



## Third 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 Evaluations (First, Second and Third semesters)
- OJT Logs
- Signed course completion certificate with seal
- Confidentiality forms (First, Second and Third semesters)
- Site Visit form
- 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](http://www.wvacds.org))
- Reflection
- Research
- Relevant Experience
- Project
- Other

Instructors should review the third semester portfolio and sign below:

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Instructor/Reviewer's Signature

Date

And/or

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Reviewer's Signature

Date

