



# Apprenticeship for Child Development Specialist

## Fourth Semester Instructor Checklist

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

FORM	DUE	SPECIAL INSTRUCTION	DISTRIBUTION AFTER COMPLETION
Conduct and Confidentiality Form	First class meeting	<input type="checkbox"/> Apprentices complete and sign	<input type="checkbox"/> Copy kept by apprentice in portfolio <input type="checkbox"/> Copy to instructor – maintain in apprentice file
Syllabus	No later than first night of class		<input type="checkbox"/> Provide a copy to each apprentice
OJT Time Logs	End of <b>every</b> month worked	<input type="checkbox"/> Instructor should check off in grade report <input type="checkbox"/> Apprentices must submit these monthly	<input type="checkbox"/> Copy to supervisor/mentor <input type="checkbox"/> Copy to instructor; maintained in apprentice file <input type="checkbox"/> Copy 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
Fourth Semester Evaluation	Fourteenth class meeting	<input type="checkbox"/> Apprentices should give to supervisors/mentors in enough time that they 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	Fourteenth class meeting	<input type="checkbox"/> Instructors should not distribute or collect their own evaluations	<input type="checkbox"/> Mail to ACDS Statewide Project Manager
Site Visit Evaluation	End of semester	<input type="checkbox"/> Check to see if all apprentices have been visited at work site	<input type="checkbox"/> Apprentice file in portfolio <input type="checkbox"/> Instructors maintain copy in apprentice file
USDOL Application for Certification & Completion of Apprenticeship	End of semester	<input type="checkbox"/> Instructor will complete Item 12. Instructor signature will certify that course work is complete.	<input type="checkbox"/> Completed form should be placed in apprentice portfolio until DOL certificate is received. Form should be returned to employer/mentor to sign when OJT hours are complete
Grades and Completion Roster	End of semester	<input type="checkbox"/> Grade all assignments and quizzes, give students 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 & referral agency or WVU Extension office

*This program is being presented with financial assistance as a grant from the West Virginia Department of Human Services and is administered by West Virginia Early Childhood Training Connections and Resources, a program of River Valley Child Development Services.*

