



Apprenticeship for Child Development Specialist

Definitions

ACDS

The acronym for the Apprenticeship for Child Development Specialist program.

ACDS Specialist I, II

The individual employed by River Valley Child Development Services (RVCDS), in the West Virginia Early Childhood Training Connections and Resources (WVECTCR) program to support the successful implementation of the ACDS program.

ACDS Statewide Coordinator

The individual employed by River Valley Child Development Services (RVCDS), in the West Virginia Early Childhood Training Connections and Resources (WVECTCR) program to oversee the successful implementation of the ACDS program.

Attendance Policy

The attendance policy is determined by the required number of related instruction hours outlined in the Apprenticeship Agreement Standards. Apprentices may not miss more than three classes.

Apprentices

Students enrolled in the ACDS program.

Apprentice Files

Instructors will maintain specific documents for each apprentice.

Apprenticeship

The opportunity to gain specialized training while working in a specific field.

Articulation

ACDS has agreements with colleges throughout the state to ensure that apprentices receive college credit for their ACDS completion.

Certificates

At the end of first and fourth semesters instructors will receive certificates to distribute to apprentices that have successfully completed ACDS coursework.

Child Development Specialist

The title on the certificate of a completed apprentice

Contracting

ACDS Instructors are contracted individuals through River Valley Child Development Services. Service Agreements are created each semester prior to teaching.

County Cluster

More than one county combining resources to hold ACDS classes

Curriculum

ACDS has a specific curriculum that is utilized by all instructors to ensure the quality and consistency of the program throughout the state.

Department of Labor (DOL)

As an apprenticeship program, ACDS is in partnership with the Department of Labor. The DOL has a set of apprenticeship standards that guides the ACDS program.

Department of Labor Certificate

A completion certificate issued from the DOL after an apprentice fulfills all coursework and On-the-Job training hours.

Employer Acceptance Agreement

An agreement between a participating employer and the ACDS/DOL programs outlining the expectations to be fulfilled by all parties.

Evaluations

There are several different types of evaluations conducted throughout the semester. Some are to evaluate apprentice performance and some are to evaluate instructor performance.

Executive Committee

A small group of the Executive Council that makes decisions regarding ACDS that need immediate attention between scheduled meetings.

Executive Council

Group that is responsible for policy making, planning and developing funding alternatives in conjunction with the U.S. Department of Labor/Office of Apprenticeship (DOL/OA) guidelines for the ACDS program.

Grading Policy

Apprentices must have at least an 80% to successfully complete each semester of ACDS.

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.

Homework

Apprentices will submit weekly homework assignments, as described in the curriculum. Instructors are to review, grade, and return assignments promptly.

Instructor

An individual that has successfully completed the ACDS Instructor Academy, received his or her ACDS Instructor Certificate and has been contracted to facilitate the ACDS Curriculum.

Instructor Academy

The academy is a mandatory training that targets specific information that is needed to assist instructors with teaching the ACDS Curriculum.

Instructor Updates

Instructor Updates are training that are offered yearly and are required for instructors to take biannually to remain current with their ACDS Instructor Certification.

Invoice

Instructors will submit an invoice for payment after the last night of class and after all end of the semester documentation is complete. A separate invoice will be submitted for site visits, as applicable.

Instruction Time

The amount of required time that instructors are to facilitate the ACDS curriculum each week.

Journey person

Someone that has successfully completed the ACDS required coursework, the required training hours, and has received their official Department of Labor Certificate.

Local Council

Group of individuals that collaborate to administer and oversee the implementation of ACDS classes. Each county/county cluster that has classes should maintain an active local council.

Local Council Representative

One person from the local council that attends the Executive Council meetings and ensures that ACDS policies and procedures are being followed in their county/county cluster. This person also registers individuals for ACDS classes and secures instructors.

Mentee

An apprentice that does not have a direct supervisor and has been assigned an ACDS mentor.

Mentor

Someone that is appointed to serve as a supervisor to an apprentice that is a family child care provider, child care director or owner.

On the Job Training (OJT) Logs

Documentation of work experience for the Department of Labor.

Portfolios

Apprentices maintain a comprehensive portfolio throughout all four semesters. Each semester the portfolio is to be reviewed for content and presentation by the instructor or a member of the local council.

Positive Resolution**Previous Experience Credit**

Credit apprentices receive for their work experience prior to beginning ACDS.

Quizzes/Final

As outlined in the ACDS Curriculum, instructors will provide apprentices with two quizzes and a final comprehensive quiz.

Registration Fee

A \$25.00 registration fee is due no later than the first week of class for all participating students.

Seals

At the end of each semester instructors will receive seals to place on apprentice certificates to document successful completion.

Site Visits

An observation of the apprentice at the work site conducted by the instructor in third or fourth semester.

Sponsor

A program that registers the apprentice with the DOL; in most circumstances ACDS is the sponsoring program.

Substitutes

An Instructor may arrange for a qualified ACDS Instructor to teach class if he or she is unable or has an emergency.

Standards Of Apprenticeship

The standards set forth and agreed upon by the DOL and RVCDS. These standards regulate the design of the ACDS program.

Supervisor

Director or person that directly oversees an apprentice's daily work. The supervisor signs documents and completes evaluations, and provides support for the apprentice.

Transcript

Transcripts are available to apprentices after successful completion of the ACDS coursework. This document is needed for articulation into colleges and universities.

West Virginia State Training and Registry System (WV STARS)

A professional registry system that tracks professional development hours for professionals in the early childhood field. Apprentices may or may not be registered participants on this pathway.

West Virginia Infant and Toddler (WVIT) I

A professional development program designed specifically for individuals working with infants and toddlers. This program articulates with the first semester of ACDS. Individuals that have completed WVIT I may enter ACDS in second semester.