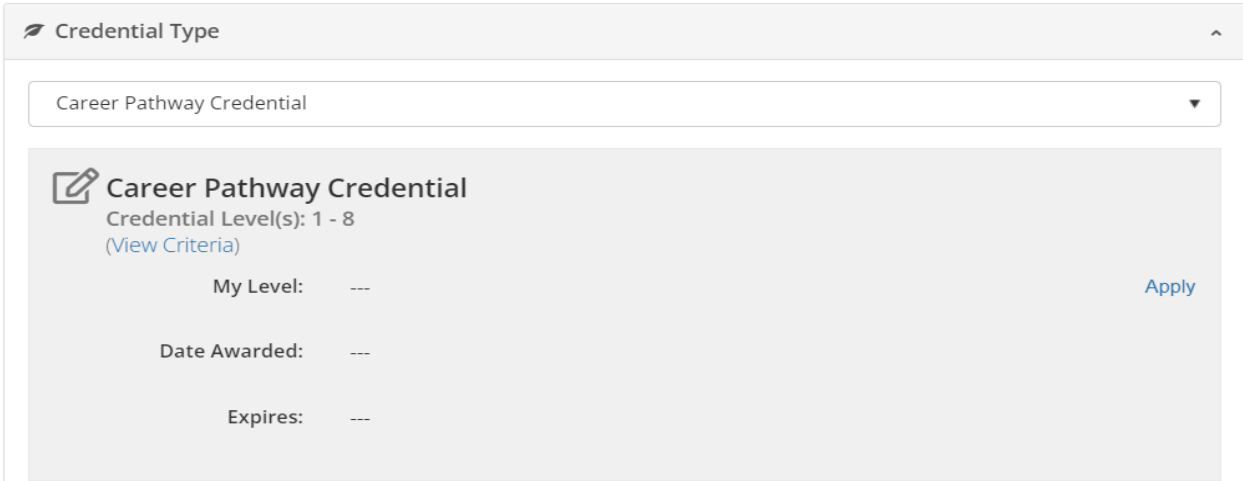


Guide for Uploading Supporting Documentation for the Career Pathway Certificate

When applying for the Career Pathway Certificate you are required to submit supporting documentation. The required documentation is a copy of your resume and your education documentation (high school diploma/high school transcript showing graduation date, GED, or a copy of your official college transcripts) as well as any other certifications that are relevant such as your ACDS Department of Labor Certificate or ACDS Semester Completion Certificates, CDA Credential, Vocational Certificate, etc. It is recommended that you have the required documentation in digital format saved to the computer that you will be using to complete your application. In addition, it is best practice to submit this documentation when you are completing the initial application as this will ensure that you will be approved as a Career Pathway Participant upon the initial review by WV STARS staff. Completing the application fully the first time will also ensure that all training hours completed will count towards the 45 hours needed to renew your certificate. Any training hours completed prior to being awarded your Career Pathway Certificate will not count towards the renewal requirement.

Steps	Instructions
1	<p>Career Pathway Credential Application Submission – step 6 of the application (this will appear once you click on Register)</p> <ul style="list-style-type: none"> In the box labeled Credential Type there is a drop-down box that says <i>Please Select a Credential</i>, you will click on this and select Career Pathway Credential. You will then see the word Apply to the right of your screen, click on Apply to open the submission boxes. 

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2

Experience in Early Care and Education – this is where you will submit your resume

- Click on **Add New**
- Click on **Upload** to select the file saved on your computer
- Once you have selected the correct file you will then need to enter the years of experience you have working in the field of early care and education, if you do not have at least one year of experience, then you will enter 0.
- Click **Save** – you will know you did it correctly as it will show as pending on your screen.

Experience in Early Care and Education

Please attached a copy of your resume here indicating your years of experience in Early Care and Education. Resume is subject to review.

Adding Experience

Please Upload a Copy of a Resume Indicating Experience :

Years Experience in the Early Care and Education Field:

DSmith - Resume.jpg [Remove](#)

0.00

Max Points Available: 0 **My Points: 0**

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3

Formal Education – this is where you will upload your education documentation, there are two boxes in which you can submit your documentation.

Box 1 -

- Click on Add New Degree
- Academic Institution – if your school is listed then you may select it from the drop-down box
- Institution Not Listed Above – if your school was not listed, then you will enter it here
- Degree – if your degree is listed you may select it from the drop-down box
- Degree Not Listed Above – if it was not listed or you are entering your high school diploma/GED then you can enter that information in this box
- Date Earned – enter the date that your college degree or high school diploma/GED was earned
- Click on **Upload** to select your documentation from your computer
- Click on **Save** – you will know you did it correctly as it will show as pending on your screen

The screenshot shows a web form titled "Formal Education". At the top left, there is a "+ Add New Degree" button. Below this is a table with four columns: "Degree", "Academic Institution", "Date Earned", and "Verification Status". Under the "Adding Degree" section, there are four rows of input fields: "Academic Institution" with a dropdown menu showing "- Select -"; "Institution Not Listed Above" with a text input field containing "Huntington High School"; "Degree" with a dropdown menu showing "- Select -"; and "Degree Not Listed Above" with a text input field containing "High School Diploma". Below these is a "Date Earned" field with a red star icon, containing "5/28/2012" and a calendar icon. At the bottom of the form, there is an "Upload Transcript" section with a text input field containing "DSmith - High School Diploma.jpg" and a "Remove" link. At the very bottom, there are "Save" and "Cancel" buttons.

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Box 2 –

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

+ Add New Academic Coursework

Transcript Uploaded	Academic Institution	Verification Status
Add Coursework		
	Academic Institution Marshall University	
	Institution Not Listed Above	
Upload Transcript <i>Your uploaded transcript is subject to review.</i>		
	DSmith - Marshall Transcripts.jpg	Remove
Save Cancel		

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

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4

Professional Development – this is where you will submit Non-STARs Training (training that you complete that is not registered with WV STARs, ex. CPR/First Aid, Food Handlers Certification, etc.) forms to have those professional development hours added to your record and certifications/licenses/endorsements such as your Department of Labor Certificate, CDA Certificate or teaching license.

Box 1 – use this box to submit training certificates

- Click on Add New
- Click on Upload to select your documentation from your computer
- Click on Save – you will know you did it correctly as under Verification Status it show as pending

The screenshot shows a web interface titled "Professional Development". At the top left, there is a "+ Add New" button. Below this is a table with three columns: "Course Document", "Upload Date", and "Verification Status". A light blue information banner is present, stating "Your uploaded course certificate is subject to review." Below the table, there is a section for "Upload Course Certificate:" with a green dot icon and the text "Non STARs Training - Food Handlers.jpg" followed by a "Remove" link. At the bottom of the interface, there are "Save" and "Cancel" buttons.

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Box 2 – use this box to submit your certifications/licenses/endorsements

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

The screenshot shows a web form titled '+ Add New' with a table header containing the following columns: Credential / License / Endorsement, Awarded By, State/Province, Issue Date, Expiration Date, and Verification Status. Below the header, the form is titled 'Adding Qualifying Credential / License / Endorsement' and contains the following fields:

- Credential / License / Endorsement:** A dropdown menu with 'ACDS Department of Labor Certificate' selected.
- Awarded By:** A text input field containing 'ACDS Program'.
- State/Province:** A dropdown menu with 'West Virginia' selected.
- Issue Date:** A date input field containing '6/23/2017' with a calendar icon to its right.
- Expiration Date:** A checkbox labeled 'No Expiration' which is checked.

Below these fields is a section for 'Upload Documentation:' with the text 'Your uploaded documentation is subject to review.' and a single upload item: 'DSmith - ACDS DOL Certificate.jpg' with a 'Remove' link next to it. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

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5	<p>Timeline for Review – 30 days</p> <ul style="list-style-type: none">• Once your documentation has been reviewed and WV STARS staff have awarded your Career Pathway Level, you will be sent an email from wvregistry.org letting you know of your approval and of your level. Please note that some email providers will view this email as being spam and you may need to check your spam/junk folders.• Your official Career Pathway Certificate will be mailed to the address listed on your profile.
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