

# **West Virginia State Training and Registry System Credentialed Trainer Manual**



West Virginia State Training and Registry System  
 Credentialed Trainer Manual  
 Table of Contents

|       |   |       |
|-------|---|-------|
| I.    | Definitions.....  | Pg 3  |
| II.   | WV STARS Overview.....                                      | Pg 7  |
| III.  | WV STARS Policy Advisory Council.....                       | Pg 9  |
| IV.   | Confidentiality.....  | Pg 10 |
| V.    | Appeal Process.....   | Pg 11 |
| VI.   | Fraud.....  | Pg 13 |
| VII.  | Career Pathway Levels.....                                  | Pg 14 |
| VIII. | Career Pathway Credential Overview.....                     | Pg 15 |
| IX.   | Trainer Credential  |       |
|       | Trainer Credential Application.....                         | Pg 16 |
|       | Processing Time of a Trainer Certification Application..... | Pg 17 |
|       | Trainer Levels  |       |
|       | Master Trainer.....   | Pg 18 |
|       | Certified Trainer.....                                      | Pg 18 |
|       | Affiliate Trainer.....                                      | Pg 19 |
|       | Specialty Trainer.....                                      | Pg 20 |
|       | Trainer Credential Renewal.....                             | Pg 20 |
| X.    | Trainer Responsibilities                                    |       |
|       | WV STARS Credentialed Trainer Orientation.....              | Pg 22 |
|       | Training Registration.....                                  | Pg 22 |
|       | Eligible Training for Registration.....                     | Pg 23 |
|       | Certificates of Training Attendance.....                    | Pg 24 |
|       | Sign-In Sheet.....  | Pg 24 |
|       | Training Evaluation.....                                    | Pg 25 |
|       | Affiliate Trainer Sponsorship.....                          | Pg 26 |
|       | Training Sponsorship.....                                   | Pg 26 |
| XI.   | Core Knowledge/Core Competencies.....                       | Pg 28 |

## I. WV STARS DEFINITIONS DIRECTORY

**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.

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

**Career Pathway**- A system of career mobility that is based on the core competencies and is available to practitioners 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.

**Child Development Associate (CDA)**- An individual who has successfully completed the CDA assessment process and has been awarded the CDA Credential.

**Certificate of Training Attendance**- A document received by attendees of WV STARS Registered Training events.

**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 Knowledge Content Area**- The eight established content areas that identify the knowledge that adults working with young children need to facilitate child learning and development.

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

**Credential**- A document issued demonstrating that requirements have been met (i.e. Career Pathway Credential, Trainer Credential).

**Early Care and Education Field (ECE)**- (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.

**In-Home Family Education-** Home visiting programs using community-based and strength-based models, including Healthy Families America, Maternal Infant Health Outreach Worker program, and Parents As Teachers.

**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.

**Participant-** An individual who, by submitting a Career Pathway Application, has shown to meet the requirements indicated to be credentialed 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 child care and education for children across the state of West Virginia.

**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 Record-** A record that lists a Career Pathway participant's attendance of WV STARS Registered Training events during active status periods.

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

**Professional Vita-** A professional document indicating an individual's career and qualifications. This document is required to be submitted by a Master Trainer applicant.

**Registry-** A professional recognition and credentialing system that establishes an individual's level of competence and accomplishment on the Career Pathway. It provides practitioners with professional records and recognition for their knowledge and skills and a means to advance along the Career Pathway.

**Registry Identification Number-** Number assigned to a Career Pathway applicant/participant after receipt of Career Pathway Application.

**Relevant Occupation 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 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.

**Tier Level-** A level of skills indicated in each Core Competency Area. The tier levels indicated are Tier I, Tier II, and Tier III. The skill level advances from Tier I (basic skills) up to Tier III (mastery skills).

**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 Components for Quality Care and Education modules.

**West Virginia Early Childhood Professional Development Calendar-** An online resource found at [www.wvearlychildhood.org](http://www.wvearlychildhood.org) that lists available early care and education training in West Virginia.

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

**WV STARS Credentialed Trainer-** An individual who, by submitting a Trainer Credential Application, has shown to meet the requirements indicated by WV STARS for one of the four (4) trainer levels.

**WV STARS Credentialed Trainer Orientation-** A training that all WV STARS Credentialed Trainers are required to complete that provides trainers with procedures and requirements of a WV STARS Credentialed Trainer.

**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 session of learning that has been registered with WV STARS and 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 Trainer.

**West Virginia Training Certificate in Early Care and Education (WVTCECE)-** A certificate issued by WVECTCR for Career Pathway participants meeting the training requirements.

## II. WV STARS OVERVIEW

### We Believe...

Early childhood experiences and a child's environment have an enormous impact on how children learn and interact with each other throughout life. Quality early care and education programs depend on having a qualified and stable workforce. The early care and education workforce should be well-trained and valued to increase quality and to ensure that children succeed and families are supported.

### Mission

The mission of WV STARS is to improve the quality of care and education for young children and their families by enhancing the skills and career opportunities for all those who care for and educate our youngest citizens.

### 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 training 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 practitioners working in a variety of settings (child care centers, private and public preschools, Head Start, family child care homes and facilities, 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

WV STARS began as a collaborative effort under the Governor's Early Childhood Implementation Commission in 2000. 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 **Training Registration 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.

### III. WV STARS POLICY ADVISORY COUNCIL

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 WVECTCR 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 either a locked file cabinet and/or a locked office limiting access to the information. All electronic information is kept in a secure database. All WVECTCR staff have signed a confidentiality agreement that pertains to the handling of WV STARS participant personal and professional information.

In the event that 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 makes contact with 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. Any additional party, other than those mentioned above, will have to seek written permission from the participant to request any personal professional development information. **Note:** Participant employers/supervisors **will not** be granted access to any WV STARS information without the written permission of the participant in the form of a release, regardless of whether an employer pays registration fees, handles applications, or maintains credentials for participants. Employers/supervisors can request a WV STARS release form by contacting the WV STARS office.

General non-personal 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, though no personal information will be shared. WV STARS will honor any requests by participants who do not wish to participate in recognition and recruitment events.

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

## V. 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 the concerns or for further policy clarification. The Professional Development and Collaboration Specialist will address any concern brought to WV STARS in a timely, respectful, and honest manner which may include consulting with the Director of WVECTCR.

If, at that time, an individual believes that Professional Development and Collaboration Specialist and/or Director of WVECTCR are unwilling or unable to resolve issues in a satisfactory manner, an individual may then follow through with the appeal process. It is the responsibility of WVECTCR staff to be informed of appeal process and to inform participants who express dissatisfaction with the determination of WV STARS.

In the event an individual: a) is not accepted for registration on the Career Pathway, b) is registered on the Career Pathway at a level with which the participant disagrees, c) is not accepted as an approved trainer, d) is accepted as an approved trainer at a level with which the participant disagrees, the individual may file a formal appeal by following the steps outlined below.

The individual may request a review of the action taken by submitting a written request of appeal within fifteen (15) calendar days of receipt of written notification of the action.

The written request of appeal must be presented in the following format:

Name of Petitioner: \_\_\_\_\_

Address of Petitioner: \_\_\_\_\_

Phone Number of Petitioner: \_\_\_\_\_

I am petitioning the decision made by WV STARS regarding (state the action the petitioner finds objectionable and date that action was taken).

I am requesting the WV STARS Policy Advisory Council review this action because: (state the reasons petitioner thinks the action taken was unacceptable). I am requesting that (state the relief desired).

Signature of Petitioner: \_\_\_\_\_ Date: \_\_\_\_\_

The written request must be sent to:

WV STARS Policy Advisory Council  
c/o WV STARS  
611 7<sup>th</sup> Avenue, Suite 322  
Huntington, WV 25701

All members of WV STARS Policy Advisory Council will receive the appeal with relevant information pertaining to the appeal from WV STARS within thirty (30) calendar days of receipt of the written request.

At the next regularly scheduled WV STARS Policy Advisory Council Meeting, the WV STARS Policy Advisory Council will review all the facts and render a written response that will be submitted to the petitioner and WV STARS. All decisions made by WV STARS Policy Advisory Council 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 on the basis of age, disability, sex, race, color, or national origin.

## VI. 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 distortion
- Falsified application information
- Falsified work history/résumé
- Sign-In Sheet manipulation

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 only 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 additional corrective action warranted for submission of fraudulent information will be agreed upon by the WV STARS Policy Advisory Council.

Any determination of fraud can be appealed by the applicant/participant by following the appeal process.

## VII. WV STARS CAREER PATHWAY LEVELS

### ★Level VIII★

\*Requirements: Advanced (master's or doctorate) degree in an early care and education field or advanced degree with 18 college credit hours in early care and education and either 90 practicum hours or 1 year of relevant occupational experience or advanced degree and 5 years of relevant occupational experience.

\*Abilities: Directly involved in the activities of state, regional and/or national groups; contribute to the formation, evaluation and implementation of policies within the early childhood field.

### ★Level VII★

\*Requirements: Bachelor's degree in an early care and education field or bachelor's degree with 15 college credit hours in early care and education and either 90 practicum contact hours or 1 year of relevant occupational experience or bachelor's degree and 3 years of relevant occupational experience.

\*Abilities: Develop, select, and evaluate the early childhood program; apply theory into practice.

### ★Level VI★

\*Requirements: Associate's degree in an early care and education field or associate's degree with 12 college credit hours in early care and education courses or associate's degree and 2 years of relevant occupational experience or 64 college credit hours with 12 college credit hours in early care and education courses or 64 college credit hours with 2 years of relevant occupational experience.

\*Abilities: Make curricular decisions that conform to Core Knowledge and Core Competencies.

### ★Level V★

\*Requirements: Apprenticeship for Child Development Specialist (ACDS) certificate or other comparable certificate program in early care and education or 28-63 college credit hours, with 9 college credit hours in early care and education or 28-63 college credit hours and 1 year of relevant occupational experience.

\*Abilities: Plan and adapt programming that conforms to Core Knowledge and Core Competencies.

### ★Level IV★

\*Requirements: Child Development Associate (CDA) credential or equivalent or 12 college credits in early care and education and 300 clock hours of relevant occupational experience or 4 completed semesters of the Apprenticeship for Child Development Specialist (ACDS) program.

\*Abilities: Practice and implement programming that conforms to Core Knowledge and Core Competencies.

### ★Level III★

\*Requirements: WV Training Certificate in Early Care and Education (WVTCECE) which includes completion of 120 clock hours of registered training through WV STARS or 120 completed training hours required for the Child Development Associate (CDA) credential or equivalent or 3 completed semesters of the Apprenticeship for Child Development Specialist (ACDS) program or completed 4 courses of the WVDE Child Development Specialist (CDS) Career and Technical Education program.

\*Abilities: Practice programming that conforms to Core Knowledge and Core Competencies.

### ★Level II★

\*Requirements: At least 18 years old with a high school diploma or equivalent and 0-1 years of experience.

\*Abilities: Understand and practice Core Knowledge and Core Competencies with direction and instruction or through sponsorship/affiliation with a professional organization or qualified mentor.

### ★Level I★

\*Requirements: At least 16 years old and enrolled in High School or GED preparation classes.

\*Abilities: Conform to Core Knowledge and Core Competencies for Early Care and Education Professionals by following supervisory direction and instruction.

## VIII. CAREER PATHWAY CREDENTIAL OVERVIEW

An early care and education practitioner must first submit a Career Pathway Application to be considered for Career Pathway Credential. A practitioner can submit a paper application, which can be accessed at [www.earlychildhood.org](http://www.earlychildhood.org) or by request from the WV STARS office, or online application, which can be found at [www.wvearlychildhood.org](http://www.wvearlychildhood.org). If submitting a paper application, the application, with a \$15 non-refundable processing fee, appropriate educational documentation verifying the highest level of education obtained, and a current résumé, must be submitted to WV STARS by mail. If submitting an online application, the applicant must still submit a \$15 non-refundable processing fee, appropriate educational documentation verifying the highest level of education obtained, and a current résumé, to WV STARS by mail.

The Career Pathway Application will be processed and, if approved, the participant is issued a Career Pathway Credential with an individualized Registry Identification Number. The Career Pathway Credential is issued for three years. During the three year credentialing period, the participant is expected to continue their professional development by attending CEUs by attending training events or completing college coursework.

The participant's credential must be renewed every three (3) years in order for a participant to remain active on the Career Pathway. To renew, a participant must submit a completed Career Pathway Renewal or Career Pathway Level Advancement Application with documentation that shows one of the following renewal requirements are met:

1. Participant has completed and/or taught at least three college credit semester hours during the past three years that can be linked to WV Core Knowledge and Core Competencies.
2. Participant has completed and/or provided forty-five (45) contact hours (4.5 CEUs) of training that can be linked to WV Core Knowledge and Core Competencies in the past three years. 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.
3. Participant has completed and/or taught at least one (1) semester of the Apprenticeship for Child Development Specialists (ACDS) Program.
4. Participant meets requirements to advance a level on the Career Pathway.

For additional information regarding the Career Pathway Credential and the renewal process, please refer to the WV STARS Career Pathway Application.

## IX. TRAINER CREDENTIAL

### Trainer Credential Application

An early care and education practitioner must first submit a Trainer Credential Application to be considered for WV STARS Trainer Credential. A practitioner can access the most current version of this document at [www.earlychildhood.org](http://www.earlychildhood.org) or by request from the WV STARS office. Applicants 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.

Applicants should pay particular attention to the introductory pages of the application. These pages provide useful information regarding the WV STARS Trainer Credential and trainer application process. An applicant is asked to read Section II, Type of Trainer Credential, to determine eligibility for WV STARS Trainer Credential. There will be no exceptions made for trainer requirements.

An applicant is asked to review Section VII, Trainer Agreement and Assurances, before signing. 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. Trainers will be expected to fulfill the responsibilities indicated in this document.

With the completed application, an applicant must attach the following documentation:

- Current résumé/brief professional vita
- Educational documentation (diploma and/or transcript) supporting information provided in Section III
- Professional License/Certificate *for Specialty Trainer applicants*
- Supportive letter of a Certified/Master Trainer *for Affiliate Trainer applicants*

An applicant must submit the completed application with required documentation and \$25 processing fee to:

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

WV STARS is not currently receiving applications or documentation by fax or e-mail. Application information must be mailed.

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 make a decision regarding the specific applicant.

## Processing Time of a Trainer Certification Application

WV STARS will process all submitted Trainer Certification Applications within sixty (60) business days of receipt. If the applicant fails to submit the \$25 processing fee, does not complete all portions of the application, is not active on the Career Pathway (excluding Specialty Trainers), or fails to submit the required documentation, WV STARS will send the applicant a feedback letter indicating the reason the application cannot be considered at that time. The applicant is provided with a date on the feedback letter which the requested items must be submitted to the WV STARS office for consideration. This date is sixty (60) days from the date the application was processed by WV STARS. If the applicant fails to submit the requested items within the given date, the application will not be approved, and the applicant will need to resubmit an entire application with documents and fee to be considered.

Beginning July 1, 2009, all trainer credential applicants will be required to complete WV STARS Credentialed Trainer Orientation within ninety (90) days of application processing. Upon processing, WV STARS will notify an applicant of scheduled WV STARS Credentialed Trainer Orientations offered or the applicant can search for sessions on the West Virginia Early Childhood Professional Development Calendar found at [www.wvearlychildhood.org](http://www.wvearlychildhood.org).

WV STARS will process completed applications by indicating that the application information and supporting documentation meets the criteria for the indicated trainer level. When an application has been processed, a trainer level assigned and WV STARS Credentialed Trainer Orientation has been completed, an applicant will be considered approved.

A trainer credential will be issued as soon as the Trainer Credential Application has been approved and the application has successfully completed WV STARS Credentialed Trainer Orientation. The credential shows the trainer's name, Registry Identification Number, assigned trainer type, and credential renewal date. The trainer will be immediately mailed the trainer credential, a copy of signed Trainer Agreement and Assurances, and a booklet explaining West Virginia Core Knowledge and Core Competencies for Early Care and Education Professionals to refer to when planning training events.

## Trainer Types

### Master Trainer

An applicant for WV STARS Trainer Credential may be awarded a Master Trainer Credential if **all** of the following criteria are met:

- The applicant holds an Advanced Degree (MA/MS, PhD/EdD) in an early care and education field from an institution of higher education recognized by a regional accrediting body.
- The applicant is a Level VIII on the Career Pathway.
- The applicant has logged sixty (60) contact hours providing training to adults in the last three (3) years.

A Master Trainer candidate must submit a complete Trainer Credential Application with documentation showing the advanced degree held in an early care and education field and a brief professional vita.

A trainer will receive notification of receiving Master Trainer status with trainer credential.

A Master Trainer is able to provide sponsorship to Affiliate Trainers as well as sponsor training events presented by individuals who are not WV STARS Credentialed Trainers.

A Master Trainer is able to register training events in all of the Core Knowledge Content Areas and may train under Tier I, Tier II, and Tier III.

### Certified Trainer

An applicant for WV STARS Trainer Credential may be awarded a Certified Trainer Credential if **all** of the following criteria are met:

- The applicant holds a Bachelor's Degree or above from an institution of higher education recognized by a regional accrediting body.
- The applicant is a Level VII or VIII on the Career Pathway.
- The applicant has logged forty-five (45) contact hours providing training to adults in the last three (3) years.

A Certified Trainer candidate must submit a complete Trainer Credential Application with documentation showing the Bachelor's Degree held (transcript or diploma), and a current résumé detailing educational background and professional experience.

A trainer will receive notification of receiving Certified Trainer status with trainer credential.

A Certified Trainer is able to provide sponsorship to Affiliate Trainers as well as sponsor training events presented by individuals who are not WV STARS Credentialed Trainers.

A Certified Trainer is able to register training events in all of the Core Knowledge Content Areas and may train under Tier I, Tier II, and Tier III.

If a Certified Trainer is able to meet the requirements for a Master Trainer, the trainer may resubmit a Trainer Credential Application with the documentation that would be used to indicate the change in trainer type (educational documentation or training experience). A processing fee is not required to submit an application for consideration of change in trainer type from a Certified Trainer to a Master Trainer.

### Affiliate Trainer

An applicant for WV STARS Trainer Credential may be awarded an Affiliate Trainer Credential if the following criteria are met:

- The applicant holds a Bachelor’s Degree or above from an institution of higher education recognized by a regional accrediting body, and
  - The applicant has less than forty-five (45) contact hours providing training to adults in the last three (3) years.
- Or
- The applicant is a Level V on the Career Pathway, and
  - The applicant has logged twenty-five (25) contact hours providing training to adults in the last three (3) years.

An Affiliate Trainer candidate must submit a complete Trainer Credential Application with documentation showing the highest level of education obtained (transcript or diploma), a current résumé detailing educational background and professional experience, and a letter from a WV STARS Certified or Master Trainer indicating sponsorship.

A trainer will receive notification of receiving Affiliate Trainer status with trainer credential.

An Affiliate Trainer is unable to provide sponsorship to Affiliate Trainers or sponsor training events presented by individuals who are not WV STARS Credentialed Trainers.

An Affiliate Trainer is able to register training events in all of the Core Knowledge Content Areas and may train under Tier I and Tier II.

If an Affiliate Trainer is able to meet the requirements for a Master or Certified Trainer, the trainer may resubmit a Trainer Credential Application with the documentation that would be used to indicate change in trainer type (educational documentation or training experience). A processing fee is not required to submit an application for consideration of change in trainer type from an Affiliate Trainer to a Certified or Master Trainer.

### Specialty Trainer

An applicant for WV STARS Trainer Credential may be awarded a Specialty Trainer Credential if the following criteria are met:

- The applicant holds a professional license, certificate, or credential in an area of expertise other than early care and education.

A Specialty Trainer candidate must submit a complete Trainer Credential Application with documentation showing the professional license, certificate, or credential held and a current résumé detailing educational background and professional experience.

A trainer will receive notification of receiving Specialty Trainer status with trainer credential.

A Specialty Trainer is unable to provide sponsorship to Affiliate Trainers or sponsor training events presented by individuals who are not WV STARS Credentialed Trainers.

A Specialty Trainer is able to register training events in one Core Knowledge Content Area designated by WV STARS and may train under Tier I, Tier II, and Tier III under that Core Knowledge Content Area.

If a Specialty Trainer is interested in changing trainer type and is able to meet the requirements for a Master, Certified, or Affiliate Trainer, the trainer must resubmit a Trainer Certification Application with the documentation that would be used to indicate the change in trainer type (educational documentation or training experience) and \$25 processing fee.

## Trainer Credential Renewal

WV STARS Trainer Credentials are subject to renewal as indicated on the trainer credential. The renewal requirements are designated in the following manner:

The Master, Certified, and Affiliate Trainer renewal date aligns with the Career Pathway renewal date. To renew trainer credential, a Master, Certified, or Affiliate Trainer must meet renewal requirements to renew the Career Pathway Credential. The trainer must submit a Career Pathway Renewal Application with the requested documentation and fee before the renewal date. Once the trainer is approved for Career Pathway Renewal, the trainer credential will be renewed. Beginning July 1, 2009, all WV STARS Credentialed Trainers will be required to complete WV STARS Credentialed Trainer Orientation before renewing the trainer credential.

The Specialty Trainer renewal date aligns with the expiration/renewal date for the license/credential held that qualifies the trainer for Specialty Trainer status. For example: a Specialty Trainer providing training in Health, Safety, and Nutrition may hold a Specialty Trainer Credential by having a current nursing license. The trainer's renewal date would be the same date as the renewal date for the nursing license. If the license/credential held is a permanent license, the renewal date will be three (3) years from the date the Specialty Trainer Credential is issued. To renew a Specialty Trainer Credential, the trainer must submit the updated license/credential with a letter of intent requesting renewal. Beginning July 1, 2009, all WV STARS Credentialed Trainers will be required to complete WV STARS Credentialed Trainer Orientation before renewing the trainer credential.

WV STARS will attempt to contact trainers whose credentials will need to be renewed thirty (30) days prior to renewal date as a reminder. However, it is the responsibility of the trainer to be aware of renewal date and to maintain credential.

If the trainer fails to renew trainer credential before the renewal date, the trainer credentials will be considered expired, and the trainer status will change to not active status. A trainer with credentials that are not active will be unable to register any training events with WV STARS or offer WV STARS CEUs to training attendees.

If the trainer fails to renew trainer credential within six (6) months of the renewal date, the trainer must resubmit a Trainer Credential Application with the appropriate documentation and fee for consideration

of trainer credential. The trainer must also complete WV STARS Credentialed Trainer Orientation before the application can be approved.

If a trainer fails to renew trainer credential before the renewal date and the trainer is providing sponsorship to an Affiliate Trainer, WV STARS will contact the Affiliate Trainer immediately following the lapse in credential. The Affiliate Trainer will be informed that the sponsoring trainer's credential has lapsed and must find additional sponsorship within thirty (30) days.

## X. TRAINER RESPONSIBILITIES

### WV STARS Credentialed Trainer Orientation

Beginning July 1, 2009, all trainer credential applicants will be required to complete WV STARS Credentialed Trainer Orientation within sixty (60) days of application processing. Upon processing, WV STARS will notify an applicant of scheduled WV STARS Credentialed Trainer Orientations offered or the applicant can search for sessions on the West Virginia Early Childhood Professional Development Calendar found at [www.wvearlychildhood.org](http://www.wvearlychildhood.org).

Beginning July 1, 2009, all existing WV STARS Credentialed Trainers attempting to renew trainer credential must complete WV STARS Credentialed Trainer Orientation. The orientation session must be completed before the trainer credential will be renewed.

### Training Registration

- WV STARS Credentialed Trainer must complete a WV STARS Training Registration Form to register a training session. (Refer to [www.wvearlychildhood.org](http://www.wvearlychildhood.org) for the WV STARS Training Registration Form).
- A WV STARS Training Registration Form needs completed only if the training event
  - has never been registered previously;
  - the training event has been registered previously but information, training length, trainer has changed; or
  - the training was originally registered over three (3) years prior.
- The signature of WV STARS Credentialed Trainer is required for acceptance of this document. If the training session is being sponsored by a Master/Certified Trainer, that trainer must sign the form.
- Training held over the course of more than one (1) day or in a series can be registered one (1) of two (2) ways:
  - Training can be registered in parts to offer credit to participants who attend only certain parts of the training. For example, a forty (40) hour training offered over five (5) days can be registered in five (5) eight (8)-hour sessions. A separate WV STARS Training Registration Form is required for each session and can be titled *Training Title Part 1*, *Training Title Part 2*, etc. or *Training Title Session 1*, *Training Title Session 2*, etc. Registering the training in this manner allows for participants to receive partial credit. A separate WV STARS Sign-In Sheet is required to be submitted for each session.

- Training can be registered as a whole to offer credit to only those who complete the entire series. For example, a forty (40) hour training offered over five (5) days can be registered as one (1) forty (40)-hour session. Only one (1) WV STARS Training Registration Form is required. Registering the training in this manner allows for only individuals, who have completed the entire training to receive credit, no partial credit will be given. Only one (1) WV STARS Sign-In Sheet is required to be submitted.
- Completed WV STARS Training Registration Forms must be submitted by mail within three (3) weeks of the training event to:  
 WV Early Childhood Training Connections and Resources  
 Attn: STARS Registry  
 611 Seventh Avenue, Suite 322  
 Huntington, WV 25701

## Eligible Training for Registration

A training session is eligible to be registered by WV STARS if the training meets the following criteria:

- The training must meet the minimum standards of the West Virginia Core Knowledge/Core Competencies for Early Care and Education Professionals **and**
- The presenter must be a WV STARS Credentialed Trainer; or
- The training must be sponsored by WV STARS Certified/Master Trainer.

WV STARS does not have a training approval process, only a *trainer* approval process. It is the intention of WV STARS that having a trainer approval process in place ensures a certain level of quality with the training that the WV STARS Credentialed Trainer presents or sponsors. However, this means that it is the responsibility of the WV STARS Credentialed Trainer to ensure that the above 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.

Technical assistance and staff development can be registered with WV STARS as long as 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 Credentialed Trainers are encouraged to use sound judgment and refer to the Trainer 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.

## Certificates of Training Attendance

All WV STARS Credentialed Trainers submitting WV STARS Training Registration Form will receive feedback regarding the training registration within the three (3) week policy guideline. If the Training Registration Form was not accepted for registration, WV STARS will return the Training Registration Form with a feedback letter indicating why the training was not registered. The trainer has the option of resubmitting the correct training registration to WV STARS for consideration.

Accepted Training Registration Forms will be processed within three (3) weeks of receipt. A trainer will receive confirmation of the registration in the form of an e-mail with the WV STARS Certificate of Training Attendance as an attachment. The certificate indicates the training information including the Training Registration Number. The trainer is advised to examine the certificate upon receipt to determine that the correct training information has been indicated.

At each WV STARS Registered Training event, the trainer must distribute or make available the WV STARS Certificate of Training Attendance. If a trainer is unable or fails to provide a WV STARS Certificate of Training Attendance at a WV STARS Registered Training event, that trainer must provide participants with information on the procedure for obtaining the certificate and, if requested, must provide the certificate. Only the certificate issued by WV STARS can be distributed at a WV STARS Registered Training event. A trainer distributing a certificate that has not been issued by WV STARS that includes WV STARS training registration information will be in violation of WV STARS Policy. A trainer must not manipulate the WV STARS Certificate of Training Attendance in any way; that, too, is a violation of WV STARS Fraud Policy.

In the event that a trainer/organization is holding or sponsoring a conference or mini-conference event, the trainer must 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 trainer 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 must be completed at the conclusion of every WV STARS Registered Training event. The trainer must complete the top section regarding the training details in its entirety. Participants are required to sign-in on the form using the appropriate procedures. It is the responsibility of the trainer to distribute the appropriate WV STARS Sign-In Sheet at each training event and to ensure that all participants that should receive credit for participation have signed. Trainers must submit the original WV STARS Registered Training Sign-In Sheet to WV STARS within thirty (30) days of the training event to ensure that all participants receive credit within an appropriate amount of time.

WV STARS Sign-In Sheets received that have not been completed will be returned to the WV STARS Credentialed Trainer responsible for the training. WV STARS Sign-In Sheets submitted without a processed WV STARS Training Registration Form submitted prior will also be returned to the trainer.

WV STARS Sign-In Sheets for training held over the course of more than one (1) day or in a series must be submitted in the following way:

1. A separate WV STARS Sign-In Sheet is required to be submitted for each session if a training has been registered in parts to offer credit to participants who attend only certain parts of the training. For example, a forty (40) hour training offered over five (5) days can be registered in five (5) eight (8)-hour sessions and five (5) WV STARS Sign-In Sheets would need to be submitted.
2. Only one (1) WV STARS Sign-In Sheet is required to be submitted for training that has been registered as a whole to offer credit to only those who complete the entire series. For example, a forty (40) hour training offered over five (5) days can be registered as one (1) forty (40)-hour session and one (1) WV STARS Sign-In Sheet is required. Only training participants who completed the entire series should sign-in on the WV STARS Registered Training Sign-In Sheet. No partial credit will be given to training attendees that did not complete the entire series. The WV STARS Sign-In Sheet should be dated with the date the series is completed.

Completed WV STARS Sign-In Sheets must be submitted to:

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

## Training Evaluation

Upon completion of each training session, a WV STARS Registered Training Evaluation Form must be completed by all training participants. The evaluation must be provided and collected by the presenter. Participants are encouraged to respond on the evaluation form in an honest, constructive, 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.

The objective of the WV STARS Registered Training Evaluation is to provide feedback from a participant perspective regarding various aspects of the training event. The evaluation is intended to be a tool for trainers to use to evaluate performance and training quality. Trainers are encouraged to make modifications of training based on evaluation results to improve training quality.

WV STARS Credentialed Trainers may use WV STARS Registered Training Evaluation Summary to process all training evaluations. This summary is designed as a tool to assist the trainer to compile data received from WV STARS Registered Training Evaluation Forms. WV STARS requires that the trainer retains either

all of the original WV STARS Registered Training Evaluation Forms or WV STARS Registered Training Evaluation Summary for each training event held. The trainer must keep these documents for up to three (3) years after the training date. WV STARS may request training evaluations or summaries from the trainer at any time but the responsibility of keeping these evaluations on file lies with the trainer.

## Affiliate Trainer Sponsorship

Any Certified or Master Trainer has the option of providing sponsorship for an Affiliate Trainer applicant. The support of the Certified or Master Trainer must be, at a minimum level, to provide guidance, input, and review during the development of the training and/or to review and evaluate the training session.

Details and terms of sponsorship/support are at the discretion of the sponsoring trainer though the above mentioned minimum requirements must be met.

An Affiliate Trainer applicant seeking a Certified or Master Trainer to provide sponsorship can contact WV STARS to be linked with an eligible trainer. WV STARS has compiled a list of WV STARS Certified or Master Trainers who are willing to be contacted for sponsorship. However, Certified or Master Trainers are not obligated to agree to any or every request of sponsorship made.

If a sponsoring trainer fails to renew the WV STARS Trainer Credential before the renewal date and the credential is considered not active, WV STARS will contact the Affiliate Trainer immediately following the lapse in credential. The Affiliate Trainer will be informed that the sponsoring trainer's credential has lapsed and must find additional sponsorship within thirty (30) days.

If at any time, either the sponsor or Affiliate Trainer decides to sever the sponsorship, the Affiliate Trainer has thirty (30) days to find additional sponsorship. If sponsorship is not obtained within thirty (30) days, the Affiliate Trainer's credential will be considered not active and will be unable to register or hold a WV STARS Registered Training.

## Training Sponsorship

Any Certified or Master Trainer has the option of providing sponsorship for a training event to be registered with WV STARS. The Certified or Master Trainer agreeing to provide sponsorship must indicate that the following requirements are met:

- The training must meet the minimum standards of the West Virginia Core Knowledge/Core Competencies for Early Care and Education Professionals.
- The WV STARS Training Registration Form should be completed accurately and honestly and submitted within the three (3) week time frame.
- As a sponsor, a Master or Certified Trainer accepts responsibility for the quality of the presenter, the training provided, and the training registration.
- The WV STARS Sign-In Sheet must be returned to WV STARS within thirty (30) days of training to track the training attendance for participants.

- WV STARS Registered Training Evaluation Forms must be completed by participants. Either the original WV STARS Registered Training Evaluation Forms or the WV STARS Registered Training Summary must be retained for three (3) years.
- WV STARS Certificates of Training Attendance must be made available to participants, either by distribution at training event or by request.

Details and terms of sponsorship are at the discretion of the sponsoring trainer though the above mentioned minimum requirements must be met.

Individuals, agencies, and organizations seeking a Certified or Master Trainer to provide sponsorship can contact WV STARS to be linked with an eligible trainer. WV STARS has compiled a list of WV STARS Certified or Master Trainers who are willing to be contacted for sponsorship. However, Certified or Master Trainers are not obligated to agree to any or every request of sponsorship made.

## XI. CORE KNOWLEDGE/CORE COMPETENCIES

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 Core Knowledge and Core Competencies 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 in order to facilitate child learning and development. Core Knowledge Content Areas provide an overview of essential knowledge that all early care and education professionals should know and understand. The eight (8) core knowledge content areas are as follows:

- I. Child Growth and Development
- II. Health, Safety, and Nutrition
- III. Positive Interactions and Relationships
- IV. Curriculum
- V. Child Observation and Assessment
- VI. Family and Community
- VII. Program Management
- VIII. Professionalism

Core Competencies identify the observable skills that individuals providing early care and education experiences need to facilitate child learning and development. The Core Competency Areas follow the corresponding Core Knowledge Content Areas and identify observable skills or attributes of acquired knowledge. Each Core Competency Area has three (3) to eight (8) defined categories. The Core Competency Areas are organized into three (3) tiers that establish a continuum of learning from entry level skills to an advanced level of academic preparation and varied experience. Each tier encompasses the knowledge base and competencies of the previous level. Individuals progress from one (1) tier to another through a combination of formal study and experience. Tier 1 competencies are intentionally written in clear, specific language to support beginning levels.

For more information and specific descriptions about Core Knowledge/Core Competencies, see WV Core Knowledge/Core Competencies Booklet.