



Participant Professional Portfolio Checklist

For assistance on completing your portfolio please refer to the Professional Portfolio Guidelines and Requirements found on your local Child Care Resource and Referral website.

The following documents are required for General Credential approval.

- **Completed application**
- **Completed current W-9 form**

The following documents are required for the General Credential and should be organized in the applicant's professional portfolio so that the reviewer can easily find.

SECTION I – Background Information

- Resume
- 3 Letters of Recommendation
- Employment Verification Document

SECTION II – Professional Beliefs

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

SECTION III – WV Child Care Credential – General REQUIRED

- **WV STARS transcript with professional development REQUIRED for the General Credential highlighted.**

Courses Required for the General Credential

- Mind in the Making or Minding in the Making Revised
- Overview of the 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 (must have been attended after 2018)
- WVIT Professional Development Program: Ethics *on demand course*
- Medication Administration (must have attended in the last three years)
- Adverse Childhood Experiences 101 (ACES 101)
- Spreading Healthy Outcomes from Positive Experiences (Spreading HOPE)
- Conference Attendance Documentation