

WV CARES Registration Process

Step 1: Set Up an Administrative Account - Contact WV CARES by phone at 304-558-2018 or email at wvcares@wv.gov to set up an administrative account. The individual that sets up the administrative account is the individual responsible for creating the user account for their child care program (family child care home provider, family child care facility owner/operator, child care center director or Out-of-School Time director).

If emailing WV CARES to set up an administrative account, in the subject line say: **Set Up Administration Account**, then in the body of the email include the **provider's full name**. This email will generate a return email that will give you directions to take the online training for the WV CARES system. Only the individual listed on the administrative account is responsible for completing the online training.

Step 2: WV CARES Online Training - The provider will then be sent via email information to register for the WV CARES online training. This initial email will provide instructions on accessing the online training and a username and a temporary password. The provider will also receive the Preferred Payment Method Registration form which is attached to the email. The form is completed, and directions are given how to pay WV CARES \$20 for themselves and each household member 18 years of age and older that requires prints. That \$20.00 pays for the prescreening completed by WV CARES.

The provider will need to enter themselves and all household members 18 years of age and older into the spread sheet that is available in the WV CARES online system.

Step 3: Pre-Registration through IdentoGO- The provider will complete an on-line enrollment at www.identogo.com. The provider will need to have \$32.50 for each person required to be fingerprinted in the home. Should you have questions about the IdentoGO, please call 855-845-7434.

Step 4: Schedule an Appointment with IdentoGO to be Fingerprinted - Once the WV CARES pre-screening is completed; the provider will need to schedule an appointment to be fingerprinted at a IdentoGO site. The last page of the application/pre-screening process contains a link that providers can use to access the IdentoGO website. Once they have an appointment scheduled with IdentoGO, the provider will need to go back into the WV CARES system and enter the IdentoGO appointment details and submit the WV CARES application.

Enrollment Center Location Listing for WV

Locations are subject to change without notice.

Visit <http://www.identogo.com/> to verify location and schedule.

Site Location and Hours

Beckley IdentoGo 351 Prosperity Road Beckley, WV 25801	Monday-Friday 9:30am-4:30pm
Bridgeport IdentoGo 1515 Johnson Avenue Bridgeport, WV 26330	Tuesday - Wednesday 8:00am - 1:00pm & 2:00pm - 4:00pm
Chapmanville IdentoGo 8 Airport Rd. Chapmanville, WV 25508	Monday - Friday 9:00am – 4:00pm
Elkins IdentoGo 106 2nd Street Elkins, WV 26241	Tuesday: 9:00am-4:00pm
Franklin IdentoGo 68 Good Samaritan Dr. Franklin, WV 26807	Tuesday 8:00am - 12:00pm
Hamlin IdentoGo 360 Main Street Hamlin, WV 25523	Monday – Friday 8:30 am – 11:00 am & 11:30 am – 3:30 pm
Kenova IdentoGo 1401 Chestnut Street Kenova, WV 25530	Tuesday & Thursday 9:00am – 12:00pm & 1:00pm - 4:00pm
Keyser IdentoGo 875 S Mineral St Keyser, WV 26726-2860	Wednesday - Thursday 8:10am-12:00pm & 12:40pm – 2:50pm
Kingwood IdentoGo 108 Senior Center Drive Kingwood, WV 26537	Monday - Friday 9:00am - 3:00pm
Lewisburg IdentoGo 1108 E. Washington St. Lewisburg, WV 24901	Monday – Friday 8:30AM-3:30PM
Marlinton IdentoGo 20626 Seneca Trail Marlinton, WV 24954	First Monday of each month: 9:00AM-12:00PM & 1:00PM-4:00PM
Martinsburg IdentoGo 121 N Queen St Martinsburg, WV 25401-3311	Monday - Friday 9:00am-1:00pm & 1:30pm-5:00pm
Morgantown IdentoGo 889 Mylan Park Lane Morgantown, WV 26501	Monday & Wednesday 9:00am - 12:30pm & 1:30pm - 3:30pm
New Cumberland IdentoGo 647 Gas Valley Road New Cumberland, WV 26047	Tuesday 9:00am, 11:30am, & 12pm-3:00pm
New Martinsville IdentoGo 145 Paducah Drive New Martinsville, WV 26155	1st Monday of the month: 9:00am-12:00pm & 1:00pm-4:00pm
Parkersburg IdentoGo. 1024 7th Street Parkersburg, WV 26101	Monday & Wednesday 9:00am – 12:pm & 1:00pm – 3:00pm Friday 8:30am - 12:00pm & 1:00pm - 3:30pm Wednesday & Friday 10:00am - 4:00pm
Point Pleasant IdentoGo 508 Viand Street Point Pleasant, WV 25550	Monday-Wednesday 10:00am-11:30am & 11:40am-3:00pm
Princeton IdentoGo 215 South Walker Street Princeton, WV 24740	

South Charleston

IdentoGo
107 MacCorkle Avenue SW
South Charleston, WV 25303

Spencer

IdentoGo
813 Capitol Street
Spencer, WV 25276

Summersville

IdentoGo
500 Main Street
Ste 106 Summersville, WV 26651

Sutton

IdentoGo 101 2nd Street Sutton, WV 26601

Welch

IdentoGo 148 McDowell Street Welch, WV 24801

Weston

IdentoGo 171 W Second St
Weston, WV 26452-1665

Wheeling

IdentoGo
111 19th Street
Wheeling, WV 26003

White Hall

IdentoGo
11 Middletown Rd
White Hall, WV 26554

Monday - Friday 8:30am-1:00pm & 1:30pm-4:00pm

Wednesday

10:00am-12:00pm & 1:00pm-3:00pm

Tuesday & Thursday 9:00am – 12:00 & 12:30pm - 3:00pm

Every 1st Friday 9:00am - 12:30pm 1:00pm - 3:30pm

Thursday 10:00am - 12:00pm 12:30pm - 4:00pm

Monday: 9:00am-12:00pm & 1:00pm-3:00pm

Tuesday

12:00pm – 5:00pm

Friday

8:00am – 1:00pm

Monday- Wednesday

9:00am – 12:00pm & 1:00pm – 4:00pm

