

Apprentices

Apprenticeship Eligibility

Minimum eligibility of apprentices shall be determined by the U.S. Department of Labor/Office of Apprenticeship (US DOL/OA) Standards of Apprenticeship as follows:

- Must be of legal working age
- Must be of good moral character
- Must have a high school diploma or equivalent (GED)

Apprentices shall:

- Maintain a minimum of 20 hours per week paid employment
- Work directly with children ages birth through eight years
- Work in a program that is registered with the US DOL/OA

To remain in the ACDS program, apprentices shall have no more than three absences per semester.

In order to graduate, the apprentice shall successfully complete requirements for all four semesters of related instruction in consecutive order and 3200 to 4000 hours of on-the-job training. Paid vacation, sick leave, or volunteer hours do not apply toward OJT hours.

A nationally recognized certificate from the U.S. Department of Labor shall be awarded to apprentices who satisfactorily complete all requirements for related instruction and on-the-job training (**Section II: Form 13**).

In addition to the above requirements, family providers:

- Need to provide care for at least four children
- Have been a family provider for at least one year
- Be registered with Child Care Resource & Referral Agency
- Have a trained mentor

Instructional Policies

Absences

Absences shall be limited to three each semester with no penalty for the first absence. Penalties will be assessed from the course grade for subsequent absences up to three. Second absence: three percent deducted from grade. Third absence: An additional five percent is deducted for a total of eight percent for three absences. There will be a maximum of three absences allowed in a semester before the class must be repeated; however, all class assignments must be completed. An apprentice who has four absences will be dropped from the course and may enroll in that same semester the next time that semester is taught. A person who wishes to maintain credit for previous completed semesters must reenter the program within 24 months of discontinuing attendance.

Cancellation Policy

If a situation arises where the instructor does not show up at the scheduled time on the syllabus, apprentices are to wait 20 minutes before leaving.

If only one apprentice shows up for class, then the class is to be held with penalties assessed to those who are not in attendance.

If a scheduled class is cancelled, then the instructor has the option of adding 15 to 30 minutes to each class or adding another class. The instructor and apprentices must come to a consensus.

Reentry When Unemployed

If apprentices become unemployed, they may complete the current semester of related instruction. All assignments must be completed. OJT hours are not accumulated when the apprentice is unemployed. If apprentices are not employed at a registered site by the time the next semester begins, they cannot continue until they are employed by a

registered sponsor. Apprentices may reenter the program within 24 months of discontinuing attendance.

Reentry When Unemployed (Family Providers)

If the number of children enrolled with family providers drops below four, apprentices can finish that semester. If the number does not return to four by the time the next semester begins, they cannot continue until their number of children returns to four. Apprentices may reenter the program if employed by a registered site within 24 months of discontinuing attendance.

WV STARS

All apprentices must be registered with WV STARS. WV STARS sign-in sheets will be used weekly. Forty-five hours of WV STARS credit per semester will be awarded to all participants with an active credential who complete each semester.

Evaluation

Grading Policy

Apprentices will be evaluated by the instructor on the basis of appropriate class participation, the completion and quality of all assignments, class attendance, and tests. All homework assignments and OJT logs are required to be turned in before the end of the semester so that the apprentice can continue to the next semester. Points will be deducted for any late assignments.

Apprentices must receive 80 percent of the total points required for each semester to receive a passing grade. The grading system shall be as follows: 100 – 94 (A), 93 – 86 (B) and 85 – 80 (C). Extra credit projects may be an option for apprentices who need additional work.

Recording Grades

A written statement of the final evaluation from the instructor shall be provided to apprentices at the end of the semester. The final evaluation shall be recorded on the Training Report forms (**Section II: Form 10**), which should be passed on to the next instructor. The instructor shall file a composite grade sheet in the office of the career and technical center or other location designated by the U.S. Department of Labor/Office of Apprenticeship (US DOL/OA).

The Cumulative Portfolio

The purpose of the portfolio is to document the apprentice's learning/work throughout all four semesters of coursework. The portfolios should contain:

- Samples of students' work that represent learning from each semester.
- Each semester a variety of work should be put into the portfolio. Each semester may vary in what kinds of work/projects are completed, so each semester may not have every kind of project. The final portfolio is to include at least one of each of the following:
 - Observation records
 - Lesson plans
 - Exams
 - Projects
 - Article reviews
 - Journals
 - Worksite observations

The cumulative portfolio also shall include a written report of the worksite visit by the instructor.

Apprentices should use their creativity to display the portfolio materials. A system of organization should be developed by the apprentice and carried throughout all four semesters. The portfolio could be organized by semester, by work process, by type of work, or by another system developed by the apprentice. It should be professional in appearance.

The portfolio is to be reviewed each semester by the instructor. Each instructor should sign off at the end of the semester that they have reviewed the work the apprentice has placed in the portfolio and that support has been given to apprentices to ensure a variety of assignments, as well as work from each unit of study for the semester.

Final review of the portfolio at the end of coursework is to be determined by local councils. Portfolios must be reviewed and approved before graduation.

A Portfolio Record (**Section II: Forms 14.1 – 14.4**) is provided to use for documenting each semester's work, as well as for instructor's signatures for each semester. This form should be placed in the front of the apprentice's portfolio. A Portfolio Evaluation (**Section II: Form 26**) is also available.

Work-site Visits

Instructors shall schedule and carry out worksite visits during the latter part of the second semester to assess the apprentice's on-the-job performance. Instructors will use the Site Visit form (**Section II: Form 28**) to provide a written account of their observations of the apprentice's on-the-job performance.

Evaluation of Apprentice by Supervisor

Each semester the supervisor will complete an evaluation (**Section II: Forms 12.1 – 12.4**) for each apprentice. A copy of the completed form must be returned to the instructor, and the original is to be placed in the apprentice's portfolio.

Evaluation of Instructor by Apprentice

Each semester apprentices shall complete an Instructor Evaluation (**Section II: Form 33**). Completed forms will be collected by an apprentice or a designee from the local council. Evaluations must be sent to the ACDS State Coordinator, who will review them and send copies to the instructor.

Records

Apprentices will be responsible for documentation of their on-the-job (OJT) training hours by having their employer/supervisor sign the designated Time Log form (**Section II: Form 13**) each month. The apprentice and the employer/supervisor/sponsor are responsible for maintaining OJT time logs. The employer/supervisor/sponsor shall contact the US DOL/OA representative when the apprentice has completed the required 3200 to 4000 hours of on-the-job training. In order for an apprentice to continue to the next semester, all homework assignments and OJT Logs are required to be turned in before the end of the semester so that the apprentice can continue to the next semester.

Each instructor shall complete the Training Report form (**Section II: Form 10**) in this manual. Training Report forms will be kept by the instructor and passed on to the instructor of the next semester. At graduation the completed training report form will be sent to the ACDS office. Apprentices will keep a copy of the training report form in their portfolios.

Graduation and Certification

At the end of the four semesters of coursework, the apprentice will receive a certificate of recognition for completion of the coursework. However, all required on-the-job hours need to be completed before a certificate from the U.S. Department of Labor/Office of Apprenticeship is issued. The mentor will send the applicable form to the US DOL OA (**Section II: Sample Form 6.a**) when the apprentice has reached the required number of hours for the term.

DOL Contact Information

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