



WV Child Care Credential Application For Pilot September 2022 to December 2023

For the pilot, we will only be offering the General Child Care Credential. The specializations will be rolled out January 2023 (Infant Toddler, Director, Family Child Care) and July 2023 (Preschool, possibly Out-of-School Time).

Application will be made using a professional portfolio to document credentialing requirements. The information for the portfolio will be available on the Resource & Referral websites beginning September 2022 and Early Childhood and Education website after January 1, 2023, post pilot.

The Application for the Credential, the Employee Verification Letter, and the W9 will be submitted with the Professional Portfolio for review.

The portfolio's required content includes:

Section I - Background Information

Section II - Professional Beliefs

Section III - Professional Development required for the General Credential (see portfolio checklist).

Only hard copies of the portfolio will be accepted at this time. We will continue to search for a cost-effective, user-friendly program for consistent electronic submissions.

It is the ECE's expectation that the participant will be responsible to submit the required credential documentation to the local Child Care Resource & Referral Agency and to pick it up after review. Each Resource & Referral Agency will develop their own procedures for portfolio review according to ECE timeframe guidance. Once it has been determined who will be responsible for the approval/denial process, notify the Division.

The R&R will have 60 days to review the credential documentation. If the application is approved

1. Send an email to aedwards@rvcds.org advising of participant's approval and requesting bonus payment.
 1. The bonus payment of \$500 will be issued by TCR in accordance with their timeframe (30 to 45 days).
 2. Alyson will forward a message to WV STARS for completion to be added to the participant's transcript.
2. Send an email to the ECE Division (Jackie T Knight <jackie.t.knight@wv.gov> for printing of the certificate. The certificate will be issued from the Division within 30 days of notification.

If the application is incomplete, 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 applicant may reapply in 30 days after the date of denial notification.

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