

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.

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.** 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 Summer 2021 Teacher TRAC application with your director.** Download the application at <http://www.austincc.edu/childdev/>
3. Scan your completed application and email it to rmcgough@austincc.edu. Make sure you fill out **all** requested information. Write legibly with **dark** ink. It is better if you fill it out with a computer.
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 April 23, 2021. Priority Deadline for new and returning students is April 23, 2021.** Additional applications may be accepted after these dates if funds are available. No applications will be accepted after **May 14, 2021. 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 spring 2021 semester, current renewing students will receive confirmation by email with information about their summer 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.



Teacher TRAC Project
3401 Webberville Road Austin, TX 78702
(512) 223-5204
(512) 223-5219 Fax

DATE STAMP HERE (Office Use Only)

SUMMER 2021 Teacher TRAC Project Application (check one) New Renewal
Application Deadlines for Summer 2021 Semester are:

- April 23, 2021--Early Bird Deadline for current and returning TTRAC students
- May 14, 2021--Priority Deadline for new and returning TTRAC students
Last day to submit summer 2021 application is May 14, 2021.
Additional applications may be accepted after these deadlines if funds are available.

You must complete the ACC enrollment process before your Teacher TRAC application will be processed.

Student Completion Checklist:

- If you are a new applicant, apply to be an ACC student at <http://www.austincc.edu/admissions>
- If you are a returning student, use your student online services to check if you have holds on your ACC records.
- Accurately complete the Teacher TRAC application. Incomplete applications, as reflected by missing items from this checklist or information on the application, will delay consideration for selection.
- Obtain all required signatures on the *Teacher TRAC Project Partnership Commitments*.
- Provide a working email address and check it regularly for Teacher TRAC updates.
- Provide a phone number at which you can be reached during work hours.
- Complete the Demographics form including income.

Applicant Information—PRINT LEGIBLY USING DARK INK OR TYPE

An incomplete application will delay the processing of your application.

Date of Birth: ____ / ____ / ____ ACC ID # or last 4 digits of SSN #: _____

Applicant Name: _____
Last First Middle

Mailing Address: _____

City: _____ Zip: _____ County: Travis Other: _____

Resident Address (if different from above): _____

City: _____ Zip: _____ County: Travis Other: _____

Home Number: _____ Cell Number: _____

Mandatory E-Mail Address: _____

How long have you been employed in the child care field? _____

Current Employer: _____ How long employed with current employer? _____

Employer Address: _____ City: _____ Zip: _____

Work Number: _____ Fax Number _____

What is your staff position? _____ Work hours: Full time Part time (29 hours or less)

What age group do you currently work with? _____ Number of children in your class? _____

Do you receive other scholarship funding? No Yes If so, what kind and how much? _____

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
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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 June 1, 2021 through August 8, 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) 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).

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: _____

Summer 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.***

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

See Teacher TRAC website for income eligibility guidelines.