



## Apprenticeship for Child Development Specialist

# Employer Policies and Procedures

The Apprenticeship for Child Development Specialist (ACDS) program is designed as a blend of classroom instruction and work experience. Students enrolled in ACDS must be working a minimum of 20 hours a week directly with children ages birth through 12. Participating programs include: child care, family child care/facility, private and public preschools, Head Start, public pre-k and kindergarten, after school and out of school time programs. The ACDS Curriculum encompasses child development from birth through age 12.

### Participation

The following steps are necessary for qualifying programs to register employees in ACDS:

- The employer/supervisor will review and sign the West Virginia Apprenticeship for Child Development Specialist Standards of Apprenticeship and Employer Acceptance Agreement
- After the registered apprentice completes 3200-4000 hours of On-The-Job Training the employer/supervisor will notify the ACDS office to request a Department of Labor completion certificate
- By signing the employer acceptance agreement with the United States Department Of Labor (DOL) the employer agrees to abide by the section regarding apprentice wages. Employers decide on the amount of the wage increase, but are encouraged to exceed the recommended minimum.

### Supervisor

In most cases, the employer/director/principal will serve in the role of supervisor for the apprentice. The supervisor role in the ACDS program is essential in offering guidance, support and encouragement for an apprentice while he or she is in the workplace. The supervisor should observe the apprentice in daily interactions with children, families and coworkers and identify areas of growth throughout the four semesters. Supervisors are encouraged to ask the apprentice questions about the ACDS Curriculum and his or her experience as a student. Since ACDS is an employer sponsored program, supervisors may also directly contact ACDS instructors and inquire how their employee is performing in the classroom setting. The partnership between supervisors, apprentices and instructors is important to the success of the program.

Homework assignments include applying learned knowledge directly into their early childhood classrooms. Supervisors may be approached by apprentices for support with assignments. This support may include computer access and observation time with varying age groups. Supervisors will also need to ensure that apprentices work hours do not interfere with class time. Apprentices will need to end their work day with enough time to travel to class by the designated start time.

Employer/Supervisor responsibilities include:

- Role model professional and ethical behavior
- Ensure apprentices are working a minimum of 20 hours a week **directly** with young children
- Allow apprentices to observe varying age groups, as needed to complete homework assignments
- Provide constructive feedback to apprentices regarding work performance
- Complete Supervisor Evaluations in a timely fashion for each apprentice all four semesters.
- Verify, sign and copy monthly On-The-Job Training logs for apprentices
- Permit instructors to conduct site visits at least once during the four semesters
- Provide documentation to support apprentice previous experience credit, as applicable
- Submit for DOL completion certificate once apprentice logs between 3200 and 4000 work hours
- Maintain individual files on each apprentice for a minimum of five years
- Attend ACDS Orientation, as applicable

**Records**

The employer will maintain apprentice records for five years after the last action pertaining to the specified apprentice. All records relating to the apprentice including: applications, recruitment, job assignments, promotions, demotions, layoffs, terminations, rate of pay, other forms of compensation, hours of work and training, evaluations and any other relevant data will be maintained by the employer/supervisor. The records will permit identification of minority and female participants. These records will be made available upon request by the US Department of Labor/Office of Apprenticeship.