



Apprenticeship for Child Development Specialist (ACDS) Instructor Academy Requirements

The ACDS program is accepting applications for the 2019 Instructor Academies. There will be three training dates and locations offered throughout the state. All complete applications received **by April 1, 2019** will be reviewed for acceptance, according to the policies and procedures set forth by the ACDS State Executive Council. Applicants will be notified of their acceptance or denial into the Instructor Academy by May 15, 2019. If accepted, travel accommodations are the responsibility of the candidate. Stipends for attendance may be available, based upon funding. *Approved candidates must successfully complete **all academy requirements** to be eligible for facilitating ACDS classes.*

Training dates:

- June 18-19, 2019
Connect Child Care Resource and Referral
1 Player Club Dr., Suite 150
Charleston, WV 25311
- July 9-10, 2019
MountainHeart South Child Care Resource and Referral
228 Ragland Road
Beckley, WV 25801
- July 23-24, 2019
Child Care Resource Center Catholic Charities
965 Hartman Run Road
Morgantown, WV 26505

Eligibility requirements:

- Minimum of a bachelor's degree in Child Development, Child Development and Family Studies, Family and Consumer Science, Early Childhood, Early Childhood Development, Early Childhood Education, Early Childhood Special Education or Elementary Education; other degrees in early childhood may be considered
- Minimum of one year experience working directly with young children
- Current WV STARS Trainer Certificate prior to teaching
- WV Mandated Reporter Training: Making a Difference certificate prior to teaching
- Foundations of Adult Learning Theory prior to teaching*

Required documentation to be submitted by April 1, 2019:

- Completed application
- \$50.00 application fee (made payable to RVCDS)
- Professional questionnaire
- Early childhood philosophy
- Resume
- College transcripts (copy)
- Two professional letters of reference
- WV STARS Trainer Certificate or application (copy)

Academy Requirements include:

- Complete attendance
- Participation of required activities and assignments
- Understanding of ACDS curriculum
- Understanding of ACDS policies and procedures
- Understanding of adult learning
- Demonstration of teaching ability
- Professionalism in accordance to NAEYC Code of Ethical Conduct

The following trainings must be complete prior to teaching ACDS classes. Applicants may be accepted into the Instructor Academy upon agreement to complete these trainings:

- WV STARS Trainer Orientation or Update as applicable
- WV Mandated Reporter Training: Making a Difference certificate as applicable
- Foundations of Adult Learning Theory as applicable*

* All ACDS Instructors are required to participate in this module prior to teaching ACDS, unless the candidate's current employment regularly includes adult facilitated trainings, workshops or classes; i.e. Early Childhood Specialist, WVU Extension Agent, or Education Specialist. A director facilitating staff meetings and trainings for personnel does not meet this requirement. The Adult Learning Theory module will be available online, and requires no fee. The ACDS Statewide Coordinator reserves the right to ask for employer documentation as proof for meeting this requirement. The ACDS Statewide Coordinator is available to assist candidates with registration into this module. Decisions made by the ACDS Statewide Coordinator and the ACDS State Executive Council are final in regards to this requirement.

For additional information please contact:

ACDS
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Huntington, WV 25701
Telephone: 304-523-0433
Email: wvacds@rvcds.org

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