



Apprenticeship for Child Development Specialist

Second 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
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 maintained by instructor in apprentice file
ACDS Registration Form	First class meeting; no later than third evening	<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
Syllabus	First class meeting		<input type="checkbox"/> Provide a copy to each apprentice
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 kept in apprentice file <input type="checkbox"/> Original kept by apprentice in portfolio
Second 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 check	<input type="checkbox"/> Apprentice file in portfolio
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 sheet <input type="checkbox"/> Apprentices maintain in portfolio
Instructor Evaluation	Between thirteenth and fourteenth class meeting	<input type="checkbox"/> Instructors should not distribute or collect their own evaluations	<input type="checkbox"/> Evaluations are mailed to the ACDS Statewide Coordinator
Seals	End of Semester	<input type="checkbox"/> Confirm completers and	<input type="checkbox"/> Seals are placed on

		share with ACDS Specialist <input type="checkbox"/> ACDS Specialist will send seals	certificate in apprentices' portfolio
Transcript	End of semester	<input type="checkbox"/> Complete and sign	<input type="checkbox"/> Maintain in apprentice file for following instructor
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	<input type="checkbox"/> Submit to ACDS office

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