



APPRENTICESHIP FOR CHILD DEVELOPMENT SPECIALIST

QUARTERLY NEWSLETTER

FALL 2026

COUNTIES WITH IN-PERSON CLASSES

- Berkeley/Morgan/Jefferson
- Cabell/Wayne
- Greenbrier/Summers
- Kanawha/Boone/Clay
- Hardy/Grant/Mineral
- Harrison/Taylor/Doddridge
- Jackson/Roane
- Logan/Mingo
- Mercer/Monroe/McDowell
- Monongalia/Marion
- Nicholas
- Ohio/Marshall/Weirton
- Putnam/Lincoln/Mason
- Raleigh/Fayette
- Upshur/Barbour/Randolph
- Wood/Wirt



Virtual Classes

Regions that do not offer in-person classes have priority for virtual classes. If space is available after registration has closed other requests will be considered.



Tips for Success

Students, particularly new students, often ask how they can be successful in ACDS. So, we want to share the advice we most commonly give when asked that question.

#1 - Complete all homework assignments accurately and on time. Late and missing assignments are the most common reason students do not complete a semester. It is important that students understand the assignments and take time to do them well. All assignments must be submitted by week 13 to complete the semester.

#2 - Come to class on time each week. Being in class is critical to being successful. Only one absence is excused, all other absences result in a loss of points. Missed time for arriving late and leaving early are counted toward an absence.

#3 - Focus...don't multitask. Research now shows that most of us aren't really as good at multitasking as we think we are. You may find remembering information easier if you set specific time aside to focus on your notes, assignments, and lesson material rather than trying to do this while also doing other tasks. If you are a virtual student, when meeting with your instructor you must participate in a private location, free from all distractions.

#4 - Ask questions if you don't understand something. Your instructor is available to answer questions and explain information in greater detail. If you aren't comfortable asking questions during class, you can always meet with your instructor before or after class, or send them an email.

#5 - Finish all self-paced lessons if you are a virtual student. It is required that you finish all lessons to complete a semester. Also, you aren't learning the material if you aren't going through the content.

Employer Training 2026

ACDS now has a training specifically designed for employers, directors, and supervisors of ACDS students. Individuals in these positions that have employees enrolled in ACDS must complete this training every three years. The training is registered with WV STARS for one hour of professional development. The training explains ACDS policies, procedures, and employer expectations. The goal of requiring this training is to ensure that all employers are aware of ACDS expectations and can better support their staff while they are participating in ACDS. This training is not on the WV STARS training calendar. To register for the course, individuals must complete the brief registration form that is on the ACDS website, www.wvacds.org. Once ACDS receives the application and approves it, the training will be placed on the individual's dashboard. Only employers, supervisors, and directors of current ACDS students will be approved to take this training.



Registration Changes

ACDS is now strictly enforcing the registration deadline dates. Late registrations have made preparing for the next semester challenging. ACDS uses registrations for final determinations on the class schedule, instructors, and the number of printed handouts for both students and instructors. To more accurately prepare for the semester, ACDS must enforce the registration deadline. There are three steps to completing registration: orientation, semester application, and payment. To attend class, all three steps must be completed. Payments are nonrefundable and nontransferable. To reduce the number of students that pay but then aren't able to attend due to not completing one or both of the other steps, payments will now only be accepted after the semester application and orientation are completed. There will be a specific date that these documents are due. Once ACDS staff receive notification that a student has finished the orientation and an application has been submitted, RVCDS finance department will email an invoice to students. Students must check their emails for this invoice and submit payment by the submission deadline. Payments can only be made using this invoice. ACDS will no longer use a QR code or PayPal link. Once the payment deadline has passed, payments will not be accepted. Please note both deadlines, one for semester application and orientation, the second for payment. Dates will be shared on the ACDS website, www.wvacds.org, and on Facebook.

REGISTRATION

Registration for the Spring 2027 semester will open November 1, 2026. Orientation and semester application are due **December 18, 2026**. All payments must be submitted to RVCDS finance department by **January 8, 2027**. Spring 2027 classes will begin the week of January 25. For the class schedule, visit the ACDS website, www.wvacds.org.

STUDENT QUOTE

"I gained a much deeper understanding of developmental milestones, which has really helped me tailor my daily interactions and activities to better meet each child's individual needs."
~ student spring 2026

WV STARS PATHWAY ADVANCEMENT SCHOLARSHIP

This scholarship is available for child care providers and directors that work in a licensed program. It will assist with paying tuition and related expenses toward an Associate or Bachelor's degree in Early Childhood. For additional information including eligibility criteria and submission deadlines visit the WV STARS website, www.wvstars.org.



ACDS Staff Contact Information

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