

## ACDS DIRECTOR/SUPERVISOR CHECKLIST

This form is intended to help you organize and account for documents that need to be completed and either filed or forwarded. A copy of each form is attached; **please copy as needed.**

FORM	DUE	LOCATION OF COMPLETED FORM
Center registration with U.S. Department of Labor	1 <sup>st</sup> class meeting in which first apprentices from center enroll	U.S. Department of Labor Representative (see addresses below)
DOL Apprentice Agreement signed by DOL representative	3 <sup>rd</sup> class meeting of first semester	1 copy to apprentice 1 copy to instructor to be filed in a central filing location 1 copy kept by employer
Apprentice Evaluation	Given out 14 <sup>th</sup> week by instructor; due back by 15 <sup>th</sup> week	To apprentice to return to instructor and then in apprentice's portfolio
On-the-Job Time Log	End of the month	1 copy to apprentice 1 copy to instructor 1 copy kept by employer
USDOL Application for Certification and Completion	After apprentice completes 4 semesters of class <u>and</u> 3200 - 4000 OJT hours as documented by your copies of Time Logs	U.S. Department of Labor Representative (see addresses below)
Change in Apprentice Status	Any time employment status of apprentice changes	Suzi Brodof (address on back)
On-Site Visit	During 2 <sup>nd</sup> semester	Form will be completed by apprentice and instructor and then kept in apprentice's portfolio

### U.S. Department of Labor Representatives:

#### Northern West Virginia

Jeff Michael  
Bureau of Apprentice & Training  
U.S. Department of Labor  
Clarksburg Federal Center  
Room 130  
320 W. Pike Street  
Clarksburg, WV 26301  
Phone: 1-304-623-0916  
Fax: 1-304-623-0411  
E-mail: [jmichael@doleta.gov](mailto:jmichael@doleta.gov)

**SEE BACK FOR MORE ADDRESSES**

#### Southern West Virginia

Karen Wade  
Bureau of Apprentice & Training  
U.S. Department of Labor  
One Bridge Place, 2<sup>nd</sup> Floor  
10 Hale Street  
Charleston, WV 25301  
Phone: 1-304-347-5795  
Fax: 1-304-347-5797  
E-mail: [kwade@doleta.gov](mailto:kwade@doleta.gov)

### WV Executive ACDS Council Chairperson:

Suzi Brodof  
River Valley Child Development Services  
605 Ninth Street, Suite 420  
Huntington, WV 25701  
Phone: 1-304-523-0433, EXT. 406  
Fax: 1-304-523-2678  
E-mail: [suzilb@aol.com](mailto:suzilb@aol.com)

### WV State Director USDOL/Bureau of Apprentice and Training

Ken Milnes  
One Bridge Place, 2<sup>nd</sup> Floor  
10 Hale Street  
Charleston, WV 25301  
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