



# Mentor Policies and Procedures

### Becoming a Mentor

An ACDS mentor provides guidance and support for apprentices that do not have an immediate supervisor. Examples of such apprentices include: family child care providers and child care center directors/owners. Mentors are contracted to provide services on a semester basis. To become a mentor a person must meet the following minimum qualifications:

- Be an ACDS Journey person with an Associate Degree in early childhood or closely related field
- Bachelor's degree in Early Childhood Education or related field
- Unrelated to the apprentice he or she is assigned to mentor
- Attend a mentor orientation

An application to become an ACDS mentor is available on the ACDS website, [www.wvacds.org](http://www.wvacds.org). Applications will be reviewed and approved by the ACDS Statewide Coordinator. The ACDS Statewide Coordinator will meet with new mentors to explain the mentoring process and the required documentation.

### Mentor Responsibilities

- Complete and submit mentor service agreement prior to meeting with the apprentice/mentee
- Once contract has been approved; contact with the apprentice should be made within 15 days.
- Explain the mentoring process with the apprentice; complete all required documents
- Submit copies of the completed documents to the ACDS Office within 7 days of the initial visit
- Visit face to face with the apprentice/mentee a minimum of two hours a month for the semester – any form of communication other than face to face will not count toward the two hours of required contact
- Visit the apprentice's ACDS class a minimum of one hour per semester. This visit may be counted toward the two hours of direct contact
- Observe and provide constructive feedback to assist the apprentice/mentee with implementing knowledge and concepts taught by the ACDS Curriculum
- Maintain a file for the apprentice/mentee that contains copies of all required documentation
- Complete, sign, copy and return the Supervisor Evaluation to the apprentice each semester
- Verify, sign, copy and return the apprentice/mentee's OJT logs monthly
- Notify the ACDS Statewide Coordinator of any appointments missed or canceled by the apprentice/mentee

### Mentor Files/Records

The following documents MUST be maintained by the mentor in a file. When the mentor is finished mentoring, an apprentice he or she is required to submit all maintained documents to the ACDS office.

- Mentee Contact Forms
- Supervisor Evaluations
- Monthly OJT Logs
- Mentee Information Form
- Copy of the DOL Registration form
- Signed Mentor/Mentee Visitation Policy Agreement
- Mentee Document Form

### Contracting

Mentors are selected by the ACDS Statewide Coordinator, based upon need of a mentor and the region the individual attends class. Once a commitment to mentor has been established by the ACDS Statewide Coordinator and accepted by the individual, the mentor may begin the process of contracting. The following documents must be submitted for approval by the ACDS Statewide Coordinator prior to mentoring:

- Mentor Application
- Mentor Registration
- Mentor Service Agreement

The ACDS Statewide Coordinator will not approve the mentor's service agreement until all documents are fully and accurately submitted. Documentation to mentor for the fall semester must be submitted by January 15 and documentation for the spring semester must be submitted by July 15. The ACDS Statewide Coordinator reserves the right to not accept documents that are submitted late or inaccurately. Mentors that meet with apprentices/mentees without an approved contract are not guaranteed compensation. New contracts must be submitted each semester. Mentors will be notified of their approval and emailed a copy of their approved service agreement. Invoice for payment is submitted after the completion of the semester and after all required documentation has been submitted.

Mentors are eligible to receive the following compensation (as stated on the mentor invoice):

- \$200.00 per apprentice for a six month period
- Mileage at .545 a mile
- \$10.00 per monthly visit of apprentice/mentee

### **Evaluation**

Apprentices/mentees will receive an evaluation to complete on his or her mentee at the end of each semester. A summary of this evaluation will be mailed to the mentor for their review and consideration. The ACDS Statewide Coordinator or ACDS Specialist may accompany the mentor on a monthly visit with the apprentice/mentee.