



Apprenticeship for Child Development Specialist

Second 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
Conduct and Confidentiality Form	First class meeting	<input type="checkbox"/> Apprentices read, complete and sign	<input type="checkbox"/> Original kept by apprentice in portfolio <input type="checkbox"/> Copy maintained by instructor in apprentice file
Syllabus	No later than first class meeting		<input type="checkbox"/> Provide a copy to each apprentice
OJT Time Logs	End of every month worked	<input type="checkbox"/> Instructor should check off in grade report <input type="checkbox"/> Apprentices submit these monthly	<input type="checkbox"/> Copy to supervisor/mentor <input type="checkbox"/> Copy to instructor; this should be kept in apprentice file <input type="checkbox"/> Original kept by apprentice in portfolio
Attendance	After third class	<input type="checkbox"/> Submit first three weeks attendance sheets	<input type="checkbox"/> Submit attendance to ACDS Statewide Project Manager
Second Semester Evaluation	Between twelfth and fourteenth class meeting	<input type="checkbox"/> Apprentices should give to supervisors/mentors in advance so that the evaluation can be completed and placed in portfolio prior to portfolio check	<input type="checkbox"/> Apprentice file in portfolio
Portfolio Review	No later than fourteenth class meeting	<input type="checkbox"/> Portfolios must be reviewed for accuracy and completion <input type="checkbox"/> Local council may provide reviewers but instructors may need to fulfill this requirement	<input type="checkbox"/> Review portfolios and sign review sheet <input type="checkbox"/> Apprentices maintain in portfolio
Instructor Evaluation	Between thirteenth and fourteenth class meeting	<input type="checkbox"/> Instructors should not distribute or collect their own evaluations	<input type="checkbox"/> Evaluations are mailed to the ACDS Statewide Coordinator
Grades and Completion Roster	End of semester	<input type="checkbox"/> Grade all documents and give a copy of grade sheet to student for portfolio	<input type="checkbox"/> Send ACDS Assistant Statewide Project Manager completion roster
Student Files Instructor Resources Resource Totes	Upon completion of semester	<input type="checkbox"/> Gather all files, resources, tech equipment (if applicable)	<input type="checkbox"/> Return to nearest child care resource and referral agency or WVU Extension office

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