

Guide for Renewing your Career Pathway Certificate

Your Career Pathway Certificate must be renewed every 3-years, your renewal date can be found on your certificate as well as on your profile under step 7 WV STARS Renewal Information. There are two renewal options that you can choose to meet:

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

*Advancing your Career Pathway level will renew your certificate as well, if you are eligible for advancement you will need to complete and submit the Level Advancement Application along with your supporting documentation.

If you are not able to meet one of the renewal requirements by your renewal date, you do have a 6-month grace period in which to do so and still be able to submit a renewal application. If it takes longer than the allotted 6-months, then you will have to reinstate your certificate (see *Career Pathway Reinstatement Guide* for more information). Please note once your certificate has expired, you are no longer considered a Career Pathway Participant, but a Registry Participant.

Steps	Instructions
1	<p>Go to our website www.wvstars.org, click on the Professionals tab and then scroll down to <i>Applications and Forms</i> and select the Career Pathway Renewal 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 style="background-color: #e6f2ff; padding: 10px; border: 1px solid #add8e6;"> <p>Applications and Forms</p> <ul style="list-style-type: none"> • Career Pathway Renewal Application • Career Pathway Renewal Application (Printable) • Career Pathway Level Advancement • 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

611 7th Ave, Suite 322 Huntington, WV 25701 Phone: (304) 522-7827 or (855) 822-STAR Fax: (304) 529-2535 www.wvstars.org Email: wvstars@rvcds.org

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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](#).

Credential Type

Career Pathway Credential

Career Pathway Credential
Credential Level(s): 1 - 8
([View Criteria](#))

My Level: Level VII [Upgrade / Renew](#)

Date Awarded: Wednesday, July 8, 2020

Expires: Saturday, July 8, 2023

[View Certificate](#)

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Professional Development – this is where you will submit your Renewal Application

- 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

The screenshot shows a web interface for 'Professional Development'. At the top, there is a header 'Professional Development' and a '+ Add New' button. Below this is a table with three columns: 'Course Document', 'Upload Date', and 'Verification Status'. A light blue information banner with an 'i' icon states: 'Your uploaded course certificate is subject to review.' Below the banner, there is a section for 'Upload Course Certificate:' with a green dot icon, the filename 'DSmith - Renewal Application.jpg', and a 'Remove' link. At the bottom of the form are 'Save' and 'Cancel' buttons.

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Timeline for Review – 30 days

- Once your application has been reviewed and approved WV STARS staff will send you an email letting you know of your approval. If your renewal application was not approved, then you will be sent an email letting you know what is needed to complete your renewal 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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