



## **WV Child Care Credentials Participant Application Process (General and Specialization)**

The Division of Early Care and Education understands the importance of the work you do, and it wants to help produce the best caregivers and child care programs possible for West Virginia families. With that in mind, the Division of Early Care and Education has created a voluntary program, the West Virginia Child Care Credential, that recognizes individual child care providers who go beyond the requirements of State licensing and registration regulations for training, education, and experience.

All qualified staff, support staff, substitutes, full or part time in a paid position, may apply for the General Credentialing. The requirements are the same for all applicants regardless of title or position. Applicants must be on the STARS Pathway OR on the STARS Registry to apply for the credential.

Applications will be submitted using a professional portfolio to document credentialing requirements. Refer to the Guidelines and Requirements document explaining this process on the Child Care Resource and Referral (CCR&R) website.

The Application for the Credential and the Employee Verification Letter(s) or Provider Service Agreement will be submitted to the participant's local CCR&R agency with the Professional Portfolio for review. Only hard copies of the portfolio will be accepted at this time.

The CCR&R will have 60 days to review the credential documentation. If the application is approved the applicant will be notified by the CCR&R by mail or email. The bonus payment will be mailed directly to the applicant from WV Early Childhood Training Center and Resources within 30 to 45 business days after notification of approval. Notification of the credential will be added to the participant's WV STARS transcript. The credential certificate will be mailed to the applicant from the Early Care and Education Division of the Department of Health and Human Resources within 30 days of notification of approval.

If the application is incomplete, the CCR&R will notify the participant in writing. The Participant Checklist will explain what needs to be corrected or added to the professional portfolio. The participant will have 30-days from notification to correct and finish the application process for credentialing. If the additional documentation is not received by the deadline date, the application will be denied. The participant may reapply in 30 days after the date of denial notification.

The applicant is responsible for picking up their portfolio from the CCR&R within 30 days of approval or denial.

Applications and review information will be kept on file at the CCR&R in accordance with agency policies.