



First Semester Instructor Checklist

This form will help you organize and account for documents that need to be completed.

Any correspondence with the DOL Representative concerning an apprentice must include the apprentice's identification number.

FORM	DUE	SPECIAL INSTRUCTION	DISTRIBUTION AFTER COMPLETION
Sponsor registration with DOL	First class meeting	<input type="checkbox"/> Confirm that all centers represented are registered with DOL. If not, have them contact the Representative for their area	
Form 11 Confidentiality Form	First class meeting		<input type="checkbox"/> Copy kept by apprentice in portfolio <input type="checkbox"/> Copy to instructor - this should be filed with grades
Form 22 Syllabus	Before class begins		<input type="checkbox"/> Send to Sherrie Myers
Form 21 Instructor's Service Agreement	Beginning of semester		<input type="checkbox"/> Send to Sherrie Myers <input type="checkbox"/> Once this is received, your supply money will be processed
Form 3 Apprentice Agreement with DOL	No later than third week of class	<input type="checkbox"/> Confirm that sponsor has sent to DOL	<input type="checkbox"/> Copy to supervisor/mentor <input type="checkbox"/> Copy to instructor <input type="checkbox"/> Copy kept by apprentice in portfolio
Form 13 OJT Time Logs	End of every month worked	<input type="checkbox"/> Instructor should check off in grade report & keep with grade report. <input type="checkbox"/> Apprentices need to turn these in monthly	<input type="checkbox"/> Copy to supervisor/mentor <input type="checkbox"/> Copy to instructor; this should be filed with grades <input type="checkbox"/> Copy kept by apprentice in portfolio
Form 12.1 First Semester Evaluation	Fourteenth class meeting	<input type="checkbox"/> Should be given to students the first and thirteenth nights of class.	<input type="checkbox"/> Apprentice file in portfolio
Form 33 Instructor Evaluation	Fourteenth class meeting	<input type="checkbox"/> To be determined by local council	<input type="checkbox"/> Copy to Sherrie Myers
Form 8 ACDS Registration Form	No later than third week of class	<input type="checkbox"/> Sign	<input type="checkbox"/> Send to Sherrie Myers
Form 16 Apprentice Certificate	End of Semester	<input type="checkbox"/> Send list of apprentices to Sherrie Myers to receive this form	
Form 10 Training Report Form	End of semester		<input type="checkbox"/> Complete and pass to instructor of next semester
Form 23 Invoice for supplies	Before semester begins		<input type="checkbox"/> Send to Sherrie Myers
Form 23 Invoice for payment	End of semester		<input type="checkbox"/> Send to Sherrie Myers
STARS Sign-in sheets	End of semester	<input type="checkbox"/> www.wvearlychildhood.org <input type="checkbox"/> Please make sure apprentices are using their barcodes on sign-in sheets	<input type="checkbox"/> Send copy to Sherrie Myers
Form 34 Completion Roster	End of semester		<input type="checkbox"/> Send copy to Sherrie Myers

Please submit all required forms to:

Sherrie Myers, ACDS State Coordinator
611 7th Avenue Suite 208
Huntington, WV 25701