

## ***Teacher TRAC/Director TRAC Project Instructions and Application***

***All Teacher TRAC/Director 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. ←←←←***

***Directors: Center eligibility requirements have changed. If your center does not have a CCS contract with Workforce Solutions Capital Area and your teachers are interested in applying for TRAC, please complete the process outlined at <http://www.wfscapitalarea.com/ChildCareServices/ForProviders>. You are required to have a current CCS contract although you may not be currently enrolling CCS families. For more information go to: <https://twc.texas.gov/students/child-care-program>***

### **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/admissions>
- 2. Complete the fall 2020 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](mailto: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. No applications will be accepted for *fall 2020* after August 7, 2020. **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 (512.223.4636) or go to <http://www.austincc.edu/help>
  - **New ACC students can sign up for an ACC email account by following instructions at <https://acceid.austincc.edu/AccMAIL/accmil.pl>** or call the ACC Help Desk at 512.223.INFO (512.223.4636) for assistance.
  - If you have not used your student online services, go to the tutorial for instructions <http://www.austincc.edu/online-services> or call the ACC Help Desk at 512.223.INFO (512.223.4636) for assistance.

### **Acceptance into Teacher TRAC/Director TRAC**

#### **Current and Returning Students:**

In late July/early August, confirmation for fall 2020 courses will be distributed by email. If you are no longer eligible or if 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 email 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.**



NAME: \_\_\_\_\_ **Fall 2020**

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 2020:**

- 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 (60 credits)

**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 via email or phone 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  
 (512) 223-5219 Fax



⇒⇒⇒⇒ **FALL 2020** 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 August 24, 2020 to December 13, 2020.**

**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](http://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](http://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:**

**Nancy Johnson**

*Nancy Johnson*

Print Name and Sign

*Interim Department Chair, Child Development, Teacher TRAC*

Print Name and Sign

*Director of Sponsoring Child Care Facility*

*Date*

*Email*

Print Name and Sign

*Child Care Employee*

*Date*

NAME: \_\_\_\_\_

Fall 2020

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.***

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

See Teacher TRAC website for income eligibility guidelines.