**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. [http://www.austincc.edu/admissions/meningitis-requirement](http://www.austincc.edu/admissions/meningitis-requirement)

**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](http://www.austincc.edu/admissions)

2. **Complete the summer/fall 2019 Teacher TRAC application with your director.**
   Download the application at [http://www.austincc.edu/childdev/](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. **Early Bird Deadline for current and returning TTRAC students is March 25, 2019. Priority Deadline for new and returning students is April 1, 2019.** Additional applications may be accepted after these dates if funds are available. No applications will be accepted for summer 2019 after May 3, 2019. No applications will be accepted for fall 2019 after August 2, 2019. **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](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/accmail.pl](https://acceid.austincc.edu/AccMAIL/accmail.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](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:**
Before the end of the spring 2019 semester, current and returning students will receive confirmation about their summer 2019 class by email. In late July/early August, confirmation for fall 2019 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.**
SUMMER/FALL 2019 Teacher TRAC Project Application (check one)  ☐ New  ☐ Renewal

Application Deadlines for summer/fall 2019 semesters are:

☐ March 25, 2019—Early Bird Deadline for current and returning TTRAC students
☐ April 1, 2019—Priority Deadline for new and returning TTRAC students

Last day to submit summer 2019 applications is May 3, 2019.
Last day to submit fall 2019 applications is August 2, 2019.
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/admissions
☐ If you are a returning student, use your student Degree Map 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 last 4 digits of SSN #: ________________

Applicant Name: ____________________________________________

Last   First   Middle

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? ______
NAME: ____________________________ Summer/Fall 2019

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 summer/fall 2019:

- 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.
SUMMER 2019 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 May 28, 2019 to August 12, 2019.

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.

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).

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:

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
FALL 2019 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 August 26, 2019 to December 15, 2019.

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.

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.

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The Teacher TRAC Project will provide a scholarship which:

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and child care centers who fail to meet the above guidelines. These policies will be posted on the Teacher TRAC website 
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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:

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
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>
<thead>
<tr>
<th>Home Zip Code</th>
<th>Work Zip Code</th>
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</table>

### GENDER

- [ ] Female
- [ ] Male

### PRIMARY LANGUAGE

Spoken __________________________

Written __________________________

**ETHNICITY AND RACE** are required. **You must check an option under both headings.**

<table>
<thead>
<tr>
<th>ETHNICITY</th>
<th>RACE*</th>
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<tbody>
<tr>
<td>[ ] Hispanic or Latino</td>
<td>[ ] American Indian or Alaska Native</td>
</tr>
<tr>
<td>[ ] Not Hispanic or Latino</td>
<td>[ ] Asian</td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Income per month</th>
<th>OR</th>
<th>Income per year</th>
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See Teacher TRAC website for income eligibility guidelines.