**Director 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.
  + Director’s Toolbox Module Series
  + Utilizing the Environment Rating Scale to Achieve Higher Program Quality
  + Planning Your Professional Growth
  + Quality Counts (QIS)
  + Communicable Diseases in the Child Care Setting
  + Emergency Preparedness
* I have attended 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 as a director/administrator in a licensed child care center. Employment Verification Letter(s) to be completed and submitted with application.
* I have a current membership in a professional organization.
  + WV Association for Young Children
    - Date of Expiration \_\_\_\_\_\_\_\_\_\_\_\_\_

**OR**

* + WV Infant/Toddler Mental Health 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- |