



West Virginia STARS  
Early Care and Education  
Professional Development System

For office use only:	
Date Received	_____
Date Entered	_____

**Non STARS Training Submission Form**  
**(Use for all formats of training: face-to-face and online)**

Name: \_\_\_\_\_ Registry Identification # \_\_\_\_\_

Name of Training: \_\_\_\_\_

Date of Training: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

- I have attached documentation of verifying attendance (*Examples: First Aid or CPR card, Food Handlers Permit, Training Certificate*). Please note the training must be at least 1 hour to be added to your transcript.

Below please list the WV Core Knowledge and Competencies that this training focused on, the link to the WV Core Knowledge and Competencies can be found on the [website](#) homepage.

(*Example: 1.4 Helps children achieve self-regulation and develop coping skills*)

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I hereby agree that the information provided on this form is complete and accurate. I understand that only 15 hours of Non STARS training can be applied to my WV STARS renewal period every 3 years per WV STARS Policy. I also understand that training will not be added unless training documentation is attached to this form.

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Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_

To submit online please login to your account, click on My Profile and then on step 6 Career Pathway Submissions tab and click on Career Pathway Credential in the dropdown box. Then you will click on [Upgrade/Renew](#) or [Apply](#) if you have let it expire or you are a registry participant (it will be on the right hand side of your screen, you may have to use your bottom scroll bar to see it). Scroll down to the Professional Development box and upload this completed form along with your supporting documentation by clicking Add New.