

# Professional Development Provider Credential Application

## WV STARS

*West Virginia State Training and Registry System*



<i>Office Use Only</i>
Date Received:
<input type="checkbox"/> PO/Inv <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> CC #
<input type="checkbox"/> Personal <input type="checkbox"/> Business \$
Date Processed:
Renewal Date:
Career Pathway Level:

**Please submit this application completed in blue/black ink with the following to WV STARS:**

- \$20 check, money order or credit card transaction form for non-refundable application processing fee made out to River Valley Child Development Services (RVCDS).
- Documentation supporting education, training and credentials indicated in Section II (i.e. copy of official college transcripts, licenses, credentials or certificates)

<b>I. Applicant Information</b>				
Assigned Registry Identification Number (if applicable): _____				
First Name:	MI:	Last Name:	Previous Last Name:	
Date of Birth (mm/dd/yyyy):	Social Security Number: ( <i>Last 5 digits</i> ) <u> X </u> <u> X </u> <u> X </u> - <u> X </u> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Mailing Address:				
City:	State:	Zip Code:	County:	
Primary Phone Number: (      )		Primary Email Address:		

<b>II. Educational Background</b>		
Indicate your highest level of education in Early Childhood Education or a related field: (Attach copies of certificates or official college transcripts):		
<input type="checkbox"/> 4-year degree (B.A., B.S.) <input type="checkbox"/> Master's Degree (M.A., M.S.) <input type="checkbox"/> Ph.D. or Ed.D.		
Indicate the professional license, certificate, or credential held that may qualify the applicant for Specialty Professional Development Provider (Attach copies of license, certificate or credential):		
Professional License, Certificate, or Credential	Date Awarded	Expiration Date

<b>III. Professional Development Provider Credential Type</b>
Please note you must possess the qualifications for one of the Provider Types listed below:
<input type="checkbox"/> <b>Professional Development Provider</b> <input type="checkbox"/> I hold a minimum of a bachelor's degree in an early care and education field* or a related degree/field** from an institution of higher education that is recognized by a regional accrediting association.  <i>*Current WV STARS policy defines degrees held or coursework taken in the early care and education field as <b>child development, birth to four certification, early childhood, child and family studies, family and consumer science and early childhood special education.</b></i> <b>**Related Degrees-Social Work, Psychology, Counseling, Elementary Education, Special Education</b>
<input type="checkbox"/> <b>Specialty Professional Development Provider</b> <input type="checkbox"/> I hold a professional license, certificate, or credential in an area of expertise excluding the early care and education field*.

<b>IV. Training Requirements</b>
<i>Please note that the following coursework must be completed with each application:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foundations of Adult Learning Theory</li> <li><input type="checkbox"/> Foundations of Instructional Design</li> <li><input type="checkbox"/> Foundations of Learning Assessment</li> <li><input type="checkbox"/> Professional Development Provider Orientation</li> </ul>

## V. Professional Development Provider Agreement and Assurances

If approved as a WV STARS Credentialed Professional Development Provider, I agree to the following prior to providing any training registered under this system:

- ★ I will complete the WV STARS Credentialed Professional Development Provider Orientation session within 60 days of application processing.
- ★ I will maintain confidentiality regarding any information that may be viewable for attendees of training.
- ★ The trainings I provide will meet the minimum standards of the West Virginia Core Knowledge and Competencies for Early Care and Education Professionals.
- ★ I will register all training events three weeks prior to the training being held. I will register each training prior to offering WV STARS Career Pathway participants WV STARS early care and education continuing education units (CEUs) and /or hours that can be applied to the WV STARS Professional Development Record.
- ★ I will schedule all training to the training calendar and add attendance within 5 business days. I understand that a paper or electronic copy of the sign-in sheet must be maintained for 5 years.
- ★ I will provide all required information for participants to make an educated decision regarding a training, including Agenda, Contact Information, Location, etc.
- ★ I understand that as a Specialty Professional Development Provider, I am limited to teach specific WV Core Knowledge and Competency or approved curriculum courses.
- ★ I will follow WV STARS Policy including, but not limited to, confidentiality and fraud.
- ★ I will abide by the terms of this agreement and fulfill my responsibilities as a WV STARS Credentialed Professional Development Provider. I understand that WV STARS reserves the right to suspend or revoke my credential if I do not consistently comply with the program requirements.
- ★ I have read, understand and will fulfill the ethical responsibilities to adult learners reflected in the core values, ideals and principles set forth in the NAEYC Code of Ethical Conduct, Supplement for Early Childhood Adult Educators.  
(Available at: <https://www.naeyc.org/resources/position-statements/ethical-conduct> )

I, the undersigned, have read and agree to all statements indicated in this document. I hereby agree that the information provided in this application form is complete, accurate, and will be entered in the WV State Training and Registry System.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for applying for a WV STARS Professional Development Provider Credential. Submitting this application with the required information will allow you to apply for a Professional Development Provider Credential and register you with WV STARS. Completed applications will be processed within 60 days and you will receive information about your credential at that time. Incomplete applications and/or applications submitted without the required fee and documentation will be returned and will not be processed. The application will not be approved until the WV STARS Credentialed Professional Development Provider Orientation is completed. If orientation is not completed within 60 days, the application will be viewed as incomplete and applicants will have to reapply for a WV STARS Professional Development Provider Credential.

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

### West Virginia State Training and Registry System

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