

# WVTCECE Request Form

## West Virginia Training Certificate in Early Care and Education WV STARS

West Virginia State Training and Registry System

Office Use Only

Date Received:

Date Processed:



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

- Current Professional Development Record showing Section II criteria met and/or
- Additional WV STARS Certificates of Training Attendance from the past five years showing Section II criteria met

### I. Personal Information

Assigned Registry Identification Number:

First Name:

MI:

Last Name:

Previous Last Name:

Mailing Address:

City:

State:

Zip Code:

County:

Primary Phone Number:

( )

Secondary Phone Number:

( )

E-mail Address (Personal):

E-mail Address (Work):

### II. Certificate Criteria

Indicate the criteria that has been met:

I currently possess an active Career Pathway Certificate.

I have completed 120 hour of WV STARS Registered Training in the past five years designated by the Core Knowledge Areas listed below

To verify this statement, I have attached a current Professional Development Record and/or WV STARS Certificates of Training Attendance showing that the criteria has been met

- 20 hours in Core Knowledge Area 1: Child Growth and Development
- 20 hours in Core Knowledge Area 2: Health, Safety and Nutrition
- 20 hours in Core Knowledge Area 3: Positive Interactions and Relationships
- 20 hours in Core Knowledge Area 4: Curriculum
- 20 hours in Core Knowledge Area 5: Child Observation and Assessment
- 5 hours in Core Knowledge Area 6: Family and Community
- 5 hours in Core Knowledge Area 7: Program Management
- 5 hours in Core Knowledge Area 8: Professionalism
- 5 hours in any additional Core Knowledge Area of my choice

### III. Applicant Agreement

I understand that the information related to the receipt of the WVTCECE may be used for the following purposes:

- The Registry may use the information provided in the application form to compile and publish group data reports, and to recognize individuals' educational attainments.
- Registry information may be accessed by outside parties (i.e. regulatory agencies, employers, program administrators).
- Data compiled from the Registry may be released to aid community and state planning to increase the quality and services of the early care and education community.

Your name will not be released to advertisers. Information that could affect the safety and security of an individual (i.e. social security numbers and personal addresses) will not be released to any individual or agency for any reason.

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

Thank you for submitting the West Virginia Training Certificate in Early Care and Education Request Form. Submitting this request form with the required documentation will allow WV STARS to review your records to determine your eligibility for the WVTCECE. The request form and training documents will be reviewed within 30 days and you will receive information about your eligibility at that time.

West Virginia State Training and Registry System

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