



Apprenticeship for Child Development Specialist Fourth Semester Instructor Checklist

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

FORM	DUE	SPECIAL INSTRUCTION	DISTRIBUTION AFTER COMPLETION
Collect \$25.00 registration fee from each apprentice	First class meeting; no later than the third class	<input type="checkbox"/> Apprentices receive their handouts after they make the payment. Apprentices must pay the registration fee to participate. The Ann Nutt Scholarship is available if needed	<input type="checkbox"/> Money is to be sent to the ACDS office no later than the third week of class <input type="checkbox"/> Please do not send cash
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
ACDS Registration Form	First class meeting; no later than third week of class	<input type="checkbox"/> Apprentices complete all required sections and sign	<input type="checkbox"/> Instructor maintains original in apprentice file <input type="checkbox"/> Instructor submits copy to ACDS office
Syllabus	Before class begins		<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 must submit these monthly	<input type="checkbox"/> Copy to supervisor/mentor <input type="checkbox"/> Copy to instructor; maintained in apprentice file <input type="checkbox"/> Original kept by apprentice in portfolio
Fourth Semester Evaluation	Between twelfth and fourteenth class meeting	<input type="checkbox"/> Apprentices should give to supervisors/mentors in enough time that they can be completed and placed in portfolio prior to portfolio check	<input type="checkbox"/> Apprentices maintain in portfolios
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 portfolios
Instructor Evaluation	Between thirteenth and fourteenth class meeting	<input type="checkbox"/> Instructors should not distribute or collect their own evaluations	<input type="checkbox"/> Mail to ACDS Statewide Coordinator
Transcript	End of semester	<input type="checkbox"/> Complete and sign	<input type="checkbox"/> Final transcript is placed in apprentice file and sent to ACDS office
Certificate and Seals	End of semester	<input type="checkbox"/> Send list of apprentices to ACDS Specialist <input type="checkbox"/> ACDS Specialist will send certificates and seals	<input type="checkbox"/> Apprentices will keep final certificate in portfolio <input type="checkbox"/> Return any materials not distributed to ACDS office
Invoice for Payment	End of semester	<input type="checkbox"/> Submit invoice along with or after required documents; completion	<input type="checkbox"/> Submit to ACDS office

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		roster and ACDS/DOL attendance sheets for all 15 weeks	
Site Visit Evaluation	End of semester	<input type="checkbox"/> Check to see if all apprentices have been visited at work site	<input type="checkbox"/> Apprentices maintain completed evaluation in portfolios <input type="checkbox"/> Instructors maintain copy in apprentices' file
Site Visit Invoice	End of semester	<input type="checkbox"/> Complete invoice when all site visits are complete	<input type="checkbox"/> Submit to ACDS office
USDOL Application for Certification & Completion of Apprenticeship	End of semester	<input type="checkbox"/> Instructor will complete Item 12. Instructor signature will certify that course work is complete.	<input type="checkbox"/> Completed form should be placed in apprentice portfolio until DOL certificate is received. Form should be returned to employer/mentor to sign when OJT hours are complete
Apprentice Files	End of semester		<input type="checkbox"/> Final apprentice files should be sent to ACDS office for scanning and shredding

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