


Guide for Advancing Your Career Pathway Level

You can submit a Level Advancement Application any time you are eligible to advance, you can view the Career Pathway Levels [here](#). When you advance your level, you automatically renew your Career Pathway Certificate for another 3 years as well. If you are advancing your level, you will need have your supporting documentation saved in a digital format on your computer to be able to submit it for processing. The Level Advancement Application can be found on the website under the Professionals tab.

Steps	Instructions
1	<p>Go to our website www.wvstars.org, click on the Professionals tab and then scroll down to the Downloadable Professional Forms and select the Career Pathway Level Advancement Application, this is a fillable PDF that you will need to complete and then save it to your computer to upload it into the registry.</p> <div data-bbox="254 630 1304 1287" style="background-color: #e1f5fe; padding: 10px;"><p>Applications and Forms</p><ul style="list-style-type: none">• Career Pathway Renewal Application• Career Pathway Renewal Application (Printable)• Career Pathway Level Advancement Application • WVTCECE Application• Staff Employment Removal Request Form• Duplicate Certificate Order Form• Credit Card Transaction Form• Non STARS Training Submission Form</div>

West Virginia State Training and Registry System

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Login to your registry account, click on My Profile and review your contact and employment information making sure it is current. Then click on step 6 Career Pathway Credential Application Submission

- In the box labeled Credential Type there is a drop-down box that says *Please Select a Credential*, you will click on this and select Career Pathway Credential. You will then see the words [Upgrade/Renew](#) to the right of your screen, click on [Upgrade/Renew](#) to open the submission boxes. *Please note, if it is past your renewal date, then it will say [Apply](#).

The screenshot shows a web interface for managing a credential. At the top, there is a header 'Credential Type' with a dropdown menu currently set to 'Career Pathway Credential'. Below this, a card displays the following information:

- Career Pathway Credential**
- Credential Level(s): 1 - 8**
- [\(View Criteria\)](#)
- My Level:** Level II [Upgrade / Renew](#)
- Date Awarded:** Wednesday, March 4, 2020
- Expires:** Saturday, March 4, 2023
- [View Certificate](#)

At the bottom of the interface, there are three buttons: a dark grey button with a left arrow and the text 'Back', a dark grey button with the text 'Next' and a right arrow, and a dark grey button with the text 'Update Information'.

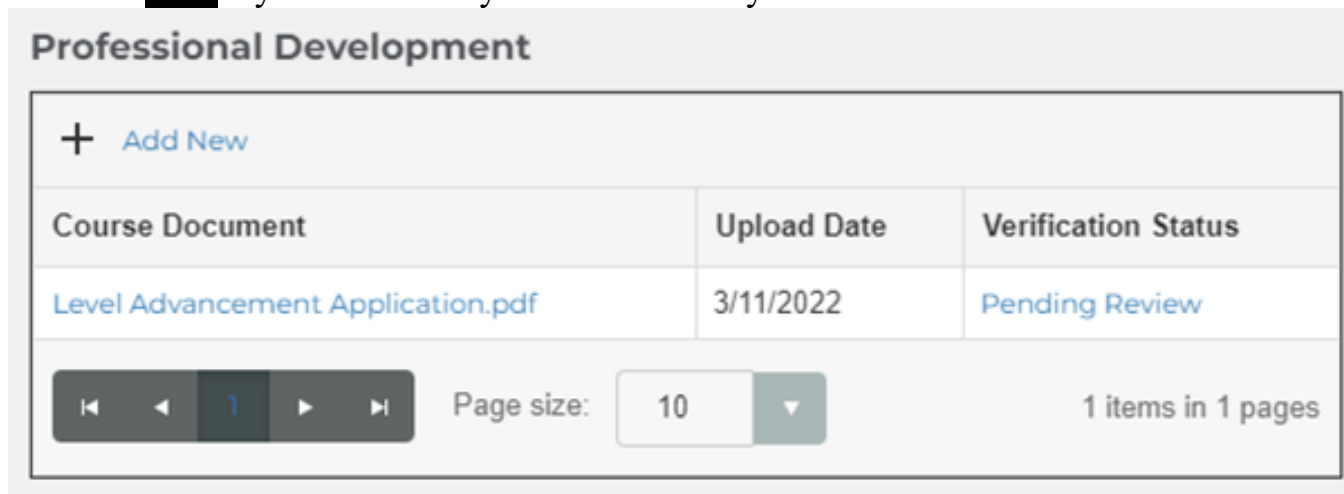
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3 **Professional Development** – this is where you will submit your Level Advancement Application

Box - 1

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



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

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- 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

+ Add New

Credential / License / Endorsement	Awarded By	State/Province	Issue Date	Expiration Date	Verification Status
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Adding Qualifying Credential / License / Endorsement

★ Credential / License / Endorsement:

★ Awarded By:

★ State/Province:

★ Issue Date:

No Expiration

Upload Documentation: *Your uploaded documentation is subject to review.*

● DSmith - ACDS DOL Certificate.jpg [Remove](#)

Save
Cancel

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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 under Verification Status it will show as pending

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 "Academic Institution" column, there is a section titled "Adding Degree" with four input fields: "Academic Institution" (a dropdown menu showing "- Select -"), "Institution Not Listed Above" (a text box containing "Huntington High School"), "Degree" (a dropdown menu showing "- Select -"), and "Degree Not Listed Above" (a text box containing "High School Diploma"). Below these fields is a "Date Earned" field with a red star icon, containing the date "5/28/2012" and a calendar icon. At the bottom of the form, there is an "Upload Transcript" section with a text box containing the instruction: "Please enter above the name of your High School or other Educational Institution, the Degree name and the Date completed (if still enrolled list today's date). Your uploaded Educational Documentation is subject to review." Below this text box, there is a green dot icon followed by the text "DSmith - High School Diploma.jpg" and a "Remove" link. At the very bottom of the form, there are two buttons: "Save" and "Cancel".

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Box 2 –

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

+ Add New Academic Coursework

Transcript Uploaded	Academic Institution	Verification Status
Add Coursework		
	Academic Institution	Marshall University
	Institution Not Listed Above	
Upload Transcript	Your uploaded transcript is subject to review.	
	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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5 **Experience in Early Care and Education** – this is where you will submit your resume if needed.

- 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.
- Click **Save** – you will know you did it correctly as under Verification Status it will show as pending

Experience in Early Care and Education

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

Adding Experience

Please Upload a Copy of a Resume Indicating Experience :

● DSmith - Resume.jpg [Remove](#)

Years Experience in the Early Care and Education Field:

[Save](#) [Cancel](#)

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

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Timeline for Review – 30 days

- Once your documentation has been reviewed and approved WV STARS staff will send you an email letting you know of your approval and new level. If your level advancement application was not approved, then you will be sent an email letting you know what is needed to complete your advancement and the deadline date to complete it.
- Your official Career Pathway Certificate will be mailed to the address listed on your profile.

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