



## Apprenticeship for Child Development Specialist

# Local Council Policies and Procedures

### Organization

Local councils as a whole are responsible for the administration of ACDS classes in their area. Local councils will be established in each county or county cluster where ACDS classes are being taught. The State Executive Council has recommended a basic membership for local councils which is as follows:

- One administration of a career and technical center program and/or county Board of Education
- One director of a registered child care or family child care program
- One instructor
- One representative from Head Start
- One Child Care Resource and Referral representative
- One higher education representative from early childhood
- One Department of Labor/Office of Apprenticeship representative
- One journey person
- One representative from the food program and/or WVDHHR Licensing Specialist
- One WVU Extension Agent

Local council memberships will vary according to the area served; however a minimum of one administrator of the career and technical center, one director of a participating program, and one ACDS instructor is recommended for the membership of the council.

It is strongly recommended that local councils meet at least one time each semester and more often as determined by the council. However, the council must meet at least two times each year.

### Local Council Representatives

Local councils will elect a local Council Representative that will oversee the implementation of the ACDS program and program policies and procedures in his or her county/county cluster. Assistance from the ACDS Statewide Coordinator will be provided to local council representatives in recruiting and organizing a local council. Some areas may choose to have Co-Local Council Representatives. In such instances, the two will decide how to share the responsibilities of the position. Responsibilities of Local Council Representative include the following:

- Ensure that policies and procedures set forth by the State Executive Council are being followed
- Attend three of the four regularly scheduled State Executive Council meetings
- Share information, documentation and resources with local council members and instructors
- Facilitate local council meetings a minimum of twice a year
- Assist with the distribution and care of resource and printed materials
- Facilitate the recruitment of apprentices, instructors and local council members
- Communicate with instructors as needed
- Adhere to the Positive Resolution process set forth by the ACDS Statewide Coordinator and approved by the State Executive Council
- Request mini-grant funds to assist with local council needs, such as graduation and promotion
- Communicate with ACDS Statewide Coordinator as needed

### Establishing Classes

The following are guidelines to assist local councils with the administration of ACDS classes:

- Local councils will determine the number of classes and instructors needed
- Local councils will schedule and conduct orientations as needed
- The local councils must comply with the minimum and maximum class sizes set forth by the State Executive Council. First semesters will begin with no less than 12, subsequent semesters will continue

with no less than eight. The maximum number for all classes is 25. Any deviations from these requirements must be approved by the ACDS Statewide Coordinator and/or State Executive Council.

- Local councils set the class schedules; including start and end dates and holidays.
- When classes must be canceled or a substitute needs to be found, the local council is notified by the instructor. The local council may assist with rescheduling class and/or locating an approved substitute.
- When scheduling classes, local councils should adhere to the program policy that states class semesters must be followed sequentially. It is recommended that semesters are fall and spring only. Classes have been designed to be two and half hours of instruction time, once a week.
- A registration fee of \$25.00 per apprentice, each semester is to be collected and submitted to the ACDS office. Payments will be collected at orientation and/or the first night of class. Apprentices should not receive ACDS handouts until the registration fee is paid in full. Instructors are responsible for submitting the money, any receipts and a list of apprentices that have paid.
- Local councils are responsible for ensuring that each fourth semester class has a graduation ceremony. Graduations are required.
- Local councils may choose to order pins for graduating apprentices. The pin may be ordered at [www.browninc.com](http://www.browninc.com). Mini-grant money may be used to cover the cost of the pins.

### **Recruitment**

The local council is responsible for assisting with the recruitment of apprentices, instructors and local council members. Local councils, with assistance for the ACDS Statewide Coordinator as needed, will disseminate recruitment information in various forms, such as emails, list serves, social media, and brochures.

### **Positive Resolution**

Local councils are the first step in the ACDS program Positive Resolution process. Local councils should be made aware of concerns related to the implementation of ACDS in their region. The local council members will work to resolve issues. If a solution cannot be reached to satisfy the involved parties, then the concern should be shared with the ACDS Statewide Coordinator.

### **Instructors**

Instructors are selected each semester by the council. Local councils may request instructor information from the ACDS Statewide Coordinator. Local councils have the right not to utilize an instructor if doing so creates conflict or has been determined not to be in the best interest of the apprentices. The State Executive Council has the final decision in such instances. It is strongly recommended that apprentices have a different instructor each semester to enhance the learning experience. Ideally, a first semester should not begin in a county unless there are two instructors qualified and available to teach. If a special situation arises it must be approved by the ACDS Statewide Coordinator.

### **Portfolio Review**

Local councils shall decide upon a process to review portfolios. Portfolio reviews should occur by the 13<sup>th</sup> week of class. Students must have approved portfolios to complete the semester.