



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
High School Diploma or Equivalency	First class	<input type="checkbox"/> ACDS will attempt to collect directly from students. If a student submits to instructor, please collect	<input type="checkbox"/> Email any collected diplomas to ACDS supervisory staff
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
Apprentice Files	First class meeting	<input type="checkbox"/> Instructor should begin and maintain a class file for each apprentice <input type="checkbox"/> Files will be collected in May of each year by ACDS supervisory staff	<input type="checkbox"/> Files are kept by instructor until collected by ACDS supervisory staff
Syllabus	No later than first class meeting		<input type="checkbox"/> Provide a copy to each student
Attendance	After third class	<input type="checkbox"/> Submit first three weeks attendance sheets	<input type="checkbox"/> Submit to ACDS Statewide Project Manager
Apprentice Agreement with DOL	Due prior to first semester portfolio check	<input type="checkbox"/> Confirm that apprentices have been registered <input type="checkbox"/> Will come from ACDS Assistant Statewide Project Manager	<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 check	<input type="checkbox"/> Apprentices maintain in their portfolios
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 Project Manager
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 Apprentices maintain signed review sheet in portfolios
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 Assistant Statewide 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 and referral agency or WVU extension office

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