Apprenticeship for Child Development Specialist
First Semester Instructor Checklist

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

ACTION	TIME FRAME	SPECIAL INSTRUCTIONS	DISTRIBUTION AFTER COMPLETION
High School Diploma or Equivalency	First class	☐ ACDS will attempt to collect directly from students. If a student submits to instructor, please collect	☐ Email any collected diplomas to ACDS supervisory staff
Conduct and Confidentiality Form	First class meeting	☐ Apprentices read, complete and sign	☐ Original kept by apprentice in portfolio ☐ Copy kept by instructor in apprentice file
Apprentice Files	First class meeting	☐ Instructor should begin and maintain a class file for each apprentice ☐ Files will be collected in May of each year by ACDS supervisory staff	☐ Files are kept by instructor until collected by ACDS supervisory staff
Syllabus	No later than first class meeting		☐ Provide a copy to each student
Attendance	After third class	☐ Submit first three weeks attendance sheets	☐ Submit to ACDS Statewide Project Manager
Apprentice Agreement with DOL	Due prior to first semester portfolio check	☐ Confirm that apprentices have been registered ☐ Will come from ACDS Assistant Statewide Project Manager	☐ Copy to supervisor/mentor ☐ Copy to instructor ☐ Original kept by apprentice in portfolio
OJT Time Logs	End of **every** month worked	☐ Instructor should check off in grade report ☐ Apprentices submit these monthly	☐ Copy to supervisor/mentor ☐ Copy to instructor; this should be maintained in apprentice file ☐ Original kept by apprentice in portfolio
First Semester Evaluation	Between twelfth and fourteenth class meeting	☐ Apprentices should give to supervisors/mentors in advance so that the evaluation can be completed and placed in portfolio prior to portfolio check	☐ Apprentices maintain in their portfolios
Instructor Evaluation	Between thirteenth and fifteenth class meeting	☐ Instructors should not distribute or collect their own evaluations.	☐ Evaluations are mailed to ACDS Statewide Project Manager
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 sheets Apprentices maintain signed review sheet in portfolios
Grades and Completion Roster	End of semester	☐ Grade all assignments and quizzes, give students a copy of grade sheet	☐ Send ACDS Assistant Statewide Project Manager

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			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 and referral agency or WVU extension office

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