

## Do I need to RENEW or REINSTATE my Career Pathway Credential?

| <b>RENEWAL</b>  | <b>REINSTATEMENT</b>  |
|---|---|
| <a href="#">Paper Application</a> <a href="#">Online Application</a>                    | <a href="#">Guidance Document</a>   |
| Career Pathway Credential is current or has been expired less than 6 months.            | Career Pathway Credential is not current and has been expired for more than 6 months.   |
| Required to meet 1 of the 3 renewal requirements (listed below) to renew.               | Required to meet 1 of the 3 renewal requirements (listed below) to be reinstated.   |
| May be completed online or a paper application can be submitted via mail, email or fax. | Must be completed online and requires the resubmission of formal education documentation and a resume just as required for initial application. |

Please note an individual is required to meet one of the renewal requirements listed below if they are Renewing their Career Pathway Certificate, as well as if they are having to reinstate their Career Pathway Certificate:

- I have completed and/or taught at least three college credit semester hours in the past three years that can be linked to WV Core Knowledge and Core Competencies. *To verify this statement, please attach either a copy of an official college transcript showing completed coursework or a statement from the institution indicating that I have provided one complete semester of instruction. I understand that it is my responsibility to demonstrate that coursework links to the WV Core Knowledge and Core Competencies and provide course description if the course title is not sufficient. I understand that any course used for renewal consideration must be received from or accepted by a regionally accredited institution of higher education.*
  
- I have completed and/or provided 45 contact hours of training in the past three years that can be linked to WV Core Knowledge and Core Competencies. (Please note one semester of ACDS is worth 45 contact hours.) *To verify this statement, please attach Certificates of Training Attendance unless WV STARS has tracked the training attended or has the certificates on file. I understand that WV STARS Registered Training must account for a minimum of 30 of the 45 required hours, and WV STARS can consider a maximum of 15 hours of training that is not WV STARS Registered towards renewal. I understand that any training used for consideration that is not registered must be linked to WV Core Knowledge/Core Competencies (submission requires the Non STARS Training Submission Form) . Participants that are unsure about the hours tracked by WV STARS are encouraged to access the WV STARS Professional Development Record/Transcript.*
  
- I am eligible to advance my Career Pathway Level  
*To verify this statement, please attach the following:*
  - *a resume indicating years of experience in the field of early childhood*
  - *verification of formal education (i.e. copy of official transcript, high school diploma) or Professional Development such as U.S. Department of Labor Certificate*

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