



Apprentice File List

The following documents should be placed in apprentice files. First semester instructors will create the files and pass on to second semester instructors or return to the local council representative. At completion of fourth semester instructors should submit the files to the ACDS office for scanning and shredding. If a student drops from the program, the file should be submitted to ACDS.

1. Registrations (one for each semester)
2. Conduct and Confidentiality Agreements (one for each semester)
3. Diplomas/High School Transcript
4. WVIT I certificate (if applicable)
5. On-the-Job training logs
6. Previous Experience Credit Letter (if applicable)
7. Quizzes (three for each semester)
8. Supervisor Evaluations (one for each semester)
9. Site Visit (completed in 3rd semester)
10. Grade Sheets (one for each semester)
11. Transcript
12. Correspondence between instructor and apprentice

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.

