**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 OnlyDate 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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