


## WV STARS Pathway to Earnings Enrollment Guide

Pathway to Earnings is a wage incentive program available to child care providers and directors working in a licensed child care center, licensed child care facility, or registered family child care home. To view a listing of the certifications/degrees and award amounts please visit our website <https://wvstars.org/> , click on the Earnings tab and then on the flyer. Pathway to Earnings has open enrollment twice a year, in the spring during the month of April and in the fall during the month of October. Applicants are eligible to apply once a year and after their first initial award, are required to meet a renewal requirement. The application and supporting documentation are required to be submitted through the registry system and are processed in the order received. The supporting documentation consists of a paystub from within the past 30 days, certifications/transcripts for the award(s) you are applying for, and the W9 form. Pathway to Earnings is awarded based on funding availability.

Steps	Instructions
1	<p>To apply for Earnings, go to our website <a href="http://wvstars.org">wvstars.org</a> and click on the Earnings tab. Then you will click on Apply for Earnings.</p> 

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](http://www.wvstars.org) Email: [wvstars@rvcds.org](mailto:wvstars@rvcds.org)



- 2 You will now need to search for the course by typing *Pathway to Earnings* in the search box and then click on the magnifying glass. You will then click on **Get Item** to begin the registration process.



**Welcome to the Course Catalog of the West Virginia State Training and Registry System!**

To find a course, you can do any of the following:

1. Select a Knowledge Area from the (Choose a Category) dropdown to see a list of courses.
2. Enter any part of a course name or a city, county, or location name into the search box to narrow your search.
3. Click the Switch To Calendar View button for a monthly schedule of events.









▼

▼



▼

[Reset](#)



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It will now say **In Cart (Check Out)**

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Language ▼

Choose a Category ▼

Topic, Event or Location

All Event Types ▼

Reset

View Cart (1)

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TRAINER

**WV STARS Pathway to Earnings Application**

In Cart (Checkout)

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When you click on **In Cart (Checkout)** you will be prompted to sign-in to your registry account.

The screenshot shows a web application interface for a shopping cart. On the left is a dark sidebar with navigation links: 'Welcome!', 'Login', 'Home', 'Training Calendar', 'Course Catalog (List View)', and 'National Organization Online Training'. The main content area is titled 'Shopping Cart' and includes a 'Continue Shopping' button. Below this is a list of items in the cart, showing 'WV STARS Pathway to Earnings Application' for \$0.00 with a quantity of 1 and a 'Remove' button. A 'Gift Code' section has two radio buttons: 'Do Not Use Gift Code Balance towards Payment' (selected) and 'Use Gift Code Balance towards Payment'. Below this is a 'Total Cost' of \$0.00. At the bottom, a message states 'You must login or register to checkout. Click here to proceed.' and a green 'Sign-In -or- Register' button is highlighted with a blue circle.

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Once you are signed-in to your account, you will see your shopping cart and will now need to click on **Finish** to complete your registration.

**Shopping Cart**

[Continue Shopping](#)

The following is a listing of items you have added to your Shopping Cart

	<b>WV STARS Pathway to Earnings Application</b>
	<b>\$0.00</b>
Quantity: 1	<a href="#">✕ Remove</a>

**Gift Code**

Do Not Use Gift Code Balance towards Payment  
 Use Gift Code Balance towards Payment  
Current Available Balance: \$0

[Need to apply a Gift Code to your account? Click here!](#)

**Order Summary**

Items:	\$0.00
Shipping and Handling:	\$0.00
Sales Tax:	\$0.00
<b>Total Cost:</b>	<b>\$0.00</b>

**Finish**

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When you click on your Dashboard you will see the Pathway to Earnings Application in your To Do List, to begin the application process you will need to click on the course.

The screenshot shows a dashboard interface with the following elements:

- Dashboard Header:** Includes a search bar, a 'Sort by' dropdown set to 'Enroll Date', and a 'Desc' dropdown.
- Summary Cards:** A clock icon with '13 Pending Completion' and a calendar icon with '0 Past Due'.
- Quick Links:** A vertical menu on the right with options: 'Learning History', 'Video Library', and 'My Profile'.
- To Do List:** A list of courses with status indicators:
  - WV STARS Pathway to Earnings Application:** Enrolled On 02/28/2022, Assigned By EDITH PRINO. Status: **Not Yet Viewed**. This item is highlighted with a blue border.
  - Enhancing a Healthy Self-Esteem PK (Online):** Enrolled On 02/17/2022. Status: **In Progress**.
  - The Perfect Playbook Online:** Enrolled On 02/09/2022 - Survey Required for Completion. Status: **In Progress**.
  - Born Not Addicted:** Enrolled On 02/09/2022. Status: **In Progress**. Due Date: 03/11/2022.

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- 5 You will now be able to access the course contents which are the application and the W9 form; in the Modules box click on WV STARS Pathway to Earnings Application

WV STARS Pathway to Earnings Application Drop This Course

Course Notification ×

The modules for this course are listed below. Click the links below to view the contents of the course.

Enrolled On 02/28/2022, Assigned By EDITH PRINO

Modules ▾

WV STARS Pathway to Earnings Application \* ▸

Progress: Not Yet Viewed ▸ Due Date: N/A

Overview ▾

This is not a training but is an application for the WV STARS Pathway to Earnings program. Please note that all applications must be submitted only through this course and paper applications will not be accepted. If you have questions regarding eligibility please go to visit [wvstars.org](http://wvstars.org). **Limited funding available. Pathway To Earnings applications will be accepted beginning May 1, 2019 and complete applications will be processed in the order received until funding is depleted.**

Course Number: PathwaytoEarningsFall2021

Supplemental Resources

No downloadable files exist for this course

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- 6 You will now be in the assignment module where you will be able to download the application and W9 form to complete. Scroll down to the box labeled **Downloads associated with this Assignment** and you will see the Pathway to Earnings Application and the W9 Form. To download these forms for completion you will click the documents (one at a time) and then click on **View**. Please note that you will need to upload these completed documents back into the course, if you print them you need to be able to scan them back to a digital format for submission. If you do not have a scanner, you can use a scan app that can be used on your smart phone.

Assignment: WV STARS Pathway to Earnings Application

[Print Description](#)

**i** To complete this Assignment, check the "Mark Assignment as Completed" checkbox and enter any completion notes you wish to be saved with this Assignment. Then click on the "save assignment" button to submit the assignment as completed.

### Instructions and Downloads

Please follow the instructions below to complete your WV STARS Pathway to Earning Application and attach all necessary documentation.

1. Select the WV STARS Pathway to Earnings Application and select View.
2. Download the document and complete all fields as required.
3. Verify all parts of the application are complete and save document as a PDF.
4. Select the W-9 form and select View.
5. Download the document and complete all fields as required.
6. Save the completed W-9 form as a PDF.
7. Scan all documentation of qualifying degrees or certificates.
8. Scan all employment documentation such as paystubs or W-2 for previous employment.
9. Upload all documentation for review.
10. Check the box that says **MARK ASSIGNMENT AS COMPLETED**.
11. Select **Save Assignment**

If you have any additional questions regarding the completion of this application process please feel free to contact our office at (304) 522-7827 or by email at [wvstars@rvcds.org](mailto:wvstars@rvcds.org).

[Print Instructions](#)

Downloads associated with this Assignment:

Earnings Application - Updated Version 2021.pdf W9 Form.pdf	<a href="#">View</a>
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Once your application and W9 form are complete and you are ready to submit them, along with your supporting documentation for processing, you will scroll down to **Assignment Attachments** and you will see a box labeled **Add Attachment**, click on **Select** to choose the documents from your computer for submission, do not forget to click on **Upload** after you have selected each document. Each document that you upload will then show in the box labeled **Your Current Attachments**, please review this box to make sure that you were successful in uploading your documentation and that you have uploaded all the required documents; if this box is empty that means that you did not upload any documentation. \*Required documentation is the application, W9 Form, paystub from within the last 30-days, and your certifications/transcripts.

Assignment Attachment(s):

- Please remove the special characters "(,~^=/\*+@&,\$#%)" from the "File Name" before uploading
- File name should not be longer than 95 characters
- File path should not be longer than 260 characters

Add Attachment:

Select

Upload

(Attachments limited to 10mb per attachment)

Your Current Attachment(s):

View

Delete

Move Up

Move Down

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After you have uploaded your documents and they are showing in the Attachment box, you will scroll down and check the box **Mark Assignment as Completed** and click on **Save Assignment**.

Assignment Completion Options:

Mark Assignment As Completed

**⚠ (Please Note: This assignment must be approved before it is officially marked as completed)**

Your Completion Notes

**Save Assignment** Cancel

The course will now show on your Dashboard as being **In Progress**

Dashboard

13 Pending Completion

0 Past Due

Search

Sort by Enroll Date Desc

To Do

WV STARS Pathway to Earnings Application  
Enrolled On 02/28/2022, Assigned By EDITH PRINO

**In Progress**

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Things to Remember

- Applications are processed in the order they are received.
- When your application has been processed and reviewed you will receive either an approval email or a denial email.
- Check's will be sent within 60 days of the receipt of your approval email.
- For those applicants who receive more than \$500, you will receive a 1099 form to file with your taxes that will be issued by River Valley Child Development Service.
- You are eligible to apply for Pathway to Earnings every 12 months.
- After you have been awarded the first time, you do have to meet a renewal requirement every time there after.

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