

Apprenticeship  
For Child  
Development  
Specialist

# ACDS Quarterly Newsletter



Winter 2020

Counties currently  
offering classes:

- Berkeley
- Cabell
- Kanawha
- Greenbrier
- Hardy
- Harrison
- Logan
- Mercer
- Monongalia
- Nicholas
- Ohio
- Putnam
- Raleigh
- Upshur
- Wood

For a complete list  
of ACDS events,  
including  
anticipated  
orientations and  
class start dates,  
visit the ACDS  
website  
[www.wvacds.org](http://www.wvacds.org).



## Recap 2019

2019...what a busy year! For ACDS, 2019 was a year to celebrate the 30th Anniversary of the program! We hosted a celebratory luncheon at the Celebrating Connections Conference in April. We also highlighted ACDS instructors, students, mentors, and council members that were nominated throughout the year.

2019 also included program updates. We implemented online orientation for 1st semester and piloted an orientation for 2nd semester students. We were also able to start first semester classes in a couple of regions that

have not had classes for a few years. Another update was launching a new ACDS website! The new website has many possibilities that the previous website did not. If you haven't looked at it yet take a minute to do so!

After 30 years ACDS is still committed to teaching early childhood providers throughout the state. The program continues to grow and evolve to best meet the needs of our students, instructors, mentors and council members. We are thankful for the success of the program and hope to continue celebrating program milestones for many years to come.

## Time to Celebrate

Three counties had graduating classes this fall! Congratulations to the graduates of Cabell, Kanawha and Wood Counties! We hope that you had fun while learning. We want you take time to celebrate what you have accomplished. Committing to a two year program and seeing it through is not easy but you have

succeeded! We suspect that many of you may continue to further your education through trainings, modules, colleges and universities. Whatever the future holds we wish you well. You have the ability to make a positive impact in the lives of the children and families you serve.

## 2019 Spotlight Winners

**Tonya Neal**

**Lisa Shaffer**

**Brenda Porter**

**Kerri Wade Carte**

**Polly Steele**

**Chinelle Duncan**

**Cindy O'Brien**

**Tennel Green**

**Jacklyn Rutherford**

**Celeste Welz**



After graduating ACDS you may still be involved in the program by becoming a mentor or local council member. Mentors serve as supervisors for students that do not have direct supervisors. Local councils meet twice a year to discuss current happenings in the ACDS program and to determine the class schedule in their region. For more information, contact ACDS.

# Payment Process Update



As mentioned, ACDS looks for ways to improve program procedures. Some procedures that may have worked well for ACDS in the past, aren't meeting the program's needs as well today.

One procedure that we feel needs an update is how we collect registration fees. Beginning with the fall 2020 semester all registration payments will

need to be sent directly to the ACDS program by the first night of class. Instructors will be notified of students that have paid the registration fee.

This change will allow ACDS to maintain more accurate records and also process payments more efficiently.

At this time, ACDS can accept personal and business checks, cashier checks

and money orders. We CANNOT accept cash. Any cash payments will be returned to the sender. Payments should be made payable to River Valley Child Development Services (RVCDs).

Please make note of this change and share it with other program participants.



Remember to complete the surveys you are given at the end of each semester. Your feedback is considered when making decisions about the program's policies and procedures.



# The ACDS Grading Rubric

As most of you know, ACDS has implemented a statewide grading rubric. There are two separate rubrics, one for first semester students and another for semesters two through four. The rubrics are meant to help with the consistency of the program across the state. We want all students to be measured the same, and have the same expectations regardless of what county they attend class. All instructors will use the rubrics to assist them with grading assignments.

Each type of assignment has a set maximum number of points; reflection—5 pts, relevant experience—15 pts, and research—10 pts.

In first semester, students are encouraged to type their assignments for maximum credit, but points are not deducted if they choose not to. However, in second through fourth semesters students MUST type assignments to receive the maximum number of points. Typing assignments can be beneficial for students in several ways. First spellcheck can assist them with spelling and grammar. Also, when typing and saving their assignments they have a back up document in case their original assignment gets lost or damaged. Supervisors are encouraged to support apprentices by providing access to computers that have Microsoft

Word if students do not have that technology at home. If students do not have access to printers, many instructors allow students to email their assignments. This is something students will need to discuss with their instructors.



We hope to see you at Celebrating Connections Conference in April

## Contact Information

ACDS promotes highly skilled, confident early childhood employees, quality early childhood classrooms, and informed supportive early childhood professionals.

Jennifer Conkle

ACDS Statewide Coordinator

Tara Kitts

ACDS Specialist

Contact Information

Address: 611 7th Avenue

Huntington, WV 25701

Phone: 304-523-0433

Fax: 304-697-6613

Website: [www.wvacds.org](http://www.wvacds.org)



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### Testimonial

“I’m so glad I stuck with this program. It’s helped me not only gain knowledge and experience but also new perspectives and the ability to appreciate other methods.”

~Anonymous Student



When you learn,  
**TEACH.**

When you get,  
**GIVE.**

Maya Angelou

## Questions and Answers

- How do I get the Department of Labor Certificate?

When apprentices have accumulated between 3200 and 4000 OJT hours they can submit for completion with the Department of Labor. Apprentices will need to send copies of all OJT logs, all 4 semester supervisor evaluations and the Department of Labor application for completion ([www.wvacds.org](http://www.wvacds.org)) to the ACDS office. Once received we will review all documents for accuracy and submit a completion request on behalf of the apprentice. It is important that students complete this process as soon as they collect the hours. We urge apprentices not to delay submission.

- Do I need to let anyone know if I switch employers?

Yes, apprentices do need to let the ACDS office know when they change employers. We must get a new employer acceptance agreement signed on the student’s behalf from their new employer. We also update the employer in the Department of Labor database.