



Apprenticeship for Child Development Specialist
First Semester Portfolio Record

Apprentices should place samples of a variety of work samples that represent their learning journey. Reflect on the materials you have placed in your portfolio. Make sure this is your best work.

The following items must be placed in the Front Section of the Portfolio at all times:

- 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
- Signed course completion certificate with seal
- Conflict and Confidentiality
- Grade sheet (insert upon completion of the semester)

Include these types of work for each semester in the following order:

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

Instructors should review the first semester portfolio and sign below:

Instructor/Reviewer's Signature

Date

And/or

Reviewer's Signature

Date

Revised 2017

