



## How to Reinstate your Career Pathway Credential

*This is applicable to those participants whose credential has been expired longer than 6 months.*

1. Login to your WV STARS Profile and update all contact and employment information.
2. Click on the Career Pathway Submissions tab and click on Career Pathway Credential in the dropdown box. Then you will click on the word **Apply** (it will be on the right hand side of your screen, you may have to use your bottom scroll bar to see it)
3. Scan and attach the supporting documentation required for the Career Pathway (please see below). All submissions will be verified and processed by WV STARS staff prior to approval.
  - Resume (required) with years of experience listed in month/year format

Upload **one** of the following

- high school Diploma/high school transcript listing graduation date
- GED
- Copy of official college transcripts from regionally accredited institution of higher education.

Please be advised that if you are submitting foreign education documentation it must be accompanied by an evaluation statement.

You may also wish to upload a copy of certificates that may affect your level (ACDS, CDA, Department of Labor).

4. Able to meet a renewal requirement (listed below) to complete the reinstatement of your credential:
  - **I have completed and/or taught at least three college credit semester hours in the past three years that can be linked to WV Core Knowledge and Core Competencies.**

*To verify this statement, I have uploaded either a copy of an official college transcript showing completed coursework or a statement from the institution indicating that I have provided one complete semester of instruction. I understand that it is my responsibility to demonstrate that coursework links to the WV Core Knowledge and Core Competencies and provide course description if the course title is not sufficient. I understand that any course used for reinstatement consideration must be received from or accepted by a regionally accredited institution of higher education.*

- **I have completed and/or provided 45 contact hours of training since my last renewal period began that can be linked to WV Core Knowledge and Core Competencies.** (Please note one semester of ACDS is worth 45 contact hours.)

*To verify this statement, I have uploaded Certificates of Training Attendance unless WV STARS has tracked the training attended. I understand that WV STARS Registered Training must account for a minimum of 30 of the 45 required hours, and WV STARS can consider a maximum of 15 hours of training that is not WV STARS Registered towards reinstatement. I understand that any training used for consideration that is not registered must be linked to WV Core Knowledge/Core Competencies. Participants that are unsure about the hours tracked by WV STARS are encouraged to access their WV STARS Professional Development Record.*

- **I am able to advance my Career Pathway Level from the level I was originally awarded and I have uploaded the required documentation.** For a copy of Career Pathway level requirements please visit our website [www.wvstars.org](http://www.wvstars.org).

### West Virginia State Training and Registry System

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