



Apprenticeship for Child Development Specialist

## Instructor Checklist for Apprentice Forms

Apprentice Name WV STARS # (if applicable) each semester	ACDS Registration each semester	Course Fee Check Number each semester	Diploma or GED first semester	Transcript each semester	Supervisor Evaluation each semester	Confidentiality Form each semester	DOL Registration first semester	Site Visit Completed third or fourth semester	OJT Logs Mark the Months Submitted
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This is an example of a checklist the instructor may use to organize documents submitted by apprentices each semester.

Revised 2017

