



Mentor Forms Checklist

This form is intended to help you organize and account for documents that need to be completed and either filed or forwarded.

FORM	DUE	SPECIAL INSTRUCTION	DISTRIBUTION AFTER COMPLETION
<i>Form 13</i> Time Log (OJT)	End of each month	<input type="checkbox"/> Mentor signs time log	<input type="checkbox"/> Copy to mentee for portfolio <input type="checkbox"/> Copy to instructor <input type="checkbox"/> Copy kept by mentor
<i>Form 39</i> Mentee Information	First mentoring appointment		<input type="checkbox"/> Copy to mentor <input type="checkbox"/> Copy Sherrie Myers
<i>Form 38</i> Mentor Service Agreement	At mentoring certification training		<input type="checkbox"/> Copy to Sherrie Myers
<i>Form 3</i> DOL Apprentice Agreement	First mentoring appointment	<input type="checkbox"/> Mentor must sign	<input type="checkbox"/> Originals to DOL <input type="checkbox"/> Copy to Sherrie Myers <input type="checkbox"/> Copy to mentee <input type="checkbox"/> Copy kept by mentor
<i>Form 41</i> Mentee Contact	Each month	<input type="checkbox"/> Mentor completes at each visit	<input type="checkbox"/> Copy to Sherrie Myers
<i>Form 42</i> Mentee Weekly Schedule	N/A		<input type="checkbox"/> Kept by mentor
<i>Form 43</i> Mentor's List of Forms for Mentee	N/A		<input type="checkbox"/> Kept by mentor
<i>Form 44</i> Mentor/Mentee Visitation Policy & Agreement	First visit		<input type="checkbox"/> Kept by mentor
<i>Form 47</i> Mentor Invoice	<ul style="list-style-type: none"> • January 15 • July 15 	<input type="checkbox"/> Visits made July 1 thru December 31 will be documented on the January 15 invoice. <input type="checkbox"/> Visits made January 1 thru June 30 will be documented on the July 15 invoice. <input type="checkbox"/> See "Mentors" section of the Reference Manual	<input type="checkbox"/> Send to Sherrie Myers
<i>Form 6</i> DOL Application for Certification of Completion	Beginning of Fourth Semester	<input type="checkbox"/> Provided in your mentor training packet <input type="checkbox"/> To be signed by Instructor <input type="checkbox"/> Instructor will give to Mentee <input type="checkbox"/> Mentee will then give to Mentor <input type="checkbox"/> Mentor will sign after mentee completes OJT hours (3200 – 4000)	<input type="checkbox"/> Original to Sherrie Myers <input type="checkbox"/> Copy to mentee to be placed in portfolio until Department of Labor certificate is received

Forward appropriate completed forms to:

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