Teacher TRAC Project Instructions and Application
All Teacher TRAC applicants must <u>read</u> these important instructions.

Steps for a Successful Application

1. **NEW TO ACC:** <mark>YOU MUST BEGIN THE ACC enrollment process immediately.</mark> 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 **SPRING 2023 Teacher TRAC** application **with your director**. <mark>No applications will accepted if the ACC enrollment process is not complete. This must be done first.</mark>
   Download the application at http://www.austincc.edu/childdev/

3. Scan your completed application and email it to <mark>alicia.day@austincc.edu.</mark> 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 November 11th, 2022. Priority Deadline for new and returning students is November 30th, 2022.** Additional applications may be accepted after these dates if funds are available. No applications will be accepted after **December 14th, 2022. 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 ACC email address**. Check it regularly, including trash or spam, for Teacher TRAC communications.
   - **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.

After Acceptance into Teacher TRAC/Director TRAC

Current and Returning Students:
Before the end of the fall 2022 semester, current renewing students will receive confirmation by email with information about their Spring 2023 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.

All Students: New college students, transfer students, and returning former ACC students who are under age 22 must show proof of meningitis immunization. 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

<mark>**Teacher TRAC will register you for your Teacher TRAC funded courses if you are accepted into the program.**</mark>

Teacher TRAC Project
3401 Webberville Road Austin, TX 78702
(512) 223-9204

DATE STAMP HERE (Office Use Only)

Spring 2023

Teacher TRAC Project Application

(check one). ❑New ❑Renewal

Application Deadlines for Spring 2023 Semester are:

❑ **November 11th, 2022, Early Bird Deadline for current and returning TTRAC students**

❑ **November 30th, 2022, Priority Deadline for new and returning TTRAC students**

Last day to submit Spring 2023 application is December 14th 2022.

Additional applications may be accepted but not guaranteed, 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 ACC email address and check it regularly for Teacher TRAC updates.

☐ Provide a phone number at which you can be reached during work hours.

☐ Email the completed application to alicia.day@austincc.edu and rmcgough@austincc.edu

Applicant Information—PRINT LEGIBLY USING DARK INK OR TYPE, Preferred Typed or Word

Processed.   **An incomplete application will delay the processing of your application.**

Date of Birth: _____ / _____ / _____   ACC ID # _____

Applicant Name: _____
                    Last   First   Middle

Mailing Address: _____

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

Cell Number: _____

MandatoryACC E-Mail Address:

_____

Employer Information:

How long have you been employed in the childcare 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 2023**

Please check <u>one</u> option that best describes your Teacher TRAC goals for <u>Spring 2023</u>:
- ❑ 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 _____

<mark>Additional Teacher TRAC Application Information</mark>

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 <u>must</u> reply back to the Teacher TRAC Office within **48** hours to maintain your position on the Teacher TRAC Scholarship list.

<u>Spring 2023</u> Teacher TRAC Project Partnership
Commitments <u>Please complete and return with application.</u>

The Teacher TRAC Project, _____ , and sponsoring
(Name of child care staff)

childcare facility _____
(Name of child care facility)

AGREE TO THE FOLLOWING COMMITMENTS AS OUTLINED BELOW:

This agreement is effective from January 23 2023 through May 15th 2023.

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. **This includes completion of the Criminal Background Check with the ACC Child Care and Development Department.**

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. This may be bundled with multiple semesters. (as funding permits.)
- 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   **TTRAC APPLICANT Child Care Employee**   **Date**

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. <u>**Note**</u>**: all information provided will be kept confidential.** *<u>**ALL SECTIONS ARE REQUIRED.**</u>* *INCOMPLETE SECTIONS <u>**WILL**</u> RESULT IN YOUR APPLICATION NOT BEING CONSIDERED FOR FUNDING.*

<u>**ZIP CODE**</u> **(***NOT PHONE NUMBER***)**	

Home Zip Code _____   **Work Zip Code** _____

<u>**GENDER**</u>   **PRIMARY** <u>**LANGUAGE**</u>

☐ **Female**   **Spoken** _____

☐ **Male**   **Written** _____

☐ **Other**

*<u>**ETHNICITY**</u> <u>**AND**</u> <u>**RACE***</u> <u>**ARE**</u> <u>**REQUIRED.**</u>*
*<u>**YOU MUST CHECK AN OPTION UNDER**</u> <u>**BOTH HEADINGS**</u>*
ETHNICITY

☐ **Hispanic or Latino/Latinx**

☐ <u>**Not**</u> **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 <u>NOTE;</u> <mark><u>**INCOME**</u> <u>**REQUIREMENT**</u> <u>**HAS**</u> <u>**CHANGED**</u></mark>

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

☐   <mark><u>**Personal Income per hour=**</u></mark>
<mark>**$**_____</mark>

See Teacher TRAC website for income eligibility guidelines.