



ACDS Quarterly Newsletter

**Apprenticeship For
Child Development
Specialist**

Fall 2014

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ACDS Announcements

It is that time of year, the start of fall classes. This time of year brings many feelings of being a child returning to school. There is excitement as well as fear. Students are excited to see their new teachers and become reacquainted with their classmates. It is also a little scary and overwhelming. The apprentices feel the same way as they begin their journey or are returning to class. As an instructor, director or mentor, please remember these feelings and provide students with encouragement.

We recently held a Journeyperson Seminar in Flatwoods. If you were unable to attend, you missed a wonderful learning opportunity. Cindy O'Brien presented "Growing Up Wild" using the Project Wild curriculum. Participants were very excited and eager to apply what they had learned in their classrooms.

As a reminder, a Journeyperson is an ACDS graduate that has received their official Department of Labor certificate. Once your certificate is received, you're eligible to attend the Journeyperson's Seminar. Typically, two are held each year in various parts of the state. Participants receive WV STARS training hours as well as a \$50.00 stipend for attending. If you are a Journeyperson and you are not receiving information for these trainings, please contact the ACDS office.

Sherrie Myers

Calendar of Events

Executive Council Meeting	December 11, 2014	WVU Extension 4700 MacCorkle Avenue SE
ACDS State Executive Council Meeting	February 5, 2015 10:00-3:00	WVU Extension 4700 MacCorkle Avenue SE Charleston, WV
ACDS Instructor's Update	February 18, 2015 8:00-4:00	Charleston Civic Center 100 Civic Center Drive Charleston, WV
ACDS Instructor's Update	April 9, 2015 9:30-3:30	Choices 4421 Emerson Avenue
ACDS State Executive Council Meeting	May 7, 2015	Choices 4421 Emerson Avenue
ACDS Instructor's Academy	June 8-12, 2015	RVCDS Huntington, WV

Remember to visit our
website www.wvacds.org
and our **Facebook** page
for the latest updates and
information pertaining to
the ACDS program!



Who are mentors and local councils and what do they do?

Mentors

A mentor is someone who provides guidance, support, and encouragement to an Apprenticeship for Child Development Specialist (ACDS) student. Family child care providers, child care center directors, and facility owners/directors must have an ACDS certified mentor to participate in the ACDS program. Mentors are needed in various regions throughout the state. For more information on ACDS mentors, please call the office at (304) 523-2433.

Local Council

ACDS is supported through local councils in each county where classes are taught. These councils are responsible for the administration of the ACDS classes in their area. Local councils typically meet two times each semester to make arrangements for upcoming classes. If you are a graduate of the ACDS program or director of a childcare program and you are interested in becoming an ACDS local council member in your area, please contact Sherrie Myers at 304-523-0433 or smyers@rvcds.org.

**Our Mission:
ACDS promotes
highly skilled,
confident,
early childhood
employees;
quality early
childhood
classrooms;
and informed,
supportive
early childhood
professionals.**



Instructors and Students

Instructors

Certified ACDS instructors must complete an instructor application (Form 1), be approved by the ACDS State Executive Committee, and successfully complete a week long training academy. Instructors must also attend an update every two years to maintain instructor certification. For more information on becoming an instructor, important dates, or retrieving forms, please visit the website at www.wvacds.org or call the office at (304) 523-0433.

ACDS Students

The Apprenticeship for Child Development Specialist (ACDS) is a four-semester training program developed in West Virginia for staff in child care centers, family child care, Head Start, preschool, school-age care programs and public schools. ACDS is based on the U.S. Department of Labor's (USDL) apprenticeship model and requires a total of 300 hours of course work and 2,800 to 4,000 hours of on-the-job experience. Students that finish the program have different benefits and incentives:

Recognition

Apprentices who complete the program receive a nationally recognized certificate from the United States Department of Labor.

Increased Wages

Many apprentices are able to arrange an agreement with their employer to receive a raise after they reach specific milestones in the program.

Job Security

Well-trained providers are important to early childhood employers.

Professional Opportunities

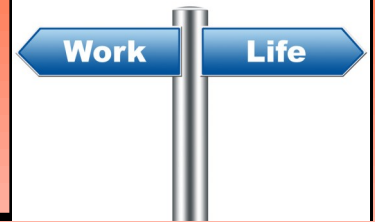
Graduates of West Virginia's apprenticeship program can have their work applied as college credit for an associate's degree at some West Virginia community colleges.

Confidence

Child care providers who feel confident about their jobs find that assurance reaching into other areas of their lives, opening new doors of opportunity.



What is Professionalism?



What does professionalism mean to you?

I'm ten minutes late for work again! I hope these sweat pants are okay for work today! I hope she doesn't tell my boss what I said the other day. Do you find yourself making these comments on your way to work? If so, ask yourself what do you think professionalism is and why is it important. Many people view professionalism as being well educated, dressed nicely, how much money you make, or by your job performance. All of these can contribute to professionalism; however, there are many traits that commit to being a professional. All careers display a certain level of professionalism. Trying to pinpoint exactly what it means is up to you. Although, we all see professionalism differently, there are a few ways to exhibit professionalism. It's fair to say that our bosses notice if we are professional, right? They aren't the only people who notice, our co-workers and client's notice too! It could also affect advancing in your career or even losing your job.

What can you do to show professionalism?

Be on time-Make being on time a priority at the beginning of the work day and when you're arriving from lunch.

Be happy with your choice of career-Leave all issues at the front door. Don't take out your anger on your boss, co-workers, or clients.

Dress appropriately-Not all jobs require you to wear suits and dresses. Most of them have their own dress code. It is important to abide by their rules. In most places, tank-tops, flip-flops, and shorts are saved for your own time.

Watch your mouth-Using profanity and curse words should not be used while working. If saying something may offend someone, you probably shouldn't say it at all. If you use social media, you should keep it professional as well.

Be a team player-Offer help to co-workers. This provides positive attitudes and sets examples for others.

Do not gossip- Don't share information that you've heard from someone else. This is childish and gives you a bad reputation. If it's easier for you to tell someone not to tell you anything, then do so.

Stay positive- A negative attitude has the potential to bring those around you down as well.

Don't hide from your mistakes- Take initiative and own up to it. Fix it and make sure you don't make the same one twice.

Do not lie-- Don't call off sick when you're not, just use a personal day or vacation day if you need one. Don't lie on a resume to get a job.

Don't air out your dirty laundry-Make sure if you talk with someone at work, it's someone you can trust. Too much information for everyone can be overwhelming for some. If you confide in one person make sure to speak in private and not around co-workers or clients.



ACDS Staff

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Are you registered on WV's State Training and Registry System (WVSTARS)? If not, or if you have let your registration expire please visit the website www.wvearlychildhood.org and follow the WVSTARS link to find out how you can be an active participant in the program. 45 hours of credit is



Are you providing care for children in your home? If so, you may qualify to receive reimbursement for the cost of food served to the children from the food program. For more information contact:

Linda St. Clair

Coordinator, Office of Child Nutrition

WV Dept. of Education

1900 Kanawha Blvd., East

Bldg. 6, Room 248

Charleston, WV 25305

304-558-3396

304-558-1149

lsstclair@k12.wv.us

wvde.state.wv.us/nutrition

Scholarships Available

Are you interested in continuing your education in early childhood education? If so, the T.E.A.C.H. WV Scholarship may be able to help. For more information and to see if you qualify, visit the website at www.wvearlychildhood.org and follow the T.E.A.C.H. WV link.

Questions & Answers

1. Do I have to attend orientation each semester?

You must be working at least 20 hours a week in an early childhood program. Family childcare, Head Starts, Private Preschools, Childcare Centers, and Pre-Ks are all examples of such programs. Family childcare Providers and Facilities are also eligible to participate in ACDS. For more information regarding apprentice qualifications please visit our website or contact the ACDS office.

2. Do I need to call and register each semester?

Registration is only required for first semester. Your apprentice file and information is automatically transferred to the following instructor that is teaching your next semester. If you do intend to drop the program, or sit out a semester it is appreciated if you inform either the ACDS office or your instructor.

3. Do I have to be registered with WVSTARS?

Registration with WVSTARS is no longer a requirement to participate in the ACDS program, but ACDS highly recommends that you do register on the WVSTARS pathway. If you are registered you will receive 45 hours credit at the end of each semester, and be eligible to move to a level 5 at the completion of the ACDS program.

4. How many hours do I need to complete the ACDS program and earn my DOL certificate?

An apprentice must have at least 2800-4000 on-the-job-training hours and must work a minimum of 20 hours a week to earn their Department of Labor certificate. You may complete the course without the hours; However, you will not receive your DOL certificate until you finish the hours.