

Application for DOL Certificate



Date: _____ Last 5 of apprentice's ssn: XXX-X _____ - _____

Apprentice's Name: _____ Maiden Name: _____

Employer: _____ Mailing address: _____

Current hourly wage: (dollars and cents) \$ _____ Director's Name: _____

Phone Number: _____ Email: _____

This form will help you organize and account for documents that need to be completed and maintained in employee's file.

Please provide the following documents with this form to successfully apply for your Department of Labor certificate: (these documents can be faxed, scan/emailed, or mailed-they must be legible)

Required Documentation
• A copy of the final ACDS certificate
• A copy of <u>ALL</u> signed OJT logs that meet the required amount of hours
• A copy of each semester's supervisor evaluation
• The letter stating previous work experience credited

Upon receiving, the ACDS office will:

- Review all documents
- Calculate the total number of OJT hours
- Contact the apprentice/employer for additional paperwork if needed
- Approve and complete apprentice in the Department of Labor RAPIDS system

The Department of Labor is notified that the apprentice is applying for their certificate. The DOL approves and mails the certificate to the ACDS office. The certificate is copied and placed in their file and is mailed to their direct supervisor.

Signature of Apprentice

Date

Signature of Supervisor/Director/Mentor

Date

Please submit all documents to the ACDS office
611 7th Avenue, Suite 208
Huntington, WV 25701
Phone: 304-523-0433
Email: wvacds@rvcds.org



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