



STANDARDS OF APPRENTICESHIP

DEVELOPED BY

West Virginia Apprenticeship for Child Development Specialist (WV ACDS)
administered by WV Early Childhood Training Connections and Resources
(WVECTCR), a program of River Valley Child Development Services (RVCDs),
Funded by WV Department of Health and Human Resources (WVDHHR)

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FOR THE OCCUPATION(S) OF

CHILD DEVELOPMENT SPECIALIST

O*NET-SOC CODE: 39-9011.00

RAPIDS CODE: 0840

Approved and Certified by the
United States Department of Labor / Office of Apprenticeship

A handwritten signature in black ink, appearing to read "Kenneth W. Milnes". The signature is written in a cursive style and is positioned above a horizontal line.

Kenneth W. Milnes
State Director

REGISTRATION DATE: 1/22/2016

PROGRAM NUMBER: WV000168774

SERVING CHILDREN AND FAMILIES WITH AN OFFICE OF APPRENTICESHIP (OA)
APPROVED PROGRAM

FOREWORD

The *West Virginia Apprenticeship for Child Development Specialist* Apprenticeship Standards have as their objective the training of **CHILD DEVELOPMENT SPECIALIST** in early care and education. The WV ACDS recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these Standards of Apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the WV ACDS can work to establish an apprenticeship training program that meets the particular needs of the state.

DEFINITIONS

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with WV ACDS providing training and related instruction under these Standards, and who is registered with the US DOL/Office of Apprenticeship.

APPRENTICE ELECTRONIC REGISTRATION (AER):An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT (Form 671): The written agreement between the apprentice and the Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the US DOL/Office of Apprenticeship.

APPRENTICESHIP COMMITTEE (ACDS Executive Council): Apprenticeship Committee means those persons designated by the WV ACDS to act as an agent for the Sponsor in the administration of the program. The council is responsible for policy making and serves as mediator for concerns/issues not resolved by local councils. This committee is a non-joint committee.

- (1) A non-joint committee which may also be known as a unilateral or group non-joint committee has community representatives from the field of early care and education but does not have bone fide collective bargaining agent as a participant.

APPRENTICESHIP TRAINING COORDINATOR (ATC): Provides administrative, counseling, consultative and investigative services for apprenticeship training and certification within the Apprenticeship Program and promotes and coordinates apprenticeship training in accordance with predetermined standards. Provides a linkage between industry standards, training providers, employers and apprentices, and carries out specific related functions under the legislation and regulations respecting the designated trades and corresponding apprenticeship programs. Conducts apprenticeship training needs assessments with industry, communities, training providers and intergovernmental agencies, ensures high quality training and promotes the apprenticeship and certification opportunities to diverse audiences. Coordinates and administers apprenticeship agreements and examinations, advises apprentices and employers of their rights and responsibilities under relevant legislation and regulations regarding apprenticeship programs and investigates matters of non-compliance under the legislation.

CAREER LATTICE: Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in the Standards of Apprenticeship.

CERTIFICATE OF TRAINING: A Certificate of Training will be issued by the West Virginia Apprenticeship for Child Development Specialist program to those registered apprentices that have successfully met the requirements to receive a completion certificate each semester.

COMPETENCY-BASED OCCUPATION: Means the attainment of manual, mechanical or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement. *(if applicable)*

EMPLOYER: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

HYBRID OCCUPATION: The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job-learning and the successful demonstration of competency as described in a work process schedule. *(if applicable)*

JOURNEYPEPERSON: A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PROGRAM SPONSOR: *West Virginia Apprenticeship for Child Development Specialist, administered by WVECTCR, a program of RVCDS* in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

PROVISIONAL REGISTRATION: Means the 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the US Department of Labor/Office of Apprenticeship, as provided for in the criteria described in §29.3 (g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): The federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY: Means the U.S. Department of Labor, Office of Apprenticeship that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 (Standards of Apprenticeship) and 30 (Equal Employment Opportunity) and quality assurance assessments.

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

RVCDS: River Valley Child Development Services is the non-profit agency responsible for the administration of the West Virginia Apprenticeship for Child Development Specialist program under the direction of West Virginia Early Childhood Training Connections and Resources.

STANDARDS OF APPRENTICESHIP: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

SUPERVISOR OF APPRENTICE(S): An individual designated by the employer who is the site supervisor of the employee/apprentice and will guide/direct them through the term of apprenticeship.

TIME-BASED OCCUPATION: The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

TRANSFER: A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected Executive Council or WV ACDS.

WORKFORCE DEVELOPMENT BOARD (WDB): The Workforce Development Board is an agency dedicated to raising the educational and basic skill levels of the emerging and existing workforce that provides more efficient, effective and productive pool of current and future employees to meet area business needs.

WVDHHR: WV Department of Health and Human Resources/Bureau for Children and Families/Division of Early Care and Education is the funding source for the operation of the West Virginia Apprenticeship for Child Development Specialist program.

WVECTCR: West Virginia Early Childhood Training Connections and Resources is a program of River Valley Child Development Services and is responsible for the administration of the West Virginia Apprenticeship for Child Development Specialist program.

SECTION I – PROGRAM ADMINISTRATION

WV ACDS, at their discretion, has established an Apprenticeship Training Committee (ACDS Executive Council) to carry out the responsibilities and duties required of WV ACDS as described in these Standards of Apprenticeship. The WV ACDS has provided to the US Department of Labor/Office of Apprenticeship a list of members and the areas of expertise they represent.

Structure of the ACDS Executive Council

- A. Membership will be composed of representatives appointed by the WV ACDS. A minimum of one member must be a journeyman.
 - a. The membership shall include the following representatives:
 - One person from each local council of participating counties
 - One representative from a participating Head Start program
 - One administrator to represent all the participating career and technical centers
 - One representative from River Valley Child Development Services
 - One representative from Higher Education
 - One representative from Workforce Development Board
 - One representative from WVU Extension
 - b. The following are standing members of the Council:
 - ACDS State Coordinator
 - One representative from the WV Department of Education
 - One representative from the WV Department of Health and Human Resources – Early Care and Education
 - One state director of U.S. Department of Labor/Office of Apprenticeship (Ex-Officio)
 - c. The following officers shall be designated by a simple majority vote of the membership present. The officers shall be:
 - Chairperson – ACDS State Coordinator
 - First Vice-Chairperson
 - Second Vice-Chairperson
 - Third Vice-Chairperson
 - Recording Secretary – ACDS Specialist
 - d. The Executive Committee shall consist of officers of the Executive Council and the director of the state U.S. Department of Labor/Office of Apprenticeship.
 - e. The ACDS State Coordinator shall be the chair of the Executive Council. The organizing Council will set the membership criteria for ensuing years, with the understanding that all Council members must be involved in some manner with ACDS. It shall also determine the officers of the Executive Council and their elected terms. The term limits for representatives shall be two years. Terms shall expire at the spring meeting. Members may choose to serve multiple terms. The Executive Council will determine the time and place of regular meetings which will take place every **THREE (3)** month(s).
 - f. The Chairperson and Executive Council will have the power to vote on all questions affecting apprenticeship.

- B. Technical Assistance - such as that from the U.S. Department of Labor/Office of Apprenticeship, State Apprenticeship Agencies, and career and technical schools - may be requested to advise the Executive Council.

Responsibility of WV ACDS:

- A. Ensure that apprentices are under written Apprenticeship Agreements (Appendix E), employers are under written Employer Acceptance Agreements, and register the local apprenticeship standards and agreements with the US Department of Labor/Office of Apprenticeship.
- B. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- C. Certify that apprentices have successfully completed their apprenticeship program.
- D. Notify the appropriate US Department of Labor/Office of Apprenticeship of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- E. Supervise all the provisions of the standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned; apprentices, employers and journeypersons.
- F. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

Responsibilities of the Executive Council:

- A. Review and recommend apprenticeship activities in accordance with this program.
- B. Establish the minimum standards of education and experience required of apprentices.
- C. Meet at least every **THREE (3)** month(s). Written minutes of the meeting will be kept.
- D. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining this experience.
- E. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- F. Review and design tests or evaluations for determining the apprentice's progress in acquiring skills and technical knowledge.
- G. Review, revise, and create policy as related to the WV ACDS program.

SECTION II - EQUAL OPPORTUNITY PLEDGE – Title 29 CFR 29.5(b)(21) and 30.3(b)

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. WV ACDS and the Employer will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended.

SECTION III - AFFIRMATIVE ACTION PLAN – Title 29 CFR 29.5(21) and 30.4

If the Employer employs five or more apprentices, the Employer will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be attached as Appendix C.

SECTION IV- QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10) (EXAMPLES)

Applicants will meet the following minimum qualifications:

A. Age

WV ACDS and the Employer established qualifications regarding minimum age limits. Apprentices must not be less than 18 years of age.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Educational Documentation from a Foreign Country

WV ACDS and the Employer will not accept educational documentation from a country outside the USA unless accompanied by a statement of equivalency from a foreign credential evaluation organization.

Apprentices that have completed their education in a private school or home school must complete the Test Assessing Secondary Completion (TASC) and provide documentation prior to enrolling in the WV ACDS program.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Employment

Applicants must be employed in a licensed child care center; preschool; Head Start; public school; family child care/facility; or home visitor (paid employment) a minimum of 20 hours per week working directly with children ages birth through eight years. Family child care providers must meet the above listed requirements and have been a family child care provider for at least three months; registered with WV DHHR; and have an ACDS trained mentor.

SECTION V - SELECTION OF APPRENTICES – Title 29 CFR 30.5

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these Standards (Appendix D).

SECTION VI - APPRENTICESHIP AGREEMENT (Form 671) – Title 29 CFR 29.3(d) and (e) and 29.5(b)(11)

After an applicant for apprenticeship has been selected and officially enrolled in related instruction, the apprentice will be covered by a written Apprenticeship Agreement (Appendix B – Form 671). The agreement will be signed by WV ACDS's Apprenticeship Coordinator, the apprentice and approved by the US Department of Labor/Office of Apprenticeship. This agreement contains a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement (Form 671) will be furnished to the apprentice, the WV ACDS, US Department of Labor/Office of Apprenticeship, and the employer.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, WV ACDS written rules and policies, employer acceptance agreement and the Apprenticeship Agreement. (Form 671).

The Registration Agency will be advised within forty-five (45) days of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

SECTION VII - RATIO OF APPRENTICES TO JOURNEYPERSONS – Title 29 CFR 29.5(b)(7)

The ratio of apprentices to journeypersons will be one (1) apprentice to one (1) journeyperson, consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship.

SECTION VIII - TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b)(2)

The term of the apprenticeship is scheduled to be **two (2) YEARS** with an (OJL) attainment of **4000 HOURS** supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

SECTION IX - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(20)

All applicants selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 1,000 on-the-job learning hours of the length of the program, or one-year. WV ACDS and the Employer have established the probationary period as the first semester related instruction.

During the probationary period either the apprentice or the WV ACDS and the Employer may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the WV ACDS and the Employer for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the WV ACDS will provide written notice to the apprentice and to the Registration Agency of the final action taken.

SECTION X - HOURS OF WORK

The employer will schedule work hours at a minimum of 20 hours per week for apprentices. WV ACDS recommends that work time be scheduled appropriately to allow apprentices time to travel to class and arrive prior to the start of class for related instruction.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

SECTION XI - APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyman status, WV ACDS and the Employer will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the WV ACDS and the Employer will be guided by the work experience and related instruction records and reports.

The progressive wage schedule, as agreed upon with the employer, will be an increasing percentage of the journeyman wage rate. The minimum recommended wage schedule is shown in the employer acceptance agreement, Appendix E. In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

SECTION XII - CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)

WV ACDS and the Employer may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

Apprentice applicants seeking credit for previous experience gained prior to admittance into the apprenticeship program must submit the request at the time of application, or no later than the first week of third semester, and furnish such records, and affidavits to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit for previous work experience form must be submitted within 30 days from ACDS orientation and will be evaluated and a determination made by the WV ACDS and the Employer during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded (no more than 800 hours) will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

SECTION XIII - WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8

During the apprenticeship the apprentice will receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyman. The OJL will be under the direction and guidance of the supervisor of the apprentice(s). The apprentice's supervisor will refer to Appendix A to ensure that apprentices are receiving training in the various work experiences.

SECTION XIV - RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. The recommended term of apprenticeship will include no less than 144 hours of related instruction for the **CHILD DEVELOPMENT SPECIALIST** for each year of the apprenticeship. Apprentices agree to take such courses as WV ACDS deems advisable. The WV ACDS will secure the instructional aids and equipment it deems necessary to provide quality instruction.

Employers will follow information under the Fair Labor Standards Act (FLSA) regarding apprenticeship programs and will not pay apprentices for hours spent attending related instruction classes.

If applicable, the WV ACDS will inform each apprentice of the availability of college credit through one of West Virginia's Community and Technical Colleges.

An apprentice who successfully completes the related instruction classes with a grade of 80% and no more than 3 absences per semester will satisfactorily complete all course work missed before being advanced to the next semester of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) without due cause, the WV ACDS and the Employer will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on-the-job. The employer will monitor and document the apprentice's progress in related instruction classes.

WV ACDS will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. WV ACDS will require the instructors to attend the Instructor's Academy **train-the-trainer sponsored by the West Virginia Apprenticeship for Child Development Specialist program.**

SECTION XV. - SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards

Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

SECTION XVI - SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)

The employer(s) will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the employer, or designee. The Apprenticeship Coordinator of the apprentice(s) will be responsible for the apprentice's ACDS portfolio and work assignments, evaluation of work performance, and completion and submittal of progress reports to WV ACDS.

SECTION XVII - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)

Each apprentice is responsible for maintaining a record of his/her work experience/training on-the-job and in related instruction and for having this record verified by his/her supervisor at the end of each month. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and will be the property of WV ACDS and the Employer. This record will be included in each apprentice's record file maintained by the WV ACDS and the Employer.

Before each period of advancement, or at any other time when conditions warrant, WV ACDS and the Employer will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, WV ACDS and the Employer may determine whether the apprentice will continue in a probationary

status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, WV ACDS and the Employer will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyman, WV ACDS and the Employer will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

SECTION XVIII - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(23)

The employer and WV ACDS will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the US Department of Labor/Office of Apprenticeship.

SECTION XIX. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, WV ACDS will so certify in writing to the US Department of Labor/Office of Apprenticeship and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the US Department of Labor/Office of Apprenticeship.

Certificate of Completion - A Certificate of Training will be issued by the U.S. Department of Labor's/ Office of Apprenticeship Administrator to those registered apprentices that WV ACDS has certified in writing to the US Department of Labor/Office of Apprenticeship that the apprentice has successfully met the requirements to receive a completion certificate.

SECTION XX - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(2)(d) and (e) and 29.5(b)(19)

The US Department of Labor/Office of Apprenticeship will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

SECTION XXI - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(18)

These Standards will, upon adoption by WV ACDS, be submitted to the US Department of Labor/Office of Apprenticeship for approval. Such approval will be acquired before implementation of the program.

WV ACDS and the Employer reserves the right to discontinue at any time the apprenticeship program set forth herein. The US Department of Labor/Office of Apprenticeship will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the US Department of Labor/Office of Apprenticeship for failure of the WV ACDS to abide by the provisions herein. Such deregistration will be in accordance with the US Department of Labor/Office of Apprenticeship regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), WV ACDS and the Employer will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.7.

SECTION XXII - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(18)

These Standards may be amended or modified at any time by WV ACDS provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the US Department of Labor/Office of Apprenticeship for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XXIII. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b)(22) and 30(11)

WV ACDS will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, WV ACDS, the Employer, and the apprentice, unless otherwise noted below. If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

Title 29 CFR 29.7(k)

The Executive Committee will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The Executive Committee will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the US Department of Labor/Office of Apprenticeship for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: **ACDS State Coordinator at River Valley Child Development Services, 611 SEVENTH AVENUE SUITE 208 Huntington, West Virginia 25701 or smyers@rvcds.org and bhunter@rvcds.org**

Title 29 CFR 30.11

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the US Department of Labor/Office of Apprenticeship or, at the apprentice or applicant's election, with the private review body established by the WVACDS (if applicable).

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the WV ACDS and the Employer involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the WV ACDS to review such complaints, any referral of such complaint by the complainant to the US Department of Labor/Office of Apprenticeship must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the US Department of Labor/Office of Apprenticeship for good cause shown.

Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

WV ACDS will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXIV - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – Title 29 CFR 29.5(13)

The transfer of an apprentice between employers must be based on agreement between the apprentice and WV ACDS and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning to WV ACDS:
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement and employer agreement must be executed when the transfer occurs between employers.

SECTION XXV - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these Standards formulated by WV ACDS and signed an Apprenticeship Agreement with WV ACDS agree to all the terms and conditions contained therein and agree to abide by the WV ACDS and the Employer rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the WV ACDS may deem necessary to

become a skilled **CHILD DEVELOPMENT SPECIALIST**. In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by WV ACDS and the Employer in accordance with the provisions of these Standards.
- B. Respect and abide by the working rules of the employer and related instruction locations.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- D. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by WV ACDS and the Employer.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- F. Work for the employer to whom the apprentice employed by for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by WV ACDS and the Employer.
- G. Abide by the NAEYC guidelines.

SECTION XXVI - TECHNICAL ASSISTANCE

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship and career and technical centers may be requested to advise WV ACDS and the Employer.

SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The West Virginia Apprenticeship for Child Development Specialist hereby adopts these Standards of Apprenticeship on this January 23 Day of 2018

Jennifer Conkle 1-23-18
Signature of ACDS State Coordinator Date

Jennifer Conkle 1-23-18
Printed Name Date

Brooke Hunter 1-23-18
Signature of WVECTCR Director Date

Brooke Hunter 1-23-18
Printed Name Date

Suzi Brodof 1/23/18
Signature of RVCDS Executive Director Date

Suzi Brodof 1/23/18
Printed Name Date