



Instructor Service Agreement

This service agreement is made by and between the Apprenticeship for Child Development Specialist Program (ACDS) administered through WVECTCR/RVCDS and _____
instructor name

I. Position – Duties:

The individual named in this service agreement will be known as an ACDS classroom instructor and will report to the ACDS program staff for any and all service agreement purposes. The duties and responsibilities of the ACDS classroom instructor are described in the ACDS instructor job description and the ACDS policy and procedure manual. Instructors are expected to follow all responsibilities within those documents, which include the following:

- Three weeks prior to classes beginning, submit completed and signed service agreement, signed job description, completed syllabus and copy of WV STARS Professional Development Provider/Entity Approved Instructor Certificate
- For in person classes, pick up supplemental resources from nearest Child Care Resource and Referral Agency and use materials to support classroom activities
- Facilitate in person or virtual instruction/meetings, following ACDS curriculum
- Adhere to all ACDS policies and procedures as applicable
- Support students with the registration process as needed
- Follow the NAEYC Ethical Code of Conduct and role model professional behavior
- Within 30 days of class completion, submit completion roster, ACDS/DOL attendance sheets, check in/out sheet for supplemental resources and invoice for payment
- Complete all required documentation for apprentice files and submit to the local council representative, the next semester instructor, or the ACDS office as applicable
- Notify the ACDS office by second week of class if an apprentice requires a mentor
- Maintain professional relationships with apprentices and do not use position as ACDS instructor as a platform for recruiting, promotion, or hiring purposes
- Submit invoice for site visits prior to the last date on service agreement, as applicable
- Review or arrange for an outside reviewer of apprentice portfolios
- For in-person classes, arrange for a second party to disseminate, collect, and return apprentice evaluations of instructor
- Return resource boxes to the nearest Child Care Resource and Referral Agency or to local council representative

II. Duration of this service agreement

This service agreement will begin on _____ and shall terminate on _____.
first night of class Dec. 31 or June 30 and year

If all stipulations of this service agreement are not fully met by the ACDS classroom instructor, the ACDS Statewide Coordinator has the right to terminate this service agreement.

III. Compensation

The ACDS instructor shall be compensated at the sum of **\$1,765.62** per **semester** and is further subject to receipt of appropriate documentation as outlined in the ACDS Policy and Procedures Manual. Invoice for payment must be submitted within 30 days of the last night of class. If an ACDS instructor does not teach all 15 weeks of the semester, the above compensation rate will be prorated based on the number of sessions taught. If materials in the resource boxes are not returned or are damaged beyond repair, monies may be withheld from the agreed upon amount to replace the items. Any version of team or co-teaching will result in split salary and resource money between involved instructors. The instructor is an independent contractor for whom no federal or state income tax will be deducted by ACDS.

SSN: ____ - ____ - _____	Semester:	County (<i>Teaching</i>):	
Mailing Address:			
City:		State:	Zip:
Home Phone:	Cell Phone:	E-mail:	

By signing below, I acknowledge that I agree to all terms of this service agreement, including maintaining confidentiality regarding apprentice information and classroom discussions.

*Instructor's Signature	Date	ACDS Statewide Project Manager Signature	Date
WV ECTCR Assistant Director Signature		Date	

**All signatures must be present for agreement to be fully executed. Instructors should submit documents no later than three weeks before start date to ensure all signatures are present before classes begin.*

Submit to:
 ACDS Statewide Project Manager
 611 7th Avenue Suite 208
 Huntington, WV 25701
 Fax: 304-697-6613
 Email: wvacds@rvcds.org



<p>For Office Use Only:</p> <p>_____ WVSTARS PDP/Entity</p> <p>Instructor Certificate</p> <p>Registry Number: _____</p> <p>Renewal Date: _____</p> <p>_____ Syllabus</p> <p>_____ Job Description</p>
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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.

Grantee shall not endorse or support any candidate running for partisan political office. No federal or state funds under this Grant Agreement shall be expended to support any legislative lobbying efforts of Grantee related to specific legislation. Grantee shall certify that no federal appropriated funds have been paid or will be paid, by or on behalf of the Grantee or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, Grantee shall immediately complete and submit a disclosure form to report lobbying.

The authorized official signing certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that if he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees to comply with all terms and conditions of the agreement.