

# Trainer Credential Advancement Application

## WV STARS

*West Virginia State Training and Registry System*



*Office Use Only*

Date Received:

Date Processed:

Renewal Date:

Career Pathway Level:

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

- Current résumé listing experience (with years of employment) working with or on behalf of children
- Documentation supporting advancement criteria indicated in Section II

*No fee is required for this application.*

*Applicants wishing to only renew Trainer Credential do not need to submit this application.*

### I. Applicant Information

Assigned Registry Identification Number (if applicable): \_\_\_\_\_

First Name:

MI:

Last Name:

Previous Last Name:

Date of Birth (mm/dd/yyyy):

Social Security Number:

(Last 5 digits)  X   X   X  -  X  - \_\_\_\_\_

Mailing Address:

City:

State:

Zip Code:

County:

Primary Phone Number:

( )

Secondary Phone Number:

( )

E-mail Address (Personal):

E-mail Address (Work):

Primary /Native Language:

Secondary Language:

WV STARS will frequently communicate with trainers via mail or email. Please check the preferred address for trainer correspondence from WV STARS. (Please check one mail address and one email address.)

**Preferred mailing address:**     Personal mailing address listed in Section I     Work mailing address previously provided

**Preferred e-mail address:**     Personal e-mail address listed in Section I     Work e-mail address listed in Section I

### II. Trainer Credential Advancement Criteria

I have a current Trainer Credential at the following level:

Certified Trainer

Affiliate Trainer

I am applying for advancement to the following credential: (check one)

Master Trainer

- **I hold an advanced degree (MA/MS, PhD/EdD) in an early care and education field\* from an institution of higher education that is recognized by a regional accrediting association,**
- **I am active on the Career Pathway at a Level VIII, and**
- **I have logged 60 contact hours providing training to adults in the last three years.**

To verify these statements, I have attached a copy of an official college transcript indicating an advanced degree in an ECE field and documentation showing 60 contact hours providing training to adults in the last three years (Section III of application or Professional Development Record of Trainings Presented).

Certified Trainer

- **I hold a bachelor's degree or above from an institution of higher education that is recognized by a regional accrediting association,**
- **I am active on the Career Pathway at a Level VII or VIII, and**
- **I have logged 45 contact hours providing training to adults in the last three years.**

To verify these statements, I have attached a copy of an official college transcript indicating a bachelor's degree in an ECE field and documentation showing 45 contact hours providing training to adults in the last three years (Section III of application or Professional Development Record of Trainings Presented).

*\*Current WV STARS policy defines degrees held or coursework taken in the 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.*

*\*\*Affiliate Trainer applicants unable to obtain sponsorship from a Certified or Master Trainer are encouraged to contact WV STARS to receive contact information for trainers who may be willing to provide sponsorship.*

*\*\*\*To become an Affiliate Trainer, an applicant with less than 25 hours of training experience must obtain the required hours working under a Master or Certified Trainer.*



**IV. WV STARS Credentialed Trainer Orientation Requirement**

Date completed WV STARS Credentialed Trainer Orientation (mm/dd/yyyy): \_\_\_\_\_

*\*Please note that WV STARS Credentialed Trainer Orientation is required to be completed only once and credentialed trainers only need to complete an orientation update every three years. Trainers applying to advance trainer credential do not need to complete any additional orientation requirements.*

**V. Trainer Agreement and Assurances**

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

- ★ 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 [www.naeyc.org/about/positions/ethics04.asp](http://www.naeyc.org/about/positions/ethics04.asp))
- ★ The trainings I provide and/or sponsor will meet the minimum standards of the West Virginia Core Knowledge and Core Competencies for Early Care and Education Professionals.
- ★ If I sponsor a trainer, whom is not a WV STARS Credentialed Trainer, to provide a training under this system, I accept responsibility for the quality of the trainer, the training provided and the training registration. I will register the training under my trainer number.
- ★ I will submit only the most recent WV STARS forms and complete these forms entirely before submitting.
- ★ I will register all training events I offer by submitting WV STARS Training Registration Forms to WV STARS 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 provide or make available WV STARS Certificates of Training Attendance for each WV STARS Registered Training session.
- ★ I will assist all training attendees in the appropriate sign in procedures on the WV STARS Registered Training Sign-In Sheet. I will complete the sign-in sheet entirely and submit to WV STARS within 30 days of the training.
- ★ If approved as a Certified or Master Trainer, I agree to allow WV STARS to release contact information to requests from agencies/organizations seeking sponsorship for training events and/or Affiliate Trainer applicants. I understand that I am not obligated to agree to any or every request of sponsorship made.
- ★ 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 Trainer. 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, 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 to advance your WV STARS Trainer Credential. Submitting this application with the required information will allow you to apply to advance your Trainer Credential. 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.

**West Virginia State Training and Registry System**

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