**Family Child Care Specialization Checklist - WV Child Care Credential**

* I have received the WV Child Care General Credential Date \_\_\_\_\_\_\_\_\_\_\_
* I have completed the required courses and have attached my WV STARS Transcript with required courses highlighted.
  + WV Elements of Family Child Care Module Series
  + WVIT Professional Development Program: Safe Sleep in Child Caready
  + WVIT Professional Development Program: Infant/Toddler Health & Safety

**AND**

* + Family Child Care Positive Behavior Intervention Support
  + Emergency Preparedness
  + Do I Really Need a Handbook & Contract?
    - Completed WVSTARS Certificate
    - Completed Handbook and Contract
* Attendance at a statewide, regional, and/or national conference with a minimum of six hours completed within the last 12 months.
  + Name of Conference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Date of Conference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* I have documented a total of 18 months of employment history in a regulated family child care facility or as a regulated family child care provider. Employment Verification Letter or current Provider Service Agreement (PSA) need to be completed and submitted with application.
* I have a current membership in the WV Family Child Care Association
  + Date of Expiration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I assure that all information submitted is true and accurate to the best of my knowledge.

Signature of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| For Office Use Only  Date Application Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Application Reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Denied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reason for Denial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Email Sent to TCR for Bonus and WV STARS notification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Email Sent to DHHR for Certificate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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