



General Credential Portfolio Reviewer Checklist

Applicants Name: _____

- Completed application
- Completed current W-9 form

Section I - Background Information

- Resume
- 3 Reference or Recommendation Letters
- Employment verification documentation

Section II - Professional Beliefs

- Personal Professional Biography/ Self-Introduction
- Early Childhood Philosophy
- Personal Reflection on Overall Growth (renewal only)

Section III - Professional Development required for the General Credential

WV STARS transcript with professional development REQUIRED for the General Credential highlighted and/or Course certificates with reflections

REQUIRED Courses for the General Credential

- Mind in Making (**before Fall of 2022**) OR Mind in the Making Revised (**after Fall of 2022**)
- Overview of Early Learning Standards
- Pre-Service Training - Basic Health and Safety in Childcare
- Making a Difference: Mandated to Report: Responsibility to Prevent Child Abuse and Neglect. (**after 2018**)
- WVI/T Professional Development Program: Ethics (*onDemand*)
- Medication Administration (**within the last 3 years**)
- Adverse Childhood Experiences 101 (ACES 101)
- Spreading Healthy Outcomes from Positive Experiences (Spreading HOPE)
- Conference Attendance Documentation



Section IV Other Professional Development and Artifacts

Other Artifacts included

For Office Use Only

Date Application Received _____ Date Application Reviewed _____

Date Denied _____ Reason for Denial _____

Date Approved _____

Authorized Signature _____

Date Email Sent to TCR for Bonus and WV STARS notification _____

Date Email Sent to DHHR for Certificate _____

Email Received from DHHR that Certificate Mailed _____