Director TRAC RENEWAL Application

Application Deadline for Spring 2011 is October 15, 2010

IMPORTANT TEACHER TRAC INFORMATION

ACC Holds
You will be notified if you have any ACC holds. You must clear your ACC holds within 2 weeks of notification. If you do not clear your holds within this time frame, you will be placed on a waiting list. Funding for students on the waiting list will take place only if sufficient funds are available.

Employment Changes
The Teacher TRAC contract requires that you continue your employment at your current center for at least one year after finishing all your Teacher TRAC funded classes. Those students who change centers and want to continue receiving Teacher TRAC funding must complete a request for a waiver of this policy. This waiver will be reviewed and approved or denied by the Teacher TRAC Advisory Committee.

You must notify Teacher TRAC of any employment changes within 5 days of any change in employer or position. Failure to notify Teacher TRAC of employment changes may result in loss of funding.

To be eligible for a Renewal Scholarship, you must complete the following checklist:

☐ All holds on your ACC records must be cleared within 2 weeks of notification. See above.

☐ Accurately complete the Director TRAC application. Incomplete applications, as reflected by missing items from this checklist or information on the application, will delay consideration for selection.

☐ Be sure to return your Director TRAC Project Partnership Commitments page signed and dated by you and your center director (if other than yourself).

☐ Complete the Course Selection form and return to your instructor or the Director TRAC office with your updated application and Director TRAC Project Partnership Commitments page.

☐ You must keep your address current on record at ACC. It is your responsibility to change your address information within 5 days of moving your residence by completing a Student Data Change form and returning it to an ACC Admissions and Records office. You must provide a copy of your photo ID when submitting this form. Please also notify Teacher TRAC of your address change. You can get a Student Data Change form online at http://www3.austincc.edu/it/eforms/forms_int/ADRE.005.pdf

☐ Check your student online services regularly to see if you have new holds. Take care of these holds immediately so you remain eligible for a Director TRAC scholarship.

☐ Inform Director TRAC of changes in your employment status, including employer or position change, within 5 business days. See above.

☐ You must be eligible for funding from one of our funding sources. See the online policies for eligibility rules.
Director TRAC Renewal Applicant Information—PRINT LEGIBLY USING DARK INK OR TYPE

An incomplete application will delay the processing of your application.

Complete all pages of the application and return to the Teacher TRAC office or your professor by October 15. Complete the Course Selection form as directed and submit with your application and the Director TRAC Project Partnership Commitments page with your director’s signature.

Applicant Name: ____________________________________________

Last                          First                          Middle

Date of Birth: ______/_____/______   ACC ID # or SSN #: __________________________

Mailing Address: ____________________________________________

City: ___________________ Zip: _______ County: ☐ Travis ☐ Other:_____________________

Resident Address (if different from above): ____________________________

City: ___________________ Zip: _______ County: ☐ Travis ☐ Other:_____________________

Work Number: ____________ Home Number: ____________ Cell Number: ____________

Fax Number: _______________ **Mandatory E-Mail Address:** __________________________

Current Employer: ____________________________________________

Employer Address: ____________________________________________ City: ____________ Zip: _______

Total number of caregiver staff at business (including self) __________________________

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

How long have you been employed with your current employer? ______________________

Check the one that describes your work hours: ☐ Full time ☐ Part time (29 hours or less)

Do you receive any other scholarship funding? ☐ No ☐ Yes If so, what? ______________________

Are you currently a Director? ☐ Yes ☐ No (Must be current director or appropriate position.)

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 __________________________________________________________

If you are not a current director, what is your staff position? ________________________________
Director TRAC Project Partnership Commitments
Please complete and return by October 15, 2010 for the Spring 2011 Semesters.

The Director TRAC Project _____________________________________________ and sponsoring child care facility _______________________________________

(Name of child care staff) (Name of child care facility)

AGREE TO THE FOLLOWING COMMITMENTS AS OUTLINED BELOW:

This agreement begins January 18 and ends May 15, 2011.

The child care employee commits to successfully complete all coursework with a grade of “C” or better, maintain a 2.0 Grade Point Average, and remain at their current child care center for at least one year after completing the Director TRAC Project; and agrees to meet with the Teacher TRAC Project coordinator upon request.

The child care employee participating in the Director TRAC Project must be sponsored by their center of employment. If applicable, the sponsoring child care center commits to provide the participating child care employee with either a bonus of $25 after the completion of one college credit course or a salary increase of 1-2 percent of his/her current wage. After the completion of the first course, the center commits to provide a minimum of a $50 bonus or a salary increase of 2-4 percent after every 12 hours of college credit.

The child care employee agrees to notify Director TRAC of any changes in his or her employment status including change in employer or position within 5 working days of the change.

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.

The Director TRAC Project will provide a scholarship which covers tuition for one ACC college credit course each semester the child care employee is selected to participate, required textbooks for this course, and support and life skills coaching to successfully complete coursework. A bonus of $75 will be provided after the completion of one college course and a bonus of $100 will be provided after completion of every 12 credit hours as funding permits.

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

The Director TRAC Project scholarship recipient agrees to allow Director TRAC to provide information about completion of course work and course grades to the Teacher TRAC program and scholarship donors.

Signatures:

Print Name and Sign ___________________________ Department Chair, Child Development, for Teacher TRAC

Print Name and Sign ___________________________ Child Care Employee ___________________________ Date

Print Name and Sign ___________________________ Director of Sponsoring Child Care Facility ___________________________ 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. 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

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

☐ Hispanic or Latino
☐ Not Hispanic or Latino

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

AGE

☐ 13 to 17
☐ 18 to 24
☐ 25 to 36
☐ 37 to 55
☐ 56 to 74
☐ 75 and over

INCOME IS REQUIRED: This includes everyone in your household.

1. PLEASE CIRCLE YOUR FAMILY SIZE AND
2. COMPLETE THE TOTAL HOUSEHOLD INCOME PER MONTH OR PER YEAR

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Income per month</th>
<th>OR</th>
<th>Income per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See Teacher TRAC website for income eligibility guidelines.