

# Mentors

## ***ACDS Mentor***

A mentor is someone who provides guidance, support, and encouragement to an Apprenticeship for Child Development Specialist (ACDS) student. Mentors are necessary for family child care providers, child care center directors, and facility owners/directors.

An apprentice may not be mentored by a relative. If the supervisor is a relative, then a mentor will be assigned to the apprentice in order for them to continue in the program.

The mentor will sign the Apprenticeship Agreement provided by the Department of Labor for family child care providers, child care centers, and facility directors. All participants that require a mentor will be sponsored by River Valley Child Development Services (RVCDs). The mentor must follow the policies and procedures for mentoring.

### ***Eligibility***

To become an ACDS Certified Mentor, a person must complete a Mentor Application (**Section II: Form 36**), attend a one-day training, and meet one of the following qualifications:

- Be an ACDS Journeyperson (a person who has completed the ACDS program and received a US Department of Labor Certification of Completion) and currently credentialed at a level V or above on the WV STARS Career Pathway

Or

- Be an ACDS Journeyperson who is enrolled in an accredited college/university in an early childhood field (birth through eight); and currently credentialed at a level V or above on the WV STARS Career Pathway

Or

- Possess a Bachelor's Degree in an early childhood field (birth through eight) with two years' experience in the field and currently credentialed at a level VII on the WV STARS Career Pathway

## ***Mentoring Updates***

A mentor must complete a mentor update every other year to maintain active status as a certified mentor. The Mentor Information Form (**Section II: Form 37**) must be signed at the mentoring update. Mentoring updates will be offered at least twice a year.

## ***Mentoring Policies***

### **Registration of apprentices who need a mentor**

- Identification of an apprentice who needs a mentor:
  - The local council and instructors should make every effort to identify anyone who needs a mentor, **before a first semester class begins**.
  - Once those in need of a mentor have been identified, the local council and/or instructors will notify the ACDS state coordinator within two weeks of identification. If an apprentice's status changes within the semester, the ACDS state coordinator must be notified immediately if there is no longer a need for a mentor.
  - The ACDS state coordinator will provide Mentee Information Forms (**Section II: Form 39**) to their local council, instructors, and mentors before orientation.
    - The Mentee Information Form (**Section II: Form 39**) should be completed by any apprentice who needs a mentor.
    - Once completed, the Mentee Information Form (**Section II: Form 39**) should be sent to the ACDS state coordinator.
- Mentor-Mentee match:
  - The ACDS state coordinator will match the mentee with a mentor. If a mentor is not available for that area, the ACDS state coordinator will, with support from the local council, recruit and train a new mentor.
  - The local council should invite the mentors to orientation.

- Apprentices/Mentee DOL registration:
  - Once the mentor-mentee match has been confirmed, the mentor will meet with the mentee to complete the initial paperwork within 15 days.
  - After three documented attempts to make initial contact with no response from the potential mentee, the mentor must notify the ACDS state coordinator.
  - The initial paperwork includes:
    - US Department of Labor Apprenticeship Agreement (**Section II: Sample Form 3**). The original form must be obtained from the mentoring packet or the ACDS state coordinator.
    - Mentee Information Form (**Section II: Form 39**).
    - Mentee Weekly Schedule (**Section II: Form 42**). This form is optional.
    - Mentor/Mentee Visitation Policy and Agreement (**Section II: Form 44**).
  - Two copies of each form above will be made; one for the mentee file and one for the mentor's files.
  - The mentor will then forward all initial paperwork to the ACDS office within seven days.
  - The ACDS state coordinator will send the original US Department of Labor Apprenticeship Agreement (**Section II: Sample Form 3**) to the mentee, to be placed in the mentee's portfolio, and a copy to the mentor, to be kept in the mentee's file. A copy will also be kept in the ACDS office.

## **Mentee Visitation**

- Mentor – Mentee Contacts:
  - The visitation agreement requires the mentor to visit the mentee face-to-face in the work setting, or another mutually agreed upon location, a minimum of two hours per month during participation in the program. During that time, the mentor will guide, support, and encourage the mentee and validate the mentee's on-the-job (OJT) Time Logs (**Section II: Form 13**).
  - The mentor is to complete monthly visits. If a month is missed, it must be made up before the six-month

period ends. The mentees are counting on your support, visits, signature on OJT logs, and completion of evaluation at the end of each semester.

- If a mentor is having trouble making the required monthly observation/visits, the mentor must notify the ACDS state coordinator immediately.
- All visits and contacts must be documented using the Mentee Contact Form (**Section II: Form 41**). All documentation must be kept in the mentor's files a minimum of five years. A copy of all documentation must be submitted monthly to the ACDS office.
- Mentors **cannot** substitute phone calls or emails for the required two hour face-to-face contacts per month.
- Mentors must visit the mentee's ACDS class once per year. This visit must be at least one hour long and may be counted towards the two hour face-to-face monthly contact with the mentee. The ACDS instructor must be contacted prior to the visit.
- Phone calls and e-mail contacts are encouraged in order to establish and build the mentor-mentee relationship.
- If a mentee does not keep a scheduled visit with the mentor, and does not contact the mentor to cancel or reschedule, the following process will be followed:

**First Time:** The mentor will send a letter to the mentee to document the missed visit.

**Second Time:** The mentor will send a Missed Visitation Warning (**Section II: Form 45**) by certified mail informing the mentee that the next missed scheduled visit will result in termination from the ACDS program. A copy must be provided to the ACDS instructor and the ACDS State Coordinator.

**Third Time:** The mentor will send a Notice of ACDS Program Termination (**Section II: Form 46**) by certified mail and will give a copy to the ACDS instructor and the ACDS State Coordinator.

- If an apprentice/mentee has been terminated and wishes to re-enter the program, they may be permitted to repeat the semester within a two-year period if a mentor is available.
- Validation of on-the-job training (OJT) hours:
  - According to DOL/OA standards, in order to remain a viable registered apprenticeship program, OJT hours must be validated by a mentor. The mentor's signature on the Time Log validates the apprentice's on-the-job learning experience.
  - Once OJT hours are complete and the fourth semester instructor has signed to verify completion of course work, the mentor shall sign the U.S. Department of Labor Application for Completion of Certification (**Section II: Sample Form 6a**) and forward to the ACDS State Coordinator.
  - After the ACDS State Coordinator has ensured that all paperwork and required visits have been completed, the Application for Completion of Certification will be forwarded to the DOL/OA.

## Records

- Mentor Files:
  - The mentor shall be responsible for maintaining a file on each mentee for five years.
  - The file shall include the following forms completed by the mentee/apprentice:
    - Mentee Information Form (**Section II: Form 39**)
    - Copy of monthly OJT Time Logs (**Section II: Form 13**)
    - Copy of U.S. Department of Labor Program Registration and Apprenticeship Agreement (**Section II: Sample Form 3**)
    - Signed Mentor/Mentee Visitation Policy and Agreement (**Section II: Form 44**)
    - All Mentee Contact Forms (**Section II: Form 41**)
    - Copies of each Semester Evaluation (**Section II: Forms 12.1 – 12.4**)
    - Copy of signed Completion Certificate with seal for each semester (**Section II: Form 16**)

- The mentor shall complete each Semester Evaluation (**Section II: Forms 12.1 – 12.4**) and review with the mentee. The mentor must give the apprentice a copy for the mentee's portfolio and keep a copy in the mentee's file.
- Application for Certification of Completion:
  - The mentor shall ensure that the Application for Certification of Completion has been completed and signed by the fourth semester instructor to verify that the mentee has completed the course work.
  - Once the required OJT hours are complete, and the instructor has signed to verify completion of course work, the mentor shall sign the Application for Certification of Completion and forward to the ACDS State Coordinator.
  - Once all required documentation has been completed and received by the ACDS State Coordinator, the Application for Certification of Completion will be forwarded to the appropriate DOL/OA representative.
  - The DOL/OA representative will issue the official DOL Certificate to the ACDS State Coordinator. The ACDS state coordinator will make a copy and forward the original to the mentor, who will make a copy and forward the original to the mentee.

## **Mentor Invoice**

- Payment Procedures:
  - The certified mentor is eligible to receive a maximum stipend of \$400 per apprentice each year.
  - To assure payment of invoice, the mentor must adhere to the following guidelines:
    - Invoices must be received by January 15 and July 15.
    - Visits made January 1 through June 30 will be documented on the July 15 invoice. Visits made July 1 through December 31 will be documented on the January 15 invoice.
    - Invoice hours are prorated at \$16.67 per hour with a maximum allowance of \$200 per six months.

- Complete one ACDS Mentor Invoice (**Section II: Form 47**) per apprentice for visits made during the six month time period.
- For invoicing purposes, observations should be at least one hour. In rare circumstances when visits must be completed in less than one hour, round up or down to the nearest half (.5) hour.

Examples:

- If you visit 20 minutes, count this as a ½-hour (0.5) visit.
  - If you visit one hour and 10 minutes, count this as a 1-hour visit.
  - If you visit one hour and 20 minutes, count it as 1 ½ (1.5) hours.
- Complete the invoice with all required information, including the date of request.
  - The dates of contact and total hours on the invoice must match the same dates and hours found on the Mentee Contact Form (**Section II: Form 41**) for each mentee.