



Apprenticeship for Child Development Specialist

Supervisor Checklist

Document	Deadline	Location of Completed Document
Signed Employer Acceptance Agreement	Orientation; no later than first week of class	<input type="checkbox"/> copy kept by employer <input type="checkbox"/> original sent to ACDS office or DOL representative (Berkeley, Jefferson, Morgan)
Apprentice Evaluation	Given out thirteenth week by instructor; due back no later than fifteenth week	<input type="checkbox"/> To apprentice to return to instructor and then in apprentice's portfolio
On-the-Job Time Log	End of the month	<input type="checkbox"/> copy to apprentice <input type="checkbox"/> copy to instructor <input type="checkbox"/> copy kept by employer
USDOL Application for Certification and Completion	After apprentice completes four semesters of class and 3200 – 4000 OJT hours as documented by copies of Time Logs and Previous Credit Experience (if applicable)	<input type="checkbox"/> ACDS Office or DOL representative (Berkeley, Jefferson, Morgan)
Change in Status	Any time employment status of apprentice changes	<input type="checkbox"/> ACDS Office

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