



Apprenticeship for Child Development Specialist
Supervisor Checklist

Document	Deadline	Location of Completed Document
Signed Employer Acceptance Agreement	Orientation; no later than first week of class	<input type="checkbox"/> Copy kept by employer <input type="checkbox"/> Original sent to ACDS office or DOL representative (Berkeley, Jefferson, Morgan)
Apprentice Evaluation	Given out thirteenth week by instructor; due back no later than fifteenth week	<input type="checkbox"/> To apprentice to return to instructor and then in apprentice's portfolio
On-the-Job Time Log	End of the month	<input type="checkbox"/> Copy to apprentice <input type="checkbox"/> Copy to instructor <input type="checkbox"/> Copy kept by employer
USDOL Application for Certification and Completion	After apprentice completes four semesters of class and 3200 – 4000 OJT hours as documented by copies of Time Logs and Previous Credit Experience (if applicable)	<input type="checkbox"/> ACDS Office or DOL representative (Berkeley, Jefferson, Morgan)
Change in Status	Any time employment status of apprentice changes	<input type="checkbox"/> ACDS Office

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WVECTCR Funding Information - TCR-ECE is supported by federal funding passed through the West Virginia Department of Human Service s: Federal award amount: \$4,727,547 (99.9% of program budget) State award amount: \$5,122 (0.1%). TCR-OMCFH is supported by state funding through the West Virginia Department of Health. TCR-HV is supported by federal funding passed through the West Virginia Department of Health: Federal award amount: \$225,000 (100% of program budget) State award amount: \$0 (0%).