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 and click on Enrollment Step Five. http://www.austincc.edu/apply-and-register/enrollment-steps

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/apply-and-register/enrollment-steps

2. Complete the fall 2016 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, fax it to (512) 223-5219, or you can scan your application and email it to 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. Fall 2016 Early Bird and Priority Deadlines have passed so submit your application as soon as possible. No applications will be accepted for fall 2016 semester after August 3, 2016. **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, use your ACC email account.** To sign up for an ACC email follow the instructions at: https://acceid.austincc.edu/AccMAIL/accmail.pl. Call the Help Desk at (512) 223-INFO for assistance if needed.
   - **If you have not used your student online services, go to the online services tutorial for instructions.** Call the Help Desk with any problems. http://www.austincc.edu/online-services

Acceptance into Teacher TRAC/Director TRAC

**Current and Returning Students:**
In late July/early August, confirmation for fall 2016 courses will be distributed in summer 2016 classes or by email. 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.
Application Deadlines for fall 2016 semesters are:

- March 25, 2016—Early Bird Deadline for current and returning TTRAC students
- April 1, 2016—Priority Deadline for new and returning TTRAC students

Last day to submit fall 2016 applications is August 3, 2016.

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:** Complete all items (and check off) BEFORE submitting your application to the Teacher TRAC office.

- If you are a new applicant, apply to be an ACC student at [http://www.austincc.edu/apply-and-register/enrollment-steps](http://www.austincc.edu/apply-and-register/enrollment-steps)
- 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 family size and 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 SSN #: __________________________

Applicant Name: ________________________________

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? ________________

Please check one option that best describes your Teacher TRAC goals for fall 2016:

□ Want to obtain a CDA
□ Want to take a course for CDA Renewal
□ 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.
FALL 2016 Teacher TRAC Project Partnership Commitments
Please complete and return with application.

The Teacher 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 is effective from August 29, 2016 to December 18, 2016.

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. The child care employee agrees to remain at their current child care center for at least one year (until December 18, 2017) after completing the Teacher TRAC funded course. Failure to do so will result in no Teacher TRAC funding for one year. See Teacher TRAC website (www.austincc.edu/childdev) for more details on consequences for failure to comply with these policies.

II
The child care employee participating in the Teacher TRAC Project must be sponsored by their center of employment. The sponsoring child care center commits to provide the participating child care employee with either a bonus of $25 after the successful completion of one college credit course or a salary increase of 1-2 percent of his/her current wage. The center commits to provide a minimum of a $50 bonus or a salary increase of 2-4 percent after successful completion of every 12 hours of college credit. Child care centers may establish additional policies related to Teacher TRAC participation.

III
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.

IV
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.

V
The Teacher 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 $50 will be provided after the successful completion of one college course and a bonus of $100 will be provided after successful completion of every 12 credit hours as funding permits.

VI
The Teacher 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 policies will be posted on the Teacher TRAC website (www.austincc.edu/childdev).

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

Signatures:
Stacey Shackelford, Ph.D.
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

Revised 5/27/2016
Fall 2016 Application  4
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)**

<table>
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<tr>
<th>Home Zip Code</th>
<th>Work Zip Code</th>
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**GENDER**

- [ ] Female
- [ ] Male

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

**ETHNICITY**

- [ ] 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

**INCOME IS REQUIRED:** This includes EVERYONE in your household.

1. **PLEASE CIRCLE YOUR FAMILY SIZE.**
2. **COMPLETE THE TOTAL HOUSEHOLD 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.**

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See Teacher TRAC website for income eligibility guidelines.