This form will help you organize and account for documents that need to be completed.

FORM	DUE	SPECIAL INSTRUCTION	DISTRIBUTION AFTER COMPLETION
Conduct and Confidentiality Form	First class meeting	☐ Apprentices complete and sign	☐ Copy kept by apprentice in portfolio ☐ Copy to instructor – maintain in apprentice file
Syllabus	No later than first night of class		☐ Provide a copy to each apprentice
OJT Time Logs	End of **every** month worked	☐ Instructor should check off in grade report ☐ Apprentices must submit these monthly	☐ Copy to supervisor/mentor ☐ Copy to instructor; maintained in apprentice file ☐ Copy kept by apprentice in portfolio
Attendance	After third class meeting	☐ Submit first three weeks attendance sheets	☐ Submit to ACDS Statewide Project Manager
Fourth Semester Evaluation	Fourteenth class meeting	☐ Apprentices should give to supervisors/mentors in enough time that they can be completed and placed in portfolio prior to portfolio check	☐ Apprentice file in portfolio
Portfolio Review	No later than Fourteenth class meeting	☐ Portfolios must be reviewed for accuracy and completion ☐ Local council may provide reviewers but instructors may need to fulfill this requirement	☐ Review portfolios and sign review sheet ☐ Apprentices maintain in portfolio
Instructor Evaluation	Fourteenth class meeting	☐ Instructors should not distribute or collect their own evaluations	☐ Mail to ACDS Statewide Project Manager
Site Visit Evaluation	End of semester	☐ Check to see if all apprentices have been visited at work site	☐ Apprentice file in portfolio ☐ Instructors maintain copy in apprentice file
USDOL Application for Certification & Completion of Apprenticeship	End of semester	☐ Instructor will complete Item 12. Instructor signature will certify that course work is complete.	☐ Completed form should be placed in apprentice portfolio until DOL certificate is received. Form should be returned to employer/mentor to sign when OJT hours are complete
Grades and Completion Roster	End of semester	☐ Grade all assignments and quizzes, give students copy of grade sheet	☐ Send ACDS Assistant Statewide 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 agency or WVU Extension office

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