

WV State Training and Registry System – Registry Participant Enrollment Checklist

Finished	Step	Instructions	Notes
	1	Go to http://wvstars.org/	
	2	Click on the PROFESSIONALS link at the top of the screen	
	3	To begin the process of enrolling, scroll to the bottom of the screen and click on JOIN <ul style="list-style-type: none"> • If you have ever been assigned a WVSTARS Registry Identification number in the past and have let that certificate expire, please click on RENEW • If you cannot remember your WVSTARS Registry Identification number please contact WVSTARS at wvstars@rvcds.org or 1-855-822-7827 	
	4	Once you click on JOIN you will be prompted to select an enrollment option. Please choose Registry Participant by clicking on Registry Participant . Review the instructions and click Apply Online Now .	
	5	<p>Complete Applicant Information <i>REQUIRED STEPS</i></p> <p>a. <i>Create a Temporary User Name – This should be a combination of your first and last names (i.e. japinelli).</i> Once your application has been approved your WVSTARS Registry Identification number will be your user name.</p> <p>b. <i>Create your password – (i.e., stR8n~uP!)</i> Recommended practices in developing passwords are as follows:</p> <ul style="list-style-type: none"> • 8 characters at a minimum – 10 or more best • Include a mixture of lower case letters, upper case letters, numbers and special characters. • Remember the 8-4 Rule – 8 characters equals 1 lower case letter, 1 upper case letter, 1 number, and 1 special character. Remaining characters are your choice <p>c. <i>Confirm password – if you make a mistake the system will let you know</i></p> <p>d. <i>Enter your first name</i></p> <p>e. Enter your middle name</p> <p>f. <i>Enter your last name</i></p> <p>g. Enter any previous last names that might be pertinent to your career history</p> <p>h. <i>Enter your date of birth</i></p> <p>i. <i>Enter the last five digits of your social security number</i></p> <p>j. <i>Enter line one of your mailing address</i></p> <p>k. Enter line two of your mailing address (as necessary)</p> <p>l. <i>Enter the city where you currently reside</i></p> <p>m. <i>Enter the state where you reside</i></p> <p>n. <i>Enter the zip code of the city where you reside</i></p> <p>o. <i>Enter the county of your residence</i> – if you reside out of the state of WV, please choose the “Out of State” option</p> <p>p. <i>Enter your primary phone number</i></p> <p>q. <i>Enter your primary email address</i></p> <p>r. Click NEXT</p>	
	6	Participation Agreement – <i>REQUIRED STEPS</i> - read and click AGREE , then click NEXT	
	7	<p>Current Employment Information</p> <p>a. <i>Click the radio button beside “Currently working in early care and education”</i></p> <p>b. <i>In the employer type section choose the option that best represents your role in WV Birth to Three:</i></p> <ul style="list-style-type: none"> • BTT Independent Provider • BTT Provider Through Agency • BTT Independent Service Coordinator • BTT Service Coordinator Through Agency • BTT RAU Staff 	

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7 Cntd	<ul style="list-style-type: none"> • BTT State Office Staff • BTT Trainer <p>c. <u>County – enter the primary county you serve</u></p> <p>d. <u>Choose the option that best represents your role in WV Birth to Three</u> this question will be populated based upon your chosen responses in questions b and c of this section, this will be the only choice available for this question.</p> <p>e. <u>Hire Date – date you began working within the WV Birth to Three system</u></p> <p>f. <u>Hours Worked per week – estimate</u></p> <p>g. <u>Hours worked per month – estimate</u></p> <p>h. <u>Position Type – please choose Early Intervention Specialist/Service Coordinator (Birth to 3)</u></p> <p>i. <u>Age Group Worked With – choose either Infants or Toddlers</u></p> <p>j. <u>Benefits Offered by Employer – choose one option</u></p> <p>k. Remaining data fields on this page are all optional but it is best practice to complete all information:</p> <ul style="list-style-type: none"> • Date of Last Wage Increase • Income Before Taxes • Is the job the sole source of income for your household? Yes or No <p>l. Click NEXT</p>	
8	<p>Demographics (choose responses from dropdown menus)</p> <ul style="list-style-type: none"> • Gender (optional) • Race/Ethnicity (optional) • <u>Primary Language</u> • <u>Highest Level of Education</u> • Click NEXT 	
9	<p>Next Steps – <u>required field</u> - Choose the Registry Applicant option from the drop down menu. Click REGISTER</p>	
10	<p>Timelines for Review and Application Approval – 30 Days</p> <ol style="list-style-type: none"> 1. Once you submit your application, you will receive an email from wvregistry.org stating your application has been received and is in process. 2. Once your application has been approved, you will receive an email from wvregistry.org providing you with your WVSTARS Registry Identification number. 3. If you have had no response in 30 days, check your email, including spam folders, and then contact the WVSTARS Staff at wvstars@rvcds.org or 1-855-822-7827. 	