



# Fourth 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
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
Form 13 OJT Time Logs	End of <b>every</b> 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 12.4 Fourth 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 9 ACDS Registration Form	No later than third week of class	<input type="checkbox"/> Sign	<input type="checkbox"/> Send to Sherrie Myers
Form 10 Training Report Form	End of semester		<input type="checkbox"/> Send original to Sherrie Myers
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
Form 28 Site Visit Form	End of semester	<input type="checkbox"/> Check to see if all apprentices have been visited at work site <input type="checkbox"/> Check with third semester teacher for any incomplete site visit forms	<input type="checkbox"/> Apprentice file in portfolio
Form 23 Site Visit Invoice	End of Semester	<input type="checkbox"/> Complete invoice when all site visits are complete	<input type="checkbox"/> Send to Sherrie Myers
Form 6 USDOL Application for Certification & Completion of Apprenticeship	Ask apprentice to get form from supervisor and bring to fourteenth class meeting	<input type="checkbox"/> Instructor will complete Item 12. Your signature will certify that course work is complete. It does not have to be signed by each semester teacher	<input type="checkbox"/> Completed form should be placed in portfolio until DOL certificate is received. Form should be returned to employer/mentor to sign when OJT ours are complete and to send to DOL rep
STARS Sign-in sheets	End of semester	<input type="checkbox"/> <a href="http://www.wyearlychildhood.org">www.wyearlychildhood.org</a> <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 7<sup>th</sup> Avenue Suite 208  
 Huntington, WV 25701