



Renewing or Advancing your Career Pathway Credential Online

Assigned Registry Identification Number: _____

First Name: _____ MI: _____ Last Name: _____

1. Please select the option you are applying for:

Career Pathway Renewal

Please indicate **one** of the following:

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 renewal 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 in the past three years 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 or has the certificates on file. 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 renewal. 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 the WV STARS Professional Development Record.

Career Pathway Level Advancement

I am eligible to advance my Career Pathway Level

To verify this statement, please attach the following:

a resume indicating years of experience in the field of early childhood

verification of formal education (i.e. copy of official transcript, high school diploma) or Professional Development such as U.S. Department of Labor Certificate

2. Login to your WV STARS Profile and review your contact and employment information making sure it is current.
3. Click on the Career Pathway Submissions tab and click on Career Pathway Credential in the dropdown box. Then you will click on **Upgrade/Renew** (it will be on the right hand side of your screen, you may have to use your bottom scroll bar to see it)
4. Scan and upload this completed form along with your supporting documentation if applicable. All submissions will be verified and processed by WV STARS staff prior to approval.

West Virginia State Training and Registry System

611 7th Ave, Suite 322 Huntington, WV 25701 Phone: (304) 522-7827 or (855) 822-STAR

www.wvstars.org Email: wvstars@rvcds.org