



Apprenticeship for Child Development Specialist  
**On The Job Training (OJT) Log**

**Name of Apprentice**

**Month/Year**

**Worksite**

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Plan Curriculum & Environment																															
Promote Physical Development																															
Promote Cognitive & Language Development																															
Promote Social/Emotional Development																															
Promote Nutrition, Health & Safety																															
Support for children with special needs																															
Apply Knowledge of Program Policies, Procedures and WV Licensing Regulations																															
Observation and Assessment																															
Active Supervision and Guidance																															
Parent Communication																															
Participates in Staff Meetings																															
Training (not ACDS classes)																															
<b>DAILY HOURS TOTALS</b>																															

Apprentice Signature

Date

Total Hours for Month

Supervisor Signature

Date

Total Hours for Month

On a daily basis, check the skill areas practiced. Total the number of hours worked each day in the bottom row. Apprentice and Supervisor sign at the end of each month. One copy should be kept by the apprentice, one copy on file at the work site, and one copy given to ACDS instructor. Apprentices must submit copies of all OJT logs when applying for their Department of Labor Certificate.

"This program is being presented with financial assistance as a grant from the West Virginia Department of Human Services and is administered by West Virginia Early Childhood Training Connections and Resources, a program of River Valley Child Development Services. "

