

**Teacher TRAC Project Instructions and Application**  
**All Teacher TRAC applicants must read these important instructions. You may want to print this page for future reference.**

**Do not fax this page with your application.**

New college students, transfer students, and returning former ACC students who are under age 22 must show proof of meningitis immunization. Currently enrolled students are exempt from the law unless they leave for a fall or spring semester. The immunization documentation must be processed and approved before tuition deadline or students will be dropped from class. For more information, go to the following link.

<http://www.austincc.edu/admissions/meningitis-requirement>

**Steps for a Successful Application**

1. **NEW STUDENTS: Begin the ACC enrollment process immediately. You must complete the ACC enrollment process before your Teacher TRAC application will be processed.** Call the Teacher TRAC office at 512.223.5204 if you have questions about becoming an ACC student. Go to the following ACC web page for instructions on applying to be a new ACC student:  
<http://www.austincc.edu/admissions>
2. **Complete the spring 2021 Teacher TRAC application with your director.**  
Download the application at <http://www.austincc.edu/childdev/>
3. Drop off your completed application at the Teacher TRAC office or you can scan your application and email it to [cnickels@austincc.edu](mailto:cnickels@austincc.edu). Make sure you fill out **all** requested information. Write legibly with **dark** ink.
4. **Apply on time.** Missing a deadline will result in your application being placed on a waiting list and will jeopardize your chances of being registered into your preferred courses. **Early Bird Deadline for current and returning TTRAC students is October 23, 2020. Priority Deadline for new and returning students is October 28, 2020.** Additional applications may be accepted after these dates if funds are available. No applications will be accepted after **December 7, 2020.** **Priority will be given to students with on-time application dates.**
5. **Respond promptly** to all communications from the Teacher TRAC office.
  - **You must have an email address.** Check it regularly, including trash or spam, for Teacher TRAC communications.
  - **Returning or current ACC students should use your ACC email account.** If you are unable to reactivate an ACC email account, contact the ACC Help Desk at 512.223.INFO (223.4636) or go to <http://www.austincc.edu/help>
  - **New ACC students can sign up for an ACC email account by following instructions at <http://www.austincc.edu/help/accmail>** or call the ACC Help Desk at 512.223.INFO (223.4636) for assistance.
  - If you have not used your student online services, go to the tutorial for instructions <http://www.austincc.edu/help/online-services> or call the ACC Help Desk at 512.223.INFO (223.4636) for assistance.

**Acceptance into Teacher TRAC/Director TRAC**

**Current and Returning Students:**

Before the end of the fall 2020 semester, current renewing students will receive confirmation in class or by email with information about their spring 2021 course. If you are no longer eligible or there is a problem with your application you will be notified by the Teacher TRAC office. It is your responsibility to check your ACC email for updates.

**New Students:**

New Teacher TRAC applicants will be contacted by Teacher TRAC staff for advising, follow-up instructions, and confirmation. Be sure to check your email and respond promptly.

**Teacher TRAC will register you for your Teacher TRAC funded courses.**



NAME: \_\_\_\_\_ Spring 2021

**Please check one option that best describes your Teacher TRAC goals for spring 2021:**

- Want to obtain a CDA (3 child development courses)
- Want to obtain a CDA Preparation Level 1 Certificate (6 child development courses)
- Want to obtain a Child Development Certificate (10 child development courses)
- Want to obtain an Associate of Applied Science in Child Development

**Previous Educational Training** (*Check all that apply.*)

- High School/G.E.D.
- Professional Credential  CDA or  Other: \_\_\_\_\_
- Some college (# hours completed \_\_\_\_\_) which college? \_\_\_\_\_
- Have you completed child development college courses at other colleges?  No  Yes  
If yes, please list all child development courses you completed with a "C" or higher.  
\_\_\_\_\_  
\_\_\_\_\_
- 2 year Associate (major) \_\_\_\_\_
- 4 year Bachelor (major) \_\_\_\_\_

**Are you currently a Director?**  Yes  No

1. If you are a current director, are you under a waiver from the Texas Department of Family and Protective Services?  Yes  No
2. If you are NOT under a waiver from the Texas Department of Family and Protective Services, what **director** qualifications do you currently have:  
For example:
  - CDA plus 6 college credit hours in business management? **OR**
  - Day care administrator's credential issued by a professional organization or educational institution and approved by licensing (such as the Professional Administrator Credential [PAC])?
  - Other \_\_\_\_\_

**Additional Teacher TRAC Application Information**

1. The Teacher TRAC scholarship project has limited funds for each semester. Priority will be given to students with on-time application dates.
2. During the application process, you may be contacted by Teacher TRAC staff. You must reply back to the Teacher TRAC Office within **48** hours to maintain your position on the Teacher TRAC Scholarship list.

*Austin Community College does not discriminate on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability.*



**Teacher TRAC Project**  
 Webberville Road Austin, TX 78702  
 (512) 223-5204  
 (512) 223-5219 Fax



**SPRING 2021 Teacher TRAC Project Partnership Commitments**  
**Please complete and return with application.**

The Teacher TRAC Project, \_\_\_\_\_, and sponsoring  
(Name of child care staff)  
 child care facility \_\_\_\_\_  
(Name of child care facility)

**AGREE TO THE FOLLOWING COMMITMENTS AS OUTLINED BELOW:**

This agreement is effective from January 19, 2021 to May 16, 2021.

**I**

The child care employee commits to successfully complete all coursework with a grade of "C" or better, and agrees to meet with the Teacher TRAC Project coordinator upon request. See Teacher TRAC website ([www.austincc.edu/childdev](http://www.austincc.edu/childdev)) for more details on consequences for failure to comply with TRAC Project Policies.

**II**

The child care employee agrees to notify Teacher TRAC of any changes in his or her employment status including change in employer or position within **five** working days of the change.

**III**

The child care employee agrees to be eligible for enrollment at Austin Community College and to work with the appropriate ACC offices to remove student holds in a timely manner.

**IV**

The child care employee agrees to maintain an up-to-date resident and work address with the TRAC Project staff and a current resident address with ACC.

**V**

The Teacher TRAC Project will provide a scholarship which:

- Pays tuition for one ACC college credit course each semester the child care employee is selected to participate
- Pays for the required textbooks for the course
- Includes individualized advising support
- Provides an incentive for \$50 after the successful completion of the first college course
- Provides an incentive for \$100 after successful completion of every 12 credit hours (as funding permits).

**VI**

The Teacher TRAC Project will follow recommendations of the TRAC Advisory Committee regarding policies for students and child care centers who fail to meet the above guidelines. These policies will be posted on the Teacher TRAC website ([www.austincc.edu/childdev](http://www.austincc.edu/childdev)).

**VII**

The Teacher/Director TRAC Project scholarship recipient agrees to allow the ACC Child Care and Development Department, including faculty and staff, to report student demographic, payment, and grade information to the scholarship funders for purposes of, and not limited to, invoices, quarterly reports, annual reports, student waivers, and upon request of the funders.

**Signatures:**

**Regina McGough**

\_\_\_\_\_  
 Print Name and Sign *Department Chair, Child Development, for Teacher TRAC*

\_\_\_\_\_  
 Print Name and Sign *Director of Sponsoring Child Care Facility*      *Date*      *Email*

\_\_\_\_\_  
 Print Name and Sign *Child Care Employee*      *Date*

NAME: \_\_\_\_\_

Spring 2021

Teacher TRAC and Director TRAC  
Demographics Form

The City of Austin and Travis County asked us to find out more about Teacher TRAC and Director TRAC scholarship recipients. Please complete the following information. Note: all information provided will be kept confidential. **ALL SECTIONS ARE REQUIRED. INCOMPLETE SECTIONS WILL RESULT IN YOUR APPLICATION NOT BEING CONSIDERED FOR FUNDING.**

**ZIP CODE (NOT PHONE NUMBER)**

Home Zip Code \_\_\_\_\_

Work Zip Code \_\_\_\_\_

**GENDER**

- Female
- Male
- Other

**PRIMARY LANGUAGE**

Spoken \_\_\_\_\_

Written \_\_\_\_\_

**ETHNICITY AND RACE\* ARE REQUIRED.**  
**YOU MUST CHECK AN OPTION UNDER BOTH HEADINGS**

**ETHNICITY**

- Hispanic or Latino/Latinx
- Not Hispanic or Latino/Latinx

**RACE\***

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

**\*IF YOU ARE MULTIPLE RACES, ANSWER BELOW**

- American Indian or Alaska Native and White
- Asian and White
- Black or African American and White
- American Indian or Alaska Native and Black or African American
- Black or African American and Asian
- Other

**PLEASE NOTE; INCOME REQUIREMENT HAS CHANGED**

1. ***YOUR INCOME IS REQUIRED (no longer family income.)***
2. ***COMPLETE YOUR PERSONAL INCOME PER MONTH OR PER YEAR.***
3. ***ALL APPLICANTS MUST SUBMIT INCOME INCLUDING THOSE WHO WORK FOR A CENTER FUNDED BY WORKFORCE CHILD CARE SOLUTIONS.***

	<b><u>Personal Income per month</u></b>	<b><u>OR</u></b>	<b><u>Personal Income per year</u></b>

See Teacher TRAC website for income eligibility guidelines.