



Apprenticeship for Child Development Specialist

Second Semester Portfolio Record

Apprentices should place samples of a variety of work samples that represent their learning journey. Reflect on the materials you have placed in your portfolio. Make sure this is your best work.

The following items must be placed in the Front Section of the Portfolio at all times:

- Table of Contents
- Registered Apprenticeship Agreement Form, signed by the DOL/Bureau of Apprenticeship and Training representative
- WV STARS Registry Certificate (recommended but not a program requirement)
- Supervisor’s Evaluations (First and Second semesters)
- OJT Logs
- Signed course completion certificate with seals
- Conflict and Confidentiality (First and Second semesters)
- Grade sheet (insert upon completion of each semester)

Include these types of work for each semester in the following order:

- Semester Portfolio Record Form
- Course Outline (download from the ACDS website www.wvacds.org)
- Reflection
- Research
- Relevant Experience
- Project
- Other

Instructors should review the first semester portfolio and sign below:

Instructor/Reviewer’s Signature

Date

And/or

Reviewer’s Signature

Date

