



Apprenticeship for Child Development Specialist

First Semester Instructor Checklist

This form will help you organize and account for documents that need to be completed.

ACTION	TIME FRAME	SPECIAL INSTRUCTIONS	DISTRIBUTION AFTER COMPLETION
Collect \$25.00 registration fee from each apprentice	First class meeting; no later than third class	<input type="checkbox"/> Students receive their class packet after they make the payment. Students must pay registration fee to participate. Ann Nutt Scholarship is available if needed	<input type="checkbox"/> Money is to be sent to ACDS office no later than the third week of class <input type="checkbox"/> Please do not send cash
Sponsor registration with DOL	First class meeting	<input type="checkbox"/> Confirm that all centers represented are registered with DOL. If not, have them contact the ACDS office	
High School Diploma or Equivalency	Orientation or first class meeting	<input type="checkbox"/> Copies should be placed in apprentice files. If the diploma is from an online school please provide ACDS office with a copy for approval	<input type="checkbox"/> Maintain copy of diploma in apprentice file <input type="checkbox"/> Provide ACDS office copy of online diplomas
Conduct and Confidentiality Form	First class meeting	<input type="checkbox"/> Apprentices read, complete and sign	<input type="checkbox"/> Original kept by apprentice in portfolio <input type="checkbox"/> Copy kept by instructor in apprentice file
ACDS Registration Form	Orientation, or no later than third week of class	<input type="checkbox"/> Apprentices complete all required sections and sign	<input type="checkbox"/> Instructor maintains original in apprentice file <input type="checkbox"/> Instructor submits copy to ACDS office
Apprentice Files	First class meeting	<input type="checkbox"/> Instructor should begin and maintain a class file for each apprentice <input type="checkbox"/> Files should contain all submitted documentation for all four semesters	<input type="checkbox"/> Files are passed to following instructors <input type="checkbox"/> When a student stops attending ACDS files are sent to ACDS office
Syllabus	First class meeting		<input type="checkbox"/> Provide a copy to each student
Apprentice Agreement with DOL	Due prior to first semester portfolio check	<input type="checkbox"/> Confirm that apprentices have been registered	<input type="checkbox"/> Copy to supervisor/mentor <input type="checkbox"/> Copy to instructor <input type="checkbox"/> Original kept by apprentice in portfolio
OJT Time Logs	End of every month worked	<input type="checkbox"/> Instructor should check off in grade report <input type="checkbox"/> Apprentices submit these monthly	<input type="checkbox"/> Copy to supervisor/mentor <input type="checkbox"/> Copy to instructor; this should be maintained in apprentice file <input type="checkbox"/> Original kept by apprentice in portfolio
First Semester Evaluation	Between twelfth and fourteenth class meeting	<input type="checkbox"/> Apprentices should give to supervisors/mentors in advance so that the evaluation can be completed and placed in portfolio prior to portfolio	<input type="checkbox"/> Apprentices maintain in their portfolios

		check	
Instructor Evaluation	Between thirteenth and fifteenth class meeting	<input type="checkbox"/> Instructors should not distribute or collect their own evaluations.	<input type="checkbox"/> Evaluations are mailed to ACDS Statewide Coordinator
Apprentice Certificate	End of Semester	<input type="checkbox"/> Send list of apprentices to ACDS Specialist <input type="checkbox"/> ACDS Specialist will send certificates and seals	<input type="checkbox"/> Apprentices maintain in their portfolios <input type="checkbox"/> Return any materials not distributed to ACDS office
Transcript	End of semester	<input type="checkbox"/> Complete and sign	<input type="checkbox"/> Maintain in apprentice files for following instructor
Portfolio Review	No later than Fourteenth class meeting	<input type="checkbox"/> Portfolios must be reviewed for accuracy and completion <input type="checkbox"/> Local council may provide reviewers but instructors may need to fulfill this requirement	<input type="checkbox"/> Review portfolios and sign review sheets <input type="checkbox"/> Apprentices maintain signed review sheet in portfolios
Invoice for payment	End of semester	<input type="checkbox"/> Submit invoice along with or after required documents: Completion roster and ACDS/DOL attendance sheets for all 15 weeks of class	<input type="checkbox"/> Submit to ACDS office

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