



Apprentice File List

The following documents should be placed in apprentice files. All instructors should start new files each semester. Information gathered each semester will be kept by the instructor and submitted to ACDS each spring. For in-person classes, files will be stored in the provided file boxes and turned in after each spring semester to the child care resource and referral agency or WVU extension office that houses the resource boxes. ACDS will pick up the files from the designated locations. For virtual classes, instructors should keep electronic files and submit them through email or TEAMS to ACDS at the end of each semester.

1. Registrations (one for each semester)
2. Conduct and Confidentiality Agreements (one for each semester)
3. *Diplomas/High School Transcript – if provided by student
4. *WVIT I certificate (if applicable) – if provided by student
5. On-the-Job training logs
6. Quizzes (three for each semester)
7. Supervisor Evaluations (one for each semester)
8. Site Visit (completed in 3rd semester)
9. Grade Sheets (one for each semester)
10. Correspondence between instructor and apprentice

*ACDS takes primary responsibility for collecting these documents, but if a student provides a copy to the instructor please keep securely in file.

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