Teacher TRAC Project Instructions and Application

Read these important instructions for all Teacher TRAC Applicants

You may want to print this page for future reference.

New college students and returning former ACC students who are under age 30 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 must be administered at least 10 days before the start of the teaching session and must be within the last five years.

Steps for A Successful Application

1. **NEW STUDENTS:** Begin the ACC application process immediately. Go to the following ACC web page for instructions on applying to be a new student. Call the Teacher TRAC office at 223-5204 if you have questions about becoming an ACC student:
   
   http://www.austincc.edu/apply/creditenrollment.php

2. Complete the Spring 2013 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 fax it to (512) 223-5219. Make sure you have filled 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 returning TTRAC students is October 5, 2012. Priority Deadline for new and returning students is October 15, 2012.** Additional applications may be accepted after these dates if funds are available. No applications will be accepted after December 10, 2012. **Priority will be given to students with on-time application dates.**

5. **Respond promptly** to all communications from the Teacher TRAC office
   
   o **You must have an email address.** Check it regularly, including trash or spam, for Teacher TRAC communications.
   
   o **Returning or current ACC students, use your ACC email account.** To sign up for an ACC email follow the instructions at: http://www.austincc.edu/acemail/
     Call the Help Desk at 223-HELP for assistance if needed.
   
   o If you have not used your student online services, go to the tutorial for instructions. Call the Help Desk with any problems.
     http://www.austincc.edu/ITdocs/WebAdvWeb/Students/webadvs1.html

Acceptance into Teacher TRAC/Director TRAC

**Current Renewing Students:**

Before the end of the Fall 2012 semester, current renewing students will receive confirmation in class as well as email with information about your Spring 2013 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 and follow-up instructions. Be sure to check your email and respond promptly. New applicants will be required to attend a **mandatory Teacher TRAC orientation** during the Spring 2013 semester.

Teacher TRAC will register you for your Teacher TRAC funded courses.
Spring 2013 Teacher TRAC Project Application (check one) □ New □ Renewal

Application Deadline for the Spring 2013 semester is:

October 5, 2012 Early Bird Deadline for current TTRAC students
October 15, 2012 (for current and new TTRAC students)

Additional applications may be accepted until December 10, 2012 if funds are available.

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/creditenrollment.php
□ Accurately complete 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.

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? ________________
NAME: ____________________________________________________________

Please check one option that best describes your Teacher TRAC goals for Spring 2013:

- [ ] Want to obtain a CDA
- [ ] Want to take a course for CDA Renewal
- [ ] Want to obtain a Child Development Certificate (11 child development courses)
- [ ] Want to obtain an Associates Degree in Child Development

Previous Educational Training (For new applicants only. Check all that apply.)

- [ ] High School/G.E.D.
- [ ] Professional Credential [ ] CDA, [ ] CCP, 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.
3. New Teacher TRAC students will attend a mandatory Teacher TRAC Orientation scheduled during the Spring 2013 semester.

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.
Spring 2013 Teacher TRAC Project Partnership Commitments
Please complete and return with application.

The Teacher TRAC Project, ____________________________, and sponsoring child care facility ____________________________ agree to the following commitments as outlined below:

This agreement is effective from January 14, 2013 to May 12, 2013.

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 May 12, 2014) 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 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. 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 5 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 $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.

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 course work and course grades to the Teacher TRAC program and scholarship donors.

Signatures:

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<th>Print Name and Sign</th>
<th>Child Care Employee</th>
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<tr>
<td>Print Name and Email Address. Sign.</td>
<td>Director of Sponsoring Child Care Facility</td>
<td>Email</td>
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<td>Linda Welsh, Ph.D.</td>
<td>DEA01718238</td>
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Revised 9/18/12
Spring 2013 Application
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**
- 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 and
2. Complete the total household income per month or per year

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See Teacher TRAC website for income eligibility guidelines.