



# Fourth Semester Portfolio Record

**Apprentice's Name**

**Approved/Complete**

**Not Approved/Incomplete**

*The apprentice's completed portfolio should be reviewed as designated by the Local Council upon completion of the Registered Apprenticeship for Child Development Specialist coursework.*

**The following items should be placed in the front section of the portfolio:**

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 each semester (Forms 12.1 – 12.4)

OJT Logs (Form 13)

Signed course completion certificate with seal

Confidentiality form for each semester (Form 11)

Site Visit form (Form 28)

Grade sheets for each semester

Résumé

Early Childhood Philosophy

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

**Include these types of work in the following order for each semester:**

Portfolio Record Form

Course Outline

(download from the ACDS website [www.wvacds.org](http://www.wvacds.org))

Journal

Readers Card

Lab Assignment

Test

Project

Other

**Portfolio is organized in an understandable manner:**

Table of contents

Portfolio record form

Divided by semesters

Work neatly displayed and easy to find

Professional in appearance

Comments:

Instructor/Reviewer's Signature

Date

And/or

Reviewer's Signature

Date