



Directions for Scoring Apprentice Applications

Thank you for volunteering to score apprentice applications. It is our intent for each application to receive three scores, at which time we will use the average of the three scores to determine their final score. This process ensures that each candidate has a fair and impartial review in the scoring process. If at any point in the process, you have a question or need clarification, please reach out to amanda.adkins@ky.gov or brenda.hagan@ky.gov. We will keep you apprised of the progress share when the process is complete.

Thank you,
 Kentucky Governor's Office of Early Childhood
 Apprenticeship Team

General Information:

1. Enter the date and your name where indicated.
2. Enter the name of the apprentice listed on the application.
3. Enter the name of the program where the apprentice works (found on page 2).

Apprenticeship Application Rubric				
Date			Apprentice	
Evaluator			Program	

Application Completion:

1. Read the application carefully, and make sure the majority of the information is completed.
2. If the application is basically complete, score according to your rubric.
 - Do not count lack of signature against completion, because many were submitted over the break via email and may not have signatures.
 - Do not reduce score if educational provider is not listed with date, because many have to access this information later, and we will verify this when we request documents.
3. If the application has two incomplete areas that need follow-up, score 2 points. If it only has one area, score 3 points.
4. If multiple sections require follow-up, excluding the items listed above, score 1 point.
5. If the majority of the application is incomplete, score 0 points.

Quality Criteria	Meets Standard of Excellence	4-5 Points	Meets Acceptable Standard	2-3 Points	Meets Minimal Standard	1 Point	Does Not Meet Minimal Standard	0 Points
	All sections of application are complete, including email, phone, statements, and signatures.		Most sections of application are complete, with only one or two gaps or incomplete questions.		Several sections of application are incomplete, with follow-up required on three sections.		The majority of the application is incomplete, with follow-up required on more than four sections.	
Application Complete								

Educational Experience:

1. If the candidate has a Master’s degree or an Interdisciplinary Early Childhood Education (IECE) Bachelor degree, they should receive a score of 5 points.
2. If the candidate has a Bachelor degree in any other field, they should receive 4 points.
3. If the candidate has an IECE Associate degree, score 3 points.
4. If the candidate has a non-IECE Associate degree, score 2 points.
5. If the candidate has a CDA, Montessori Certification or has completed the Child Care Development Specialist Youth Apprenticeship, they should receive 1 point.
6. An apprentice with no educational degree or industry-recognized certification, score 0 points.
7. **Special Note: If the candidate has a two degrees, for instance, a non-IECE Bachelor and an IECE Associate, they receive points for both degrees, so 4 for the non-IECE Bachelor and 3 for the IECE Associate degrees.**

	Bachelor Degree or Higher	Associate Degree	Other Certification	
			CDA=1 Point Montessori Certification=1 Point Completed Youth Apprent.=1 Point	Apprentice does not hold any certification or degree.
Educational Experience	IECE Bachelor=5 Points Non-IECE Bachelor=4 Points	IECE Associate=3 Points Non-IECE Associate=2 Points		

Employment Experience:

1. If apprentice has worked in a verifiable paid position in public preschool, Head Start, Early Head Start or licensed child care setting, they earn points as indicated in the rubric.

	Apprentice has paid, verifiable experience in an approved early care and education setting.	Apprentice has paid, verifiable experience in an approved early care and education setting.	Apprentice has paid, verifiable experience in an approved early care and education setting.	Apprentice has paid, verifiable experience in an approved early care and education setting.
Employment Experience	21 years or more=5 Points 16-20 years=4 Points	11-15 years=3 Points 6-10 years=2 Points	1-5 years=1 Point	Less than one year=0 Points

Apprentice Statement:

1. When scoring this, ask these questions:
 - Does the apprentice express his/her desire to take on leadership roles in early care and education?
 - Does the apprentice link that desire to this opportunity as a way to achieve quality professional development?
 - Does the apprentice refer to administration, direction, or leadership in his/her answer?

- Does the apprentice demonstrate good, adequate or strong writing skills, including spelling and grammar?

	Apprentice outlines clearly his/her motivation for participation in the program.	Apprentice outlines a general idea of his/her motivation for participation in the program.	Apprentice includes statement, but does not adequately describe his/her motivation for participation in the program.	Apprentice has not completed his/her statement regarding motivation for participation in the program.
Apprentice Statement	Statement demonstrates strong writing skills, including grammar and spelling.	Statement demonstrates adequate writing skills, including grammar and spelling.	Writing skills meet minimum standards.	

Employer/Provider/Mentor Statement:

- When scoring this, ask these questions:
 - Does the program representative clearly express support for the apprentice and advocate for his/her participation in the program?
 - Does the program representative share examples of skills, talents, strengths, and/or abilities that indicate his/her successful participation in the program?

	Provider/mentor clearly express support for apprentice with examples of apprentice's skills, strengths, and abilities.	Provider/mentor express support for apprentice in general terms, but without reference to his/her skills, strengths, or abilities.	Provider/mentor completes statement, but does not define any clear or general reasoning for the apprentice's participation in the program.	Provider/mentor has not completed his/her statement regarding support for apprentice's participation in the program
Mentor Statement				

KY All STARS Rating:

- Complete scoring based on program STARS rating (found on page 2).
- If there is no rating listed, contact Amanda.adkins@ky.gov, and she will share that information with you.

	Apprenticeship site STARS rating	Apprenticeship site STARS rating	Apprenticeship site STARS rating	Apprenticeship site STARS rating
KY All Stars Rating	5 STARS=5 Points	3 STARS=3 Points	1 STAR=1 Point	Not Rated=0 Points
	4 STARS=4 Points	2 STARS=2 Points		Not Participating=0 Points

Scoring:

- Formulas are embedded that total the scores.
- When complete, please review your scores in the columns, and make sure every column has a point value, even if it is zero (0).
- If you have any questions or need clarification, please contact Amanda.adkins@ky.gov or brenda.hagan@ky.gov, and we will promptly assist you. If you have questions after close of business, we will respond when we return in the morning.

	Points Earned	0	Points Earned	0	Points Earned	0	Points Earned	0
					Total Points Earned		0	