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	☐ Apprentices read, complete and sign	☐ Original kept by apprentice in portfolio ☐ Copy kept by instructor in apprentice file
Syllabus	No later than first class meeting		☐ Provide a copy to each apprentice
OJT Time Logs	End of every month worked	☐ Instructor should check off in grade report ☐ Apprentices need to submit these monthly	☐ Copy to supervisor/mentor ☐ Copy to instructor; this should be maintained in apprentice file ☐ Original kept by apprentice in portfolio
Attendance	After third class meeting	☐ Submit first three weeks attendance sheets	☐ Submit to ACDS Statewide Project Manager
Third Semester Evaluation	Between twelfth to fourteenth class meeting	☐ Apprentices should give to supervisors/mentors in advance so that they can be completed and placed in portfolio prior to portfolio check	☐ Apprentices maintain in their portfolios
Instructor Evaluation	Between thirteenth to fourteenth class meeting	☐ Instructors should not distribute or collect their own evaluations	☐ Evaluations are to be mailed to the ACDS Statewide Coordinator
Portfolio Review	No later than fourteenth class meeting	☐ Portfolios must be reviewed for accuracy and completion ☐ Local councils may provide reviewers but instructors may need to fulfill this requirement	☐ Review portfolios and sign review sheet ☐ Apprentices maintain in portfolio
Site Visit Evaluation	End of semester	☐ Site visits should be done by third semester instructors ☐ Third semester instructor is responsible for informing the fourth semester instructor and ACDS office of any site that was not completed	☐ Apprentices maintain original in portfolio ☐ Instructors maintain a copy in apprentice file
Grades and Completion Roster	End of semester	☐ Grade all assignments and quizzes, give students a copy of grade sheet	☐ Send ACDS Statewide Assistant Project Manager completion roster
Student Files Instructor Resources Resource Totes	Upon completion of semester	☐ Gather files, resources, and tech equipment (if applicable) ☐ Student files and instructor resources are collected in May	☐ Return to nearest child care resource & referral or WVU Extension office

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