



Second Semester Portfolio Record

Apprentices should place samples of a variety of work that represent their best work and their learning journey. Reflect on what changes you have made in your portfolio since last semester.

The following items must be placed in the Front Section of the Portfolio at all times:

Table of Contents

Registered Apprenticeship Agreement Form, signed by the DOL/Bureau of Apprenticeship and Training representative (Form 3)

WV STARS Registry Certificate (Recommended but not a program requirement)

Supervisor's Evaluation for Second Semester (Form 12.2)

OJT Logs (Form 13)

Signed course completion certificate with seal

Confidentiality form (Form 11)

Site Visit form – (to be completed during second semester – Form 28)

Grade sheet (insert upon completion of the semester)

Résumé (to be completed by the end of second semester)

Early Childhood Philosophy (to be completed during fourth semester)

Application for Certification of Completion of Apprenticeship (will be signed by fourth semester instructor)

Include these types of work in the following order:

Second Semester Portfolio Record Form (Form 14.2)

Course Outline (download from the ACDS website www.wvacds.org)

Journal

Readers Card

Lab Assignment

Test

Project

Other

Instructor/Reviewer should review the second semester portfolio and sign below:

Instructor/Reviewer's Signature

Date

And/or

Reviewer's Signature

Date