



# Apprenticeship for Child Development Specialist

## Third 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
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
Syllabus	No later than 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 need to 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
Attendance	After third class meeting	<input type="checkbox"/> Submit first three weeks attendance sheets	<input type="checkbox"/> Submit to ACDS Statewide Project Manager
Third Semester Evaluation	Between twelfth to fourteenth class meeting	<input type="checkbox"/> Apprentices should give to supervisors/mentors in advance so that they can be completed and placed in portfolio prior to portfolio check	<input type="checkbox"/> Apprentices maintain in their portfolios
Instructor Evaluation	Between thirteenth to fourteenth class meeting	<input type="checkbox"/> Instructors should not distribute or collect their own evaluations	<input type="checkbox"/> Evaluations are to be mailed to the ACDS Statewide Coordinator
Portfolio Review	No later than fourteenth class meeting	<input type="checkbox"/> Portfolios must be reviewed for accuracy and completion <input type="checkbox"/> Local councils 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
Site Visit Evaluation	End of semester	<input type="checkbox"/> Site visits should be done by third semester instructors <input type="checkbox"/> Third semester instructor is responsible for informing the fourth semester instructor and ACDS office of any site that was not completed	<input type="checkbox"/> Apprentices maintain original in portfolio <input type="checkbox"/> Instructors maintain a copy in apprentice file
Grades and Completion Roster	End of semester	<input type="checkbox"/> Grade all assignments and quizzes, give students a copy of grade sheet	<input type="checkbox"/> Send ACDS Statewide Assistant Project Manager completion roster
Student Files Instructor Resources Resource Totes	Upon completion of semester	<input type="checkbox"/> Gather files, resources, and tech equipment (if applicable) <input type="checkbox"/> Student files and instructor resources are collected in May	<input type="checkbox"/> Return to nearest child care resource & referral or WVU Extension office

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