

# West Virginia State Training And Registry System Policy Manual



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# ***West Virginia State Training and Registry System Policy Manual Table of Contents***

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**THIS DOCUMENT IS INTERACTIVE; PLEASE CLICK ON A SECTION TO JUMP TO THAT SECTION.  
TAKE NOTICE OF HYPERLINKS EMBEDDED THROUGHOUT THE DOCUMENT.**

I. Definitions .....	6
II. WV STARS Overview .....	11
We Believe... ..	11
Our Mission.....	11
Our Goals.....	11
Beneficiaries .....	11
History .....	11
Key Components .....	12
IV. Confidentiality.....	14
V. Fraud.....	15
VI. Appeal Process .....	16
Filing a Formal Appeal.....	16
VII. Disaster Recovery & Document Retention.....	17
Back-up of Electronic Information.....	17
Retention of Documentation .....	17
VIII. WV’s Core Knowledge and Competencies for Early Childhood Professionals .....	19
IX. WV’s Core Knowledge and Competencies for Training and Technical Assistance Professionals .....	20
X. Registry Participant .....	21
Registry Participant.....	21
Registry Participant Profile .....	21
XI. Career Pathway Certificate .....	23

## WV STARS Policy Manual

Career Pathway Participant .....	23
Career Pathway Application .....	23
Processing Time of a Career Pathway Application .....	24
<b>XII. Career Pathway Levels .....</b>	<b>25</b>
<b>XIII. Career Pathway Certificate Renewal .....</b>	<b>29</b>
Career Pathway Certificate Renewal Requirements .....	29
Career Pathway Renewal Application .....	30
Processing Time of a Career Pathway Renewal Application .....	31
Career Pathway Level Advancement Application .....	31
Processing Time of a Career Pathway Level Advancement Application .....	31
Provisional Period .....	32
<b>XIV. WV Training Certificate in Early Care and Education (WVTCECE) .....</b>	<b>34</b>
<b>XV. Training and Professional Development for Early Care and Education Professionals .....</b>	<b>35</b>
What Training Should I Attend? .....	35
Finding and registering for WV STARS Registered Training .....	35
Attending a WV STARS Registered Training .....	36
Training Opportunity Types .....	36
Training Type Information .....	36
Tracking Training .....	38
Tracking Non-STARS Training Hours .....	38
WV STARS Badges .....	39
<b>XVI. Professional Development Provider Credential .....</b>	<b>40</b>
Professional Development Provider Credential Application .....	40
Processing Time of a Professional Development Provider Credential Application .....	40
Professional Development Provider, Specialty Professional Development Provider Credential Renewal (non-Entity) .....	41
<b>XVII. WV STARS Professional Development Entities .....</b>	<b>44</b>
Entity Manager .....	44
Entity Instructor .....	44
Processing Time of an Entity Instructor Profile Sheet .....	45
Entity Professional Development Provider .....	45
Processing Time of an Entity Approved PDP Profile Sheet .....	46
Entity Approved Specialty Professional Development Provider .....	46
Processing Time of an Entity Specialty PDP Profile Sheet .....	47
<b>XVIII. Professional Development Provider &amp; Entity Responsibilities .....</b>	<b>50</b>
WV STARS Credentialed Professional Development Provider Orientation .....	50
WV STARS Training Approval Process .....	50
Course Eligibility .....	50
Course Creation and Publishing .....	51

## WV STARS Policy Manual

Processing Time for Course Publish Approval Requests .....	51
Facilitated and Self-Paced Courses .....	51
Proof of Learning.....	52
Conference Training Registration .....	52
Certificates of Training Attendance .....	52
Sign-In Sheets .....	52
Training Evaluation.....	53
Training Cancellation .....	53
<b>XIX. WV STARS Distance Learning .....</b>	<b>54</b>
Online Training – Facilitated .....	54
Online Training – Self-Paced Courses.....	54
<b>XX. Appropriate Documentation.....</b>	<b>58</b>
Secondary Education Documentation .....	58
Higher Education Documentation .....	58
Educational Documentation from a Foreign Country .....	59
Out of State Certificates/Credentials/Licensure .....	59
National Certificates/Credentials/Licensure .....	59
Documentation Verification Processing .....	59
Documentation Retention Practices .....	59
<b>XXI. WV STARS Pathway Advancement Scholarship.....</b>	<b>60</b>
History and Overview .....	60
Participating Schools .....	60
Supported Degrees .....	60
Eligibility Requirements.....	60
Application Process .....	61
Selection Criteria .....	62
Waitlist .....	62
Stipends.....	62
Submission of Final Grades .....	62
Completion Bonus .....	63
Recipient Work Commitment & Employment Verification .....	63
Appeal Process.....	63
Fraud .....	63
Repayment Policy .....	63
<b>XXII. WV STARS Pathway to Earnings .....</b>	<b>65</b>
Application Process .....	65
Eligibility Criteria.....	65
Documentation Requirements.....	66
Approval of Payment .....	67
Denial of Payment.....	67
Appeal Process.....	68

WV STARS Policy Manual

Fraud .....68  
1099 Documentation .....68  
XXIII. Tracked Updates to WV STARS Policy:..... 69  
    3/5/2026 Updates:.....69  
    9/7/2023 Updates:.....69  
    7/1/2022 Updates:.....69  
    12/28/2020 Updates: .....69  
XXIV. Funding Statements ..... 70

## I. Definitions

**Active Date** – Date indicated in a Career Pathway participant’s file and on Career Pathway Certificate that indicates when the participant’s status became active.

**Active Status** – Status achieved after being approved for participation on the Career Pathway. After approval, participants hold active status for three years until the renewal date assigned.

**Advanced** – Previously known as Tier III training, training geared toward individuals with mastery level experience, training, or education in the field of Early Care and Education.

**Appeal** – A process for requesting a formal change to an official decision.

**Apprenticeship for Child Development Specialist (ACDS)** – The WV Apprenticeship for Child Development Specialist is a training program for people who are employed in early care and education programs.

**Badges** – Badges are graphic indicators in a user’s learning history that correspond to earned achievements.

**Basic** – Previously known as Tier I training, entry or basic level training, training geared toward individuals with no or very little previous experience and/or education in the field of Early Care and Education

**Career Pathway** – A system of career mobility that is based on the core competencies and is available to professionals at all levels. The Career Pathway provides a framework to encourage higher levels of skills, credentials, and wages.

**Career Pathway Level** – The level assigned to a Career Pathway applicant at the time of approval. The level is based on education (both formal and informal) and experience.

**Certificate of Training Attendance** – A document received by attendees of WV STARS Registered Training/Professional Development events.

**Child Care Center** – A center serving thirteen (13) or more children for childcare meeting the definition of and operating under a license issued by WVDHHR.

**Child Development Associate (CDA)** – An individual who has successfully completed the CDA assessment process and has been awarded the CDA Credential by the Council for Professional Recognition, a national association that supports professional development in early care and education.

**Completion Bonus** – a \$300 bonus received upon the completion of an approved degree while actively enrolled in the Pathway Advancement Scholarship.

**Continuing Education Unit (CEU)** – The unit of measure assigned to a professional development event. Generally, ten clock hours of instruction is equal to one CEU.

**Core Competency Area** – The range of observable skills that individuals providing early care and education experiences need to facilitate child learning and development.

**Core Knowledge Content Area** – Established content areas that identify the knowledge that adults working with young children need to facilitate child learning and development.

**Coursework in the Early Care and Education (ECE) Field** – (used synonymously with Early Childhood Education Field or Early Childhood Field) WV STARS policy defines coursework in an Early Care and Education Field as child development, birth to four certification, early childhood, child and family studies, family and consumer science, and early childhood special education.

**Credentialing System** – System that tracks, establishes, and formally recognizes a practitioner’s level of skill and accomplishment on the Career Pathway.

**Early Care and Education** – (used synonymously with Early Childhood Education or Early Childhood) A term pertaining to programs or individuals working with or on behalf of children, ages birth through eight (8) and their families.

**Education Expense Stipend** – a \$200 education related expenses stipend per scholarship awarded.

**Entity** – an approved organization that employs or contracts professional development providers with a specific purpose of offering Professional Development to the early childhood professionals of West Virginia. The organization has been approved to register trainings in the WV STARS Registry System and issue WV STARS training credit to their participants. Entities are also approved to sponsor trainings. As a sponsor an Entity accepts responsibility for the quality of the instructor, the training provided, training registration, and tracking of attendance.

**Entity Manager** – the direct line of contact for the entity, must be a Professional Development Provider or Specialty Professional Development Provider or the requirement to meet said criteria must be waived by the WV STARS Policy Advisory Council Entity Approval Subcommittee or the funding representatives.

**Entity Approved Instructor** – an instructor training on behalf of a WV STARS Entity, is not able to create content.

**Family Child Care Facility** – A childcare facility serving twelve (12) or fewer children meeting the definition of and operating under a license issued by WVDHHR.

**Family Child Care Home** – A childcare service serving six (6) or fewer children meeting the definition of and operating under a certificate of registration issued by WVDHHR.

**Free Application for Federal Student Aid** – is a form that can be prepared annually by current and prospective college students.

**Grades** – the final grade awarded for the course paid for by Pathway Advancement Scholarship.

**In-Service** – Formal training opportunities intended to promote professional development and increase skills and knowledge. WV STARS does NOT recognize ongoing staff and supervisory meetings and support, or new staff orientation, as registerable Training or Technical Assistance options.

**Institution of Higher Education Recognized by a Regional Accrediting Association** – A community college, college, or university which is a candidate for accreditation or is accredited

by one of the following regional accrediting association: 1) Middle States Association of Colleges and Schools, 2) New England Association of Schools and Colleges, 3) North Central Association of Colleges and Schools, 4) Northwest Association of School and Colleges, 5) Southern Association of Colleges and Schools, and 6) Western Association of Schools and Colleges.

**Intermediate** – Previously known as Tier II training, training geared toward individuals with some previous experience and/or education in the field of Early Care and Education.

**Learning History** – A transcript that lists Registry Participants attendance of WV STARS Registered Training events and approved Non-STARS hours. To access, log into your WV STARS account and click Learning History in the left menu.

**Non-essential documentation** – Documentation not relevant to the application and/or maintenance of certificates and credentials; this includes duplicate documentation.

**Not Active Status** – Status of a participant that either was not approved as a Career Pathway participant or failed to renew Career Pathway Certificate after the three (3) year period.

**Paraprofessional** – An individual who has undergone specialized education and/or training that has prepared them to work in the early care and education field.

**Participant** – An individual who, by submitting a Career Pathway Application, has shown to meet the requirements indicated to be registered on the Career Pathway. To be considered a participant, an individual must be approved and active on the Career Pathway.

**Partners Implementing the Early Care and Education System (PIECES)** – A collaborative, all-volunteer group that includes early care and education professionals, parents, and other interested individuals and organizations that work together to maintain a statewide system of high-quality early childcare and education for children across the state of West Virginia. This group disbanded in 2010.

**Pathway Advancement Scholarship (PAS)** – a third-party scholarship that is offered to employees working in a licensed childcare center/facilities, or working as a registered family home provides employees who are pursuing an associate or bachelor's degree in early childhood education through one of the participating colleges/universities. The scholarship provides tuition payment and an educational related expense stipend, as well as a degree completion bonus.

**Pathway to Earnings (PTE)** – A supplemental wage program offered to individuals working in licensed childcare, family childcare facility and family childcare homes who have completed WV Elements of Family Child Care Series, Mind in the Making, WVIT I, WVIT II, ACDS, CDA or completed an early childhood degree.

**Practicum** – A college course, often in a specialized field of study, which is designed to give students supervised practical application of a previously studied theory.

**Practitioner** – An individual working in the early care and education field.

**Professional Development** – Any continual and ongoing progression of knowledge and skills that contribute to the advancement of an individual's profession. Often referred to when indicating education or training related to a specific piece of a job responsibility or requirement.

**Professional Development Provider (PDP or PD Provider)** – An individual who, by submitting a PD Provider Application, has shown to meet the requirements indicated by WV STARS.

**Professional Development System** – A system established to improve the professional development of participants.

**Professional Vita** – A professional document indicating an individual’s career, qualifications, and professional accomplishments, including publications and presentations. This document is required to be submitted by a Master Trainer applicant.

**Provisional Period** – Period offered to Career Pathway participants that meet established requirements allowing additional time to meet Career Pathway renewal requirements.

**Registry** – System used to compile data, including tracked training data, regarding the early care and education workforce that may be submitted to local, state, and national collaborators.

**Registry Participant** – A participant that has completed self-report information and/or was previously a Career Pathway Participant that has a Registry Identification Number, can use the WV STARS system, and has the same privileges except for the awarding of a Career Pathway Level. All Career Pathway Participants are Registry Participants, but not all Registry Participants are Career Pathway Participants.

**Registry Identification Number** – Unique identifying number assigned to a Career Pathway applicant/participant after receipt of completed Career Pathway Application.

**Relevant Occupational Experience** – Any professional position working with or on behalf of children, ages birth through eight (8) and their families through a) direct work with young children and families; b) supervision, leadership or management; c) program coordination, development or regulation; d) training, instruction or technical assistance; or e) evaluation or research.

**Renewal Date** – Date indicated in a Career Pathway participant’s file and on certificate or credential that indicates when the participant’s status must be renewed to remain active.

**Resource and Referral Agency (R&R Agency)** – A local nonprofit organization involved in supporting child care services. In West Virginia, at a minimum, the resource & referral agencies manage the subsidy program, link parents with child care options, provide consumer information, offer technical assistance and training to providers, and inform parents of other resources in their community.

**Résumé** – A document designed to provide information regarding an individual’s professional accomplishments, including work experience, skills, and educational background. A résumé submitted to WV STARS must indicate work experience listing employer, job title, job duties, and dates the position was held. A sample résumé can be found on the WV STARS website.

**River Valley Child Development Services (RVCDs)** – A nonprofit organization based in Huntington, WV providing early childhood care and education services for children, families, and communities. RVCDs is the organization administering WVECTCR which administers WV STARS.

**Tuition Stipend** – a payment made directly to college/university for a predetermined amount per recipient based on type of degree: an amount of up to \$1200 for associate degree and up to \$2300 for bachelor’s degree.

**Training Calendar** – An online calendar of training available around the state that is administered by WV STARS.

**Training Series** – Any training that is ongoing and offered in succession. Examples: Apprenticeship for Child Development Specialist (ACDS), West Virginia Infant/Toddler Professional Development Program, or Mind in the Making modules.

**West Virginia Early Childhood Training Connections and Resources (WVECTCR)** – A program managed by River Valley Child Development Services that assists in providing a variety of professional development opportunities within the West Virginia early care and education community. WV STARS is one project administered by WVECTCR.

**West Virginia Training Certificate in Early Care and Education (WVTCECE)** – a certificate issued by WVECTCR for Career Pathway participants having completed 120 hours of WV STARS registered training in the past five years designated by the Core Knowledge Areas (10 hours in each CKC area with an additional 50 hours of training in a combination of the Core Knowledge Areas).

**WV STARS Policy Advisory Council** – A group of early care and education professionals collaborating to assist WVECTCR in maintaining the integrity of WV STARS. The Policy Advisory Council’s intent is to establish and update policies and procedures to improve the quality of the registry system while maintaining the original purpose to measure and advance the professional development of early care and education professionals in West Virginia.

**WV STARS Registered Training** – A learning session that has been registered with WV STARS, meets the required criteria of linkage to the minimum standards of the WV Core Knowledge/Core Competencies, and is provided by a qualified WV STARS Credentialed Trainer or a WV STARS approved entity.

## II. WV STARS Overview

### We Believe...

Childhood experiences and a child's environment have an enormous impact on how children learn and interact with each other from birth throughout life. Quality care and education programs depend on having a well-trained, stable, and valued workforce to ensure that children succeed, and families are supported.

### Our Mission

To impact care and education by promoting quality professional development opportunities for those who care for, educate and support West Virginia's children and families.

### Our Goals

The goals of WV STARS are to:

- Adopt a core body of knowledge needed by all practitioners to ensure a consistent base of training.
- Make sure all practitioners have access to training or coursework based on the core body of knowledge available to them.
- Implement a career pathway promoting continuation of education and experience and encouraging increased compensation for advancement.
- Strengthen connections among local, regional, and state partners to benefit children and families.

### Beneficiaries

WV STARS includes and benefits all early care and education professionals working in a variety of settings (childcare centers, private and public preschools, Head Start, Early Head Start, family childcare homes and facilities, home visitation programs, early intervention, school aged child care, parent education programs, regulatory agencies, and trainers). Program administrators, communities, as well as children and their families also receive the benefits of the Professional Development System.

### History

West Virginia STARS began as a collaborative effort under the Governor's Early Childhood Implementation Commission. The Professional Development Committee of the Governor's Early Childhood Implementation Commission worked collaboratively with WV Early Childhood Training Connections and Resources and other local, state, and national partners to create WV STARS to implement a comprehensive continuum of specialized training and career mobility for all early care and education practitioners. Since the development, several committees have donated time, research, and work to update and maintain the integrity of the Professional Development System.

## Key Components

- **Core Knowledge/Core Competencies** are a common core body of knowledge and skills that reflect developmentally appropriate and family centered practices; is the basis of the Professional Development System.
- A **Career Pathway** is based on the core competencies and is available to practitioners at all levels, providing a framework to encourage higher levels of skills, credentials, and wages.
- A **Registry and Credentialing System** tracks, establishes, and formally recognizes a practitioner's level of skill and accomplishment on the Career Pathway. The Registry System is also used to compile data regarding the early care and education workforce that may be submitted to local, state, and national collaborators.
- A **Professional Development Provider Approval and Training Registration System** ensures that training provided throughout the state is planned to meet the minimum standards of the core competencies and that trainers are qualified to provide such training.
- A **Coordinated Training System** offers Continuing Education Units (CEUs) and ensures that specialized training and early childhood college credits and degree programs are accessible to practitioners. The Apprenticeship for Child Development Specialist Program (ACDS) provides job-linked training which can be transferred into college credits at several state community colleges.
- A **Training Calendar** containing all WV STARS Registered Training throughout the state. This calendar accepts registration for courses and is searchable by location, Core Knowledge area, and face-to-face/webinar/self-paced courses.
- A **Pathway Advancement Scholarship** is a third-party scholarship that is offered to employees working in a licensed childcare centers/facilities, or working as a registered family home provides employees who are pursuing an associate or bachelor's degree in early childhood education through one of the participating colleges/universities. The scholarship provides tuition payment and an educational related expense stipend, as well as a degree completion bonus.
- **Pathway to Earnings** is a supplemental wage program offered to individuals working in licensed childcare, family childcare facility and family childcare homes who have completed WV Elements of Family Child Care Series, Mind in the Making, WVIT I, WVIT I-R, WV Infant/Toddler Mental Health Endorsement, WVIT II, ACDS, CDA or completed an early childhood degree.

### III. WV STARS Policy Advisory Council

The WV STARS Policy Advisory Council exists to assist West Virginia Early Childhood Training Connections and Resources (WVECTCR) in maintaining the integrity of West Virginia State Training and Registry System (WV STARS). The Policy Advisory Council's intent is to establish and update policies and procedures to improve the quality of the registry system while maintaining the original purpose - to measure and advance the professional development of early care and education professionals in West Virginia.

Council members represent a cross-section of agencies and organizations in the early childhood community in the hopes that the input depicts the diversity of the profession. Members collaborate so that individual perspective is given, and one collective voice advises. Recommendations and advisement provided by council members is based on professional expertise and research.

The WV STARS Policy Advisory Council meets quarterly to discuss and make decisions about many WV STARS related topics including but not limited to: appeals filed against a decision made by WV STARS, the creation of new and revision of out-of-date policy for WV STARS, any questionable issues relating to the registry system, or improvement of WV STARS procedures. Decisions and recommendations made by the council are to be implemented by WVECTCR staff.

A WV STARS staff member cannot make any decision that may conflict with any current WV STARS policy or not covered specifically in current WV STARS policy. All determinations that may fall into this category must be made by WV STARS Policy Advisory Council.

## IV. Confidentiality

Information contained in WV STARS files and/or WV STARS database is to be considered confidential. WV STARS is a public entity and will protect the confidentiality of personal information to the extent permitted under state and federal law. All paperwork pertaining to WV STARS participants will be maintained and handled in a confidential manner and will be stored in a locked file cabinet and/or a locked office limiting access to the information. All electronic information is kept in a secure database or on a secure server. All WVECTCR staff members and the RVCDS Quality Assurance & Program Support Specialist have signed a confidentiality agreement.

If WVECTCR requests assistance from the WV STARS Policy Advisory Council regarding policy or decision making related to an individual participant or applicant (i.e., appeal), personal information may be shared with council members in a manner that protects confidentiality. WV STARS Policy Advisory Council Members have signed a confidentiality agreement regarding the handling of WV STARS participant personal and professional information.

If, at any time, a participant contacts WV STARS regarding registry information, WVECTCR staff will make every attempt to maintain strict confidentiality by confirming a participant's identity before giving out specifics that would be considered confidential. Information regarding a specific participant's registry information can be shared with interested parties such as administrators, employers or individuals interested in assisting the participant in application process and status. Information that may affect the safety and security of an individual will not be released to any individual or agency who is not a WVECTCR staff member or the RVCDS Quality Assurance and Program Support Specialist for any reason. This includes a participant's personal identifying information.

General registry information may be shared with collaborators and interested parties for the sole purpose of gaining knowledge about the early care and education field and to assist in making positive changes to the Professional Development System. General statistical data compiled from WV STARS may also be released to community and statewide agencies and other interested parties to aid community and state planning to increase the quality and services of the early care and education community. This information may include compiled group data reports regarding data entry, programs, status, employment, and training information.

The Registry may use participant information as tools for recognition and recruitment in various forms of media.

WV STARS Professional Development Providers can access basic contact information including email address and contact phone number for participants who are registering for a course/training. This allows Professional Development Providers to be able to contact a participant in the case of inclement weather or other issues that might arise.

All participants sign an understanding that includes a brief overview of confidentiality policy on a completed Career Pathway Application or Registry Profile Application Online. Participants are encouraged to review this understanding before signing.

## V. Fraud

WV STARS recognizes fraud as the intentional misrepresentation, manipulation, or withholding of information to gain an unfair advantage over an individual or a system. Examples of fraud within WV STARS include but are not limited to:

- Certificate of Training Attendance manipulation
- Transcript/diploma/or Certificate distortion
- Falsified application information
- Falsified residency documentation
- Falsified work history/résumé/ or employment verification
- Sign-In Sheet manipulation
- Falsify training attendance electronic or written

All WVECTCR staff and WV STARS participants are obligated to report any suspicion of fraudulent practices within the system.

The suspicion of fraud will be handled on an individual basis, though several common procedures will be used to investigate fraud. Any suspicion of fraud will be noted within WV STARS database and in participant file along with the determination. If suspected of fraud, it will be up to the applicant/participant to provide additional information that will show accuracy or authenticity of the document in question. Requested information may include but are not limited to original transcripts/certificates or statement of accuracy from trainer/employer. In cases of suspected fraud that cannot be clearly determined, WV STARS will bring the matter to the [WV STARS Policy Advisory Council](#) at the next regularly scheduled meeting for discussion.

WV STARS attempts to safeguard against fraud by requiring applicants submit official transcripts or diplomas and by having participants sign statement of agreement on application that indicates information provided is complete and accurate.

If suspicion of fraud is confirmed or participant/applicant cannot produce requested documentation to support questionable information, the fraudulent information will not be accepted for determination. Any individual found to have committed fraud to claim payment or benefits from WV STARS will become permanently ineligible to receive any payments or benefits from WV STARS. Any additional corrective action warranted for submission of fraudulent information will be agreed upon by the [WV STARS Policy Advisory Council](#) and/or the funding representative of the specific project.

Any determination of fraud can be appealed by the applicant/participant by following the [appeal process](#).

## VI. Appeal Process

Any registry participant or applicant is welcome to express a concern if not satisfied with services provided by WV STARS. Individuals are asked to attempt to resolve all concerns informally by contacting WV STARS to discuss any concerns or for further policy clarification. The WV STARS Statewide Project Manager will address any concern brought to WV STARS in a timely, respectful, and honest manner which may include consulting with the Director of WVECTCR.

The [Policy Advisory Council](#) will review formal appeals if an individual:

- is not accepted for registration on the Career Pathway
  - is registered on the Career Pathway at a level with which the participant disagrees
  - is not accepted as an approved Professional Development Provider
- OR**
- is accepted as an approved Professional Development Provider but not in all competencies requested.

A Funding Representative of that specific project will review formal appeals if an individual:

- is determined to be ineligible for the Pathway Advancement Scholarship
  - is determined to owe repayment of a scholarship award
  - is determined to not be eligible for Pathway to Earnings
- OR**
- is determined not to be eligible for all degrees and certificates they believe they should have been awarded.

### Filing a Formal Appeal

To file a formal appeal, a participant must contact the WV STARS office and request an appeal form, then submit the completed appeal form to the WV STARS office by mail within fifteen (15) days of notification of action taken.

The WV STARS Statewide Project Manager will review the appeal and gather information and policy regarding the original determination. This documentation will be reviewed with the Director of WVECTCR. If, at that time, it is determined that the original decision cannot be overturned, all related information and a recommendation on how to proceed will be submitted to the [Policy Advisory Council](#) or the specific funding representative of that project. All applicable parties will receive the appeal with relevant information and documentation and a meeting will be scheduled to review all facts and render a written response within thirty (30) days of receipt of the written request. All decisions made regarding the appeal will be final and binding.

The WV STARS Early Care and Education Professional Development System complies with all federal requirements prohibiting discrimination based on age, disability, sex, race, color, or national origin.

## VII. Disaster Recovery & Document Retention

WV STARS follows procedures to ensure the continuity of services in the event of an unforeseen disaster, emergency, or technology failure prohibiting normal business operations. As a program of West Virginia Early Childhood Training Connections and Resources, and River Valley Child Development Services, WV STARS will adhere to guidelines set forth by these administering programs. If administering policies differentiate from WV STARS policy, WV STARS will follow policies and procedures considered more stringent.

If WV STARS cannot perform normal business operations due to disaster or technology failure, every attempt will be made to notify WV STARS participants as soon as possible. This notification will also provide participants with plans to continue business operations. The plans will be dependent on the event and available resources.

### Back-up of Electronic Information

WV STARS Staff will work in conjunction with Information Technology Vendor and Vector Training Solutions staff to ensure that electronic information and documentation is backed-up regularly. Back-ups will be completed on a regular schedule based on the type of information and documentation, following procedures that adhere to the WV STARS Confidentiality Policy to maintain personal information. Back-up information, including database information, documentation stored electronically, electronic correspondence (e-mail), and electric documentation necessary for program operations is stored on encrypted devices at an off-site location.

In the event of a disaster, emergency, or technology failure, WV STARS Staff will utilize stored back-up information and documentation to continue operations as soon as resources are available.

### Retention of Documentation

All documentation for WV STARS participants is now housed electronically on the WV STARS Imaging Server. Electronic Records are archived annually, never purged. This server is housed in the locked WVECTCR Server Room. Access to the Server Room is limited to the WVECTCR Director, the WV STARS Project Manager, or designee. Electronic filing is organized by Registry Identification Number and filed in reverse chronological order.

Upon processing, scanning, and reviewing received applications and documentation items are shredded by WV STARS Staff.

Documentation will be stored in a manner that adheres to WV STARS Confidentiality Policy. After such time that documentation no longer needs to be retained, documentation will be destroyed in a manner that adheres to WV STARS Confidentiality Policy.

Documentation will be retained by the following guidelines:

- Career Pathway files, including educational documentation, not uploaded into the registry are no longer purged at this time but are archived by Registry ID number on a secure server.

## WV STARS Policy Manual

- Trainer Credential files including educational documentation will be maintained as electronic documentation and will not be purged but are archived alongside the Career Pathway files by year in the electronic filing.
- Training Registration Forms are submitted online at this time. Paper copies of previously submitted training registration forms will be maintained for five years after submission.
- Sign-In Sheets and webinar attendance reports will be maintained by the WV STARS Credentialed trainer for five years after training event was held.
- Pathway Advancement Scholarship applications will be maintained for five years electronically on a secure WV STARS server. Paper applications and documentation will be shredded once scanned.
- Pathway to Earnings applications will be maintained for five years via electronic documentation, filed by Registry ID number as a separate file attached to the Registry Participant Folder on a secure WV STARS server. Printed applications and documentation will be shredded once scanned.

Only documentation deemed necessary for the processing of applications and forms, requested specifically by WV STARS Staff, and/or relevant to program operations will be retained. This documentation may include applications, forms, professional résumés, educational documentation, and training certificates and records. Nonessential documents will be destroyed in a manner that adheres to WV STARS Confidentiality Policy regardless of retention guidelines stated and will not be returned to participant once received.

## VIII. WV's Core Knowledge and Competencies for Early Childhood Professionals

Research demonstrates the vital importance of professional education of individuals providing early care and education experiences. Regardless of setting, specific early experiences are documented to support children's optimal development in all domains. What we do or do not do for young children makes a difference in their learning capabilities and their future success in life. Ensuring that individuals who provide these experiences have the knowledge and the skills to provide quality early care and education environments is essential. [West Virginia's Core Knowledge and Competencies for Early Childhood Professionals](#) provide the framework to build a comprehensive system to support these professional development experiences.

**Core Knowledge** identifies what individuals providing early care and education experiences need to know to facilitate child learning and development. Core Knowledge is broken down into **Content Areas** that provide an overview of essential knowledge and skills that all early care and education professionals should know and understand.

The [Core Knowledge Content Areas](#) for Early Childhood Professionals are as follows:

- I. Child Growth and Development
- II. Family and Community Relationships
- III. Child Observations and Assessment
- IV. Environment and Curriculum
- V. Child Observation and Assessment
- VI. Professionalism and Leadership
- VII. Administration and Management

**Core Competencies** identify the observable skills that individuals providing early care and education experiences need to facilitate child learning and development. Each [Core Knowledge Content Area](#) is made up of several [Core Competency Areas](#), which identify observable **Behaviors and Skills**. Individuals progress from one area to another through a combination of formal study and experience.

For more information and specific descriptions about Core Knowledge and Competencies, see West Virginia's Core Knowledge and Competencies for Early Childhood Professionals document, linked above.

## IX. WV's Core Knowledge and Competencies for Training and Technical Assistance Professionals

West Virginia recognizes that the Training and Technical Assistance Providers who work with Early Childhood Professionals require a different set of knowledge and skill requirements. Training and Technical Assistance (T&TA) Professionals need to understand and use the WV EC CKCS for Early Childhood Professionals as well as have a working knowledge of the WV early childhood professional development system, maintain a trainer credential, and have a current professional development plan. They must be prepared to provide training or technical assistance, integrate current research and best practices, and work to develop positive, respectful relationships with individuals and groups of adult, professional learners.

The [West Virginia Specialized Knowledge/Competencies for Early Childhood Training and Technical Assistance](#) document has two sections: **Dispositions**, attributes important to being an effective T&TA professional, and the **Core Knowledge Areas**, Competencies, and specific Behaviors and Skills.

The Core Knowledge Content Areas for Training and Technical Assistance Professionals are as follows:

- I. Adult Learning
- II. Building Relationships
- III. Technical Assistance Process
- IV. Communication
- V. Content Knowledge
- VI. Professionalism

**Core Competencies** identify the observable skills that Training and Technical Assistance Providers need to facilitate professional adult learning. Each **Core Knowledge Content Area** is made up of several **Core Competency Areas**, which identify observable **Behaviors and Skills**. Individuals progress from one area to another through a combination of formal study and experience.

At a user's Career Pathway renewal, WV STARS will accept T&TA Credit hours from non-training professionals so long as the professional can show how the training meets their needs in their current role.

For more information and specific descriptions about Core Knowledge and Competencies, see the West Virginia Specialized Knowledge/Competencies for Early Childhood Training and Technical Assistance Professionals document, linked above.

## X. Registry Participant

### Registry Participant

**All individuals participating in WV STARS are Registry Participants.**

When an individual applies for and has been assigned a Career Pathway Level, they are now a Career Pathway Participant.

It is the applicant's responsibility to know if they need to be on the WV STARS Career Pathway. We encourage you to discuss this with your supervisor, licensing or regulatory specialist, or supervisory body.

If an individual chooses not to apply for a Career Pathway Level, they are known as a Registry Participant. After approval, Registry Participants can register for training online, view/print official WV STARS Certificates of Training Attendance, and track completed training from their Learning History.

### Registry Participant Profile

To start, Early Care and Education professionals need to create a profile at the WV STARS website: [www.wvstars.org](http://www.wvstars.org).

1. Click on the "Professionals" Tab. This area will show you information Early Care and Education professionals may need to access.
2. Click Join, then select Registry Participant.
3. Review the instructions on the next page, then click Apply Online.
4. All sections marked with a red asterisk (\*) must be completed (unless otherwise indicated as optional).

When the submitted application is approved, your profile will be marked as active.

**When creating a profile, applicants should note these sections:**

- **Applicant Information**
  - Password must be unique to the individual and have at least:
    - 8 characters
      - 1 letter
      - 1 number
      - 1 special character (! @ # \$ % & \* ect.)
  - WV STARS will use the email address in this section as the primary contact for any correspondence.
- **Employment Information**
  - If an applicant is employed by a program with multiple sites, the applicant must indicate the specific location site where they work.
  - If the number of hours-per-week or the number of months-per-year varies, applicants should average their work time.

WV STARS will review profile applications within thirty (30) business days of the submission date. Participants will be notified of approval status via email. Your registry ID number will be issued in

your notification email. If the profile application is denied, your email will indicate what additional information is needed.

## XI. Career Pathway Certificate

### Career Pathway Participant

**All individuals participating in WV STARS are Registry Participants.**

When an individual applies for and has been assigned a Career Pathway Level, they are also a Career Pathway Participant. If an individual chooses not to apply for a Career Pathway Level, they are known as a Registry Participant.

It is the applicant's responsibility to know if they need to be on the WV STARS Career Pathway. We encourage you to discuss this with your supervisor, licensing or regulatory specialist, or supervisory body.

### Career Pathway Application

To start, Early Care and Education professionals need to create a profile at the WV STARS website: [www.wvstars.org](http://www.wvstars.org).

1. Click on the "Professionals" Tab. This area will show you information Early Care and Education professionals may need to access.
2. Click Join, then select Career Pathway Participant.
3. Review the instructions on the next page, then click Apply Online.
4. All sections marked with a red asterisk (\*) must be completed (unless otherwise indicated as optional).

When the submitted application is approved, your profile will be marked as active.

**When creating a profile, applicants should note these sections:**

- **Applicant Information**
  - Password must be unique to the individual and have at least:
    - 8 characters
      - 1 letter
      - 1 number
      - 1 special character (! @ # \$ % & \* ect.)
  - WV STARS will use the email address in this section as the primary contact for any correspondence.
- **Employment Information**
  - If an applicant is employed by a program with multiple sites, the applicant must indicate the specific location site where they work.
  - If the number of hours-per-week or the number of months-per-year varies, applicants should average their work time.

The applicant must upload their supporting documentation (résumé and educational documents) through their account.

WV STARS must present any new or unfamiliar document or information before the WV STARS Policy Advisory Council for consideration. An applicant may be issued a certificate on a provisional basis until WV STARS Policy Advisory Council can come to a decision regarding the specific applicant.

## Processing Time of a Career Pathway Application

WV STARS will review profile applications and process supporting documentation within thirty (30) business days of the submission date. Participants will be notified of approval status via email. Your registry ID number will be issued in your notification email. If the profile application is denied, your email will indicate what additional information is needed.

An applicant is considered a Career Pathway Participant **after** the supporting documentation has been processed and a level has been assigned.

WV STARS staff will determine an applicant's Career Pathway Level based on the documentation uploaded. When the application is approved, their profile becomes active, and they are issued a renewal date, which is three (3) years from the date the application is approved.

If the application is approved, the participant will be sent an approval email and their Career Pathway Certificate will be mailed to the address on their profile. The certificate shows the participant's name, Registry Identification Number, assigned Career Pathway Level, active date, and renewal date. The certificates are endorsed with the State Seal of West Virginia and mailed immediately to the participant after generation.

Incomplete Career Pathway Profiles will be approved as a Registry Profile (so long as all Registry Participant fields have been completed) and training will be tracked. The applicant will remain a Registry Participant until the requested items are received and processed.

**Any training tracked before the applicant has been approved as a Career Pathway Participant and assigned a Career Pathway Level will not count towards the 45 hours needed at review.**

## XII. Career Pathway Levels

The requirements and necessary documentation for Career Pathway Level assignment.

<b>Level I</b>	
<b>Requirements:</b>	<b>Documentation:</b>
At least sixteen (16) years old and enrolled in high school <b>or</b> GED preparation classes	Participant must submit documentation from high school or GED preparation program indicating enrollment. This document must be from a high school or GED preparation program recognized by the American Council on Education.
<b>Level II</b>	
<b>Requirements:</b>	<b>Documentation:</b>
At least eighteen (18) years old with a high school diploma or equivalent and 0-1 years of experience	Participant must submit high school diploma or equivalent from an institution or program recognized by the American Council on Education.
<b>Level III</b>	
<b>Requirements:</b>	<b>Documentation:</b>
West Virginia Training Certificate in Early Care and Education (WVTCECE)	Participant must submit a clear copy of certificate.
<b>OR</b>	
WV Department of Education Early Childhood Classroom Assistant Teacher II – Permanent Authorization	Participant must submit a clear copy of licensure from the WV Department of Education.
<b>OR</b>	
One hundred twenty (120) training hours for the Child Development Associate credential or equivalent	Participant must submit certificates issued by the Child Development Associate instructional program indicating the number of hours in the eight (8) indicated subject areas.
<b>OR</b>	
Completed three (3) semesters of the Apprenticeship for Child Development Specialist Program	Participant must submit Apprenticeship for Child Development Specialist third semester course completion certificate.
<b>OR</b>	
Completed four (4) courses of the WVDE Child Development Specialist (CDS) Career and Technical Education program	Participant must submit Child Development Specialist completion certificate.

## Level IV

### Requirements:

Child Development Associate (CDA) credential

### Documentation:

Participant must submit a copy of current Child Development Associate (CDA) credential from the Council for Professional Recognition

OR

Twelve (12) college credit hours in early care and education coursework and at least three hundred (300) clock hours of relevant occupational experience

Participant must submit a clear copy of a complete official transcript from an institution of higher education accredited by a regionally accrediting body with early care and education coursework highlighted as well as current résumé indicating specific positions with dates held showing at minimum three hundred (300) hours of relevant occupational experience.

OR

Completed four (4) semesters of the Apprenticeship of Child Development Specialist Program

Participant must submit Apprenticeship for Child Development Specialist fourth semester course completion certificate.

## Level V

### Requirements:

Apprenticeship for Child Development Specialist

### Documentation:

Participant must submit Dept. of Labor or Dept. of Education certificate.

OR

Certificate comparable to Apprenticeship for Child Development Specialist

Participant must submit certificate and documentation of type of program.

OR

Twenty-eight (28) to sixty-three (63) semester hours of college credit with minimum nine (9) hours in ECE

Participant must submit clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body with early care and education coursework highlighted.

OR

Twenty-eight (28) to sixty-three (63) semester hours of college credit and one year of relevant occupational experience

Participant must submit clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body reflecting appropriate hours as well as current résumé indicating specific positions with dates held.

## Level VI

### Requirements:

Associate's degree in early care and education field

### Documentation:

Participant must submit clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred.

<p>Associate’s degree with minimum twelve (12) semester hours of early care and education coursework</p>	<p><b>OR</b></p> <p>Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred with early care and education coursework highlighted.</p>
<p>Associate’s degree and two (2) years relevant occupational experience</p>	<p><b>OR</b></p> <p>Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred as well as a current résumé indicating specific positions with dates held.</p>
<p>Sixty-four (64) semester hours of college credit with a minimum of twelve (12) semester hours of early care and education coursework</p>	<p><b>OR</b></p> <p>Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body with early care and education coursework highlighted.</p>
<p>Sixty-four (64) semester hours of college credit and two (2) years relevant occupational experience</p>	<p><b>OR</b></p> <p>Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body with early care and education coursework highlighted as well as a current résumé indicating specific positions with dates held.</p>

## Level VII

<p><b>Requirements:</b></p>	<p><b>Documentation:</b></p>
<p>Bachelor’s degree in early care and education field</p>	<p>Participant must submit a clear copy official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred.</p>
<p>Bachelor’s degree with fifteen (15) semester hours of early care and education coursework that includes at least ninety (90) practicum hours</p>	<p><b>OR</b></p> <p>Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred with early care and education coursework highlighted.</p>
<p>Bachelor’s degree with fifteen (15) semester hours of early care and education coursework and one (1) year relevant occupational experience</p>	<p><b>OR</b></p> <p>Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred with early care and education coursework highlighted as well as a current résumé indicating specific positions with dates held.</p>
<p>Bachelor’s degree and three (3) years relevant occupational experience</p>	<p><b>OR</b></p> <p>Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred as well as a current résumé indicating specific positions with dates held.</p>

## Level VIII

### Requirements:

Advanced degree in early care and education field

### Documentation:

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body with degree conferred.

**OR**

Advanced degree with minimum of eighteen (18) semester hours of early care and education coursework with at least ninety (90) practicum hours

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred with early care and education coursework highlighted.

**OR**

Advanced degree with minimum of eighteen (18) semester hours of early care and education coursework and one (1) year relevant occupational experience

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred with early care and education coursework highlighted as well as a current résumé indicating specific positions with dates held.

**OR**

Advanced degree and five (5) years relevant occupational experience

Participant must submit a clear copy of official transcript from an institution of higher education accredited by a regionally accrediting body that indicates degree conferred as well as a current résumé indicating specific positions with dates held.

## XIII. Career Pathway Certificate Renewal

### Career Pathway Certificate Renewal Requirements

A Career Pathway Certificate is issued for three (3) years. To renew a Career Pathway Certificate, a participant must complete either a Career Pathway Renewal Application or a Career Pathway Level Advancement Application online.

To remain active on the Career Pathway and avoid a lapse in status, Career Pathway participants must submit the appropriate application with required documentation to WV STARS before the renewal date indicated on the Career Pathway Certificate.

WV STARS will attempt to contact participants whose certificates need to be renewed with a reminder thirty (30) days prior to the renewal date. However, it is the responsibility of the participant to be aware of the renewal date, and to maintain their Career Pathway Certificate.

A participant must demonstrate that they have met one (1) of the following renewal requirements since their last renewal date to renew their Career Pathway Certificate:

- Participant has completed at least three (3) semester hours of college credit years that can be linked to WV Core Knowledge and Core Competencies.
  - To determine whether coursework taken is applicable to the WV Core Knowledge and Core Competencies, the participant must submit a clear copy of an official college transcript with the coursework highlighted that can be used for consideration for renewal requirements. It is the participant's responsibility to demonstrate that coursework taken links to the WV Core Knowledge and Core Competencies and provide course description if the course title is not sufficient.
  - To determine whether coursework taught is applicable to the WV Core Knowledge and Core Competencies, the participant must submit documentation from the institution which may include course syllabus, faculty schedule, or signed statement from institution faculty.
  - Coursework completed/taught that is not linked to WV Core Knowledge and Core Competencies will not be considered for renewal requirements.
  - Coursework used for renewal consideration must be received from an institution of higher education accredited by a regionally accrediting body.
  - Note: Participant may also provide a copy of their WV Department of Education Early Childhood Classroom Teacher Assistant II license to document the required coursework applicable to the WV Core Knowledge and Competencies.

**OR**

- Participant has completed 45 contact hours of training that can be linked to WV Core Knowledge and Core Competencies.
  - Participants must submit documentation of training participation in the form of Certificates of Training Attendance unless WV STARS has tracked the training attended/provided or has the certificates on file.
  - WV STARS Registered Training must account for a minimum of thirty (30) hours of the forty-five (45) required hours.
  - WV STARS can consider a maximum of fifteen (15) hours of training that is not WV STARS registered towards renewal. Any training used for consideration that is not

registered must be linked to WV Core Knowledge/Core Competencies and must meet the [appropriate non-STARS documentation requirements](#).

Participants that are unsure about the hours tracked by WV STARS are encouraged to access WV STARS [Learning History](#).

- Note: one (1) semester of Apprenticeship for Child Development Specialists (ACDS) is equal to 45 contact hours.

**OR**

- Participant meets requirements to advance a [level on the Career Pathway](#).
- The participant must submit a [Career Pathway Level Advancement Application](#) and documentation to be considered for renewal based on this criterion.

If the participant fails to apply for renewal and demonstrate any of the above renewal requirements have been met since the active date on their recent certificate, their status will transition from Career Pathway Participant to Registry Participant. After the renewal date has passed, the participant has an additional six (6) months to complete renewal requirements and submit the Career Pathway Renewal Application or the Career Pathway Level Advancement Application and supporting documentation.

During this period, the participant will not be active on the Career Pathway and will be considered a Registry Participant. All trainings will continue to be tracked through the registry.

If the participant fails to complete the renewal requirements and submit a renewal application within six (6) months, the participant will need to reinstate their Career Pathway Certificate by resubmitting their resume and education documentation. The participant is still responsible for meeting and submitting documentation for one of the above renewal requirements.

WV STARS is separate from any licensing, regulatory, or monitoring agency that may have requirements for training attendance. Participants are encouraged to contact those agencies for their specific training requirements. WV STARS cannot guarantee that registered training events will meet regulatory requirements for outside agencies.

## Career Pathway Renewal Application

A participant can access the most current version of the Career Pathway Renewal Application [here](#). Type in the spaces provided to complete the application, then save and upload your application into your registry profile account under step 6.

As of July 1, 2022, **all** renewal applications must be submitted online through your registry profile. Be sure to review your personal information as we will mail your new certificate to the address listed here.

You must check the box corresponding to the criteria you are using to apply for certificate renewal. Participants that are applying for Career Pathway Renewal based on level advancement must complete only a Career Pathway Level Advancement Application.

WV STARS must present any new or unfamiliar document or information before the WV STARS [Policy Advisory Council](#) for consideration.

## Processing Time of a Career Pathway Renewal Application

WV STARS will process applications within thirty (30) business days of submission. The renewal application is considered approved when the application has been processed and renewal requirements have been met.

If the renewal process cannot be completed because additional information is needed, WV STARS will send the applicant an email with feedback indicating the additional information or documentation needed to approve the application. The necessary information or documentation must be submitted to WV STARS within thirty (30) days, as indicated by the date on the shared feedback. If the applicant fails to submit the requested items by the given date, they must begin the application process from the beginning, including new application, documentation, and fee.

If renewal requirements have been met, a new [Career Pathway Certificate](#) with a new active date is generated, sealed with the Official State of West Virginia Seal, and mailed to the participant. The active date is determined by the date the application was processed by WV STARS. A participant is also issued a new renewal date, which three (3) years from the approval date.

After approving an application for a participant, WV STARS will email an approval letter to the participant. This email contains a feedback letter indicating approval, level and a document providing information regarding how to access their online unofficial Career Pathway Credential and/or Profile.

WV STARS will generate [Career Pathway Certificates](#) for all participants whose applications were approved. The certificate shows the participant's name, Registry Identification Number, assigned Career Pathway Level, active date, and renewal date. The certificates are endorsed with the West Virginia State Seal and mailed out to the participant.

## Career Pathway Level Advancement Application

A participant who meets the requirements for a Career Pathway Certificate at a higher level than previously assigned may complete a [Career Pathway Level Advancement Online Application](#) to advance the Career Pathway Level. A Career Pathway Advancement Guidance Document is also available online. As of January 1, 2016, WV STARS no longer accepts paper renewal applications

Participants should pay particular attention to the Career Pathway Level Advancement Criteria indicated in Section IV of the Guidance Document. In Section VI of the Participant Profile, the participant must attach the documentation supporting the Level Advancement. Participants that are applying for renewal based on renewal criteria other than level advancement must only complete a Career Pathway Renewal Application.

There is no processing fee for a Career Pathway Level Advancement Application.

WV STARS must present any new or unfamiliar document or information before the WV STARS Policy Advisory Council for consideration.

## Processing Time of a Career Pathway Level Advancement Application

WV STARS will process applications within thirty (30) business days of submission. The level advancement application is considered approved when the application has been processed and level advancement requirements have been met.

If the level advancement process cannot be completed because additional information is needed, WV STARS will send the applicant an email with feedback indicating the additional information or documentation needed to approve the application. The necessary information or documentation must be submitted to WV STARS within 30 days, as indicated by the date on the shared feedback. If the applicant fails to submit the requested items by the given date, they will remain at their current level until they reapply for level advancement, or their current Career Pathway Certificate expires.

If level advancement requirements have been met, a new Career Pathway Certificate with a new active date is generated, sealed with the Official State of West Virginia Seal, and mailed to the participant. The approval date is determined by the date the application was processed by WV STARS. A participant is also issued a new renewal date three (3) years from the approval date.

After approving a level advancement for a participant, WV STARS will email an approval letter to the participant. This email contains a feedback letter indicating approval, level and a document providing information regarding how to access their online unofficial Career Pathway Credential and/or Profile.

WV STARS will regularly generate Career Pathway Certificates for all participants when their application is approved. The certificate shows the participant's name, Registry Identification Number, assigned Career Pathway Level, active date, and renewal date. The generated certificates are endorsed with the West Virginia State Seal and mailed out to the participant.

## Provisional Period

Eligibility for a Provisional Period is available when it is determined that the applicant cannot meet the requirements to renew or reinstate a Career Pathway Certificate.

The participant may use a Request for Provisional Period form to request a Provisional Period if the applicant meets all the following requirements:

- A participant has been out of the early care and education field an excess of two (2) years.
- A participant is working or looking for employment at a licensed care center which requires employees to be WV STARS Career Pathway Participants.
- An applicant is unable to meet at least one (1) of the renewal requirements listed below in the time frame since the participant's most recent Career Pathway Certificate was issued:
  - Completed and/or taught at least three (3) semester hours of college credit that can be linked to WV Core Knowledge and Core Competencies,  
**OR**
  - Completed and/or provided forty-five (45) contact hours of training that can be linked to WV Core Knowledge and Core Competencies,  
**OR**
  - Completed at least one (1) semester of the Apprenticeship for Child Development Specialists (ACDS) Program,  
**OR**
  - Meets requirements to [advance a level on the Career Pathway](#).

If granted a Provisional Period, the participant will have six (6) months while on the Provisional Period to complete one (1) of the renewal requirements. If the applicant is not able to complete the renewal requirements in the six (6) month Provisional Period, an extension will not be

considered. A participant may not apply for WV STARS Professional Development Credentials of any kind during their provisional period.

## XIV. WV Training Certificate in Early Care and Education (WVTCECE)

The West Virginia Training Certificate in Early Care and Education (WVTCECE) is awarded to early care and education practitioners credentialed on the WV STARS Career Pathway for completion of one hundred twenty (120) clock hours of registered training in the WV Core Knowledge/Core Competencies. These training hours must be registered with WV STARS and be taken within five (5) years from the request date. To receive the WVTCECE, a participant must have an active Career Pathway Certificate and must have completed at least ten (10) hours in each of the Core Knowledge Content Areas and an additional fifty (50) hours in a combination of the Core Knowledge Content Area(s) of the participant's choice.

**WV STARS Core Knowledge Content Areas are as follows:**

- I. Child Growth and Development
- II. Family and Community Relationships
- III. Child Observations and Assessment
- IV. Environment and Curriculum
- V. Child Observation and Assessment
- VI. Professionalism and Leadership
- VII. Administration and Management

To apply for WVTCECE, a participant must submit the WVTCECE Request Form. Within thirty (30) days of request, WV STARS Staff will examine the participant's Learning History to determine whether requirements have been met.

If requirements are met and the request is approved, WV STARS will provide the participant with the WVTCECE.

If the requirements are not met at the time of request, WV STARS will email the applicant to alert them of the additional training necessary for them to meet the requirement.

Participants interested in applying for the WVTCECE are encouraged to review their Learning History and the linked WV Early Childhood Core Knowledge and Competencies to follow their progress towards completion.

## XV. Training and Professional Development for Early Care and Education Professionals

### What Training Should I Attend?

The mission of WV STARS promotes quality professional development opportunities for the Early Childhood community in West Virginia. As such, we encourage participants looking for professional development to seek out opportunities that would enhance professional growth. The West Virginia Core Knowledge and Content Areas can be used to help find training events in specific content areas where professional growth and development is needed.

WV STARS does not have any requirements regarding what *type* of training a participant must complete to meet one of the Career Pathway renewal requirements; however, WV STARS strongly encourages all participants to attend training events that fall within all seven (7) Core Knowledge Content Areas to ensure broad and extensive professional growth. A self-assessment tool is available in the back of the WVECKCs document to help guide your progress.

WV STARS is separate from any licensing, regulatory, or monitoring agency that may have requirements for training attendance. Participants are encouraged to contact those agencies for their specific training requirements. WV STARS cannot guarantee that registered training events provided will meet regulatory requirements for outside agencies.

### Finding and registering for WV STARS Registered Training

Participants can find WV STARS Registered Training several ways:

- Contacting local Resource and Referral Agency ([Mountain Heart North](#), [CHOICES](#), [LINK](#), [Connect](#), [Mountain Heart South](#), and [Child Care Resource Center](#)). All Resource and Referral Trainers are required to register all trainings held with WV STARS.
- Contacting your monitoring or regulatory body
- Searching the [Training Calendar](#) or [Course Catalog](#) found on the WV STARS website, [www.wvstars.org](http://www.wvstars.org).
  - [View how-to guide for the Training Calendar.](#)
  - [View how-to guide for the Course Catalog](#)
- Attending Conferences Registered with WV STARS (i.e., [Celebrating Connections](#), Great Beginnings, etc.).

West Virginia STARS Registered Trainings come from a variety of training sources, and WV STARS does not facilitate specific Core Knowledge Content area needs. Participants are encouraged to contact Entities and Professional Development Providers to provide suggestions for training topics or to inform of specific training needs.

Each training listed on the WV STARS Calendar will have an agenda with guidelines for that session available to view before you register for the course. **It is your responsibility as the participant to review this information to determine if the training content is appropriate for you.**

## Attending a WV STARS Registered Training

WV STARS Credentialed Professional Development Providers, Entities, and National Organizations who share training opportunities on the Training Calendar and Course Catalog will outline specific guidelines for each individual training opportunity. Some training may have a pre-registration deadline, may require a second registration to access a webinar platform, may require work to be completed prior to attending, payment of fees, or successful completion of a proof of learning to receive credit. Some training is only available to WV STARS Career Pathway participants, specific user groups, or users in specific regional areas. Participants can find guidelines for the training offered either by contacting the trainer presenting the training or accessing the agenda after clicking on the Event on the Training Calendar.

Most WV STARS Registered Training will require you to register for the event through the WV STARS Training Calendar or Course Catalog prior to the event date. If there is a registration deadline, it can be found in the Event information on the Training Calendar. You may view the Training Calendar or Course Catalog without logging into your WV STARS account, but you will be asked to login to complete the registration process. You may also view the Training Calendar or Course Catalog once you log into your WV STARS account. Links to the Training Calendar and Course catalog can be found on the left menu bar. Registering for an event will add your name and WV STARS Registry ID to the Class Roster/Sign-in Sheet.

## Training Opportunity Types

There are four types of WV STARS Registered Trainings –

- In-Person, or face-to-face training presentations,
- Online Training, which could occur in one of the following ways:
  - Webinars, where a live instructor teaches through a computer,
  - Facilitated training, that involves interaction with an instructor and a self-paced learning component, and
  - Self-Paced courses, which can be completed without interaction from a live instructor.

Online Trainings – Webinars, Facilitated, and Self-Paced courses all require successful completion of an instructor established Proof-Of-Learning before the participant can receive credit for the course. A Proof of Learning description will be shared in the Event’s agenda.

## Training Type Information

### In-Person or Face-to-Face

- Can be held at a variety of locations, but the instructor and participants are in the same location, at the same time.
- Participants are asked to be respectful of the instructor and other participants by following general rules of courtesy.
- Participants are expected to arrive at the scheduled time, attend the entire scheduled training, and complete the online training evaluation honestly, accurately, and timely to receive credit.
- Participants must sign-in on the Class Roster/Sign-in Sheet.

- Participants who did not register for the course before the event **may** be allowed to sign-in on the Class Roster/Sign-in Sheet using their first name, last name, and registry ID. This is determined by the course instructor, not WV STARS.
- Participants will not receive partial credit.
- The course instructor will determine if the participant met the attendance requirement.
- The course instructor has the right to refuse credit to participants for behaviors such as but not limited to tardiness, unmet training requirements, or inappropriate or disruptive behavior.
- WV STARS does not track training for participants who do not follow the procedures outlined above.

### Online Training – Webinar

- Webinar training uses special software so that the instructor and participants can be in different locations but still communicating in real time through audio and/or video.
- Because of this specialized software, participants will need to register for the training through WV STARS and will likely need to complete a second registration with the webinar software.
  - This link will typically come in an automated email from the WV STARS System, but can also be found in the course information on your dashboard.
  - If you have questions or about this process, please contact your instructor.
- Participants must access webinar trainings using individual devices. Multiple participants may not share one device to access webinar content without also being logged into their own devices.
  - For example, a child care center is unable to group staff together to view a webinar via TV or shared computer screen UNLESS each staff member is ALSO logged into the webinar on their own device [iPad, cell phone, laptop, etc.]).
  - In addition to verifying attendance, participants need to be logged in individually to fully participate in interactive parts of the training such as chat, polls, breakout rooms, and other connection opportunities.
  - In specific circumstances, some Entities may allow group viewing.
- Participants are expected to arrive at the scheduled time, attended the entire scheduled training, successfully complete a Proof of Learning, and complete the online training evaluation honestly, accurately, and timely to receive credit.
  - Participants must attend for at least 75% of the scheduled training time.
  - The Proof of Learning will be determined by the instructor and must be included in the Scheduled Event's agenda, so participants can see it before they register.
- Participants are asked to be respectful of the trainer and other participants by following general rules of courtesy.
- Participants will not receive partial credit for attendance.
- Participants should access the webinar software several minutes before the start time to familiarize themselves with the options, settings, and troubleshoot if necessary.
- Individual Professional Development Providers may have more robust course completion requirements such as more participation time, attention time as recorded by webinar software, and amount of time logged into the webinar.
  - These requirements will be included in the agenda of the course.

- Professional Development Providers determine if credit will be given.
- Instructors have the right to refuse credit for behaviors such as, but not limited to tardiness, not meeting training requirements, or inappropriate or disruptive behavior.

### Online Training - Facilitated and Self-Paced Courses

Policy for this area of Distance Learning is in the creation process and will be released soon.

### Tracking Training

Once a Career Pathway Certificate or Registry Participant Account has been established, WV STARS will automatically track all WV STARS Registered Training attended by WV STARS participants. WV STARS tracks training attendance and completion in a variety of ways. Please contact your instructor if you have any questions about the process; following instructor guidelines is extremely important.

Any WV STARS Participant can view past trainings in their [Learning History](#). To view, filter, and print tracked training information:

1. Go to the website for WV STARS, [www.wvstars.org](http://www.wvstars.org).
2. Click the Professionals tab
3. Click on the Login on the right
4. Sign in using your WV STARS Registry ID number and password.
5. Select the Learning History Tab from the left menu
6. Use the Search and Filters to get the data you want.
7. Click on “View as Report” on the right to access the information in a printable or savable format.

Participants can access the [how-to guide](#) or [video](#) for additional assistance.

Participants are encouraged to use their [Learning History](#) report as a professional tool to provide employers and regulatory agencies with verification of professional development. It must be noted that the Learning History report may not be recognized in place of a Certificate of Training Attendance by some agencies.

### Tracking Non-STARS Training Hours

WV STARS recognizes that there are many quality training sessions that are not registered with the WV STARS system. With appropriate documentation, participants can add these trainings to their Learning History record. These courses will be listed as Non-STARS in your record. A completed The Non-STARS Training Submission Form (found [here](#) at the bottom of the page) and documentation verifying completion, including the name and date of the training must be submitted to WV STARS to be applied to a participants Learning History.

WV STARS will consider 15 hours of training not registered with WV STARS towards the 45 hours required for WV STARS Career Pathway Certificate renewal for professionals.

Professional Development Providers seeking renewal may include up to 30 Non-STARS hours tied to [Training and Technical Assistance Core Knowledge and Competencies](#) in their renewal.

## WV STARS Badges

WV STARS has incorporated “Badges” in the registry. Badges are a graphic shown in a user’s Learning History that indicate a specific achievement such as Career Pathway Level, Professional Development Provider status, or completion of ACDS. Badges are for display only and cannot be used as verification for completion.

## XVI. Professional Development Provider Credential

### Professional Development Provider Credential Application

An early care and education professional must first submit a Professional Development Provider (PD Provider) Credential Application to be considered for a WV STARS Professional Development Provider Credential. The form can be found on the [Professional Development Provider page](#) of our website. Applicants must complete all sections of the fillable .pdf before returning the application and all required documentation and fees to WV STARS for processing.

Professional Development Provider applicants must read Section III of the application, PD Provider Credential type, to determine which Professional Development Provider type and the eligibility requirements needed. More information about Professional Development Provider types can be found [here](#).

Applicants must thoroughly review Section V of the application, Professional Development Provider Agreement and Assurances. This section states policy regarding training registration, sponsorship, evaluations, and sign-in sheets. WV STARS has adopted the core values, ideals and principles set forth in the [National Association for the Education of Young Children \(NAEYC\) Code of Ethical Conduct, Supplement for Early Childhood Adult Educators](#). Credentialed Professional Development Providers are expected follow these guidelines. Your signature on the application confirms you have thoroughly read and agree to all sections.

These documents must be attached to an application at submission:

- Current résumé/brief professional vita
- Brief Biography
- Specific education documentation depending on Professional Development Provider type; see [here](#) for detailed information
- \$20 Processing Fee
  - *Entity PDPs are exempt from the processing fee*

An applicant must submit the completed application with required documentation and \$20 non-refundable processing fee to [WVSTARS@rvcds.org](mailto:WVSTARS@rvcds.org) and/or via mail to:

Attn: WV STARS  
West Virginia Early Childhood Training Connections and Resources  
611 Seventh Avenue, Suite 322  
Huntington, WV 25701

### Processing Time of a Professional Development Provider Credential Application

WV STARS will process all submitted PD Provider Credential Application within sixty (60) days of receipt. If the applicant fails to submit the \$20 processing fee, does not complete all portions of the application, is not active on the Career Pathway (excluding Specialty PD Providers or Entity Instructors or Managers), or fails to submit the required documentation, WV STARS will send the applicant feedback indicating the reason the application cannot be considered. The applicant has sixty (60) days from the application processing date to submit the requested documentation; the submission deadline will be included in the applicant's feedback. If the applicant fails to

submit the requested items by the provided deadline, the application will not be approved, and the applicant will need to resubmit a completely new application, including resubmission of documents and fee, to be considered.

Professional Development Provider credential applicants will be required to complete WV STARS Credentialed PD Provider Orientation, Foundations of Adult Learning Theory, and Foundations of Instructional Design within sixty (60) days of application processing. WV STARS will notify an applicant of scheduled WV STARS Credentialed PD Provider Orientation sessions offered, and how to access self-paced required courses.

WV STARS must present any new or unfamiliar document or information before the WV STARS [Policy Advisory Council](#) for consideration. An applicant may be issued a credential on a provisional basis until WV STARS Policy Advisory Council can decide how to move forward regarding the specific applicant's documentation and situation.

An applicant will be considered approved when their application with supporting documentation has been processed, WV STARS Professional Development Provider Orientation has been completed and they have passed both required self-paced courses, Foundations of Adult Learning Theory and Foundations of Instructional Design.

A PD Provider credential will be issued as soon as their application has been approved. The credential shows the professional's name, Registry Identification Number, assigned PD Provider type, and credential renewal date. The professional will be mailed the PD Provider credential, a letter indicating approval of the credential and outlining the Core Knowledge and Competency areas in which the Professional can provide training, information regarding how to access the online West Virginia's Core Knowledge and Competencies for Early Childhood Professionals, and information regarding how to access the online West Virginia's Core Knowledge and Competencies for Training and Technical Assistance Professionals.

## Professional Development Provider, Specialty Professional Development Provider Credential Renewal (non-Entity)

Most WV STARS Professional Development Provider or Specialty Professional Development Provider's credentials will renew at the same time as their Career Pathway Certificate renewal, every 3 years.

Specialty Professional Development Providers may need to submit certification or professional development documentation annually based on expiration date.

Professional Development Providers and Specialty Professional Development Providers have different renewal requirements; see the table below for specific details.

Professional Development Provider	
Educational Background	<ul style="list-style-type: none"> <li>• Masters or Bachelors in ECE*</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Masters or Bachelors in Related Degree/Field**</li> </ul>
WV STARS Required Professional Development	<p><b>Complete Courses:</b></p> <ul style="list-style-type: none"> <li>• Foundations of Adult Learning Theory</li> <li>• Foundations of Instructional Design</li> </ul> <p>Learning Assessment (Upcoming Requirement)</p>
Scope of Training Allowed	<ul style="list-style-type: none"> <li>• <a href="#">Basic</a></li> <li>• <a href="#">Intermediate</a></li> <li>• <a href="#">Advanced</a></li> </ul> <p>In all WV Early Childhood Core Knowledge and Competencies.</p>
Requirements for Training Content Registered on WV STARS	<ul style="list-style-type: none"> <li>• List of resources for the content being provided.</li> <li>• NAEYC Code of Ethical Conduct Statement: <i>We shall apply for, accept, and work in positions for which we are personally well-suited and professionally qualified. We shall not offer services that we do not have the competence, qualifications, or resources to provide. (NAEYC Code P 4.2)</i></li> </ul>
Renewal Requirements	<p><b>Renew every 3 years, tied to WV STARS Pathway Certificate</b></p> <ul style="list-style-type: none"> <li>• Complete PD Provider Update once every 3 years</li> <li>• Pay \$20 Fee</li> <li>• Must complete individualized professional development plan based on the Trainer and TA Competencies</li> <li>• Complete minimum of 45 training hours logged on their WV STARS Learning History:             <ul style="list-style-type: none"> <li>• 30 hours in the Trainer and TA Professional CKCs - all 30 can be non-STARS hours</li> </ul> </li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• 15 can be as instructor or learner in either set of CKCs, must be WV STARS Registered</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Completed/taught at least 3 semester hours of college credit that can be linked to WV CKCs, following determination guidelines <a href="#">here</a>.</li> </ul>
<p>*Current policies define as child development, birth to four certification, early childhood, child and family studies, family and consumer science, and early childhood special education.</p> <p>** Related degrees- Social Work, Psychology, Counseling, Elementary Education, Special Education</p>	

<b>Specialty (non-ECE) PD Provider</b>	
Educational Background	Professional license, certificate, or credential in an area of expertise containing: <ul style="list-style-type: none"> <li>• an expiration date</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>• a recorded renewal requirement</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• continued professional development requirement.</li> </ul>
WV STARS Required Professional Development	<b>Complete Courses:</b> <ul style="list-style-type: none"> <li>• Foundations of Adult Learning Theory</li> <li>• Foundations of Instructional Design</li> </ul> Learning Assessment (Upcoming Requirement)
Scope of Training Allowed	<ul style="list-style-type: none"> <li>• <a href="#">Basic</a></li> <li>• <a href="#">Intermediate</a></li> <li>• <a href="#">Advanced</a></li> </ul> Limited to specific WV Core Knowledge and Competency or approved curriculum courses.
Requirements for Training Content Registered on WV STARS	<ul style="list-style-type: none"> <li>• List of resources for the content being provided.</li> <li>• NAEYC Code of Ethical Conduct Statement <i>We shall apply for, accept, and work in positions for which we are personally well-suited and professionally qualified. We shall not offer services that we do not have the competence, qualifications, or resources to provide. (NAEYC Code P-4.2)</i></li> </ul>
Renewal Requirements	<ul style="list-style-type: none"> <li>• Must submit a new copy of Professional License each time the Professional License expires.                             <ul style="list-style-type: none"> <li>• Documentation without expiration must include proof of at least 10 hours of PD in Specialty Field; renewal is 1 year from certificate issue.</li> </ul> </li> <li>• Complete PD Provider Update every 3 years</li> <li>• Pay \$20 Fee</li> <li>• Must complete individualized professional development plan based on the Trainer and TA Competencies</li> <li>• Complete minimum of 45 training hours logged on their WV STARS Learning History:                             <ul style="list-style-type: none"> <li>• 30 hours in the Trainer and TA Professional CKCs – 30 can be Non-STARS Hours and/or in your Specialty</li> </ul> </li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>• 15 hours be as instructor or learner in either set of CKCs</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• Completed/taught at least 3 semester hours of college credit that can be linked to WV CKCs, following determination guidelines <a href="#">here</a>.</li> </ul>

## XVII. WV STARS Professional Development Entities

West Virginia STARS Professional Development [Entities](#) are organizations that employ or contract professional development providers specifically to provide training content to the Early Care and Education Community in West Virginia. These Entities, who must be approved by our funding partners, are approved to register training opportunities in WV STARS, issue WV STARS credit, and sponsor trainings. As a sponsor, an Entity accepts responsibility for the quality of the instructor and training provided, registering the training appropriately, and track and record attendance.

Organizations wishing to apply to be a WV STARS approved Entity must first contact WV STARS and submit a letter addressed to our Funding Partners, detailing your interest in and intent. The WV STARS Assistant Project Manager – Professional Development/Distance Learning or WV STARS Project Manager will deliver the letter of intent to the funders. WV STARS does not play a role in the Entity Approval process.

Once the funders have given their approval, the organization will be sent an Entity Profile Sheet to complete and submit to the WV STARS Training Specialist. Training Specialist will create an Entity Account in the Registry System. When the Entity Account is created, the organization must submit their course list and Profile Sheets for Entity Professional Development Providers, Entity Specialty Professional Development Providers, and Entity instructors.

Currently, Entity Professional Development Providers or Entity Specialty Professional Development Providers are the only account types with access to WV STARS Registry course building modules beyond the Scheduled Event module. Access is granted when training from WV STARS is completed.

Entities are made up of at least an Entity Manager and may also include Entity Instructor, Entity Specialty Professional Development Provider, Entity Professional Development Provider.

### Entity Manager

An Entity Manager does not have to be a Credentialed Professional Development Provider. Since this role is facilitative, the Entity Manager can be a Career Pathway Participant or a Registry Participant. When the Entity account is created, the WV STARS Training Specialist will email the Entity Manager the information to access the account along with the Entity Manager Handbook. The Entity Manager will need to complete and submit an Entity Manager Renewal Application every 3 years, found at [www.wvstars.org](http://www.wvstars.org).

### Entity Instructor

An Entity Instructor has limited access to the WV STARS Registry and does not create content for the Entity. Entity Instructors must complete an Entity Approved Instructor Profile Sheet, found at <http://www.wvstars.org/>. Entity Instructors are asked to complete this document by typing or printing legibly in ink in the spaces provided. All sections of the application must be completed entirely for the application to be processed.

Entity Instructors must review Section III, Professional Development Provider Agreement and Assurances, before signing the Profile Sheet. This section indicates policy regarding training registration, sponsorship, evaluations, and sign-in sheets. Please note that WV STARS has adopted the core values, ideals and principles set forth in the [National Association for the](#)

[Education of Young Children \(NAEYC\) Code of Ethical Conduct, Supplement for Early Childhood Adult Educators](#). Entity Instructors are expected to follow these guidelines. Your signature on the application confirms you have thoroughly read and understand all sections.

An applicant must submit the completed profile sheet to [WVSTARS@rvcds.org](mailto:WVSTARS@rvcds.org), or mail to:

Attn: WV STARS

West Virginia Early Childhood Training Connections and Resources

611 Seventh Avenue, Suite 322

Huntington, WV 25701

## Processing Time of an Entity Instructor Profile Sheet

WV STARS will process all submitted Entity Instructor Profile Sheets within sixty (60) days of receipt. If the prospective Entity Instructor does not complete all portions of the Entity Instructor Profile Sheet, WV STARS will send them feedback indicating the reason their Profile Sheet cannot be considered. If an Entity Instructor Profile Sheet cannot be successfully completed within sixty (60) days, WV STARS will contact their Entity Manager.

WV STARS must present any new or unfamiliar document or information before the WV STARS Policy Advisory Council for consideration. An applicant may be issued credential on a provisional basis until WV STARS Policy Advisory Council can decide regarding the specific applicant. An applicant may be issued credential on a provisional basis until WV STARS Policy Advisory Council can decide regarding the specific applicant.

An Entity Instructor Credential is considered approved and will be issued when the WV STARS Training Specialist confirms the Entity Instructor Profile Sheet meets the criteria. The credential shows the professional's name, Registry Identification Number, assigned PD Provider type, and credential renewal date. The professional will be mailed the PD Provider credential, a letter indicating approval of the credential, and information regarding how to access the online [West Virginia's Core Knowledge and Competencies for Early Childhood Professionals](#) and online [West Virginia's Core Knowledge and Competencies for Training and Technical Assistance Professionals](#). The professional will be mailed the PD Provider credential, a letter indicating approval of the credential.

An Entity Approved Instructor's credentials must be renewed every two (2) years. To renew their credential, an Entity Approved Instructor must complete the Entity Instructor Update and complete and submit the Entity Instructor Renewal Application, found at <http://www.wvstars.org/>

## Entity Professional Development Provider

An Entity Professional Development Provider has more access to the tools available in the WV STARS Registry. They can also register and present their own training content. Entity Professional Development Providers must submit a completed Entity Approved Professional Development Provider Profile Sheet, found at [www.wvstars.org/](http://www.wvstars.org/). Entity Professional Development Providers are asked to complete this document by typing or printing legibly in ink in the spaces provided. All sections of the application must be completed entirely for the application to be processed.

Entity Professional Development Providers must review Section IV, Professional Development Provider Agreement and Assurances, before signing the Profile Sheet. This section indicates policy regarding training registration, sponsorship, evaluations, and sign-in sheets. Please note

that WV STARS has adopted the core values, ideals and principles set forth in the [National Association for the Education of Young Children \(NAEYC\) Code of Ethical Conduct, Supplement for Early Childhood Adult Educators](#). Entity Professional Development Providers are expected to follow these guidelines. Your signature on the Profile Sheet confirms you have thoroughly read and understand all sections. This Profile Sheet is appropriate for Entity Specialty Professional Development Providers.

An applicant must submit the completed profile sheet to [WVSTARS@rvcds.org](mailto:WVSTARS@rvcds.org), or mail to:

Attn: WV STARS

West Virginia Early Childhood Training Connections and Resources

611 Seventh Avenue, Suite 322

Huntington, WV 25701

## Processing Time of an Entity Approved PDP Profile Sheet

WV STARS will process all submitted Entity Approved Professional Development Provider Profile Sheets within sixty (60) days of receipt. If the applicant does not complete all portions of the application, is not active on the Career Pathway, or fails to submit the required documentation, WV STARS will send them feedback indicating the reason their Profile Sheet cannot be considered. If an Entity Approved Professional Development Provider profile sheet cannot be successfully completed within sixty (60) days, WV STARS will contact their Entity Manager.

WV STARS must present any new or unfamiliar document or information before the WV STARS Policy Advisory Council for consideration.

WV STARS will confirm supporting documentation meets the criteria for the Entity Approved Professional Development Provider. An Entity Approved Professional Development Provider Credential is considered approved and will be issued when the WV STARS Training Specialist confirms the Entity Approved Professional Development Provider Profile Sheet meets the criteria. The credential shows the professional's name, Registry Identification Number, assigned PD Provider type, and credential renewal date. The professional will be mailed the PD Provider credential, a letter indicating approval of the credential, and information regarding how to access the online [West Virginia's Core Knowledge and Competencies for Early Childhood Professionals](#) and online [West Virginia's Core Knowledge and Competencies for Training and Technical Assistance Professionals](#). The professional will be mailed the PD Provider credential, a letter indicating approval of the credential, the Core Knowledge and Competency Areas the Professional Development Provider can provide training and information regarding how to access the online West Virginia's Core Knowledge and Competencies for Early Childhood Professionals, and information regarding how to access the online West Virginia's Core Knowledge and Competencies for Training and Technical Assistance Professionals. An Entity Specialty Professional Development Provider will be issued credentials that align with their Career Pathway Certificate renewal date. To renew their credential, an Entity Professional Development Provider must complete the WV STARS PD Provider Update and complete and submit the Professional Development Provider Renewal Application, found at <http://www.wvstars.org>

## Entity Approved Specialty Professional Development Provider

An Entity Specialty Professional Development Provider has more access to the tools available in the WV STARS Registry. They can also register and present their own training content in specific

core knowledge and content areas related to their specialty. Entity Specialty Professional Development Providers must submit a completed Entity Approved Professional Development Provider Profile Sheet, found at [www.wvstars.org/](http://www.wvstars.org/). Entity Specialty Professional Development Providers are asked to complete this document by typing or printing legibly in ink in the spaces provided. All sections of the application must be completed entirely for the application to be processed.

Entity Specialty Professional Development Providers must review Section IV, Professional Development Provider Agreement and Assurances, before signing the Profile Sheet. This section indicates policy regarding training registration, sponsorship, evaluations, and sign-in sheets. Please note that WV STARS has adopted the core values, ideals and principles set forth in the [National Association for the Education of Young Children \(NAEYC\) Code of Ethical Conduct, Supplement for Early Childhood Adult Educators](#). Entity Specialty Professional Development Providers are expected to follow these guidelines. Your signature on the Profile Sheet confirms you have thoroughly read and understand all sections.

An applicant must submit the completed profile sheet to [WVSTARS@rvcds.org](mailto:WVSTARS@rvcds.org), or mail to:

Attn: WV STARS

West Virginia Early Childhood Training Connections and Resources

611 Seventh Avenue, Suite 322

Huntington, WV 25701

## Processing Time of an Entity Specialty PDP Profile Sheet

WV STARS will process all submitted Entity Approved Professional Development Provider Profile Sheets within sixty (60) days of receipt. If the applicant does not complete all portions of the application, WV STARS will send them feedback indicating the reason their Profile Sheet cannot be considered. If an Entity Approved Professional Development Provider profile sheet cannot be successfully completed within sixty (60) days, WV STARS will contact their Entity Manager.

WV STARS must present any new or unfamiliar document or information before the WV STARS Policy Advisory Council for consideration. An applicant may be issued credential on a provisional basis until WV STARS Policy Advisory Council can decide regarding the specific applicant.

An Entity Professional Development Provider Credential is considered approved and will be issued when the WV STARS Training Specialist confirms the Entity Approved Professional Development Provider Profile Sheet meets the criteria. The credential shows the professional's name, Registry Identification Number, assigned PD Provider type, and credential renewal date. The professional will be mailed the PD Provider credential, a letter indicating approval of the credential, and information regarding how to access the online [West Virginia's Core Knowledge and Competencies for Early Childhood Professionals](#) and online [West Virginia's Core Knowledge and Competencies for Training and Technical Assistance Professionals](#).

An Entity Professional Development Provider will be issued credentials that align with their Career Pathway Certificate renewal date. To renew their credential, an Entity Professional Development Provider must complete the WV STARS PD Provider Update and complete and submit the Professional Development Provider Renewal Application, found at <http://www.wvstars.org>

## Entity Professional Development Provider

Educational Background	Must be training on behalf of a WV STARS Entity
Training Experiences	Entity Manager will decide if the applicant needs to be enrolled into the on-demand courses developed for instructors: <ul style="list-style-type: none"> <li>• Foundations of Adult Learning Theory</li> <li>• Foundations of Instructional Design and</li> <li>• Foundations of Learning Assessment</li> </ul>
Scope of Training	<ul style="list-style-type: none"> <li>• <a href="#">Basic</a></li> <li>• <a href="#">Intermediate</a></li> <li>• <a href="#">Advanced</a></li> </ul> Any West Virginia Early Childhood Core Knowledge and Competency Area
Training Requirement	<ul style="list-style-type: none"> <li>• List of resources for the content being provided</li> <li>• NAEYC Code of Conduct Statement P-3.3 <i>We shall apply for, accept, and work in positions for which we are personally well-suited and professionally qualified. We shall not offer services that we do not have the competence, qualifications, or resources to provide. (NAEYC Code P-4.2)</i></li> </ul>
Renewal Requirements	<ul style="list-style-type: none"> <li>• 3 years interval</li> <li>• Complete PD Provider Update every 3 years</li> </ul>

## Entity Specialty Professional Development Providers

Educational Background	Must be training on behalf of a WV STARS Entity
Training Experiences	Entity Manager will decide if the applicant needs to be enrolled into the on-demand courses developed for instructors: <ul style="list-style-type: none"> <li>• Foundations of Adult Learning Theory</li> <li>• Foundations of Instructional Design</li> <li>• Foundations of Learning Assessment</li> </ul>
Scope of Training	<ul style="list-style-type: none"> <li>• <a href="#">Basic</a></li> <li>• <a href="#">Intermediate</a></li> <li>• <a href="#">Advanced</a></li> </ul> Specific West Virginia Early Childhood Core Knowledge and Competency Area determined at credential approval.
Training Requirement	<ul style="list-style-type: none"> <li>• List of resources for the content being provided</li> <li>• NAEYC Code of Conduct Statement P-3.3 <i>We shall apply for, accept, and work in positions for which we are personally well-suited and professionally qualified. We shall not offer services that we do not have the competence, qualifications, or resources to provide. (NAEYC Code P-4.2)</i></li> </ul>
Renewal Requirements	<ul style="list-style-type: none"> <li>• 1-3 years, depending on specialty documentation</li> <li>• Complete PD Provider Update every 3 years</li> </ul>

<h2>Entity Instructor</h2>	
Educational Background	Must be training on behalf of a WV STARS Entity
Training Experiences	<p>Entity Manager will decide if the applicant needs to be enrolled into the on-demand courses developed for instructors:</p> <ul style="list-style-type: none"> <li>• Foundations of Adult Learning Theory</li> <li>• Foundations of Instructional Design</li> <li>• Foundations of Learning Assessment</li> </ul>
Scope of Training	May not create content but can add attendance for courses granted permission from the approved WV STARS Entity
Training Requirement	<p>NAEYC Code of Conduct Statement P-3.3  <i>We shall apply for, accept, and work in positions for which we are personally well-suited and professionally qualified. We shall not offer services that we do not have the competence, qualifications, or resources to provide. (NAEYC Code P-4.2)</i></p>
Renewal Requirements	<ul style="list-style-type: none"> <li>• 2 year interval</li> <li>• Complete Entity Instructor Update every 2 years</li> </ul>

## XVIII. Professional Development Provider & Entity Responsibilities

### WV STARS Credentialed Professional Development Provider Orientation

All prospective Professional Development Providers must complete the WV STARS Credentialed PD Provider Orientation appropriate for their trainer type within sixty (60) days of application processing. Upon processing, WV STARS will notify an applicant of when WV STARS Credentialed PD Provider Orientations for their trainer type is offered.

As a requirement for renewal, all existing WV STARS Credentialed PD Providers must complete the Provider Update appropriate for their trainer type. Professionals can search for scheduled WV STARS Credentialed PD Provider Orientation updates on the WV STARS training calendar.

### WV STARS Training Approval Process

WV STARS does not have a training approval process, only a *Professional Development Provider* approval process and an *Entity* approval process. It is the intention of WV STARS that having a PD Provider and Entity approval process in place ensures a certain level of quality with the training that the WV STARS PD Provider presents or Entity sponsors. However, **it is the responsibility of the WV STARS Credentialed Professional Development Provider or Entity to ensure that the criteria are met, the WV STARS Training Registration Form is completed accurately, and the standards indicated by the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct, Supplement for Early Childhood Adult Educators are met.**

The WV STARS Course Publish Approval Request submission is reviewed for required information and correct setup options; WV STARS does not review course content.

Technical assistance and staff development can be registered with WV STARS if the criteria above are met. WV STARS will not register social gatherings or general meetings that do not have an element of [in-service](#). WV STARS will not register Employee Orientation for credit. WV STARS Credentialed PD Providers are encouraged to use sound judgment and refer to the Professional Development Provider Agreement and Assurances section of the WV STARS Trainer Credential Application, specifically the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct, Supplement for Early Childhood Adult Educators when registering training with WV STARS.

### Course Eligibility

- Content is aligned the West Virginia Core Knowledge/Core Competencies
- A minimum of one (1) hour in length; increments of 15 minutes after

#### AND

- The presenter must be a WV STARS Professional Development Provider

#### OR

- The training must be sponsored by WV STARS approved Entity.

## Course Creation and Publishing

Only West Virginia STARS Credentialed Professional Development Providers, Specialty Professional Development Providers, Entity Approved Professional Development Providers, and Entity Approved Specialty Professional Development Providers can create courses from their own content in WV STARS. Entity Instructors may create courses from existing or sponsored content. After logging into their account, PDPs must submit a Course Publish Approval Request for our team to review. All sections of the course builder must be completed thoroughly, following the guidelines given in the [Professional Development Provider Handbook](#). Only courses with new training content need to be created. Courses that need minor changes can be versioned using the process in the Professional Development Provider Handbook.

WV STARS offers Professional Development Providers a variety of training presentation opportunities including single and multi-day series with varying credit options. Please reach out to a member of WV STARS Staff to ensure you are setting up your course as intended.

## Processing Time for Course Publish Approval Requests

Professional Development providers can submit a Training Registration for approval by logging into their account, selecting “Online Training Registration” from the left menu, chose “Manage Courses”, and clicking the green “Create Course” button. The course building process is outlined in the Professional Development Provider Handbook.

When the course building is complete, Professional Development Providers must be submit the Course Publish Approval request at least three (3) weeks prior to the training event, and training available to the public must be on the calendar at least one (1) week prior to the session date.

All WV STARS Credentialed Professional Development Providers submitting a Course Publish Approval Request will receive feedback regarding the training registration within the two (2) week policy guidelines. If the Course Publish Approval Request was not accepted, WV STARS will send an e-mail message to the PD Provider indicating the rejection and the corrections that need to be made to approve the request. The PD Provider should correct the errors and resubmit the Course Publish Approval Request to WV STARS. When the PD Provider receives an approval email, they can add the training to the WV STARS Training Calendar.

Course Publish Approval Requests must be submitted online three (3) weeks prior to the training event, and training available to the public must be on the calendar at least one (1) week prior to the session date. For example, if a PD Provider is hosting a training on Wednesday, June 29, 2022, they should submit the Course Publish Approval Request by Wednesday, June 8, 2022, and the session should be on the Training Calendar by Wednesday, June 22, 2022.

Instructions to assist learners with completing Online Training Evaluations and how to View and Print Official Certificates are available on [www.wvstars.org](http://www.wvstars.org) for PD Providers to share with participants.

## Facilitated and Self-Paced Courses

Guidance and policy for Facilitated and Self-paced courses is being created and will be published as soon as possible. At this time, facilitated and self-paced coursework may only be published by an Entity.

## Proof of Learning

Any training presented online, such as webinars, must include a proof of learning component. The proof of learning component, determined by the course creator, is intended to encourage participation, interaction, and engagement in webinars and allow participants to show what they've learned. The proof of learning is not required to be a formal learning assessment. We encourage you to consider your audience when you create your proof of learning, considering that trainings are accessed by participants with a variety of backgrounds, skill levels, and knowledge bases. **The type of proof of learning must be recorded with the agenda when you add your Scheduled Event to the Training Calendar.**

Some example proofs of learning include:

- an assessment through your webinar software
- an assessment using the WV STARS Registry Assessment module
- reviewing webinar reporting data for participation statistics
- linking to an outside survey that is reviewed, or an assignment that is reviewed.

## Conference Training Registration

Conference organizers may contact WV STARS staff for additional assistance in the conference registration process.

## Certificates of Training Attendance

At each WV STARS Registered Training event, the trainer must make available the information on how to obtain an Official WV STARS Certificate of Training Attendance. If a PD Provider is unable or fails to provide said information at a WV STARS Registered Training event, that PD Provider must provide participants with information on the procedure for obtaining the certificate and, if requested, must provide the certificate. Training materials for users to access their certificate can be found on our [website](#).

WV STARS Policy requires Professional Development Providers to provide an Official WV STARS Certificate of Attendance to attendees; the Official WV STARS Certificate of Attendance may not be manipulated in any way by any person without violating WV STARS Fraud Policy. If an instructor wishes to create an unofficial certificate that includes any WV STARS training registration information, the instructor must also include the Official WV STARS Certificate of Attendance.

If an Entity is holding or sponsoring a conference or mini-conference event, the instructor may provide participants with a CEU Reporting Form that can be completed. The form must provide opportunity for participants to indicate each session attended on the form with signatures indicating completion of the training event. The instructor must be willing to provide opportunities for participants to have the form signed to verify completion.

## Sign-In Sheets

A WV STARS sign-in sheet/class roster must be completed at the conclusion of every WV STARS live training event. Participants are required to sign-in on the form using the appropriate procedures. If the training is held via webinar, the webinar software reporting tool should be used to report on participant attendance and act as the sign-in sheet. It is the responsibility of the

trainer to distribute the appropriate WV STARS sign-in sheet/class roster at each training event and to ensure that all participants that should receive credit for participation have signed. All WV STARS Credentialed PD Providers are required to add training attendance to the WV STARS database within five (5) business days of the completion of a training event.

PD Providers must maintain a copy of the sign-in sheet or class roster with signatures as a paper file or electronically, or webinar attendance report for five (5) years. WV STARS staff can request your sign-in sheet/class roster or attendance report in the event of an audit or during quality assurance reviews. Inability to provide documentation for training attendance that has been entered may be reviewed as potential fraud.

## Training Evaluation

All WV STARS Registered training requires that participants complete an online training evaluation to receive an Official WV STARS Certificate of Training Attendance, unless an Entity has collected this evaluation data on another platform and pre-approved it with WV STARS. WV STARS PD Providers may choose to also have participants complete a separate trainer evaluation of their own if they wish. Participants are encouraged to respond on the evaluation form in an honest, constructive, timely, and direct manner regarding the quality of the training. The training participant may complete the evaluation anonymously and without the fear of personal and professional repercussions, including but not limited to harassment, questioning, and refusal to allow future participation.

## Training Cancellation

All in-person or webinar Scheduled Events must be properly maintained in the WVSTARS Registry. Therefore, training cancellations must be handled efficiently, and effective communication with all parties must be prioritized. It is the responsibility of Professional Development Providers to ensure Scheduled Events are completed, canceled, or rescheduled and recorded promptly in the registry. WVSTARS staff serve to support PDPs and instructors in this process.

Related Processes:

[Training Cancellation Process](#)

Related Procedures:

[Scheduled Event Change Procedure](#)

## XIX. WV STARS Distance Learning

West Virginia STARS is committed to providing high quality self-paced learning opportunities for the Early Childhood Community. WV STARS assists with the creation of self-paced courses with our funding partners utilizing the Articulate suite of programs.

The Distance Learning Policies and Procedures are always evolving. Please reach out to WV STARS Distance Learning staff for the most up to date information.

### Online Training – Facilitated

**Facilitated** – hybrid course combining elements of both in-person and webinar trainings with autonomous self-paced modules.

- Facilitated courses are composed of training modules administered by the PDP and self-paced courses that are included as Linked Modules to existing courses;
- Facilitated courses must be created in collaboration with the Distance Learning team to ensure self-paced elements and in-person or webinar elements work together effectively;
- Trainers are expected to facilitate the Scheduled Events portion of the course, including reporting, resetting exam modules, and communication with students;
- The DL team will troubleshoot back-end problems;
- Examples of existing Facilitated Courses are the WVI/T 1-R Caregiver and Administrator programs.

### Online Training – Self-Paced Courses

**Self-Paced** – on-demand training that allows learners to progress at non-specified times and is not included in the WVSTARS Training Calendar.

#### Initiation

- Creation of self-paced courses will be initiated by:
  - An email from a funding partner expressing interest in converting an existing webinar/training, or
  - Agency response to state required trainings for PDPs;
- A Course Development Plan (CDP) will be created in a meeting conducted by the Distance Learning team with assistance from the Subject Matter Expert (SME);
- SMEs must acknowledge in the CDP that a plan must be in place in case they are no longer the contact/manager of course content (i.e., an email to a member of the DL team or to [distancelearning@rvcds.org](mailto:distancelearning@rvcds.org));
- The WVSTARS Assistant Project Manager for Professional Development and Distance Learning (APM-PDDL) will be responsible for tracking and updating the progress of the project;

- Stakeholders will be regularly updated on project progress by the APM or the DLS with specific deliverables and tentative goals.

## Creation

- Self-Paced Courses are created with the Articulate software suite by individual PDPs with assistance from the Distance Learning team or by the Distance Learning team aided by consultation with the SME or PDP who provides the content.
- The Distance Learning team will not create or provide content for the SME. For example, content includes scriptwriting, online media, creating assessments, etc.
- Some pre-made content may be available for use, but only with approval by the SME.
- The Distance Learning team will work with the SME to adapt content into learning modules with engagements, games, activities, assessments, and audio/visual media.

## Stages

- A stage system of self-paced content has been developed by the DL team for courses uploaded in the West Virginia Registry;
- The stage system is solely for use by STARS staff and QA standard designation, not for assigning quality to individual courses for public view;
- These stages comprise attainable levels of quality expected for PDPs in order to submit courses for approval;
- The three stages are:
  - STAGE 1 – the most basic requirements for course approval
  - STAGE 2 - any update or improvement beyond STAGE III as indicated in the QA procedure
  - STAGE 3 – the ideal standard for self-paced courses offered by WVSTARS
- The criteria for each stage will be listed in the WVSTARS QA Standards and Procedures document;
- Every year, entities will be encouraged to review and update their courses with current information, check for broken links, and fix any development issues that have been identified through learner feedback;
- The DL team will track course revisions by keeping reversioning notes in the Registry.

### *STAGE 1 – self-paced courses must meet these basic requirements:*

- a) Length of course must be at least one (1) hour for WVSTARS credit;
- b) Credit hours must align with at least one EC or TTA CKC;

- c) At least three (3) engagements should be used to present content -engagements can include but are not limited to:
  - i) Accordion slides
  - ii) Click/hover interactions
  - iii) Movement/motion paths
  - iv) Checklists
  - v) Scrollable Timelines
  - vi) Conversations/Scenarios
- d) Media should not exceed 20 minutes per slide;
- e) Graphics/background/color palette should have a uniform theme;
- f) Text should be readable, clearly written, free of typographical errors;
- g) Objectives should be stated at the beginning of the course;
- h) All content should align with objectives;
- i) Non-original content/media should be fair use and have adequate attribution;
- j) Sponsor logo and contact information
- k) Fully ADA compliant content, such as
  - i. Transcript or closed captions
  - ii. Narration or text-to-speech on each slide with text
  - iii. all audio is normalized for volume and clarity
  - iv. Alt Text
  - v. Text to background color ratio of at least 5:1
  - vi. Sans serif/accessible text
- l) Proof of Learning summative assessment at the end of the course (course should specify where to find the PoL assessment at the end of the course if it exists as a module in the Registry)

*STAGE 2 – in addition to Stage III requirements, to reach a standard of Stage II, course creators must include:*

- a. Organized and titled menu items
- b. At least three (3) formative assessments, one at the end of each section
- c. Explanatory Navigation slide
- d. Media not exceeding five (5) minutes
- e. Five (5) or more engagements/activities
- f. Ready to distribute handouts/resources to include in the Registry

*STAGE 3 – to meet all QA standards for courses in the WVSTARS Registry, self-paced courses must have fulfilled both previous Stage criteria, in addition to:*

- a. Interactions or engagements on each slide
- b. Use-oriented learning objectives with alignment to at least three (3) EC or T&TA CKCs
- c. Clearly recorded narration for each slide

- d. Gamified elements, which can include:
  - i. Progress bar
  - ii. Badges/trophies/achievements
  - iii. Unlockable items
  - iv. Bravozone/Articulate games

## XX. Appropriate Documentation

WV STARS requires all applicants to submit verification of completed educational and professional development endeavors.

WV STARS must present any new or unfamiliar document or information before the WV STARS Policy Advisory Council for consideration. A provisional certificate may be issued until WV STARS Policy Advisory Council can decide regarding the specific applicant but is not guaranteed.

### Secondary Education Documentation

When high school is the highest level of education completed, applicants may submit a copy of their high school diploma or high school transcripts indicating a date of graduation. Only diplomas from secondary education institutions recognized by the WV Department of Education if attended within West Virginia, the American Council on Education if attended outside of West Virginia, or a regional accrediting association will be accepted for consideration. Diplomas submitted to WV STARS that are not recognized as meeting the criteria will need to be accompanied by additional documentation for consideration. The additional documentation can be a copy of their GED, a statement from the local/county Board of Education indicating that the school/institution is recognized by the Board of Education, or a statement indicating that the diploma will be accepted for consideration from an institution of higher education recognized by a regional accrediting association. It is the responsibility of the applicant to research and provide proof showing the validity of documentation.

### Higher Education Documentation

The nature of Higher Education provides an opportunity for applicants to research and provide explanation of early care and education coursework. Applicants who wish to include any college experience must submit an official transcript for the coursework to be considered. To expedite the process, applicants are asked to identify coursework on transcripts related to specialization in early care and education using a highlighter or similar tool. Current policies define an early care and education field of study as: early childhood education, child development, birth to four certification, child and family studies, family and consumer science, and early childhood special education. WV STARS may request course descriptions or descriptions of course content for any course that may be unknown or questionable

Only higher education coursework from or recognized by institutions of higher education accredited by a regional accrediting association will be eligible for consideration. **The institution must have been accredited during the time of coursework or degree completion.** It is the applicant's responsibility to research and offer proof to WV STARS that education is recognized by a regionally accredited institution. This is particularly important when participants are submitting documentation from an online institution.

WV STARS will accept official diplomas, certificates, credentials, and/or transcripts for Higher Education eligibility determination. Applicants must include an official transcript with the submission of an official diploma. Clear copies will be accepted in most cases, though WV STARS reserves the right to request original documentation. Schedules, grade reports, or online transcripts will not be accepted.

## Educational Documentation from a Foreign Country

WV STARS will not accept educational documentation from a country outside the USA unless accompanied by a statement of equivalency from a foreign credential evaluation organization.

## Out of State Certificates/Credentials/Licensure

WV STARS will only accept certificates, credentials, and licenses issued from outside of West Virginia if the Applicant can show a reciprocity agreement between West Virginia and identified state. Specialty Professional Development Provider Renewal documentation must show an expiration date, a renewal requirement, or continued professional development requirement.

WV STARS reserves the right to request additional documentation if validity or course content is questionable.

## National Certificates/Credentials/Licensure

Specialty Professional Development Provider Renewal documentation must show an expiration date, a renewal requirement, or continued professional development requirement.

WV STARS reserves the right to request additional documentation if validity or course content is questionable.

## Documentation Verification Processing

WV STARS will process all training documentation in an appropriate time frame. Only documentation of training completed after the date of initial approval for Registry participants, or relevant to the current renewal period for Career Pathway participants, will be added to the participant's Professional Development Record.

## Documentation Retention Practices

WV STARS will only retain documentation deemed necessary for the processing of applications and forms, requested specifically by WVECTCR Staff, and/or relevant to program operations. This documentation may include applications, forms, professional résumés, educational documentation, and training certificates and records that meet policy guidelines as stated. Documentation deemed not necessary by requirements listed above will be destroyed in a manner that adheres to WV STARS Confidentiality Policy and will not be returned to participant once received.

## XXI. WV STARS Pathway Advancement Scholarship

### History and Overview

The WV STARS Pathway Advancement Scholarship was developed in the fall of 2016 and was first piloted in the Spring of 2017, replacing the system in place since 2008. The scholarship is operated by WV STARS, which is operated by WVECTCR, through River Valley Child Development Service, and funded by the WV Department of Human Services. **Because this funding is restricted to childcare, eligibility is limited to individuals working in licensed childcare centers/facilities or working as a registered family home provider.** This scholarship provides tuition payment, an educational related expenses stipend, and a one-time degree completion bonus. The WV STARS Pathway Advancement Scholarship is a third-party scholarship and is not issued through a college or university. The scholarship is issued from the WV STARS office to the appropriate colleges and universities that participate with the scholarship program.

### Participating Schools

Associate or bachelor’s degree college credit must be taken from a participating West Virginia college or university.

Associate Degree Programs	Bachelor’s Degree Programs
Eastern WV Community & Technical College	Concord University
Mountwest Community & Technical College	Glenville State College
Pierpont Community & Technical College	West Liberty University
Potomac State College	West Virginia University
Southern WV Community & Technical College	WVU – Parkersburg
WV Northern Community College	
WVU – Parkersburg	

### Supported Degrees

Supported AA/AAS/BA/BS/RBA degrees include:

- Child Development
- Child Development & Family Studies
- Early Childhood
- Early Childhood Development
- Early Childhood Education
- Early Childhood Special Education

Individuals possessing a bachelor’s degree but needing additional Early Childhood hours to meet a licensing requirement will be considered only if funding remains after all supported degree applicants have been approved.

For Regents Bachelors of Arts or Multiple Disciplinary Studies degrees, the Pathway Advancement Scholarship will only cover the early childhood degree program coursework.

### Eligibility Requirements

- WV resident

- Employed as a childcare provider or director, at least 20 hours per week, in a WV licensed childcare center, licensed child care facility, or registered family child care home.
- Applied for financial aid, using FAFSA (Free Application for Federal Student Aid)
- Accepted, or enrolled in an undergraduate degree program (full or part time) in Early Childhood Education at a participating WV community and technical college or university.
- Willing to continue employment in the field of early care and education while pursuing an Early Childhood Education degree, and for at least one year after earning degree.
- Has an active WV STARS Pathway Credential

## Application Process

An early care and education professional must have an active WV STARS Pathway Credential to apply for the scholarship. During specified enrollment periods, applicants can register for the Scholarship Course in the registry, where they will find the application and a W9. Applicants are asked to complete the application by typing or writing legibly in ink in the spaces provided. Unless otherwise indicated as optional, all sections of the application must be completed for the application to be processed. Once completed, upload the application, w9, and supporting documentation to the course and mark that you are ready for processing.

Please pay careful attention to:

- Applicant Information
  - The physical address must be in the state of West Virginia. A PO Box will not be accepted as residency verification.
  - The email address indicated in this section will be the primary contact WV STARS will use to correspond with applicant. This email address can only be changed at the request of the individual.
- Program Information
  - Employment information should match the employment information listed on the applicant's WV STARS account.
  - Applicant must select which type of program they work for and provide information on their director.
  - If the number of hours worked per week or the number of months worked per year varies, applicant must enter a number showing the average of work time.
- Documentation of employment via a Current paystub (dated within 30 days of the application and showing the employer and applicant name). Calculated hourly wage if not stated on paystub.
- Higher Education Information
  - Applicant must select their highest level of education
  - Applicant must choose the appropriate educational goal for them.
  - Confirmation of applying for FAFSA for the school year in which the applicant will be attending college.
- Scholarship Information
  - Applicant must provide documentation, such as a transcript, to verify enrollment in one of the qualifying Early Education programs in the school they are attending.

- Documentation, such as a college admissions acceptance letter or transcript, must show the applicant's name, address, degree program, and major. This transcript can be unofficial.
- Applicant must list the courses code, course title, and the number of hours for the courses they are applying for.
- Applicant and Employer Statement
- An applicant **and** the employer must read, sign, and date the application before submission.
- An application ready for submission will be fully complete, with no fields left blank (unless optional), signed, and dated by applicant and employer (if applicant is not a Family Child Care Provider or Facility Owner), and all required documentation is attached.

## Selection Criteria

Complete applications are processed on first come first serve basis. All applications are reviewed upon receipt to determine if they are complete or incomplete. Applications that are complete will be dated on the date received. Applicants submitting an incomplete application will be first contacted via email then phone and finally, a photocopy of the incomplete application and a letter stating what is incomplete will be returned in the mail to applicant. Applications that are incomplete upon receipt will be dated the date that the last required document is submitted.

## Waitlist

After the maximum number of scholarships have been awarded for the semester, complete applications are placed on a waitlist by date that the complete application was received. Only complete applications can be placed on the waitlist. Applicants are notified by email that they have been placed on the waitlist. Each semester will have a separate waitlist and applications will not carry over from one semester to another. Applications from the waitlist will be approved if funding becomes available.

## Stipends

Applicants that are approved and awarded the WV STARS Pathway Advancement Scholarship will also receive a \$300.00 educational stipend. A W-9 form must be on file for the current calendar year before applicant can receive the education related expenses stipend.

## Submission of Final Grades

Applicants must submit their final grades upon completion of the course(s) covered by the WV STARS Pathway Advancement Scholarship. Failure to submit final grades after the completed semester will make applicants ineligible for the following semester's awards. Applicants will become eligible when the final grades from the course covered by the WV STARS Pathway Advancement Scholarship are received.

Submission of final grades must have the following information viewable on the document:

- Student name
- Semester
- College name (or ability to identify college of attendance)

- Course code(s) and/or title(s)
- Grade(s)
- Online grades can be submitted by mail, email, or fax.

Courses failed or withdrawn from after tuition has been paid to the participating college/university will not be required to be paid back to WV STARS. WV STARS will not require an applicant to repay scholarship funds if the applicant failed or withdrew from a course. The applicant will still be eligible to apply for the following semester; however, the courses that were failed or withdrawn from will no longer be eligible for the scholarship. WV STARS Pathway Advancement Scholarship will not pay for the same course twice.

## Completion Bonus

Scholarship recipients that have completed an approved degree during a semester they also received the WV STARS Pathway Advancement Scholarship are eligible to receive a \$500 bonus. Interested, eligible recipients must complete the Degree Completion Bonus Application and submit a copy of official transcripts with the degree's conferral date. This is a one-time payment.

## Recipient Work Commitment & Employment Verification

Scholarship recipients are expected to remain employed in the field of early care and education while on scholarship, employed in early care and education for at least six months following the end of their scholarship, and for one year following the completion of their degree. WV STARS Scholarship and Earnings Specialist verify employment by contacting the employer listed on scholarship application.

WV STARS will attempt to contact the employer first, followed by the applicant to verify they are still employed in early childhood. Individuals found to have not completed their employment commitment will become ineligible to receive scholarship funds until such time that they are able to show proof of meeting the initial requirement.

## Appeal Process

An applicant who is not satisfied with the initial determination made by the WV STARS Scholarship and Earnings Specialist may contact the WV STARS Statewide Project Manager. If the applicant is still unsatisfied with the determination, they may file an appeal utilizing the WV STARS Appeal Process documented in section VI.

## Fraud

Any individual found to have committed fraud to claim payment from WV STARS Pathway Advancement Scholarship will become permanently ineligible to receive any payments from the WV STARS programs. Please see Section V for a full copy of the WV STARS Fraud Policy.

## Repayment Policy

Recipients that switch to coursework not required by a covered ECE degree or change to a non-eligible degree program after receipt of the \$300 educational stipend will be sent a notification for the repayment with the repayment amount and deadline date listed. Failure to submit the repayment amount by the deadline date provided will result in this matter being turned over to a professional collection agency.

## WV STARS Policy Manual

Repayment must be completed prior to the individual becoming eligible for any additional awards or benefits from WV STARS including, but not limited, to the Pathway Advancement Scholarship and Pathway to Earnings. The individual may choose to repay funds by withholding said amount from the next award earned.

## XXII. WV STARS Pathway to Earnings

### Application Process

All WV STARS Pathway to Earnings applications will be accepted online through the WV STARS data system. Applications will be accepted for a specified timeframe during one designated month in the second and fourth quarters.

Applicants can submit their application and documentation one (1) time during the designated Earnings Period. All applications will be dated upon receipt. For an application to be considered complete and ready for processing, all fields must be completed; the application must be signed; and all necessary documentation submitted. Any application that is missing a piece of required information will be rejected; the denial email will outline why the application was rejected. Applications are processed on a first come, first serve basis as funding allows; incomplete applications will not be processed.

If funding is available at the end of the designated earnings period, previously denied applicants may be given an opportunity to submit a corrected application and documentation. Applicants will be contacted based on their initial application submission date. WV STARS Staff will alert applicants of this opportunity via email and they will also receive an automated email upon registration in the second chance course. Applicants will have 72 hours to upload their corrected application and documentation to be processed. STARS staff will continue to potentially offer this opportunity to denied applicants until funding expires.

### Eligibility Criteria

**You must meet all of the following criteria  
to be eligible for the Pathway to Earnings Payment:**

<ul style="list-style-type: none"> <li>• Currently working in a WV licensed childcare center, licensed childcare facility, or family childcare home, serving subsidized children as one of the following:             <ul style="list-style-type: none"> <li>• Teacher/Assistant Teacher/Teacher’s Aide</li> <li>• Director/Assistant Director</li> <li>• Family Child Care Provider</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Has worked for 12 consecutive months prior to application within the field of early care and education as outlined above for a minimum of one of the following:             <ul style="list-style-type: none"> <li>• 20 hours per week if working as a teacher/assistant teacher/teacher’s aide or director/assistant director with no more than a 45-day employment lapse</li> <li>• 20 hours per week if working as a family childcare provider with no more than a 90-day employment lapse</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Has an active Career Pathway Credential</li> </ul>
<ul style="list-style-type: none"> <li>• Has earned a qualifying degree or certificate (please note degrees must be earned from a Regionally Accredited Institution):             <ul style="list-style-type: none"> <li>• WV Elements of Family Child Care Series (Must be working in Family Child Care)</li> <li>• Mind in the Making</li> <li>• The Growing Brain</li> </ul> </li> </ul>

- WVIT I (*Must be working with Infants and Toddlers to claim*)
- WVIT I-R (*Must be working with Infants and Toddlers to claim*)
- WVIT II (*Must be working with Infants and Toddlers to claim*)
- WV Infant/Toddler Mental Health Endorsement
  
- CDA (Current)
  
- ACDS Department of Labor Certificate
- AAS/AA in ECE\*
- BA/BS in ECE\* or RBA with ECE emphasis
- MA/MS/M. ED in ECE\*
- PhD. or Ed. D. in ECE\*

\*Accepted ECE Degree Programs include: Child Development; Child Development & Family Studies; Early Childhood; Early Childhood Development; Early Childhood Education; Early Childhood Special Education.

- If this is not the first time you have applied for and received the WV STARS Pathway to Earnings payment for this degree and/or certificate you must also have met one of the following in the past 12 months:
  - Has completed 18 hours of WV STARS Training in the last 12 months (for those working in Licensed Child Care)
  - Has completed 11 hours of WV STARS Training in the last 12 months (for those working in/as Family Child Care Home or Family Child Care Facility)
  - Has completed one college credit course towards a higher degree in ECE in the last 12 months (must submit documentation confirming completion)

Occupational Development degrees will not be accepted unless they contain 15 hours of early childhood coursework, regardless of area listed as emphasis. On the job training hours will not be counted towards this total.

Regents Bachelor of Art degrees will be accepted with verification of 18 hours of early childhood coursework.

If funds are still available during the last application period for the fiscal year, an opportunity may be offered to applicants who meet all other criteria but does not serve subsidized children.

## Documentation Requirements

Applicants that have remained with the same employer for the 12-month period will only be required to submit one employment form completed and signed by the current employer and a paystub.

Applicants with more than one employer for the 12-month period must submit an employment form for each employment (these may be self-completed if for previous employment) and a copy of a W-2 for each employment claimed.

Family Child Care Providers may self-complete the employment form page of the application. By signing the application, the applicant is giving permission for WV STARS staff to request a Provider Payment History Report from DHHR.

Applicants must submit a copy of all degrees and certificates for which they are requesting consideration. Please note degrees must be earned from a Regionally Accredited Institution and a copy of an official transcript must be provided. All certificate applications also require a copy of the certificate to be provided.

All applicants must submit a copy of a W-9 form with their application.

Applicants applying for the Pathway to Earnings payment for the same degree or certificate after the first application must meet a Professional Development requirement. If an individual is using WV STARS training hours to meet this requirement, they are not required to submit additional documentation. If an applicant is using the completion of one college credit course towards a higher degree in ECE in the last 12 months they must submit either a copy of an unofficial transcript or grade report from a Regionally Accredited Institution, confirming completion of the course and the name of the program in which they are enrolled.

Certificate requirements are as follows:

Certificate Type	Required Document
WV Elements of Family Child Care Series	No Document Required/Verified by WV STARS Transcript
Mind in the Making	No Document Required/Verified by WV STARS Transcript
The Growing Brain	No Document Required/Verified by WV STARS Transcript
WVIT I	Must submit a copy of WVIT Certificate
WVIT I – Revised Version	Must submit a copy of WVIT I – R Certificate
WV Infant Toddler Mental Health Endorsement	Must submit a copy of WV Infant Toddler Mental Health Endorsement
WVIT II	Must submit a copy of WVIT II Certificate
CDA	Must submit a copy of current CDA Certificate
ACDS Department of Labor	Must submit a copy of ACDS Department of Labor Certificate
AA or AAS in ECE	Must submit a copy of an official transcript
BA or BS or Regents Degree in ECE	Must submit a copy of an official transcript
MA or MS in ECE Degree	Must submit a copy of an official transcript
Ph. D. or Ed. D. in ECE Degree	Must submit a copy of an official transcript

## Approval of Payment

Applicants may qualify for more than one type of payment. Applicants can qualify for a maximum of one degree but may qualify for multiple certificates. The total number of certificates will be awarded in addition to the highest degree earned. For example, an individual may qualify for the WVIT I, WVIT II and ACDS certificates in addition to an Associate’s degree. Individuals claiming WVIT I or WVIT II eligibility must be working directly with infant and/or toddlers during the claimed 12 months of employment as a teacher/assistant teacher or teacher’s aide. Individuals claiming WV Elements of Family Child Care Series must be working in family childcare during the 12 months of employment.

## Denial of Payment

Applicants who have been denied due to incomplete applications or missing documentation may resubmit prior to the end of the application period for redetermination. Individuals denied due to not meeting one of the eligibility requirements must wait until the next application period. Once a

payment has been awarded the participant becomes ineligible for another award for the next 12 months.

Individuals denied due to not meeting the criteria of having served subsidized children for the last 12 consecutive months may reapply during the April enrollment period. Applications of individuals meeting all criteria will be given first priority and then individuals working for programs with a signed PSA (Provider Services Agreement) but having not met the 12 consecutive month requirement for serving subsidized children. Individuals working for programs with no signed PSA (Provider Services Agreement) will be of the lowest priority.

## Appeal Process

If an applicant is not satisfied with the initial determination made by the WV STARS Scholarship and Earnings Specialist, the applicant may contact the WV STARS Statewide Project Manager. If the applicant is still unsatisfied with the determination made by the Project Manager, they may file an appeal utilizing the WV STARS Appeal Process documented in section VI.

## Fraud

Any individual found to have committed fraud to claim payment from WV STARS Pathway to Earnings will become permanently ineligible to receive any payments from the WV STARS programs. Please see Section V for a full copy of the WV STARS Fraud Policy.

## 1099 Documentation

Applicants that have received more than \$500 from River Valley Child Development Services during a calendar year will receive a 1099 by mail. All payments received as a part of the Pathway to Earnings program are considered taxable income by the Internal Revenue Service.

## XXIII. Tracked Updates to WV STARS Policy:

### 3/5/2026 Updates:

- p. 62 Updated Pathway to Earnings application process
- p. 57 Updated WV Colleges/Universities offering an Early Childhood degree
- p. 58 Updated Pathway to Advancement Scholarship application process
- p. 67 Added required funding statements.

### 9/7/2023 Updates:

- p. 52 Added section for Distance Learning Course Creation policy
- p. 19 Added section for Trainer and Technical Assistance CKCs
- p. 5 Added definition for badges
- p. 37 Added information about badges
- p. 64 Added The Growing Brain to the Earnings chart
- p. 62 Added The Growing Brain to the Earnings chart
- p. 59 Updated WV STARS Scholarship Stipend amount
- p. 60 Updated WV STARS Graduation Bonus amount
- p. 60 Updated Scholarship Stipend Amount in Repayment Policy

### 7/1/2022 Updates:

Full Revision of Policy Document – clarify and update language and procedures, reorganize sections, remove inaccurate information. No changes to policy were made.

### 12/28/2020 Updates:

- p. 37 Updated language to include distance learning
- p. 38 added information specific to webinar attendance and new policy requirements
- p. 43 PD Credential renewal and document specifications updates
- p. 46 PD Credential Renewal
- p. 55 maintain webinar attendance report for 5 years
- p. 54 proof of learning requirement
- p. 47 availability of modules in registry
- p. 52/53 added language for facilitated/self-paced courses
- p. 57 updated credentialing specifics for out of state and national licenses/certificates and credentials.

## XXIV. Funding Statements

West Virginia STARS (Statewide Training and Registry System) is a project of West Virginia Early Childhood Training Connections and Resources, a program of River Valley Child Development Services.

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

TCR-ECE is supported by federal funding passed through the West Virginia Department of Human Services: Federal award amount: \$4,727,547 (99.9% of program budget) State award amount: \$5,122 (0.1%).

TCR-OMCFH is supported by state funding through the West Virginia Department of Health.

TCR-HV is supported by federal funding passed through the West Virginia Department of Health: Federal award amount: \$225,000 (100% of program budget) State award amount: \$0 (0%).

## Training Cancellation Process

The following process outlines procedures for cancelling, rescheduling, and modifying scheduled training. It ensures that participants are promptly informed, and accurate records are maintained.

### Decision to Cancel

- Training entities and individual instructors/trainers will determine if the training will be cancelled, not WV STARS.
- We encourage instructors to try to NOT cancel training, but we understand that it is sometimes necessary in instances of instructor illness, weather, or other emergencies.
- WV STARS encourages training entities and individual Professional Development Providers to include a minimum attendance rule and timeframe for cancellation in their agenda.
  - For example - “will cancel if fewer than 5 participants registered within 5 days of the session”.

### Notification

**Before cancelling, instructors need to run the Class Roster Report with the phone number & email address options selected.**

#### Direct Contact:

- Instructors must attempt to directly contact participants via phone/email.
- **DO NOT USE the email registered participants option in the Scheduled Event.**

#### System Notification:

- Cancelling training in WV STARS triggers an automatic email to registered participants. Instructors can add comments to the email.
- If the session is face-to-face, the instructor must also contact the hosting site to request that a cancellation sign be posted.

### Rescheduling Guidelines

- We encourage instructors to consider participant need and interest when determining to reschedule vs cancel training.
- Participants from the original registration list must be notified by phone/email of the new date/time or location.
- The rescheduled date can be added to the additional comments section to be included in the automated email.
- We encourage instructors to reach out to WV STARS Staff with questions about the best way to reschedule the training within the registry system.

## Scheduled Event Change Procedure

**CAUTION: ONCE YOU CANCEL A TRAINING YOU CAN NOT RUN A ROSTER REPORT AND WV STARS STAFF CAN NOT SEE ANY INFORMATION ABOUT THE CANCELLED EVENT.**

### Cancel Training with Intent to Reschedule

[https://scribehov.com/viewer/Cancel\\_Training\\_with\\_Intent\\_to\\_Reschedule\\_Sdlg\\_fvgTtWTRalck7h3wA](https://scribehov.com/viewer/Cancel_Training_with_Intent_to_Reschedule_Sdlg_fvgTtWTRalck7h3wA)

1. Decide to cancel following applicable rules of your Entity/Organization.
- 2. Run a class roster report with registered users' email address and phone number.**
3. Determine the new date and time for the rescheduled training.
4. Use the contact information on the roster to reach out to each individual participant by phone/email.
5. In Manage Learning > Manage Scheduled Event, find your event and access Edit Schedule.
6. Scroll down to “When” boxes and update the date and time. Make sure it’s correct by checking the blue box in the calendar on the right.
7. Click “Save Event”

Users will NOT receive an automated email from WV STARS about this change.

### Cancel Training without Intent to Reschedule

[https://scribehov.com/viewer/Cancelling\\_a\\_Scheduled\\_Event\\_xt0pn3wnT\\_G5aHM2KeawLQ](https://scribehov.com/viewer/Cancelling_a_Scheduled_Event_xt0pn3wnT_G5aHM2KeawLQ)

1. Decide to cancel, following rules of your Entity/Organization if applicable.
- 2. Run a class roster report including email address and phone number information.**
3. Use the contact information on the roster to reach out to each individual participant by phone/email.  
**(Do not use the email all participants space in the Scheduled Event; it does not work as expected.)**
4. In Manage Learning > Manage Scheduled Event, find your event and click “Edit Schedule”
5. Scroll to the bottom and click “Cancel This Event”
6. In the dropdown, choose your reason for cancellation.
7. Your comments will appear in the automated message to your participants.
8. Click “Proceed with Cancellation”
9. Document training cancellation per your entity’s rules.
- 10. Send your class roster report to WVSTARS ([wvstars@rvcds.org](mailto:wvstars@rvcds.org)) to unenroll participants from the course.** (Completing step 4 removes participants from the scheduled event, but not the course. This step ensures the course will no longer be on the participants’ dashboard)

### Training Course Change Procedure

This process is used in specific instances where a course is incorrectly put on the calendar and needs to be replaced with a different course. For example, if you need to change a face-to-face

training to an online webinar – since these are separately registered courses, you will need to change the course. You might use this process if you place the wrong course on the calendar – maybe module 3 instead of module 2, for example.

As the instructor, you are responsible for appropriately notifying and confirming re-registering the participants for the new course. WV STARS will not “track” these changes, so the instructor must document the changes per their own processes.

### Copying Scheduled Event with New Course & Removing Scheduled Event

[https://scribehov.com/viewer/Training\\_Course\\_Change\\_Procedure\\_hDLYKxd0TeqQIXyNn5vXTg](https://scribehov.com/viewer/Training_Course_Change_Procedure_hDLYKxd0TeqQIXyNn5vXTg)

- 1. Run a class roster report including email address and phone number information.**
2. Open the Scheduled Event to edit.
3. Change the Instructor to “Course Change” and remove yourself as the instructor by clicking the X button to the right of your name (this ensures that you will be able to create another scheduled event for yourself at the same date and time).
4. Click Save Event.
5. Return to List View by clicking the Exit button.
6. Click the Action button to the right of your existing event and choose Copy Event.
7. Check all boxes EXCEPT “Use Same Course” and “Use Same Instructor”.
8. In the dropdown menu, search for the correct course, and choose the scheduled event.
9. Confirm that all copied details are correct and make any changes necessary, including adding your webinar link if needed. Be sure to add yourself as the instructor.
10. Click Save. Your registered participants will receive a new registration confirmation email from WV STARS for the new, copied Scheduled Event (if you selected the email box in the Scheduled Event).
11. WV STARS does not require instructors to notify registered participants of this change, but we encourage instructors to reach out if they think there might be any confusion for their students.
12. Go to the Manage Scheduled Events List and open the original Scheduled Event with the incorrect course. On the Edit Schedule page, scroll to the bottom and click the red Delete Event button. A confirmation screen will appear; click the red Proceed with Deletion button. Registered participants will NOT receive an automated email from WV STARS about the deleted Scheduled Event. Instructors are responsible for keeping their learners up-to-date with any changes.
- 13. Send your class roster report to WVSTARS ([wvstars@rvcds.org](mailto:wvstars@rvcds.org)) to unenroll participants from the original course.**

**Please note that copying your Scheduled Event using a new VERSION of a course will NOT move your registered participants; you will need to re-register them in Manage Scheduled Events.**

## Reminders

- **Deleted events cannot be restored by WV STARS staff and will not appear on reports. Use the delete option only when appropriate. Contact WV STARS staff for guidance.**
- **Cancelling or deleting a Scheduled Event does not remove a student's enrollment from the course. Instructors must submit their Class Roster Report to WV STARS Professional Development Specialist to ensure accuracy.**