applicant must attach documentation indicating any education or training selected in this section to be considered for Career Pathway Certificate. An applicant should only check the Apprenticeship for Child Development Specialist (ACDS) Certificate from the U.S. Department of Labor if the certificate was received, not just for completing four semesters of ACDS coursework.
- V. Optional Information  
Completion of this section is optional for an applicant. The information indicated in this section will not be considered for Career Pathway Certificate.
- VI. Application Checklist  
An applicant is asked to review this section before signing. An unsigned application will not be considered for processing.

An applicant must submit the completed application with required documentation to:

Attn: WV STARS  
WV Early Childhood Training Connections and Resources  
611 Seventh Avenue, Suite 322  
Huntington, WV 25701

WV STARS must present any new or unfamiliar document or information before the WV STARS Policy Advisory Council for consideration. An applicant may be issued a certificate on a provisional basis until WV STARS Policy Advisory Council can make a decision regarding the specific applicant.

## Processing Time of a Career Pathway Application

Once a Career Pathway Application is received by WV STARS, WVECTCR Staff will review the application to determine whether it is complete enough to be entered into the data base before it is processed. WVECTCR Staff will attempt to conduct a thorough review of each application submitted to assist applicants; however, additional information not found at the time of initial review may also be requested to award the appropriate certificate once the application has been processed.

Printed applications determined to be incomplete for processing at the time of initial review will be returned to the address from which the application was mailed. The incomplete printed application will be returned with information indicating why the application was determined to be incomplete so that the applicant can resubmit the application completely only if the information required for data entry is incomplete.

Incomplete online applications that are submitted for the Career Pathway will be entered as a Registry Profile and training will begin to be tracked as long as all Registry Participant fields have been completed. Applicants will be emailed a notification that their application was rejected due to incomplete portions and requesting said information to be submitted by the applicant making the corrections and resubmitting.

Depending on the amount of applications received by WV STARS in a given time period, WVECTCR Staff may add basic applicant information to the WV STARS database when a Career Pathway Application is received. An email will be sent to the applicant up on adding the basic information into the data base letting them know of the steps that they need to take in order to complete the application process. As of January 1, 2016 WV STARS will track training for any individual with a complete Registry profile or WV STARS Career Pathway Credential.

WV STARS will process all complete submitted applications within thirty (30) business days of the application being received. All applications that contain a minimum of the information required to become a Registry Profile will be approved as such. If additional information is needed to complete the Career Pathway Application an email will be sent indicating the reason the application cannot be approved at that time and requesting additional information or documentation to award a certificate. The applicant will remain a Registry Participant until the requested items are received and processed.

WVECTCR staff will process completed applications by determining a Career Pathway Level for the applicant based on the information and documentation provided. If there is a discrepancy between the information indicated on the Career Pathway Application and the documentation submitted, WV STARS will process the application at the level which the documentation supports. For example, an applicant indicates completion of two semesters of ACDS on the Career Pathway Application but only submits a high school diploma with the application, the application will be processed as if the applicant has only the high school diploma. Transcript must indicate a grade of a C or better in a course for it to be counted.

An applicant is considered a Career Pathway participant after the application has been processed and a level assigned. The active date for the participant is determined by the date the application was approved by WV STARS. A participant is also issued a renewal date, which is three (3) years from the date approved.

WV STARS will email an approval letter to the participant after approving the application. This packet contains a feedback letter indicating approval, level, and registry identification number. Information is also included informing participants how to view their unofficial credential online.

WV STARS will regularly generate Career Pathway Certificates for all participants whose applications were approved. The certificate shows the participant's name, Registry Identification Number, assigned Career

Pathway Level, active date, and renewal date. The generated certificates are endorsed with the State Seal of West Virginia and mailed immediately to the participant.

## XI. REGISTRY PARTICIPANT

### Registry Participant

Individuals applying to participate in WV STARS who choose not to apply for a Career Pathway Level are known as Registry Participants. However, all individuals participating in the WV STARS program are all truly Registry Participants but if an individual is also a Career Pathway Participant they are then referred to by that title.

Registry Participants will have the ability to register online for trainings, the ability to view/print official WV STARS Certificates of Training Attendance from the My Transcript area of the Professional Development Record, and will have all trainings that they attend tracked from the date that they are approved forward.

### Registry Participant Application

Registry Participants must apply online by completing the first five sections of the WV STARS Registry/Career Pathway Application Online but are not required to submit any supporting documentation. WV STARS will process applications within 30 days of submission. WV STARS staff will notify the Registry Participant of approval of the application via email.

## XII. CAREER PATHWAY CERTIFICATE RENEWAL

### Career Pathway Certificate Renewal Requirements

A Career Pathway Certificate is issued for three (3) years. It is necessary to complete either a Career Pathway Renewal Application or a Career Pathway Level Advancement Application online to renew a participant's Career Pathway Certificate. Career Pathway participants must submit the appropriate application with required documentation to WV STARS before the renewal date indicated on the Career Pathway Certificate to remain active on the Career Pathway and avoid a lapse in status.

WV STARS will attempt to contact participants whose certificates will need to be renewed thirty (30) days prior to renewal date as a reminder. However, it is the responsibility of the participant to be aware of renewal date and to maintain Career Pathway Certificate.

A participant must demonstrate that one (1) of the following renewal requirements have been met since the active date to renew the Career Pathway Certificate:

1. Participant has completed and/or taught at least three (3) semester hours of college credit years that can be linked to WV Core Knowledge and Core Competencies. To determine whether coursework taken is applicable to the WV Core Knowledge and Core Competencies, the participant must submit a clear copy of an official college transcript with the coursework highlighted that can be used for consideration for renewal requirements. Transcript must indicate a grade of a C or better in a course for it to be counted. It is the participant's responsibility to demonstrate that coursework taken links to the WV Core Knowledge and Core Competencies and provide course description if the course title is not sufficient. To determine whether coursework taught is applicable to the WV Core Knowledge and Core Competencies, the participant must submit documentation from the institution which may include course syllabus, faculty schedule, or signed statement from institution faculty. Coursework completed/taught that is not linked to WV Core Knowledge and Core Competencies will not be considered for renewal requirements. Coursework used for renewal consideration must be received from an institution of higher education accredited by a regionally accrediting body. NOTE: The participant may also provide a copy of their licensure as a WV Department of Education Early Childhood Classroom Teacher Assistant II to document the required coursework applicable to the WV Core Knowledge and Competencies.
2. Participant has completed and/or provided 45 contact hours (4.5 CEUs) of training that can be linked to WV Core Knowledge and Core Competencies. Participants must submit documentation of training participation in the form of Certificates of Training Attendance unless WV STARS has tracked the training attended/provided or has the certificates on file. WV STARS Registered Training must account for a minimum of thirty (30) hours of the forty-five (45) required hours. WV STARS can consider a maximum of fifteen (15) hours of training that is not WV STARS registered towards renewal. Any training used for consideration that is not registered must be linked to WV Core Knowledge/Core Competencies. Documentation of training hours that are not registered with WV STARS must meet the appropriate documentation requirements. Participants that are unsure about the hours tracked by WV STARS are encouraged to access WV STARS Professional Development Record.
3. Participant has completed and/or taught at least one (1) semester of the Apprenticeship for Child Development Specialists (ACDS) Program. The participant must submit a certificate of completion for the semester or statement from ACDS Program indicating instruction provided in order to be considered based on this criterion.
4. Participant meets requirements to advance a level on the Career Pathway. The participant must submit a Career Pathway Level Advancement Application to be considered for renewal based on this criterion.



The participant's Career Pathway status will no longer be active if the participant fails to apply for renewal and demonstrate any of the above renewal requirements have been met since active date of recent certificate. After the renewal date has passed, the participant has an additional six (6) months in which to complete renewal requirements and submit Career Pathway Renewal Application or Career Pathway Level Advancement Application. During this period, the participant will not be active and WV STARS will not be tracking training attended by participant. It will be the responsibility of the participant to provide Certificates of Training Attendance to verify training attended.

A participant will have to reapply on the Career Pathway by completing a Career Pathway Application and submitting all required documentation if the participant fails to complete the renewal requirements and submit application within six (6) months. A participant who needs to reapply is still responsible for meeting one of the above renewal requirements. That documentation must be provided with completed Career Pathway Application as well.

### Career Pathway Renewal Application

A participant can access the most current version of the Career Pathway Renewal Application at [www.wvstars.org](http://www.wvstars.org) or by request from the WV STARS office. Participants are asked to complete this document by typing or printing legibly in ink in the spaces provided. The application must be completed in its entirety with the exception of the Optional Information.

Participants should pay particular attention to the renewal criteria indicated in Section IV of the application. The participant must indicate the correct box indicating which criteria the participant is using to apply for certificate renewal. Participants that are applying for Career Pathway Renewal based on level advancement must complete only a Career Pathway Level Advancement Application.

Participants must complete the application and submit with appropriate documentation and \$10.00 non-refundable application processing fee to:

Attn: WV STARS  
West Virginia Early Childhood Training Connections and Resources  
611 Seventh Avenue, Suite 322  
Huntington, WV 25701

WV STARS must present any new or unfamiliar document or information before the WV STARS Policy Advisory Council for consideration.

### Processing Time of a Career Pathway Renewal Application

Once a Career Pathway Renewal Application is received by WV STARS, WVECTCR Staff will review the application to determine whether it is complete before it is processed. This service is offered as a courtesy to applicants due to the fact that processing fees for application are non-refundable and are used once applications are processed. WVECTCR Staff will attempt to conduct a thorough review of each application submitted to assist applicants; however, additional information not found at the time of initial review may also be requested to award the appropriate certificate once the application has been processed.

Printed applications determined to be incomplete but containing the system required fields to verify an individual as unique will not be returned as of January 1, 2016. Only applications where an individual does not list system appropriate information will be returned at the time of initial review will be returned to the address from which the application was mailed. The incomplete printed application will be returned with information indicating why the application was determined to be incomplete so that the applicant can resubmit the

application completely. If an incomplete application contains the required field staff will keep the application and send email notification of the additional information need and a deadline date.

WV STARS will process applications within thirty (30) business days of being received. When an application has been processed and renewal requirements have been met, the renewal application is considered approved. A new Career Pathway Certificate with a new active date is generated, which is determined by the date the application was received by WV STARS. A participant is also issued a new renewal date, which three (3) years from the date approved.

If additional information is required to complete the renewal process, WV STARS will send the applicant a feedback email indicating the reason the renewal cannot be approved at that time and requesting additional information or documentation to approve the application. The applicant is provided with a date on that letter which the requested items must be submitted to the WV STARS office for consideration. This date is thirty (30) days from the date the application was processed by WV STARS. If the applicant fails to submit the requested items within the given date, the applicant will need to resubmit an entire application with documents and fee to be considered. If the applicant's previous Career Pathway Certificate has expired, the applicant's status will remain "Not Active" until the requested items are received and processed. If the applicant's previous Career Pathway certificate has not expired, the participant will still remain active on the Career Pathway until the renewal date.

After approving an application for a participant, WV STARS will email an approval letter to the participant. This email contains a feedback letter indicating approval, level and a document providing information regarding how to access their online unofficial Career Pathway Credential and/or Profile.

WV STARS will regularly generate Career Pathway Certificates for all participants whose applications were approved during the time period. The certificate shows the participant's name, Registry Identification Number, assigned Career Pathway Level, active date, and renewal date. The generated certificates are endorsed with the West Virginia State Seal. After WV STARS receives the endorsed certificates, the Career Pathway Certificate will be mailed out to the participant.

## Career Pathway Level Advancement Application

A participant who meets the requirements for a Career Pathway Certificate at a higher level than previously assigned may complete a Career Pathway Level Advancement Online Application to advance the Career Pathway Level.

A participant can access the Career Pathway Level Advancement Online Application at [www.wvstars.org](http://www.wvstars.org), a Career Pathway Advancement Guidance Document is also available online.

Participants should pay particular attention to the Career Pathway Level Advancement Criteria indicated in Section IV of the Guidance Document. The participant must attach in Section VI of the Participant Profile the documentation supporting the Level Advancement. Participants that are applying for renewal based on renewal criteria other than level advancement must only complete a Career Pathway Renewal Application.

Participants must complete the application and submit with appropriate documentation to:

Attn: WV STARS  
West Virginia Early Childhood Training Connections and Resources  
611 Seventh Avenue, Suite 322  
Huntington, WV 25701

There is no processing fee for a Career Pathway Level Advancement Application.

WV STARS must present any new or unfamiliar document or information before the WV STARS Policy Advisory Council for consideration.

## Processing Time of a Career Pathway Level Advancement Application

As of January 1, 2016 West Virginia STARS will no longer have a paper application available to the public. Level Advancement applications will be required to be submitted online after this date. Paper applications received after July 1, 2016 will be returned with a notification of how to apply online.

WV STARS will process applications within thirty (30) business days of being received. When an application has been processed and advancement requirements have been met, the advancement application is considered approved. A new Career Pathway Certificate with the newly assigned level and a new active date is generated, which is determined by the date the application was received by WV STARS. A participant is also issued a new renewal date, which is three (3) years from the date approved.

If additional information is required to complete the advancement process, WV STARS will send the applicant a feedback email indicating the reason the advancement cannot be approved at that time and requesting additional information or documentation to approve the application. The applicant is provided with a date on that email which the requested items must be submitted to the WV STARS office for consideration. This date is thirty (30) days from the date the application was processed by WV STARS. If the applicant fails to submit the requested items within the given date, the applicant will need to resubmit an entire application with documents and fee to be considered. If the applicant's previous Career Pathway Certificate has expired, the applicant's status will remain "Not Active" until the requested items are received and processed. If the applicant's previous Career Pathway certificate has not expired, the participant will still remain active on the Career Pathway until the renewal date.

After approving an application for a participant, WV STARS will email an approval letter to the participant. This approval letter contains the level approved and information regarding how to access the Unofficial Career Pathway Credential and Profile online.

WV STARS will regularly generate Career Pathway Certificates for all participants whose applications were approved during the time period. The certificate shows the participant's name, Registry Identification Number, assigned Career Pathway Level, active date, and renewal date. The generated certificates are endorsed with the West Virginia State Seal and mailed out to the participant.

## Provisional Period

A participant may use a Request for Provisional Period form to request a Provisional Period if the applicant meets all of the following requirements:

- A participant has been out of the early care and education field an excess of two (2) years.
- A participant is working or looking for an employment at a licensed care center which requires employees to be WV STARS Participants.
- An applicant is unable to meet at least one (1) of the renewal requirements listed below in the time frame since the participant's most recent Career Pathway Certificate was issued:
  1. Completed and/or taught at least three (3) semester hours of college credit that can be linked to WV Core Knowledge and Core Competencies, or
  2. Completed and/or provided forty-five (45) contact hours (4.5 CEUs) of training that can be linked to WV Core Knowledge and Core Competencies, or
  3. Completed and/or taught at least one (1) semester of the Apprenticeship for Child Development Specialists (ACDS) Program, or

4. Meets requirements to advance a level on the Career Pathway.

If granted a Provisional Period, the participant will have six (6) months from the returning hire date which will be end issued end of the Provisional Period to complete one (1) of the renewal requirements. If the applicant is not able to complete the renewal requirements by the end of the Provisional Period, an extension will not be considered.

An individual will only be eligible for a Provisional Period once it is determined that the individual cannot meet the requirements to renew or reinstate a Career Pathway Certificate.

### XIII. West Virginia Training Certificate in Early Care and Education (WVTCECE)

The West Virginia Training Certificate in Early Care and Education (WVTCECE) is awarded to early care and education practitioners credentialed on the WV STARS Career Pathway for completion of one hundred twenty (120) clock hours of registered training in the WV Core Knowledge/Core Competencies. These training hours must be registered with WV STARS and be taken within five (5) years from the request date. To receive the WVTCECE, a participant must have an active Career Pathway Certificate and must have completed at least ten (10) hours in each of the Core Knowledge Content Areas and an additional fifty (50) hours in a combination of the Core Knowledge Content Area(s) of the participant's choice.

WV STARS Core Knowledge Content Areas are as follows:

- I. Child Growth and Development
- II. Family and Community Relationships
- III. Child Observations and Assessment
- IV. Environment and Curriculum
- V. Child Observation and Assessment
- VI. Professionalism and Leadership
- VII. Administration and Management

To apply for WVTCECE, a participant must submit the WVTCECE Request Form. Within thirty (30) days of request, WVECTCR Staff will examine the participant's Professional Development Record and submitted certificates (if applicable) to determine whether requirements have been met. If requirements are met and the request is approved, WV STARS will provide the participant with the WVTCECE. If the requirements are not met at the time of request, WV STARS will submit a feedback letter via email to the participant indicating that the request was denied along with information indicating what additional training the participant needs to meet requirements.

Participants interested in applying for the WVTCECE are encouraged to track training attended with the Professional Development Record. A blank record can be found in WV Core Knowledge/Core Competencies Booklet. A completed Professional Development Record of a Career Pathway participant's training, which organizes trainings attended by Core Knowledge Content Area, can be obtained by contacting WV STARS or accessed online at [www.wvstars.org](http://www.wvstars.org).

*Applications submitted prior to July 1, 2016 that meet the requirements under the 2009 version of West Virginia's Core Knowledge and Competencies may be approved by WV STARS staff. Applications containing courses taken under the 2009 and the 2015 versions of West Virginia's Core Knowledge and Competencies will be reviewed by the WV STARS Advisory Council to determine eligibility. This may lead to an approval time of more than 30 days.*

## XIV. TRAINING AND PROFESSIONAL DEVELOPMENT

### What Trainings Should I Attend?

A participant is encouraged to seek out training and professional development opportunities that would most benefit their professional growth. As part of its mission, WV STARS attempts to ensure that a variety of registered training is offered throughout the state. WV STARS does recognize that training availability may be limited in some areas; therefore, there is no limit to the amount of times a participant may attend any one training session or there are no guidelines specifying what training a participant must attend.

The West Virginia Core Knowledge Content Areas are in place to assist participants in finding training events that cover a wide variety of areas. A participant is encouraged to seek out professional development that fall under all seven (7) Core Knowledge Content Areas to ensure broad and extensive professional growth.

WV STARS is separate from any licensing, regulatory, or monitoring agency that may have requirements for training attendance. Participants are encouraged to contact those agencies for training requirements. WV STARS does not endorse that the registered training events provided meet regulatory requirements.

Though WV STARS has no requirements regarding what type of training a participant must attend, a participant must ensure that they meet one (1) of the four (4) renewal requirements, one (1) of which is to attend the forty-five (45) training hours, within three (3) years to maintain WV STARS Career Pathway Certificate.

### Finding WV STARS Registered Training

A training session is eligible to be registered by WV STARS if the training meets the following criteria:

- The training must meet the minimum standards of the West Virginia Core Knowledge/Core Competencies for Early Care and Education Professionals.
- The training will be a minimum of one (1) hour in length; **And,**
- The presenter must be a WV STARS Credentialed Trainer; or
- The training must be sponsored by WV STARS Certified or Master Trainer.

A participant can find WV STARS Registered Training several ways:

1. Contacting local Resource and Referral Agency (Mountain Heart North, CHOICES, LINK, Connect, Mountain Heart South and Child Care Resource Center). All Resource and Referral Trainers are required to register all trainings held with WV STARS.
2. Searching the Training Calendar or Course List found on the WV STARS website, [www.wvstars.org](http://www.wvstars.org).
3. Attending Registered with WV STARS(i.e. Celebrating Connections, Great Beginnings, etc.)

It is the responsibility of a WV STARS Credentialed Trainer to complete and submit the required documentation necessary to register a training session. If the participant has concern that the training may not be registered with WV STARS, the participant is encouraged to ask the trainer or facilitator. Upon completion, the participant will receive a WV STARS Certificate of Training Attendance if the training is registered with WV STARS.

Though WV STARS collaborates with outside agencies to ensure that the services provided to participants are the most beneficial, it is up to the individual trainers to determine the type, location, and date of trainings offered and registered. Participants are encouraged to contact those trainers to provide suggestions for training topics or to inform of specific training needs.

## Attending a WV STARS Registered Training

After a participant finds a WV STARS Registered Training, a participant needs to follow guidelines set forth for individual trainings. Some training may require preregistration by participants, payment of fees, or work completed before attending. Other trainings are only available to WV STARS Career Pathway participants. Participants can find guidelines for the training offered either by contacting the trainer presenting the training or accessing the information on the Training Calendar.

Many WV STARS Registered Trainings will ask that you register online for the course prior to attending. You may do so by logging in to your WV STARS account and clicking on the Training Calendar/Course Catalog tab, by registering online your WV STARS Registry ID number and name will appear on the Class Roster/Sign-In Sheet. Participant will be asked to sign-in beside their name on the Class Roster/Sign -n Sheet. Individuals that do not register online or are not registered by an administrator prior to the training may be allowed to sign-in on the Class Roster/Sign-In Sheet using their First Name, Last Name and Registry ID. WV STARS no longer tracks trainings attended by participants who do not follow the above procedures. Please note that as of August 1, 2016 the only way to receive an Official Certificate for a WV STARS Registered training will be to sign-in using a Registry ID, complete a training evaluation online and print the Official Training Certificate from your WV STARS Profile. Participants must complete the WV STARS Registered Training Evaluation Online upon the completion of a training session in order to receive credit. Participants are encouraged to complete this document honestly and accurately to help improve the quality of training offered by WV STARS Credentialed Trainers.

Participants will not receive partial credit for attendance. To ensure that credit for the training is received, participants must arrive at the scheduled time, attend for the entire scheduled training and complete the Training Evaluation online. It will be at the discretion of the trainer to determine whether the participant is able to receive credit for attendance. A trainer has the right to refuse participation by a participant for things such as, but not limited to tardiness, not completing training requirements, or inappropriate behavior. Participants are asked to be respectful of the trainer and other participants by following general rules of courtesy.

## Tracking Training

WV STARS will track all WV STARS Registered Training attended by WV STARS participants once a Career Pathway Certificate or Registry Participant Account has been established. WV STARS primary method of tracking training attendance is by WV STARS Sign-In Sheet; therefore, following appropriate sign-in procedures is extremely important.

In the event that there is a discrepancy between training tracked by WV STARS and training that a participant indicates was attended, the participant may submit a copy of the Certification of Training Attendance or CEU Reporting Form received at the training to WV STARS as documentation of attendance if the training occurred prior to July 1, 2016 and was registered under the old WV STARS data base. WV STARS will review the submitted documentation based on policy requirements and add training to the participant's Professional Development Record if the documentation is sufficient. If the training was not tracked by WV STARS and a participant is unable to submit a Certificate of Training Attendance, WV STARS cannot verify attendance and therefore will not track that training session.

As of July 1, 2016 WV STARS will no longer accept Certificates of Training Attendance issued after the date of July 1, 2016 or certificates from the new system that were issued after the date of April 1, 2016 to add attendance. Certificates submitted after this date will be destroyed.

A WV STARS Career Pathway participant can view trainings tracked on the participant's Professional Development Record. The Professional Development Record is a document that indicates all WV STARS Registered Trainings tracked for the participant. A participant with a Career Pathway or Registry Participant

account can access WV STARS Professional Development Record on the WV STARS website by following the instructions to log on.

For online access and to print individual Professional Development Record showing a list of WV STARS Registered Training attended, use the following steps:

- 1) Go to the website for WV STARS, [www.wvstars.org](http://www.wvstars.org).
- 2) Click the Professionals tab
- 3) Click on the Login on the right
- 4) If this is the first time you have accessed the record, sign-in by using your WV STARS Registry Identification Number for your Username/Login and Password/or the Password you originally created during the online application process
- 5) Click Submit
- 6) Select the Professional Development Record tab
- 7) Select My Transcript to View and/or print any Professional Development Record.

*For security purposes, please change your password immediately. If you have modified your password to log in, you will need to enter the modified password when accessing the record again.*

Career Pathway and Registry participants have the option to view Professional Development sessions tracked by WV STARS online.

- My Transcript - This Professional Development Record provides a complete list of WV STARS Registered Trainings tracked for an individual. The record shows the training title, the training date, and the number of hours of the training. If you would like a print out of all of the trainings WV STARS has tracked for you in date order, access this record.
- My Courses – This provides a complete list of WV STARS Registered Trainings that an individual is currently enrolled in or are IN PROGRESS and are not yet marked as complete. Trainings will show in this area if the required Training Evaluation has not yet been completed.

Participants are encouraged to use Professional Development Records as a professional tool. The Professional Development Record can provide employers and regulatory agencies with indication of professional development; though it should be noted that a Professional Development Record may not be recognized in place of a Certificate of Training Attendance by some agencies.

WV STARS does recognize that there are many quality training sessions that are not currently being registered and with appropriate documentation is able to add these trainings to the MY TRANSCRIPT area of your Professional Development record. These courses will be listed as Non-STARS and a certificate indicating the date of the training, name of the training, the number of hours of the training, and the signature of the trainer must be submitted. WV STARS will consider 15 hours of training not registered with WV STARS towards the 45 hours required for WV STARS Career Pathway Certificate renewal.

***As of April 1, 2016 all training completed by a participant possessing a Career Pathway or Registry account with WV STARS will have all trainings attending tracked from the date of the accounts approval. WV STARS no longer will be added attendance to WV STARS Profiles based on certificates submitted by a participant as certificates for all re-registered courses are only printable from the WV STARS account of a participant.***



## XV. TRAINER CREDENTIAL

### Trainer Credential Application

An early care and education professional must first submit a Trainer Credential Application to be considered for WV STARS Trainer Credential. A professional can access the most current version of this document at [www.wvstars.org](http://www.wvstars.org) or by request from the WV STARS office. Applicants are asked to complete this document by typing or printing legibly in ink in the spaces provided. All sections of the application must be completed entirely for the application to be processed.

An applicant is asked to read Section III, Trainer Credential Type, to determine eligibility for WV STARS Trainer Credential. There will be no exceptions made for trainer requirements.

An applicant is asked to review Section VI, Trainer Agreement and Assurances, before signing. This section indicates policy regarding training registration, sponsorship, evaluations, and sign-in sheets. Please note that WV STARS has adopted the core values, ideals and principles set forth in the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct, Supplement for Early Childhood Adult Educators. Trainers will be expected to fulfill the responsibilities indicated in this document.

With the completed application, an applicant must attach the following documentation:

- Current résumé/brief professional vita
- Brief Biography
- Educational documentation (diploma and/or transcript) supporting information provided in Section II
- Professional License/Certificate *for Specialty Trainer applicants*
- Supportive letter of a Certified/Master Trainer *for Affiliate Trainer applicants*

An applicant must submit the completed application with required documentation and \$25 non-refundable processing fee to:

Attn: WV STARS  
West Virginia Early Childhood Training Connections and Resources  
611 Seventh Avenue, Suite 322  
Huntington, WV 25701

Beginning July 1, 2009, all trainer credential applicants will be required to complete WV STARS Credentialed Trainer Orientation within sixty (60) days of application processing. Upon processing, WV STARS will notify an applicant of scheduled WV STARS Credentialed Trainer Orientation sessions offered or the applicant can search for sessions on the WV STARS website under [www.wvstars.org](http://www.wvstars.org) under "Trainer" tab.

WV STARS must present any new or unfamiliar document or information before the WV STARS Policy Advisory Council for consideration. An applicant may be issued credential on a provisional basis until WV STARS Policy Advisory Council can make a decision regarding the specific applicant.

### Processing Time of a Trainer Credential Application

WV STARS will process all submitted Trainer Certification Applications within sixty (60) days of receipt. If the applicant fails to submit the \$25 processing fee, does not complete all portions of the application, is not active on the Career Pathway (excluding Specialty Trainers), or fails to submit the required documentation, WV STARS will send the applicant a feedback letter indicating the reason the application cannot be considered at that time. The applicant is provided with a date on the feedback letter which the requested items must be submitted to the WV STARS office for consideration. This date is sixty (60) days from the date the application was processed by WV STARS. If the applicant fails to submit the requested items within the given date, the application will not

be approved, and the applicant will need to resubmit an entire application with documents and fee to be considered.

Beginning July 1, 2009, all trainer credential applicants will be required to complete WV STARS Credentialed Trainer Orientation within sixty (60) days of application processing. Upon processing, WV STARS will notify an applicant of scheduled WV STARS Credentialed Trainer Orientations offered or the applicant can search for sessions on the WV STARS website under [www.wvstars.org](http://www.wvstars.org) under "Trainer" tab.

WV STARS will process completed applications by indicating that the application information and supporting documentation meets the criteria for the indicated trainer level. When an application has been processed, a trainer level assigned and WV STARS Credentialed Trainer Orientation has been completed, an applicant will be considered approved.

All Affiliate, Certified, and Master Trainers will be issued credentials which the renewal date indicated coincides with the renewal date of the Career Pathway Certificate. To renew trainer credential, a trainer must only renew Career Pathway Certificate (given that renewal requirements are met) and complete WV STARS Credentialed Trainer Orientation or Orientation Update. This consistency with dates enables WV STARS to better track status and alleviates trainers from having to pay an additional trainer renewal fee.

Specialty Trainers will be issued credentials which the renewal date indicated coincides with the renewal date of the specialty credential/license held. At the renewal date, the trainer must submit a renewed copy of the license/credential to remain an active trainer. If the license/credential indicated is a permanent license, the renewal date issued will be three (3) years from the date the application approved.

A trainer credential will be issued as soon as the Trainer Credential Application has been approved. The credential shows the trainer's name, Registry Identification Number, assigned trainer type, and credential renewal date. The trainer will be mailed the trainer credential, a letter indicating approval of the credential, and information regarding how to access the online West Virginia's Core Knowledge and Competencies for Early Childhood Professionals.

## Trainer Types

### Master Trainer

An applicant for WV STARS Trainer Credential may be awarded a Master Trainer Credential if **all** of the following criteria are met:

- The applicant holds an Advanced Degree (MA/MS, PhD/EdD) in an early care and education field from an institution of higher education recognized by a regional accrediting body.
- The applicant is a Level VIII on the Career Pathway.
- The applicant has logged sixty (60) contact hours providing training to adults in the last three (3) years.

A Master Trainer candidate must submit a complete Trainer Credential Application with documentation showing the advanced degree held in an early care and education field and a brief professional vita.

A trainer will receive notification of receiving Master Trainer status with trainer credential.

A Master Trainer is able to provide sponsorship to Affiliate Trainers as well as sponsor training events presented by individuals who are not WV STARS Credentialed Trainers.

A Master Trainer is able to register training events in all of the Core Knowledge Content Areas and may train under Basic, Intermediate, and Advanced.

### Certified Trainer

An applicant for WV STARS Trainer Credential may be awarded a Certified Trainer Credential if **all** of the following criteria are met:

- The applicant holds a Bachelor's Degree or above from an institution of higher education recognized by a regional accrediting body.
- The applicant is a Level VII or VIII on the Career Pathway.
- The applicant has logged forty-five (45) contact hours providing training to adults in the last three (3) years.

A Certified Trainer candidate must submit a complete Trainer Credential Application with documentation showing the Bachelor's Degree held (transcript or diploma), and a current résumé detailing educational background and professional experience.

A trainer will receive notification of receiving Certified Trainer status with trainer credential.

A Certified Trainer is able to provide sponsorship to Affiliate Trainers as well as sponsor training events presented by individuals who are not WV STARS Credentialed Trainers.

A Certified Trainer is able to register training events in all of the Core Knowledge Content Areas and may train under Basic, Intermediate, and Advanced.

### Affiliate Trainer

An applicant for WV STARS Trainer Credential may be awarded an Affiliate Trainer Credential if the following criteria are met:

- The applicant holds a Bachelor's Degree or above from an institution of higher education recognized by a regional accrediting body, and
- The applicant has less than forty-five (45) contact hours providing training to adults in the last three (3) years; **Or,**
- The applicant is a Level V on the Career Pathway, and
- The applicant has logged twenty-five (25) contact hours providing training to adults in the last three (3) years.

An Affiliate Trainer candidate must submit a complete Trainer Credential Application with documentation showing the highest level of education obtained (transcript or diploma), a current résumé detailing educational background and professional experience, and a letter from a WV STARS Certified or Master Trainer indicating sponsorship.

A trainer will receive notification of receiving Affiliate Trainer status with trainer credential.

An Affiliate Trainer is unable to provide sponsorship to Affiliate Trainers or sponsor training events presented by individuals who are not WV STARS Credentialed Trainers.

An Affiliate Trainer is able to register training events in all of the Core Knowledge Content Areas and may train under Basic and Intermediate.

## Specialty Trainer

An applicant for WV STARS Trainer Credential may be awarded a Specialty Trainer Credential if the following criteria are met:

- The applicant holds a professional license, certificate or credential in an area of expertise other than early care and education.

A Specialty Trainer candidate must submit a complete Trainer Credential Application with documentation showing the professional license, certificate or credential held and a current résumé detailing educational background and professional experience.

A trainer will receive notification of receiving Specialty Trainer status with trainer credential.

A Specialty Trainer is unable to provide sponsorship to Affiliate Trainers or sponsor training events presented by individuals who are not WV STARS Credentialed Trainers.

A Specialty Trainer is able to register training events in one Core Knowledge Content Area designated by WV STARS and may train under Basic, Intermediate, and Advanced under that Core Knowledge Content Area.

## Trainer Credential Renewal

WV STARS Trainer Credentials are subject to renewal as indicated on the trainer credential. The renewal requirements are designated in the following manner:

The Master Trainer renewal date aligns with the Career Pathway renewal date. To renew trainer credential, a Master Trainer must meet renewal requirements to renew the Career Pathway Certificate. The trainer must submit a Career Pathway Renewal Application with the requested documentation and fee before the renewal date. Once the trainer is approved for Career Pathway Renewal, the trainer credential will be renewed. Beginning July 1, 2009, all WV STARS Credentialed Trainers will be required to complete WV STARS Credentialed Trainer Orientation or Orientation Update before renewing the trainer credential.

The Certified Trainer renewal date aligns with the Career Pathway renewal date. To renew trainer credential, a Certified Trainer must meet renewal requirements to renew the Career Pathway Certificate. The trainer must submit a Career Pathway Renewal Application with the requested documentation and fee before the renewal date. Once the trainer is approved for Career Pathway Renewal, the trainer credential will be renewed. Beginning July 1, 2009, all WV STARS Credentialed Trainers will be required to complete WV STARS Credentialed Trainer Orientation or Orientation Update before renewing the trainer credential.

The Affiliate Trainer renewal date aligns with the Career Pathway renewal date. To renew trainer credential, an Affiliate Trainer must meet renewal requirements to renew the Career Pathway Certificate. The trainer must submit a Career Pathway Renewal Application with the requested documentation and fee before the renewal date. Once the trainer is approved for Career Pathway Renewal, the trainer credential will be renewed. Beginning July 1, 2009, all WV STARS Credentialed Trainers will be required to complete WV STARS Credentialed Trainer Orientation or Orientation Update before renewing the trainer credential.

The Specialty Trainer renewal date aligns with the expiration/renewal date for the license/credential held that qualifies the trainer for Specialty Trainer status. For example: a Specialty Trainer providing training in Health, Safety, and Nutrition may hold a Specialty Trainer Credential by having a current nursing license. The trainer's renewal date would be the same date as the renewal date for the nursing license. If the license/credential held is a permanent license, the renewal date will be three (3) years from the date the Specialty Trainer Credential is issued. To renew a Specialty Trainer Credential, the trainer must submit the updated license/credential with a

letter of intent requesting renewal. Beginning July 1, 2009, all WV STARS Specialty Trainers will be required to complete WV STARS Credentialed Trainer Orientation or Orientation Update every three (3) years.

WV STARS will attempt to contact trainers whose credentials will need to be renewed thirty (30) days prior to renewal date as a reminder. However, it is the responsibility of the trainer to be aware of renewal date and to maintain credential.

If the trainer fails to renew trainer credential before the renewal date, the trainer's credential will be considered expired and the trainer status will change to not active status. A trainer with a credential that is not active will be unable to register any training events with WV STARS or provide sponsorship to Affiliate Trainers.

If the trainer fails to renew trainer credential within six (6) months of the renewal date, the trainer must resubmit a Trainer Credential Application with the appropriate documentation and fee for consideration of trainer credential. The trainer must also complete WV STARS Credentialed Trainer Orientation before the application can be approved.

If a trainer fails to renew trainer credential before the renewal date and the trainer is providing sponsorship to an Affiliate Trainer, WV STARS will contact the Affiliate Trainer within sixty (60) days following the lapse in credential. The Affiliate Trainer will be informed that the sponsoring trainer's credential has lapsed and must find additional sponsorship within thirty (30) days.

## Trainer Credential Advancement

A Certified or Affiliate Trainer who meets the requirements for a Trainer Credential at a higher level than previously assigned may complete a Trainer Credential Advancement Application to advance the Trainer Credential.

A trainer can access the most current version of this document at [www.wvstars.org](http://www.wvstars.org) or by request from the WV STARS office. Applicants are asked to complete this document by typing or printing legibly in ink in the spaces provided. All sections of the application must be completed entirely for the application to be processed.

An applicant is asked to read Section II, Trainer Credential Advancement Criteria, to determine eligibility for an advanced WV STARS Trainer Credential. There will be no exceptions made for trainer requirements.

An applicant is asked to review Section V, Trainer Agreement and Assurances, before signing. This section indicates policy regarding training registration, sponsorship, evaluations, and sign-in sheets. Please note that WV STARS has adopted the core values, ideals and principles set forth in the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct, Supplement for Early Childhood Adult Educators. Trainers will be expected to fulfill the responsibilities indicated in this document.

With the completed application, an applicant must attach the following documentation:

- Current résumé/brief professional vita
- Documentation supporting advancement criteria (diploma and/or transcript) indicated in Section II
- Section III of application or Professional Development Record of Trainings Presented.
- Updated biography

There is no processing fee for a Trainer Credential Advancement Application.

An individual wishing to advance Trainer Credential does not need to complete any additional orientation requirement outside what is required to initially approve and renew credential.

An applicant must submit the completed application with required documentation to:

Attn: WV STARS  
West Virginia Early Childhood Training Connections and Resources  
611 Seventh Avenue, Suite 322  
Huntington, WV 25701

WV STARS must present any new or unfamiliar document or information before the WV STARS Policy Advisory Council for consideration. An applicant may be issued credential on a provisional basis until WV STARS Policy Advisory Council can make a decision regarding the specific applicant.

If a Specialty Trainer is interested in changing trainer type and is able to meet the requirements for a Master, Certified, or Affiliate Trainer, the trainer must resubmit a Trainer Certification Application with the required documentation and \$25 processing fee. A Specialty Trainer is not eligible to advance a Trainer Credential by submitting the Trainer Credential Advancement Application.

### Processing Time of a Trainer Credential Advancement Application

WV STARS will process all submitted Trainer Certification Advancement Applications within sixty (60) days of receipt. If the applicant does not complete all portions of the application, is not active on the Career Pathway, or fails to submit the required documentation, WV STARS will send the applicant a feedback email indicating the reason the application cannot be considered at that time. The applicant is provided with a date on the feedback email which the requested items must be submitted to the WV STARS office for consideration. This date is sixty (60) days from the date the application was processed by WV STARS. If the applicant fails to submit the requested items within the given date, the application will not be approved, and the applicant will need to resubmit an entire application with documents and fee to be considered.

WV STARS will process completed applications by indicating that the application information and supporting documentation meets the criteria for the indicated trainer level. When an application has been processed and a trainer level advanced, an applicant will be considered advanced.

A new trainer credential will be issued as soon as the Trainer Credential Advancement Application has been approved. The credential shows the trainer's name, Registry Identification Number, newly assigned trainer type, and credential renewal date. The trainer will be mailed the trainer credential, a letter indicating approval of the credential, and information regarding West Virginia's Core Knowledge and Core Competencies for Early Care and Education Professionals to refer to when planning training events.

## XVI. TRAINER RESPONSIBILITIES

### WV STARS Credentialed Trainer Orientation

Beginning July 1, 2009, all trainer credential applicants will be required to complete WV STARS Credentialed Trainer Orientation within sixty (60) days of application processing. Upon processing, WV STARS will notify an applicant of scheduled WV STARS Credentialed Trainer Orientations offered or the applicant can search for sessions on the WV STARS website under [www.wvstars.org](http://www.wvstars.org) under the “Trainer” tab.

Beginning July 1, 2009, all existing WV STARS Credentialed Trainers attempting to renew trainer credential must complete WV STARS Credentialed Trainer Orientation or Orientation Update. The orientation session or orientation update must be completed before the trainer credential will be renewed. Trainers can search for scheduled WV STARS Credentialed Trainer Orientations on the WV STARS website under [www.wvstars.org](http://www.wvstars.org) under “Trainer” tab.

### Training Registration

In order to register a training event with WV STARS, a WV STARS Credentialed Trainer must login and submit a Course Publish Approval Request through the WV STARS system. All sections of the Training/Course request must be completed entirely following the guidelines given in the Training Registration Handbook. A WV STARS Training Registration needs completed only if the training event a) has never been registered previously; or b) the training event has been registered previously but information and/or training length has changed. If only the instructor has changed you may submit an Instructor Permission form if you are a Master or Certified trainer and add this individual as an option for you to select as an instructor. If the training session is being sponsored by a Master/Certified Trainer, that trainer must submit the Course Publish Approval Request.

Training held over the course of more than one (1) day or in a series can be registered one (1) of two (2) ways:

1. Training can be registered in parts to offer credit to participants who attend only certain parts of the training. For example, a forty (40) hour training offered over five (5) days can be registered in five (5) eight (8)-hour sessions. A separate WV STARS Training Registration Form is required for each session and can be titled *Training Title Part 1, Training Title Part 2, etc. or Training Title Session 1, Training Title Session 2, etc.* Registering the training in this manner allows for participants to receive partial credit. A separate WV STARS Sign-In Sheet is required to be submitted for each session.
2. Training can be registered as a whole to offer credit to only those who complete the entire series. For example, a forty (40) hour training offered over five (5) days can be registered as one (1) forty (40)-hour session. Only one (1) WV STARS Training Registration Form is required. Registering the training in this manner allows for only individuals, who have completed the entire training to receive credit, no partial credit will be given. Only one (1) WV STARS Sign-In Sheet is required to be submitted.

Completed WV STARS Training Registration Forms must be submitted online three (3) weeks prior to the training event.

### Processing Time for Training Registration Form

All WV STARS Credentialed Trainers submitting WV STARS Online Training Registration Form will receive feedback regarding the training registration within the three (3) week policy guidelines. If the Training Registration Form was not accepted for registration, WV STARS will send an e-mail message to the trainer indicating the rejection of Training Registration and including the corrections that need to be made in order to approve the Registration. The trainer has the option of resubmitting the corrected Training Registration to WV STARS for consideration.

Training Registration Forms will be processed within three (3) weeks of receipt. A trainer will receive confirmation of the registration in the form of an e-mail. An unofficial certificate may then be printed under Manage and Unofficial Certificate under the specific course/training itself. A copy of the Instructions on How To Complete the Online Training Evaluations and How to View the Official Certificate Online are available on the [www.wvstars.org](http://www.wvstars.org) website for trainers to provide to participants.

If the training information changes, i.e. change is training content, number of clocks hours or change in presenter, the credentialed trainer must submit a new Training Registration Form with the modified training information including.

## Eligible Training for Registration

A training session is eligible to be registered by WV STARS if the training meets the following criteria:

- The training must meet the minimum standards of the West Virginia Core Knowledge/Core Competencies for Early Care and Education Professionals.
- The training will be a minimum of one (1) hour in length  
And
- The presenter must be a WV STARS Credentialed Trainer; or
- The training must be sponsored by WV STARS Certified or Master Trainer.

WV STARS does not have a training approval process, only a *trainer* approval process. It is the intention of WV STARS that having a trainer approval process in place ensures a certain level of quality with the training that the WV STARS Credentialed Trainer presents or sponsors. However, this means that it is the responsibility of the WV STARS Credentialed Trainer to ensure that the above criteria are met, the WV STARS Training Registration Form is completed accurately, and the standards indicated by the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct, Supplement for Early Childhood Adult Educators are met.

Technical assistance and staff development can be registered with WV STARS as long as the criteria above are met. WV STARS will not register social gatherings or general meetings that **do not have an element of in-service**. WV STARS Credentialed Trainers are encouraged to use sound judgment and refer to the Trainer Agreement and Assurances section of the WV STARS Trainer Credential Application, specifically the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct, Supplement for Early Childhood Adult Educators, and the National Association for the Education of Young Children (NAEYC), What is Professional Development document when registering training with WV STARS.

## Scheduled Event via Webinar Training Registration

WV STARS Credentialed Trainers have the ability to provide training via webinar and market them through the WV STARS Training Calendar as a Scheduled Event. The guidelines for live webinars are as follows:

- Training must be provided on a platform that allows for tracking of the amount of time that participants attend the training. (Please note trainers must secure their own platform on which to conduct webinars.)
- Training must include a learning assessment in order for training credit to be issued. Unless an individual is a representative of an Entity these assessments need to be completed as assessment modules inside the registry.
- Trainers are expected to conduct webinars utilizing best practice methods.
- Webinars will be subject to quality assurance checks that may include attendance by WV STARS staff to ensure that the training is meeting policy standards and adheres to the course registration submitted.
- Webinar registration link will be added as a location. Trainers providing this type of training will be expected to follow policy regarding submitting location information as stated in the trainer requirement.



## On-Demand Training Registration

**On-Demand Training** may only be entered into WV STARS LMS if it meets the following criteria:

- On-Demand courses may only be counted for credit one time unless determined otherwise by WVECTCR Advisory Council.
- Training does not have an associated cost.
- Training content is aligned to the West Virginia Core Knowledge and Competencies.
- Training must have a set deadline date in which registered participants must complete the course or course is dropped. Recommended timeline is 30 days from date of registration but can be extended for individual courses.
- Trainers are eligible to customize emails sent out to participants upon registration.
- Content not created by WV STARS Entity must be reviewed through formal review process facilitated by WV STARS designee. The course review process includes the following:
  - The course will be reviewed by a minimum of three individuals that will include one content expert specific to each course.
  - Course reviewers will complete provided rubric based on quality standards and may include comments and recommendations.
- Please note the 3 week processing time is not applicable to this type of training.

## Conference Training Registration

Conference organizers may contact WV STARS staff for additional assistance in the training registration process.

## Certificates of Training Attendance

As of July 1, 2016 WV STARS trainers will distribute Unofficial WV STARS Certificates of Training Attendance as the Official WV STARS Certificate of Training Attendance is only available upon the completion of the Online Training Evaluation. The Official WV STARS Certificate of Training Attendance is then printable from the WV STARS Professional Development Record under the My Transcript. Trainings given between April 1, 2016 and July 31, 2016 may have Unofficial Certificates signed by the Trainer to indicate the date of completion, hours, name of participant and Trainer's signature to be used accepting by licensing. At each WV STARS Registered Training event, the trainer must distribute or make available the WV STARS Unofficial Certificate of Training Attendance and information on how to obtain an Official WV STARS Certificate of Training Attendance. If a trainer is unable or fails to provide said information at a WV STARS Registered Training event, that trainer must provide participants with information on the procedure for obtaining the certificate and, if requested, must provide the certificate. A trainer distributing a certificate that has not been issued by WV STARS that includes WV STARS training registration information and does not make available the WV STARS Certificate of Training Attendance will be in violation of WV STARS Policy. A trainer must not manipulate the WV STARS Certificate of Training Attendance in any way; that, too, is a violation of WV STARS Fraud Policy.

In the event that a trainer/organization is holding or sponsoring a conference or mini-conference event, the trainer may provide participants with a CEU Reporting Form that can be completed. The form must provide opportunity for participants to indicate each session attended on the form with signatures indicating completion of the training event. The trainer must be willing to provide opportunities for participants to have the form signed to verify completion.

## Sign-In Sheets

A WV STARS Sign-In Sheet/Class Roster must be completed at the conclusion of every WV STARS Registered Training event. Participants are required to sign-in on the form using the appropriate procedures. It is the responsibility of the trainer to distribute the appropriate WV STARS Sign-In Sheet/Class Roster at each training event and to ensure that all participants that should receive credit for participation have signed. As of July 1,

2016 all WV STARS Credentialed trainers are required to add Training Attendance to the WV STARS Data Base within 5 business days of the completion of a training event.

WV STARS Trainers are required to enter the Training Attendance into the WV STARS data base within 5 business days of the completion of a training. Trainers must maintain a copy of the Sign-In Sheet/Class Roster with signatures either as a paper file or electronically for five (5) years. WV STARS staff will at random require the submission of Sign-In Sheets/Class Rosters in order to perform quality reviews. Inability to provide documentation for training attendance that has been entered may be reviewed as potential fraud.

## Training Evaluation

As of July 1, 2016 all trainings will require that participants complete an Online Training Evaluation in order to receive an Official WV STARS Certificate of Training Attendance. WV STARS Trainers may choose to also have participants complete a separate Trainer Evaluation of their own if they wish to. Participants are encouraged to respond on the evaluation form in an honest, constructive, and direct manner regarding the quality of the training. The training participant may complete the evaluation anonymously and without the fear of personal and professional repercussions, including but not limited to harassment, questioning, and refusal to allow future participation.

## Affiliate Trainer Sponsorship

Any Certified or Master Trainer has the option of providing sponsorship for an Affiliate Trainer applicant. The support of the Certified or Master Trainer must be, at a minimum level, to provide guidance, input, and review during the development of the training and/or to review and evaluate the training session.

Details and terms of sponsorship/support are at the discretion of the sponsoring trainer though the above mentioned minimum requirements must be met.

An Affiliate Trainer applicant seeking a Certified or Master Trainer to provide sponsorship can contact WV STARS to be linked with an eligible trainer. WV STARS has compiled a list of WV STARS Certified or Master Trainers who are willing to be contacted for sponsorship. However, Certified or Master Trainers are not obligated to agree to any or every request of sponsorship made.

If a sponsoring trainer fails to renew the WV STARS Trainer Credential before the renewal date and the credential is considered not active, WV STARS will contact the Affiliate Trainer within sixty (60) days following the lapse in credential. The Affiliate Trainer will be informed that the sponsoring trainer's credential has lapsed and must find additional sponsorship within thirty (30) days.

If at any time, either the sponsor or Affiliate Trainer decides to sever the sponsorship, the Affiliate Trainer has thirty (30) days to find additional sponsorship. If sponsorship is not obtained within thirty (30) days, the Affiliate Trainer's credential will be considered not active and will be unable to register or hold a WV STARS Registered Training.

## Training Sponsorship

Any Certified or Master Trainer has the option of providing sponsorship for a training event to be registered with WV STARS. The Certified or Master Trainer agreeing to provide sponsorship must indicate that the following requirements are met:

- The training must meet the minimum standards of the West Virginia Core Knowledge/Core Competencies for Early Care and Education Professionals.
- The WV STARS Training Registration Form should be completed accurately and honestly and submitted within the three (3) week time frame.

- An Instructor Permission form must be submitted to WV STARS so that the instructor can be added to the Instructor list.
- As a sponsor, a Master or Certified Trainer accepts responsibility for the quality of the presenter, the training provided, the training registration, and the adding of the training attendance.
- The WV STARS Sign-In Sheet must be returned to the sponsoring trainer and attendance entered in the WV STARS data base within 5 business days.
- WV STARS Training Evaluations must be completed by participants online prior to receiving an official WV STARS Training Certificate
- WV STARS Certificates of Training Attendance are not available in the printed format for participants as of July 1, 2016. An unofficial certificate will be given with instructions on how to receive an official certificate.

Details and terms of sponsorship are at the discretion of the sponsoring trainer though the above mentioned minimum requirements must be met.

Individuals, agencies, and organizations seeking a Certified or Master Trainer to provide sponsorship can contact WV STARS to be linked with an eligible trainer. WV STARS has compiled a list of WV STARS Certified or Master Trainers who are willing to be contacted for sponsorship. However, Certified or Master Trainers are not obligated to agree to any or every request of sponsorship made.

## XVII. APPROPRIATE DOCUMENTATION

### Documentation Submission

Applicants are required to submit educational documentation to support claims of education earned on WV STARS Career Pathway and Trainer Credential Applications. Participants must submit official diplomas, certificates, credentials, and/or transcripts for determination. Clear copies will be accepted in most cases though WV STARS reserves the right to request original documentation if needed. Schedules, grade reports, or online transcripts will not be accepted as appropriate documentation for determination.

When high school is the highest level of education completed, an applicant may submit a copy of high school diploma or a high school transcript indicating a date of graduation. However, if an applicant has completed college credit hours, an official transcript must be submitted for the coursework to be considered. A diploma from an institution of higher education will not be accepted without an official transcript that indicates specific coursework.

WV STARS must present any new or unfamiliar document or information before the WV STARS Policy Advisory Council for consideration. An applicant may be issued a certificate on a provisional basis until WV STARS Policy Advisory Council can make a decision regarding the specific applicant.

Only documentation deemed necessary for the processing of applications and forms, requested specifically by WV STARS Staff, and/or relevant to program operations will be retained. This documentation may include applications, forms, professional résumés, educational documentation, and training certificates and records that meet policy guidelines as stated. Documentation deemed not necessary by requirements listed above will be destroyed in a manner that adheres to WV STARS Confidentiality Policy and will not be returned to participant once received.

### Educational Documentation from a Foreign Country

WV STARS will not accept educational documentation from a country outside the USA unless accompanied by a statement of equivalency from a foreign credential evaluation organization.

### Higher Education Documentation

When making a determination based on early care and education coursework at the college level, it is the responsibility of the applicant/participant to research and provide explanation of coursework. To expedite the application process, applicants are asked to identify by highlighting coursework on transcripts related to specialization in early care and education. Current policies define an early care and education field of study as: early childhood education, child development, birth to four certification, child and family studies, family and consumer science, and early childhood special education. Applicants may also need to submit course descriptions of course content for any course that may be unknown or questionable, if requested.

Only higher education coursework from or recognized by institutions of higher education accredited by a regional accrediting association will be eligible for consideration. **The institution must have been accredited during the time of coursework or degree completion.** It is the applicant's responsibility to research and offer proof to WV STARS that education is recognized by a regionally accredited institution. This is particularly important when participants are submitting documentation from an online institution.

### Secondary Education Documentation

Only diplomas from secondary education institutions recognized by the WV Department of Education if attended within West Virginia, the American Council on Education if attended outside of West Virginia, or a

regional accrediting association will be accepted for consideration. Diplomas submitted to WV STARS that are not recognized as meeting the criteria will need to be accompanied by additional documentation for consideration. The additional documentation can be a copy of GED, a statement from the local/county Board of Education indicating that the school/institution is recognized by the Board of Education, or a statement indicating that the diploma will be accepted for consideration from an institution of higher education recognized by a regional accrediting association. The responsibility to research and provide proof showing the validity of documentation lies with the applicant.

WV STARS reserves the right to request additional documentation if validity or course content is questionable.

## Training Documentation

As of July 1, 2016 WV STARS will no longer accept WV STARS certificates to add training attendance to a participant's Professional Development Record unless said training occurred prior to July 1, 2016 and was registered under the 2009 version of the West Virginia Core Knowledge and Competencies. Documentation submitted for NON STARS training requires the submission of a completed NON STARS Training Submission Form along with attached supporting documentation, which may be in the form of certificates, CEU reporting forms, etc.

WV STARS will process all training documentation in an appropriate time frame. Only documentation of training completed after the date of initial approval for Registry participants, or relevant to the current renewal period for Career Pathway participants, will be added to the participant's Professional Development Record. Please note, though all NON STARS training will be added to the participant's Professional Development Record, only fifteen (15) hours of NON STARS training may be used to meet the forty-five (45) hour renewal requirement.

## XVIII. WV STARS Pathway Advancement Scholarship

### WV STARS Pathway Advancement Scholarship History and Overview

The WV STARS Pathway Advancement Scholarship was developed in the fall of 2016 and was first piloted in the Spring of 2017. This scholarship module replaced a previous module that had been utilized in the state since 2008. This scholarship is operated by West Virginia State Training and Registry System, which is operated by WV Early Childhood Training Connections and Resources, through River Valley Child Development Service, and funded by WV Department of Health and Human Resources, Bureau for Children and Families/Office of Early Care and Education. This funding is restricted to child care, so eligibility is limited to individuals working in licensed child care centers/facilities, or working as a registered family home provider. This scholarship provides tuition payment and an educational related expenses stipend, as well as a degree completion bonus. The WV STARS Pathway Advancement Scholarship is a third party scholarship and is not issued through a college or university. It is issued from the WV STARS office and financial arrangements are made with the colleges/universities that participate with the scholarship.

### Participating Schools

Associate or Bachelor's degree college credit must be taken from a participating West Virginia college or university.

| Associate Degree Programs                   | Bachelor's Degree Programs |
|---|----------------------------|
| Bridge Valley Community & Technical College | Concord University         |
| Eastern WV Community & Technical College    | Glennville State College   |
| Mountwest Community & Technical College     | Marshall University        |
| Pierpont Community & Technical College      | Shepherd University        |
| Potomac State College                       | West Liberty University    |
| Southern WV Community & Technical College   | West Virginia University   |
| WV Northern Community College               | WVU – Parkersburg          |
| WVU – Parkersburg                           |                            |

### Supported Degrees

Supported AA/AAS/BA/BS/RBA degrees include:

- Child Development
- Child Development & Family Studies
- Early Childhood
- Early Childhood Development
- Early Childhood Education
- Early Childhood Special Education

Individuals possessing a Bachelor's degree but needing additional Early Childhood hours to meet a licensing requirement will be considered only if funding remains after all supported degree applicants have been approved.

For Regents Bachelors of Arts or Multiple Disciplinary Studies degrees, we will only cover the early childhood degree program coursework.

## Eligibility Requirements

- WV resident
- Employed as a child care provider or director, at least 20 hours per week, in a WV licensed child care center, licensed child care facility, or registered family child care home.
- Applied for financial aid, using FAFSA (Free Application for Federal Student Aid)
- Accepted, or enrolled in an undergraduate degree program (full or part time) in Early Childhood Education at a participating WV community and technical college or university.
- Willing to continue employment in the field of early care and education while pursuing an Early Childhood Education degree, and for at least one year after earning degree.
- Has an active WV STARS Pathway Credential

## Application Process

An early care and education professional must have an active WV STARS Pathway Credential to apply for the scholarship. The application is available at [wvstars.org/scholarship](http://wvstars.org/scholarship) or by request at the WV STARS office during an enrollment period. Applications are available for two weeks during a specific period and then unavailable until the following enrollment period. Applicants are asked to complete this document by typing or printing legibly in ink in the spaces provided. All sections of the application must be completed unless otherwise indicated as optional for the application to be processed.

While completing the application, applicants should note the following sections of the application:

- I. Applicant Information  
The physical address must be in the state of West Virginia. The email address indicated in this section will be the primary contact WV STARS will use to correspond with applicant. This email address can only be changed at the request of the individual.
- II. Program Information  
Employment information should match the employment information listed on the applicant's WV STARS account. Applicant must select which type of program they work for and provide information on their director. If the number of hours worked per week or the number of months worked per year varies, applicant must enter a number showing the average of work time.
- III. Education Information  
Applicant must select their highest level of education and chose the appropriate educational goal for them.
- IV. Scholarship Information  
Applicant must provide documentation verifying enrollment in one of the qualifying Early Education programs in the school they are attending. Documentation must show the applicant's name, address, degree program, and major. Applicant must list the courses code, course title, and the number of hours for the courses they are applying for.
- V. Applicant and Employer Statement  
An applicant and the employer must read, sign, and date the application before submission.

An applicant must submit the completed application with required documentation to:

Attn: WV STARS Pathway Advancement Scholarship  
WV Early Childhood Training Connections and Resources  
611 Seventh Avenue, Suite 322  
Huntington, WV 25701

## Required Documentation

Completed application-all fields are complete, the application is signed and dated by applicant and their employer (unless the applicant is a family home provider, then only the applicant signs), and all required documentation is attached.

- Current paystub (dated within 30 days of the application and lists the employer and applicant name). Calculated hourly wage if not stated on paystub.
- Confirmation of applying for FAFSA for the school year in which the applicant will be attending college.
- College transcript(s) showing admittance and/or enrollment in the selected college of attendance on the application OR
- College admission acceptance letter.

## Selection Criteria

Applications are processed on first come first serve basis referencing the date of completed application submission. All applications are reviewed upon receipt to determine if they are complete or incomplete. Applications that are complete will be dated on the date received. Applications that are incomplete will be dated the date that the last required document is submitted. Applicants submitting an incomplete application will be first contacted via email then phone and only after that will a photo copy of the incomplete application and a letter stating what is incomplete will be returned in the mail to applicant.

## Waitlist

After the maximum number of scholarships have been awarded for the semester, complete applications are placed on a waitlist by date that the complete application was received. Only complete applications can be placed on the waitlist. Applicants are notified by email that they have been placed on the waitlist. Each semester will have a separate waitlist and applications will not carry over from one semester to another. Applications from the waitlist will be approved if funding becomes available.

## Stipends

Applications that are approved and awarded the WV STARS Pathway Advancement Scholarship will receive a \$200.00 educational stipend. A W-9 form must be on file for the current calendar year before applicant can receive the education related expenses stipend.

## Submission of Final Grades

Applicants are required to submit their final grades upon completion of the course(s) that were awarded the scholarship. Failure to submit final grades after completed semester will make them ineligible for the following semester. Applicants will become eligible again once final grades are received. Submission of final grades must have the following information viewable on the document:

- Student name
- Semester
- College name (or ability to identify college of attendance)
- Course code(s) and/or title(s)
- Grade(s)

Online grades can be submitted by mail, email, or fax.

Courses failed or withdrawn from after tuition has been paid to the participating college/university will not be required to be paid back to WV STARS. The applicant will still be eligible to apply for the following semester;



however, the courses that were failed or withdrawn from will not be eligible for the scholarship. WV STARS PAS will not pay for the same course twice.

## Completion Bonus

Scholarship recipients that have completed an approved degree during a semester they were receiving the WV STARS Pathway Advancement Scholarship are eligible to receive a \$300 bonus upon the completion of the Degree Completion Bonus Application and submission of a copy the official transcripts indicating the date the degree was conferred. This is a one-time payment.

## Recipient Work Commitment

Scholarship recipients are expected to remain employed in the field of early care and education while on scholarship, employed for at least six months following the end of their scholarship, and for one year following the completion of their degree. WV STARS Scholarship and Earnings Specialist will verify employment by contacting the employer listed on scholarship application.

## Employment Verification

WV STARS will attempt to contact the employer first, followed by the applicant to verify they are still employed in early childhood. This employment verification is to confirm that the recipient's work commitment has been met.

Individuals found to have not completed their employment commitment will become ineligible to receive scholarship funds until such time that they are able to show proof of having since met the initial requirement.

## Appeal Process

An individual who is not satisfied with the initial determination made by the WV STARS Scholarship and Earnings Specialist, you may contact the WV STARS Statewide Project Manager. If he/she is still unsatisfied with the determination he/she may file an appeal utilizing the WV STARS Appeal Process documented in section VI.

## Fraud

Any individual found to have committed fraud in order to claim payment from WV STARS Pathway Advancement Scholarship will become permanently ineligible to receive any payments from the WV STARS programs. Please see Section V for a full copy of the WV STARS Fraud Policy.

## Repayment Policy

Recipients that switch to coursework not required by a covered ECE degree or change to a non-eligible degree program after receipt of the \$200 educational stipend will be sent a notification for the repayment. The notification will have the repayment amount and deadline date listed. Failure to submit the repayment amount by the deadline date provided will result in this matter being turned over to a professional collection agency.

Repayment must be completed prior to the individual becoming eligible for any additional awards or benefits from WV STARS including, but not limited, to the Pathway Advancement Scholarship and Pathway to Earnings. The individual may choose to repay funds by withholding said amount from the next award earned.

## XIX. WV STARS Pathway to Earnings

### Application Process

All WV STARS Pathway to Earnings applications will be accepted online through the WV STARS data system. Applications will be accepted for one designated month each quarter and then unavailable until the following enrollment period of the next quarter. In order for an application to be considered complete all fields must be completed, signed and necessary documentation submitted. Please note that any application that is missing a piece of required information will be rejected with notification of the necessary changes. An applicant can choose to resubmit the missing documentation prior to the end of that application period. The application will then be dated the date of the receipt of the corrections. Applications will be approved on a first come, first serve basis as funding allows, and incomplete applications will not be placed in line for processing.

### Eligibility Criteria

|   |
|---|
| Please note you must meet <b>all</b> of the following criteria to be eligible to receive the Pathway To Earning Payment:  |
| <input type="checkbox"/> Currently working in a WV licensed child care center, licensed child care facility, or family child care home, serving subsidized children as one of the following: <ul style="list-style-type: none"><li><input type="checkbox"/> Teacher/Assistant Teacher/Teacher's Aide</li><li><input type="checkbox"/> Director/Assistant Director</li><li><input type="checkbox"/> Family Child Care Provider</li></ul>   |
| <input type="checkbox"/> Has worked for 12 consecutive months prior to application within the field of early care and education as outlined above for a minimum of one of the following: <ul style="list-style-type: none"><li><input type="checkbox"/> 20 hours per week if working as a teacher/assistant teacher/teacher's aide or director/assistant director with no more than a 45 day employment lapse</li><li><input type="checkbox"/> 20 hours per week if working as a family child care provider with no more than a 90 day employment lapse</li></ul>   |
| <input type="checkbox"/> Has an active Career Pathway Credential  |
| <input type="checkbox"/> Has earned a qualifying degree or certificate (please note degrees must be earned from a Regionally Accredited Institution):<br>Degree or Certificate <ul style="list-style-type: none"><li><input type="checkbox"/> WV Elements of Family Child Care Series (Must be working in Family Child Care)</li><li><input type="checkbox"/> Mind in the Making</li><li><input type="checkbox"/> WVIT (Must be working with Infants and Toddlers to claim)</li><li><input type="checkbox"/> WVIT II (Must be working with Infants and Toddlers to claim)</li><li><input type="checkbox"/> CDA(Current)</li><li><input type="checkbox"/> ACDS Department of Labor Certificate</li><li><input type="checkbox"/> AAS/AA in ECE*</li><li><input type="checkbox"/> BA/BS in ECE* or RBA with ECE emphasis</li><li><input type="checkbox"/> MA/MS/M.ED in ECE*</li><li><input type="checkbox"/> PhD. or Ed. D. in ECE*</li></ul> |
| *Accepted ECE Degree Programs include: Child Development; Child Development & Family Studies; Early Childhood; Early Childhood Development; Early Childhood Education; Early Childhood Special Education.   |
| If this is not the first time you have applied for and received the WV STARS Pathway to Earnings payment for this degree and/or certificate you must <u>also</u> have met one of the following in the past 12 months. <ul style="list-style-type: none"><li><input type="checkbox"/> Has completed 18 hours of WV STARS Training in the last 12 months (for those working in Licensed Child</li></ul>   |

Care)

- Has completed 11 hours of WV STARS Training in the last 12 months (for those working in/as Family Child Care Home or Family Child Care Facility)
- Has completed one college credit course towards a higher degree in ECE in the last 12 months (must submit documentation confirming completion)

Occupational Development and Regents Bachelors of Art degrees will not be accepted unless they meet the minimum early childhood coursework requirements set forth by WV STARS Pathway to Earnings guidelines.

Occupational Development Degrees will not be accepted unless they contain 15 hours of early childhood coursework, regardless of area listed as emphasis. Hours obtained during on the job training will not be counted towards this total.

Regents Bachelors of Art degrees will be accepted as long as they have 18 hours of early childhood coursework.

While the above listed criteria has been set forth, if funds are still available during the last application period for the fiscal year, an opportunity may be offered to those meeting all other criteria but not serving subsidized children.

## Documentation Requirements

Applicants that have remained with the same employer for the 12 month period will only be required to submit one employment form completed and signed by the current employer and a paystub. Applicants with more than one employer for the 12 month period must submit an employment form for each employment (these may be self-completed if for previous employment) and a copy of a W-2 for each employment claimed.

Family Child Care Providers may self-complete the employment form page of the application and by signing the application they are giving permission for WV STARS staff to request a Provider Payment History Report from DHHR.

Applicants must submit a copy of all degrees and certificates for which they are requesting consideration. Please note degrees must be earned from a Regionally Accredited Institution and a copy of an official transcript must be provided. All certificate applications also require a copy of the certificate to be provided.

Certificate requirements are as follows.

| Certificate Type                        | Required Document  |
|---|--|
| WV Elements of Family Child Care Series | No Document Required/Verified by WV STARS Transcript       |
| Mind in the Making                      | No Document Required/Verified by WV STARS Transcript       |
| WVIT I                                  | Must submit a copy of WVIT Certificate                     |
| WVIT II                                 | Must submit a copy of WVIT II Certificate                  |
| CDA                                     | Must submit a copy of current CDA Certificate              |
| ACDS Department of Labor                | Must submit a copy of ACDS Department of Labor Certificate |

All applicants must submit a copy of a W-9 form with their application.

Applicants applying for the Pathway to Earnings payment for the same degree or certificate after the first application must meet a Professional Development requirement. If an individual is using WV STARS training hours to meet this requirement they are not required to submit additional documentation. If an applicant is using the completion of one college credit course towards a higher degree in ECE in the last 12 months they

must submit either a copy of an unofficial transcript or grade report from a Regionally Accredited Institution, confirming completion of the course and the name of the program in which they are enrolled.

## Approval of Payment

Applicants may qualify for more than one type of payment. Applicants can qualify for a maximum of one degree but may qualify for multiple certificates. The total number of certificates will be awarded in addition to the highest degree earned. An example would be that an individual may qualify for the WVIT I, WVIT II and ACDS certificates in addition to an Associate's degree. Individuals claiming WVIT I or WVIT II eligibility must be working directly with infant and/or toddlers during the claimed 12 months of employment as a teacher/assistant teacher or teacher's aide. Individuals claiming WV Elements of Family Child Care Series must be working in family child care during the 12 months of employment.

## Denial of Payment

Applicants who have been denied due to incomplete applications or missing documentation may resubmit prior to the end of the application period for redetermination. Individuals denied due to not meeting one of the eligibility requirements must wait until the next application period. Please note that once a payment has been awarded the participant becomes ineligible for another award for the next 12 months.

Individuals denied due to not meeting the criteria of having served subsidized children for the last 12 consecutive months may reapply during the April enrollment period. Applications of individuals meeting all criteria will be given first priority and then individuals working for programs with a signed PSA (Provider Services Agreement) but having not met the 12 consecutive month requirement for serving subsidized children. Individuals working for programs with no signed PSA (Provider Services Agreement) will be of the lowest priority.

## Appeal Process

If an applicant is not satisfied with the initial determination made by the WV STARS Scholarship and Earnings Specialist, he/she may contact the WV STARS Statewide Project Manager. If he/she is still unsatisfied with the determination he/she may file an appeal utilizing the WV STARS Appeal Process documented in section VI.

## Fraud

Any individual found to have committed fraud in order to claim payment from WV STARS Pathway to Earnings will become permanently ineligible to receive any payments from the WV STARS programs. Please see Section V for a full copy of the WV STARS Fraud Policy.

## 1099 Documentation

Applicants that have received more than \$500 from River Valley Child Development Services during a calendar year will receive a 1099 by mail. Please note that all payments received as a part of the Pathway to Earnings program are considered taxable income by the Internal Revenue Service.