



Apprenticeship for Child Development Specialist

Instructor Policies and Procedures

Becoming an Instructor

The ACDS curriculum is taught by early childhood professionals that have applied, been approved and successfully completed the ACDS Instructor Academy. Approved instructors must meet the minimum requirements set forth by the ACDS Executive Council. Instructors are contracted through West Virginia Early Childhood Training Connections and Resources (WVECTCR), a program of River Valley Child Development Services. Instructors are contracted each semester, according to need. The demand for instructors varies throughout the state and from semester to semester. Instructors are also required to participate in an Instructor Update training, biannually. The intention of the update is to keep instructors informed of current trends in early childhood education and to stay informed of ACDS program policy and procedure revisions. Instructors are expected to adhere to the instructor job description and the terms of the service agreement. Failure to follow either may result in termination of any current and future contracts.

ACDS instructors must meet the following minimum requirements:

- A bachelor's degree in Child Development, Child Development and Family Studies, Early Childhood, Early Childhood, Early Childhood Development, Early Childhood Education, Early Childhood Special Education, or Elementary Education
- Minimum one year of experience with children under the age of 8 in a group setting
- A current WV STARS trainer credential

Applicants must complete the Instructor Application and submit all required documentation by the deadline date, April 1st of each year. Applicants will be screened and approved individually, by the ACDS Statewide Coordinator and/or the ACDS State Executive Council. The ACDS Statewide Coordinator will review applications and make initial contact to set up a time for a telephone interview. The final decision for approving applicants will come from the ACDS Executive Council. Applicants will be informed of their acceptance into the Instructor Academy by May 15th of each year. A minimum of two Instructor Academies are held throughout the state. It is the responsibility of the individual to make arrangements to attend the academy that is most conveniently located for him or her. It is the expectation of the ACDS program that successful completers of the Instructor's Academy commit to teaching a minimum of twice within two years of completing the academy. Unless classes are not available, failure to meet this expectation will result in the instructor having to reapply and retake the Instructor Academy in order to maintain an active ACDS Instructor Status.

Instructor Academy

The academy is a multiple day training that targets specific information that is needed to assist instructors with teaching the ACDS Curriculum. Participants will learn about the structure of the ACDS program, the role of instructors, and tips for successful facilitation of the coursework. During the academy participants will be given the opportunity to explore the curriculum and ask questions that will assist them with feeling confident and comfortable in their role as ACDS Instructors.

To successfully complete the Academy participants must display the ability to facilitate the ACDS Curriculum with a high level of understanding and comfort. Participants must also adequately complete the required assignments and return them to the ACDS Statewide Coordinator before or by the deadline date. Participants will be notified of their approval or denial to teach the ACDS Curriculum within one month after submitting the final assignments/documents.

Instructor Update

The updates are scheduled each year and take place at locations throughout the state. Instructors are required to attend the update biannually. Information discussed and distributed at the updates is intended to keep instructors current on changes and/or revisions that may occur to ACDS policies and procedures and to assist instructors on remaining current on developments in early childhood education. If unable to attend an update, an instructor may request a one year extension in writing to the ACDS Statewide Coordinator. The request will be submitted to the

State Executive Council for approval. Subsequent extensions will not be granted.

If an instructor allows their ACDS Instructor Certification to expire, he or she has the option to attend the next Instructor Academy or teach with the guidance of an ACDS Certified Instructor that will serve as a mentor for one semester. This mentoring plan must be submitted in writing by the instructor desiring to renew his or her certification to the ACDS Statewide Coordinator and will be reviewed for approval by the ACDS Executive Council.

Contracting

Instructors are selected to teach by local council representatives, based upon need for classes and the availability of instructors. Once a commitment to teach has been established by the instructor and accepted by the local council representative, the instructor may begin the process of contracting. The following documents must be submitted for approval by the ACDS Statewide Coordinator:

- Signed Instructor Job Description
- Signed Service Agreement
- Completed Syllabus
- WV STARS Trainer Certificate

The ACDS Statewide Coordinator will not approve the instructor's service agreement to teach until all documents are fully and accurately submitted. Documentation to teach for the fall semester must be submitted by July 1 and documentation for the spring semester must be submitted by December 1. The ACDS Statewide Coordinator reserves the right to not accept documents that are submitted late or inaccurately. Instructors that teach without an approved contract are not guaranteed compensation. New contracts must be submitted each semester. Instructors will be notified of their approval to instruct and emailed a copy of their approved service agreement. Invoice for payment is submitted after the completion of the semester and after all final semester documentation has been completed.

Curriculum

Beginning with fall semester 2017, ACDS began implementing a new curriculum. The new curriculum was designed to make instruction across the state more uniform and consistent. All instructors receive a printed binder of course materials, a flash drive of all materials relevant to facilitating the course, and a resource kit of supplemental materials. Instructors are expected to review course lessons and be prepared to facilitate the curriculum with a firm understanding of the material. Instructors should be capable of answering questions typically posed by apprentices. Instructors are themselves encouraged to ask questions of the ACDS Statewide Coordinator or other ACDS instructors if unclear regarding the content of material. Apprentices will receive printed materials that include copies of power points, homework assignments, and articles. Instructors will receive monies at the beginning of each semester to use towards any additional printing, such as quizzes, or any other materials needed to support instruction.

Instruction Time

Instruction time should be three hours in length and apprentices should be provided a 30 minute break. Class is taught one night a week for 15 consecutive weeks. Instructors must be available 30 minutes prior to, or after class time for consultation. Instructors are expected to arrive prior to class start time and be ready to begin class instruction on time. Class should also end at the scheduled time, not early or late. Apprentices must sign the ACDS/DOL attendance sheet each week and note time in and out. This is essential for accurate documentation of classroom hours.

Changes to Schedule

Instructors are to communicate any changes to their syllabus to the ACDS office. This includes any cancelled classes, or changes in class location.

Absences

The absence policy is based upon the mandatory instruction time outlined by the Department of Labor in the ACDS Apprenticeship Agreement Standards. Apprentices are required to have 144 hours of related instruction a year, or 72 hours a semester. Both direct classroom time and time allotted for homework are calculated into the required hours for each semester. Apprentices may miss three classes, but no more. Absences are neither excused, nor unexcused. Apprentices do not need to submit written excuses for absences. Time late to class, or time dismissed early counts toward an absence. If an apprentice makes a habit of coming late or leaving early, once he or she reaches two and a half hours it is an absence. Penalties are assessed for absences after the first. The absence penalties are as follows:

- First absence – no penalty
- Second absence – 3% of total semester points
- Third absence – 5% of total semester points
- Fourth absence – dismissal from semester

Cancellation Policy

Classes may be canceled due to weather, emergency, or instructor illness. If class must be canceled it is the responsibility of the instructor to notify the local council representative and the ACDS Statewide Coordinator. This should be done as soon as the instructor makes the determination to cancel, and prior to contacting apprentices. The instructor must decide how to best reschedule the missed class. The following are options for rescheduling canceled classes:

- Adding 30 minutes to regular class time until the missed time is made up (4 classes if the entire class was canceled)
- Adding an additional week to the schedule

Two classes CANNOT be held in the same week. It is best if apprentices have input into how the class will be made up. If an instructor is not present at the scheduled start time, apprentices are informed to wait 20 minutes past the scheduled start time. After 20 minutes apprentices may leave and the class will need to be rescheduled by the instructor. Both the local council representative and the ACDS Statewide Coordinator must be informed by the instructor.

Substitutes

Instructors may arrange for a substitute if the instructor is unable to teach due to unexpected circumstances. The local council representative and the ACDS Statewide Coordinator must be notified BEFORE a substitute is used. The substitute MUST be a certified ACDS Instructor. Payment for the substitute will be deducted from the instructor contracted amount.

Apprentice Employment Obligation

To begin the ACDS program, apprentices must be employed (not volunteering) and working a minimum of 20 hours a week directly with children. If an apprentice becomes unemployed during the semester he or she may finish the current semester as long as he or she can successfully complete the homework assignments. On the job training hours will not be kept and submitted while the apprentice is unemployed. Prior to beginning the next semester the apprentice must be employed. All apprentices have 24 months to reenter the next semester. After that time has lapsed an apprentice must start over with first semester.

WV STARS

Registration on the WV STARS Pathway is not a requirement for apprentices of the ACDS program, but it should be encouraged by the instructor. All apprentices that are currently registered on the WV STARS pathway will receive 45 hours of credit upon successful completion of each semester.

Homework

Apprentices will submit weekly homework assignments, as described in the curriculum. It is the responsibility of the instructor to fairly and promptly read, grade and return these assignments. Assignments should be returned to apprentices the following week after submission. Instructors will follow the grading policy that is outlined in the curriculum. An 80% is required to successfully complete a semester. Points will be deducted for late assignments and all assignments must be submitted for successful completion of the semester. If the instructor observes that a student seems to have difficulty with assignments the instructor may initiate a conversation with the apprentice to discuss if the apprentice needs help in developing study habits or has a special learning need. If the apprentice has a special learning need the instructor should discreetly make any necessary and reasonable modification to assist the student. An example would be reading a quiz to a student, or reviewing assignments privately during consultation time.

Quizzes/Final

In each semester, apprentices will have two quizzes and a final comprehensive quiz. The quizzes are prewritten and each quiz has a version A and a version B. Fall classes should take version A of the quizzes and spring classes should take version B. Apprentices making up a quiz should take the opposite version that was given to the rest of the class. For example, a fall semester student that is taking a make-up quiz will take version B. Quizzes may be returned to apprentices for review. However, apprentices are to return the quiz to the instructor immediately after review. Apprentices are not permitted to make copies, or take pictures of their quizzes. The instructor is to place the quizzes in the apprentice file.

Certificates/Seals

At the end of each semester instructors will receive certificates and/or seals for successful completers. These are to be distributed to apprentices the last night of class or graduation as applicable. Any unissued certificates or seals should be returned to the ACDS office. The distribution is as follows:

- First semester – certificate and blue seals
- Second semester – red seals
- Third semester – silver seals
- Fourth semester – certificate and gold seals

Apprentice Portfolio

Portfolios are to be kept by apprentices beginning in first semester. The portfolio is cumulative and will be built upon each semester. Portfolios are to be reviewed by the instructor or an outside reviewer each semester. Instructors should share a sample portfolio with apprentices and guide them in following the portfolio requirements. The portfolios are organized by semesters, type of work samples, and should be neat and professional in appearance. A portfolio checklist is available on the ACDS website, www.wvacds.org. Portfolios must be accurate and signed off on by the instructor or reviewer before the apprentice can receive his or her semester completion seal. Apprentices with incomplete portfolios may not continue to the next semester until the portfolio is complete.

Graduation

Each fourth semester class is required to have a graduation ceremony. The details of the ceremony are determined by the apprentices, with input and support from the instructor. The graduation can only take place after the final scheduled class and after all fourth semester requirements have been met. The graduation is separate from the 15th week of class. Apprentices must come to a consensus on all details of the graduation, including where, when, and time. Local Council representatives may apply for a mini-grant up to \$150.00 to assist with graduation costs. Acceptable expenditures include: food, space, decorations, cake, caps, gowns, and graduation pins. Graduation pins can be ordered at www.browninc.com. The ACDS pin is item #2431, and the color code is #09, which is a red stone. The wording that is to be on the pin is **Child Development Specialist**. Graduates will also receive completion

certificates from the ACDS office. Instructors need to submit the names of graduating apprentices within 30 days before graduation to ensure sufficient time for creation and mailing of these certificates.



Transcript

The transcript is a document that is signed and completed by the instructor each semester. The document should be completed fully and clearly. This document accompanies the Department of Labor Certificate to colleges/universities for articulation. As part of the apprentice file, this completed form will be returned to the ACDS office upon completion of the 4th semester.

OJT Logs

Apprentices are required to maintain documentation of their work experience. At the end of each month the apprentices will provide instructors with a copy of their On the Job Training (OJT) log. This document should be signed by the apprentice and their site supervisor/mentor. The instructor is to maintain a copy of each OJT submitted in the apprentice file. Apprentices are also required to keep a copy of these for their portfolios. At the end of each semester instructors are to total the OJT hours and note the total on the grade sheet and transcript.

Site Visits

Instructors of third semester classes are required to complete apprentice site visits. Site visits involve visiting each apprentice in their work environment for approximately one hour. Before committing to teach third semester, instructors should keep the site visit requirement in mind. Typically, to complete site visits instructors have to adjust time from their regular daytime employment. If this is not feasible for an instructor then third semester will not be the best semester for him or her to teach. On the ACDS website, www.wvacds.org, there is a sample site visit letter. This template may be used by instructors to share with their apprentices when preparing to do site visits. There is a specific site visit document that is completed upon completion of the site visit. The document should be reviewed with the apprentice and signed. A copy of the completed document is given to the apprentice for his or her portfolio and the original is placed in the apprentice file. Instructors should make an effort to make the apprentice comfortable before and during the visit. Apprentices need to inform their site supervisor/mentor of when the instructor is scheduled to visit. During the visit, it is recommended that the instructor introduce himself or herself to the supervisor/mentor and discuss the intention of the site visit.

Apprentice Files

Instructors will keep files for each apprentice. In this file instructors will maintain apprentice documentation. This documentation will be passed to the following instructor prior to classes beginning each semester. Fourth semester instructors are to send the documentation to the ACDS office. The following documentation should be in the apprentice file:

- Copy of transcript/high school diploma/GED
- Quizzes
- Copies of registrations
- Copies of grade sheets
- Apprentice transcript
- Copies of On the Job Training Logs (OJT's)
- Copy of Site Visit
- Any pertinent correspondence between instructor and apprentice

Evaluations

There are several different types of evaluations throughout the semester. Some are to evaluate apprentice performance and some are to evaluate instructor performance. The following are the different types of evaluations and a brief description:

- **Evaluation of Apprentice by Supervisor** – Each semester the supervisor/mentor of each apprentice will complete an evaluation of the apprentice’s work performance. Each semester is a specific document that asks about the application of knowledge gained in each specific semester. These should be returned to the apprentice and instructor no later than week 13.
- **Evaluation of Instructor by Apprentice** – At the end of each semester, no later than week 14, the apprentices are to be given an evaluation of the instructor to complete. The instructor is not to be a part of this process, or present while the evaluations are being completed. A student, a local council representative, or ACDS staff will distribute and collect these evaluations. The completed evaluations should be placed and sealed in a large manila envelope and mailed to the ACDS office. Instructors will receive feedback from the ACDS Statewide Coordinator regarding the results of the evaluations.
- **Evaluation of Instructor by ACDS**- The ACDS Statewide Coordinator or ACDS Specialist II reserves the right to visit any ACDS class either announced or unannounced at any time during the semester. These observations of instructors are completed each semester and are one way that ACDS audits the program for quality. When observing a class the ACDS staff will evaluate instructors based upon the job description. Soon after the visit, the ACDS staff person will complete the evaluation and provide feedback to the instructor via email, mail, telephone, and/or a face to face meeting. The intention of the evaluation is to provide constructive feedback to the instructor and to assist in communication between ACDS and instructors.

Semester Completion Documentation

After the last night of class, instructors are responsible for completing final documentation and records for apprentices. Instructors will return apprentice files, resource boxes, and any other ACDS related documents/materials to their local council representative. The following documentation is to be submitted to the ACDS office within 30 days of the last night of class each semester:

- Completion roster
- Invoice for Instruction
- Invoice for Site Visits (3rd or 4th semesters only)
- ACDS/DOL Sign In Sheets
- Transcripts (4th semester only)

ACDS Website and Social Media

The ACDS website (www.wvacds.org) is intended to be a resource for all ACDS participants and supporters. Instructors will find these policies and procedures, forms, checklists, and all other documents that they may need throughout the semester.

ACDS also has a Facebook page (www.facebook.com/ApprenticeshipforChildDevelopmentSpecialist). Instructors are encouraged to follow ACDS and to share that page with apprentices. Only ACDS staff can post to the page, but instructors are encouraged to send photos, videos, articles, or other information that can be shared on the Facebook page or website. When sending photos or videos please send signed photo release forms.