

Participating Center/Supervisor/Sponsor

Roles

The role of the supervisor and participating center in the Apprenticeship for Child Development Specialist (ACDS) training program is key to providing opportunities for development of apprentices while they work in a center to complete OJT training hours. As the supervisor/sponsor or supervising center, you are in a key position to offer apprentices guidance, support, and encouragement while they take part in the ACDS program. The supervisor observes the apprentice in daily interactions with children, staff, and parents. An important role is recognizing signs of professional development and being aware of behaviors that signal a lack of knowledge or understanding. The supervisor's response to the apprentice in either situation can enhance development and self-confidence or can stifle a creative problem-solving approach. By working collaboratively with the apprentice, instructor, and local council the supervisor at the participating center can contribute to the development of qualified and caring early care and education providers and also improve the quality of care provided to children in West Virginia.

Supervisors are strongly encouraged to alert the instructor of questions or concerns they have about the program or about an apprentice, thereby enabling the instructor to make the learning experience more relevant. If problems arise the local council may be consulted as needed.

The role of the supervisor in the ACDS program includes, but is not limited to, the following responsibilities:

- Allow the apprentice the flexibility of observing other classes and completing worksite assignments.
- Provide positive feedback to apprentices on their job performance. Be specific. Use constructive criticism in a way that promotes development rather than diminishes self-confidence.
- Express interest in the apprentice's involvement in the ACDS program. Invite conversation about course work, assignments, and topics of study.
- Provide helpful resources when possible.

- Ask questions that encourage the apprentice to consider a variety of options to a situation, to think creatively, and to use a problem-solving approach.
- Be a positive role model of an early childhood professional who embraces developmentally appropriate practices.
- Communicate with the instructor any concerns you have about the apprentice.
- Complete the supervisor's evaluation of the apprentice (**Section II: Forms 12.1 – 12.4**) at the end of each semester and discuss with the apprentice.
- If you are a program director, you may designate a journeyperson (graduate of the ACDS program) or other early childhood professional to provide guidance and supervision of the apprentice.

The following steps are necessary for any of your employees to participate in the registered Apprenticeship for Child Development Specialist program:

- The employer/sponsor has to register their facility with U.S. Department of Labor/Office of Apprenticeship (US DOL/OA) with a set of apprenticeship standards for the occupation of Child Development Specialist.
- After the employer becomes a registered sponsor, an individual who is going to participate in registered Apprenticeship for Child Development Specialist will complete a U.S. Department of Labor/Office of Apprenticeship (US DOL/OA) agreement (**Section II: Sample Form 3**).
- The individual apprenticeship agreement is submitted by the employer to the Apprenticeship and Training Representative for the U.S. Department of Labor (OA) to be registered.
- The Apprenticeship and Training Representative will sign and register the individual apprenticeship agreement into the Registered Apprenticeship Information System (RAIS).
- The Apprenticeship and Training Representative will then return the original registered apprenticeship agreement to the employer for their files and a copy of the agreement for the apprentice's records.
- After the registered apprentice completes the 300 hours (4 semesters) of related training classes and at least 3200 hours of

on-the-job (OJT) training, and if the registered sponsor feels that the individual demonstrates and performs the duties of the occupation at the journeyperson level, the registered sponsor can then request a journeyperson's certificate from the Apprenticeship and Training Representative for the U.S. Department of Labor (**Section II: Sample Form 6.b**). If the registered sponsor does not feel that the individual demonstrates and performs the duties of the occupation at the journeyperson level, the individual will have to complete the required 4000 hours of on-the-job training.

- All the necessary information needs to be completed on the request form, including the fourth semester instructor and the mentor/registered sponsor authorized individual signatures.
- The journeyperson/completion certificates for individuals will be sent to the registered sponsor for appropriate signature(s) on the certificate.
- Individuals who have no proof of registration and can not be found in the (RAIS) will not be eligible for a completion certificate from the U.S. Department of Labor/Office of Apprenticeship.*

*Prospective individuals and prospective sponsors who did not register at the start of a new term of registered Apprenticeship for Child Development Specialist classes will have to wait until the next time the registered Apprenticeship for Child Development Specialist class is offered in that respective county and/or area.

- If an individual is discharged or quits, the sponsor must notify US DOL/OA in writing.

Evaluation of Apprentice by Supervisor

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

Worksite Visits

An apprentice's instructor will schedule and carry out worksite visits a minimum of one time during the four semester course. If possible the visit will be made during second semester. However, due to the challenge of scheduling, visits may be made during third and fourth semesters if necessary.

Records

Apprentices will be responsible for documentation of their on-the-job (OJT) training hours by having their employer/supervisor/mentor sign the designated Time Log form (**Section II: Form 13**) each month. The apprentice and the employer/supervisor/mentor are responsible for maintaining OJT time logs. The employer/supervisor/mentor shall contact the US DOL/OA representative when the apprentice has completed the required 3200 to 4000 hours of on-the-job training.

Wage Rates

By signing the agreement with the U.S. Department of Labor/Office of Apprenticeship, the employer agrees to abide by the section regarding apprentice wages. A wage increase for apprentices is recommended to be a minimum of \$.25 per hour. The employer makes the decision on wage increments. Employers are encouraged to exceed the recommended minimum. The participating center must also comply with the US DOL/OA Standards of Apprenticeship (**Section II: Sample Form 5**).

Manual

Under the United States Department of Labor apprenticeship program, the apprentice must complete 300 hours of course work in a 2-year period. The 300 hours include 180 contact hours and 120 hours of related assignments. The course is divided into 4 semesters of 15 weeks each. Each week shall consist of three hours class time and two additional hours of laboratory work including journals, observations, readings, projects, and written assignments. The apprentice must complete a total of 4000 hours of on-the-job training or a competency-

based program of 3200 OJT hours plus the supervisor's determination that the apprentice demonstrates successful completion.

Apprentices must be assigned a supervisor at their work site who is an experienced child development professional. The work site will be expected to accommodate the apprentice's need for guided experience and an opportunity to apply ideas and techniques gained from class participation.

Evaluation of apprenticeship is based on:

- a) Written assignments including a log of experiences, a curriculum portfolio, systematic observations of children, and lesson plans
- b) Class participation
- c) Observation of job performance by course instructor and work site supervisor

A syllabus content outline (**Section II: Sample Form 22**) for all four semesters is available in this manual.