



Reinstatement Form

Registry Id Number:
First Name:
Last Name:
<input type="checkbox"/> I have reviewed my registry profile, and my contact information and employment information are correct.

Career Pathway participants who have not renewed their certificate within 6 months of their renewal date must reinstate their certificate. To reinstate you will need to resubmit your resume and education documentation as well as meet one of the following renewal requirements:

- I have 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.
- I have completed 45 hours, 15 hours may be NON-STARs training, the remaining 30 hours must be STARs registered training.
- I am able to advance my Career Pathway level and have uploaded the supporting documentation for my advancement.

Supporting Documentation

- I have uploaded my current resume, reflecting employment in month/year format.
- I have uploaded education documentation such as: Letter of Enrollment in High School or GED program, High School Diploma or GED, High School transcript showing graduation date or a copy of Official College Transcripts from regionally accredited institute.

Please login to your registry account and upload this completed form under step 6 of your profile, along with your supporting documentation. Submissions will be verified and processed by WV STARs staff within 30 days. Upon approval you will receive an email and your new certificate will be mailed to the address listed on your profile. If your reinstatement is not approved, you will receive an email letting you know what needs to be completed. If you are denied due to training hours, once completed you will resubmit this form checking the box below.

- I have now completed the 45 hours of training needed to complete my reinstatement.

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

This program is being presented with financial assistance as a grant from the West Virginia Department of Human Services and is administered by WV Early Childhood Training Connections and Resources, a program of River Valley Child Development Services.