



Apprenticeship for Child Development Specialist
First Semester Portfolio Record

Apprentices should select examples of the required documents that reflect their best work as a student.

The following items must be placed in the front section of the portfolio.

- 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 Evaluation for First semester
- OJT Logs
- Conflict and Confidentiality
- Grade Sheet (insert upon completion of the semester)

Include these documents for each semester in the following order.

- Semester Portfolio Record Form
- Course Outline (download from the ACDS website (www.wvacds.org))
- Reflection – 1 sample
- Research – 1 sample
- Relevant Experience – 1 sample
- Project
- Other

Instructors should review the first semester portfolio and sign below.

Instructor/Reviewer’s Signature _____ Date _____
And/or

Reviewer’s Signature _____ Date _____

