



To: WV STARS Professional Development (PD) Providers

From: WV STARS

Date: July 6, 2023

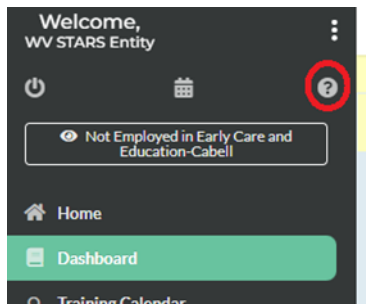
Re: New FAQs/Guides

Hello WV STARS PD Providers!

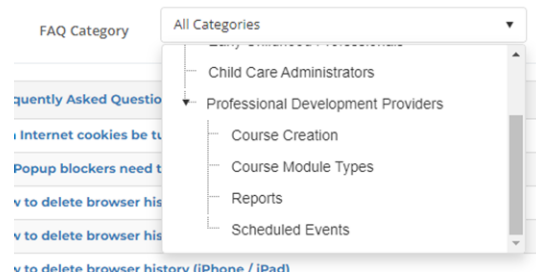
There have been several big changes since our last Trainer Memo! We have made major updates to the **Handbook**, moving it all online and creating a **FAQ Section**. We are excited to introduce the long-awaited **Trainer and Technical Assistance Core Knowledge and Competencies!** We have created a **self-paced training course** to help you learn more about these new CKCs and their impact on your future professional development. We have also created a **T&TA Self-Assessment Tool** to help you self-assess your professional development needs. Finally, we've updated the **Trainer Planning Form** and are excited to share the simplified form with you.

WV STARS Professional Development Provider Handbook & NEW FAQ Section

WV STARS is excited to announce there have been major updates for our FAQ section of the registry. If you aren't familiar with the FAQ section, it is located under the welcome section when you are logged into your registry account (see below):



The FAQs include guides that can be sorted by various categories, including technical questions, childcare administrators, early care education professionals, and professional development providers. By default, it'll show all categories, but you can select a category to narrow down your search. If you select Professional Development



Providers, you'll notice subcategories as well. These include Course Creation, Course Module Types, Reports, and Scheduled Events.

When you click a subcategory, guides related to that topic will be available. To view a guide, simply click its title once you've selected it and it will appear in a new window:

The screenshot shows a web interface with a search bar and a dropdown menu set to 'Course Creation'. Below is a table of frequently asked questions. The first row is 'All Steps for Creating a New Course' with a date of 'May 23, 202'. The second row, 'Step 1-Creating the Course Outline', is highlighted with a red box and has a date of 'Jun 02, 202'. The third row is 'Step 2- Add the Permissions (Optional)' with a date of 'Jun 02, 202'. The fourth row is 'Step 3- Associate Competencies' with a date of 'Jun 02, 202'. The fifth row is 'Step 4- Add Scheduled Event Module' with a date of 'Jun 02, 202'. The sixth row is 'Step 5- Publish For Approval' with a date of 'Jun 02, 202'. The seventh row is 'Step 6- Set Visibility Settings' with a date of 'Jun 02, 202'. At the bottom of the table, there is a pagination control showing 'Page size 50' and 'Page 1 of 7 items'.

Frequently Asked Questions	Date Added
All Steps for Creating a New Course	May 23, 202
Step 1-Creating the Course Outline	Jun 02, 202
Step 2- Add the Permissions (Optional)	Jun 02, 202
Step 3- Associate Competencies	Jun 02, 202
Step 4- Add Scheduled Event Module	Jun 02, 202
Step 5- Publish For Approval	Jun 02, 202
Step 6- Set Visibility Settings	Jun 02, 202

Step 1-Creating the Course Outline

[Return to Frequently Asked Questions](#)

[Step 1- Creating the Course Outline](#)

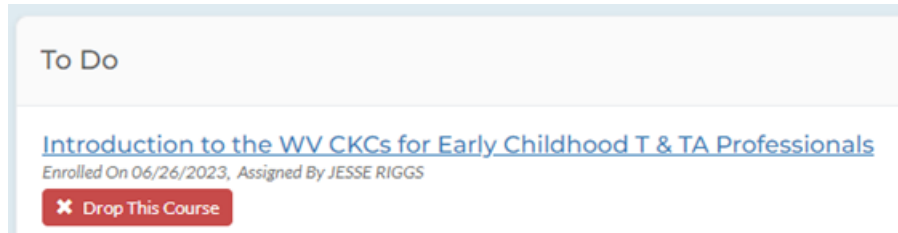
The screenshot shows a guide titled 'Step One-Creating the Course Outline' with a sub-header 'How To Create a New Course In the WV STARS Registry System'. It includes metadata: '19 steps | 3 minutes | Created by Stacy Price' and a 'Wregistry' logo. The first step is '1 Navigate to wvregistry.org and log into your registry account.' The second step is '2 Click "Online Training Registration"'. Below the steps is a screenshot of the Wvregistry.org user management interface, showing a sidebar with 'Home', 'Dashboard', 'Training Calendar', 'Learning History', 'License Requirements', 'Forums', and 'Users & Org'. The main content area shows 'Options' for 'User Management and Ancillary User Tools', including 'User Management', 'User Team Management', and 'User Merge and Move Domain Settings Management'.

Please note that these guides will take the place of the WV STARS Professional Development Provider Handbook moving forward. Now, a new guide does not need to be created every time something in the registry changes. Instead, each guide will be updated as needed and will be readily available, ensuring that everyone always has access to the most up-to-date information.

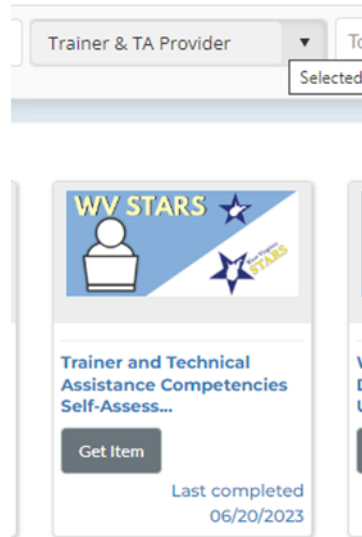
Trainer and Technical Assistance Provider Core Knowledge and Competencies

In 2020, a team of Early Childhood Professionals created a Core Knowledge and Competencies document for Training and Technical Assistance Providers. Like the West Virginia Early Childhood Core Knowledge and Competencies guide, the T&TA CKCs have been created to help training and technical assistance providers and professionals with professional standards and tools. The document's release has been delayed to the COVID-19 pandemic and WV STARS staffing changes, but is now available to download [here](#) and at the bottom right side of the Professional Development Providers page of our website, www.wvstars.org.

To introduce the new Core Knowledge and Competencies as well as how they will affect your future Professional



Development Provider Credential renewal with WV STARS we have created a 1- hour self-paced course called **“Introduction to the WV CKCs for Early Childhood T&TA Professionals”**. You have been automatically enrolled in this course. It is not mandatory, but we encourage you to complete it so you can be informed!



To assist T&TA Professionals, WV STARS has created a self-assessment tool based off the Trainer and Technical Assistance Provider Self-Assessment Checklist located in the back of the document. It is in the WVSTARS Course Catalog and called **“Trainer and Technical Assistance Competencies Self-Assessment”**. This tool is not mandatory to use but will help you create a professional development plan that allows you to identify areas of improvement as well as strengths and skills! There is no WV STARS credit issued for completing the self-assessment tool. [Click here](#) for instructions on enrolling and completing the self-assessment tool.

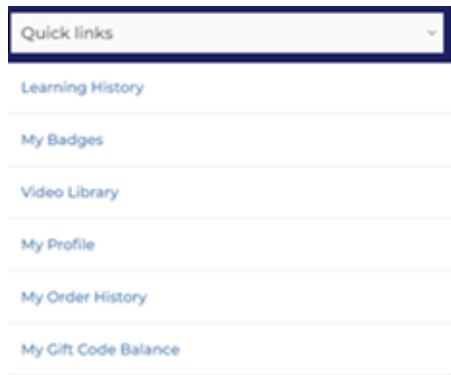
Badges

You may have noticed one of these icons at the top of your Learning History:

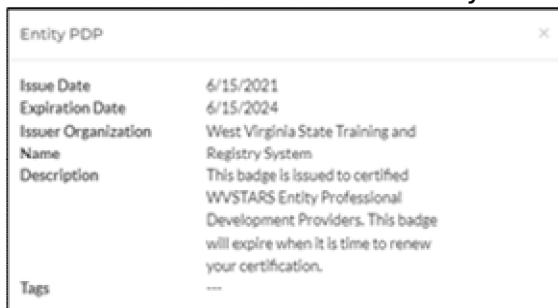


These are badges that WVSTARS has created to make remembering your PDP expiration date a little easier, as well as providing a fun, unlockable achievement for your accomplishments. In a push toward gamification in adult learning, you might see more of these badges appear on your Learning History as you continue to take training in the registry or earn specialized credentials.

You can also keep track of how many badges you've earned in the Quick Links menu to the right of your Dashboard.



Just click on the badge text and you'll find a brief description and its expiration date, which indicates when it's time to renew your PDP certification.



Training Forms and Resources

- [Training Planning Form](#)
- [Sample Training Planning Form](#)
- [Updated Training Planning Form](#)
- [Sample Updated Training Planning Form](#)

Updated Training Planning Form

Finally, WV STARS has updated the Training Planning form! The initial training planning form is a 4-page document and we wanted to get it down to 2 pages, or 1 page front/back. The fillable .pdf is “smart” and will total your credit hours as well as transfer information added in one area of the form to another. There is a sample document for you to review as well. We hope you find the updated form easier to use!

Please contact me with any questions regarding these changes.

Thank you,

Stacy Price, MS

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Administered by WV Early Childhood Training Connections and Resources, a program of River Valley Child Development Services “Serving Children and Families since 1971”.