



December 5, 2023

Dear Prospective Student,

We are so excited that you are interested in earning the Child Development Associate Credential (CDA). I have attached the TECTA Financial Assistance Packet to this letter.

To be eligible for TECTA's financial assistance, providers must have completed the TECTA Orientation. Once you have completed the Orientation, you are eligible for college scholarships and mentoring through the CDA process.

Once you are ready to take courses, please follow the instructions on the next page to apply for admissions to Southwest and to register for the needed courses.

To earn the CDA with TECTA's assistance, you must take four specific college courses at Southwest.

Once you complete the four courses, you will be assigned to a CDA mentoring cohort. The cohort lasts anywhere from 3 – 9 months depending on the pace at which you complete assignments. The group will meet monthly to write statements of competence, compile a portfolio, review your classroom setup and interactions, and write your philosophy of early childhood teaching.

TECTA will walk you through the process of creating your portfolio and applying for the credential. TECTA also pays the \$425 application fee for you.

To be eligible to complete the CDA application process, candidates must be observed working as the lead teacher in an early childhood program. The following criteria must also be met:

- If applying for an infant toddler CDA, candidates must be observed working with at least 3 children (birth to 36 months). There must be at least ten children enrolled in the program and there must be at least two caregivers in the program.
- If applying for a preschool CDA, candidates must be observed working with at least 8 children (three to five years old). There must be at least ten children enrolled in the program and there must be at least two caregivers in the program
- If applying for a family child care CDA, candidates must be observed working with 2 children (five years or younger) not related by blood or marriage.

We are excited that you are ready to take your first step in the CDA process with TECTA!!! If you have any questions, feel free to call us at 901-333-5541. Thank you for letting TECTA be a part of your educational journey!

Sincerely,


Jan Bonds
TECTA – Southwest Site Director

Instructions for Southwest Admissions and Registration for CDA Support Courses

We are excited that you want to take college courses with TECTA's support. Please follow the instructions below to successfully be admitted to Southwest and register for your courses.

1. Complete an online admission application at <https://www.southwest.tn.edu/apply-online.php>. At the beginning of the application, on the page that asks for application type, please choose the option #4 **“not trying to earn a degree”**. If you choose anything else, you will have to supply additional documents.
2. You will receive an email from admissions. If you do not receive the email, there was an issue with your application and you need to contact TECTA or admissions. If there are items that need to be submitted for your admissions file, you will receive another email. You will need to follow up with admissions to determine what is needed.
3. Provide proof of citizenship to the admissions office. This is most frequently accomplished with a TN Driver License or ID. You can upload this information through the admissions upload online page or you may email it to admissions@southwest.tn.edu.
4. Create a Southwest student account. Go to my.southwest.tn.edu
 - Locate and select "First Time Users"
 - Follow the instructions on the page and enter information in appropriate boxes
 - Your username will appear (jsmith) or (jsmith2)
 - To set up your My.Southwest Student Account, follow the directions and create a password.
 - To access your student account, repeat steps 1 and 2
 - Setting this account also creates your email (example: jsmith@southwest.tn.edu). For assistance accessing your email account, contact the Help Desk at 901-333-4357 (HELP).

***Information about the Spring semester and the courses offered are given in the next two pages.**

5. Once you log in to the my.southwest portal, please click on the registration icon (globe on a platter). 
 - When the new window opens, click on registration
 - Click on Look Up Classes
 - Choose the Spring 2024 semester in the dropdown and click submit
 - Read the financial statement and agree at the bottom (if needed)
 - Choose Spring 2024 and submit again (if needed)
 - Choose Early Childhood Education and click Course Search
 - Choose the course for which you want to register to take by clicking view sections
 - Click in the box to the left of the section you want to choose, click register.
6. Once you are registered for classes, you must complete the TECTA Financial Assistance package and turn it in to the TECTA office. You may fax it to 901-333-5750 or email it to tecta@southwest.tn.edu.
7. All payments for the Spring semester are made online at this time. To pay online,
Log in to your my.southwest.tn.edu account.
Choose the self service icon
Choose Student Account
Choose Make a Payment
Open Online Bill Pay
Click on pay by term – enter the amount of your payment (\$50 or \$100) in the box on the right.
Follow instructions from this point for credit/debit card payment.
For more information about admissions or registration, you can find the Southwest non-degree-seeking student checklist at <https://www.southwest.tn.edu/admissions/docs/checklists/nonDegreeSeeking.htm>



Courses that show TN eCampus as the location are online courses taught by a faculty person from another college within the state. They are not Southwest instructors and are not housed on Southwest's campuses. These courses generally cost an additional \$100.

****If you plan to register for ECED 1310 Intro to Early Childhood or ECED 2315 Early Childhood Curriculum, you will need a permit. Please contact our office to have that permit issued for you. Phone: 901-333-5541 or Email:tecta@southwest.tn.edu.**

CRN	Subj	Crse	Sec	Title	Days	Time	Date (MM/DD)	Location
17232	ECED	1310	251	Intro to Early Childhood Educ	M	06:00 pm-09:00 pm	01/16-05/03	UA 208
17237	ECED	1310	L01	Intro to Early Childhood Educ		12:00 am-11:59 pm	01/16-05/03	PAWS
17239	ECED	2310	151	Safe, Healthy, Learning Enviro	M	06:00 pm-09:00 pm	01/16-05/03	MAB 153
17241	ECED	2310	L01	Safe, Healthy, Learning Enviro		12:00 am-11:59 pm	01/16-05/03	PAWS
17242	ECED	2315	L01	Early Childhood Curriculum		12:00 am-11:59 pm	01/16-05/03	PAWS
17246	ECED	2335	251	Initial Practicum	R	06:00 pm-09:00 pm	01/16-05/03	UA 208
17247	ECED	2340	L01	Family Dynamics & Comm Involve		12:00 am-11:59 pm	01/16-05/03	PAWS

****The ECED 2335 Initial Practicum course will require 45 clinical hours in an early childhood setting outside of your place of employment.**

Courses with MAC or MAB as the location are on the Macon Cove Campus

Courses with U in the location are on the Union Campus.

Courses with WTHVN are located at the Whitehaven Center.

Courses listed with PAWS as a location are fully online

MW or TR courses meet two times per week, Mondays and Wednesdays or

Tuesdays and Thursdays.

R stands for Thursday when it is in the Days column.

If you are working on your CDA, you need to take four of the five classes in the chart above. You must take: ECED 2310, 2315, 2340. You can choose between ECED 1310 and 2335.

To help in your planning of which courses to take in the upcoming summer semester, the following course offerings are being planned for the Summer 2024 semester. There is no guarantee they will be offered in this format, but I hope this will help in your planning.

Macon Cove Campus

Intro to Early Childhood Educ

PAWS

Safe Healthy Learning Environment

Family Dynamics

Intro to Early Childhood Educ



TECTA Tuition Assistance Checklist CDA Seeking Students –Spring 2024

There are choices for in-person and online coursework available this semester.

- Review the schedule and information about Spring courses on the previous page. Choose the one or two classes you need to take.
- Log in to my.southwest.tn.edu and register for your Spring courses. (If you need guidance on this, please email tecta@southwest.tn.edu or contact our office at 901-333-5541).
- Print a copy of your schedule.
- Once you have registered, please double check the list below and submit ALL documents. (They are not all included in the attached pages.) **You may fax them to 901-333-5750 or email them to tecta@southwest.tn.edu.**

Completed Tuition Assistance Checklist (this page signed)

Completed Application for Academic Financial Support (one per course – up to two)

Student Information Form

Student Request to Share Information Form

Copy of your Spring 2024 schedule

Copy of a check stub as proof of employment in a licensed early childhood program

- Pay the student portion of fees:
 - The student portion of fees is \$50 per course.
 - At this time, all fees are paid online. To pay your fees, follow the steps below.
 - Log in to your my.southwest.tn.edu account.
 - Choose the self service icon
 - Choose Student Account - Choose Make a Payment - Open Online Bill Pay - Click on pay by term
 - Enter the amount of your payment (\$50 or \$100) in the box on the right.
 - Follow instructions from this point for credit/debit card payment.
 - TECTA cannot make a scholarship payment until you pay the student portion of your fees.
 - To ensure that TECTA has time to make a scholarship payment, the student portion is due:
 - **by 3:00 on January 5, 2024 for TECTA staff to have time to place funds on your account**
 - **by 3:00 on the day of registration after January 5, 2024.**
 - Students are not eligible to receive a refund from federal financial aid and TECTA. If you receive federal financial aid your TECTA award amount may be adjusted.

Student Signature



TECTA Application for Academic Financial Support

Center of Excellence for Learning Sciences ♦ Tennessee State University

Course Information

College/University Southwest Tennessee Community Col Semester Spring Year 2024 Textbook Only
Course Name _____ Subject _____ Course Number _____ Section _____

Personal Information

Name: Last _____ First _____ Middle _____
Social Security Number _____ - _____ - _____ Gender: Male Female
Citizenship: United States Other E-mail _____
Date of Birth ____/____/____ Ethnicity: Hispanic Non -Hispanic
Race: Asian Pacific Islander Black Native American Indian/Alaska Native Other
 Two or more races White
Home Address _____
City _____ State _____ Zip _____
Home County _____ Home Phone (____) _____ Mobile Phone (____) _____
Emergency Contact Person _____ Phone (____) _____

Academic degree program this semester: CDA Prep CDA Renewal Technical Certificate
 Administrator Credential Associate Degree Bachelors Degree Graduate Degree
Desired Major: Early Childhood Education Elementary Education Pre-K Other _____

Graduation Status: I will graduate this semester: Yes No

Employment Information

Your Place of Employment _____ County of Employment _____
Work Address _____
City _____ State _____ Zip _____
Name of Director: Last _____ First _____
Phone (____) _____ Fax (____) _____ Director's E-mail _____

Agency Type

Center Dept. of Education Home Visitor Family Group Home
 High School Higher Education Registered Authorized

Eligibility

I understand that I am enrolling in an academic course and will be responsible for completing the class. Failure to complete all information on this form will result in my application not being processed. If for any reason I cannot finish the course, I will submit notice to the TECTA office in writing immediately, return textbook(s), and agree to pay the entire tuition fee for re-enrollment in a TECTA class.

In order to qualify for continued TECTA support, each student must provide a transcript showing that they completed and passed the previous course(s) for which they received financial support from the TECTA program. By signing below I give permission to the institution to release my academic progress and records to representatives from the Tennessee Early Childhood Training Alliance.

Signature _____ Date _____





TECTA Application for Academic Financial Support

Center of Excellence for Learning Sciences ♦ Tennessee State University

Course Information

College/University Southwest Tennessee Community Col Semester Spring Year 2024 Textbook Only _____
Course Name _____ Subject _____ Course Number _____ Section _____

Personal Information

Name: Last _____ First _____ Middle _____

Social Security Number ____-____-____ Gender: Male Female

Citizenship: United States Other E-mail _____

Date of Birth ____/____/____ Ethnicity: Hispanic Non -Hispanic

Race: Asian Pacific Islander Black Native American Indian/Alaska Native Other
 Two or more races White

Home Address _____

City _____ State _____ Zip _____

Home County _____ Home Phone (____) _____ Mobile Phone (____) _____

Emergency Contact Person _____ Phone (____) _____

Academic degree program this semester: CDA Prep CDA Renewal Technical Certificate

Administrator Credential Associate Degree Bachelors Degree Graduate Degree

Desired Major: Early Childhood Education Elementary Education Pre-K Other _____

Graduation Status: I will graduate this semester: Yes No

Employment Information

Your Place of Employment _____ County of Employment _____

Work Address _____

City _____ State _____ Zip _____

Name of Director: Last _____ First _____

Phone (____) _____ Fax (____) _____ Director's E-mail _____

Agency Type

Center Dept. of Education Home Visitor Family Group Home

High School Higher Education Registered Authorized

Eligibility

I understand that I am enrolling in an academic course and will be responsible for completing the class. Failure to complete all information on this form will result in my application not being processed. If for any reason I cannot finish the course, I will submit notice to the TECTA office in writing immediately, return textbook(s), and agree to pay the entire tuition fee for re-enrollment in a TECTA class.

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Signature _____ Date _____





TECTA Student Information Form

Center of Excellence for Learning Sciences ♦ Tennessee State University

TECTA Orientation Location or Institution Attending Southwest Tennessee Community College

Social Security Number _____ - _____ - _____

Name _____

Last

First

Middle

Employment Status

Your Place of Employment _____

Ages of children in classroom (choose one)

Birth to 8 months 9 to 17 months 18 to 36 months 3 to 5 year olds

School-Age Family Childcare

Mixed-age Group: Infants Mixed-age Group: Infants and Preschool Not a Direct Care Provider

TECTA Support Received for: Semester Spring Year 2024

Salary: Please note: this question is for research purposes ONLY. Individual responses will not be identified or published.

\$ _____ per Hour

Current Position Title: Asst. Director Asst. Director/Teacher Caregiver/Teacher

DHS Staff Director Director/Teacher Home Visitor

Home Visitor Supervisor Other Owner of Program Sub/Floater

Teacher Aide Authorized Volunteer

Number of years in current position _____ Number of years in Early Childhood Field _____

Number of years at current place of employment _____ Hours worked per week _____

Do you have children with diagnosed delays or disabilities in your classroom? Yes No

Number of children in your classroom _____

Please complete the reverse side if you are a first-time TECTA-supported student.



TECTA Student Information Form

Center of Excellence for Learning Sciences ♦ Tennessee State University

Complete this side if this is the first time you are receiving TECTA services.

Please check the professional organization(s) to which you belong:

- Head Start Association
- National Association for the Education of Young Children
- National Black Child Development Institute
- National Child Care Association
- National Family Child Care Association
- Tennessee Association for the Education of Young Children
- Tennessee Family Child Care Alliance
- Tennessee School-Age Care Alliance

Highest education level completed before seeking TECTA support

- Less than 9th grade
- 9th – 12th grade (no diploma)
- High School Graduate/GED
- Some College
- Technical Certificate
- Associate of Applied Science
- Associate Degree
- Bachelors/Baccalaureate Degree
- Masters/Doctorate Degree

College or University of Highest Degree _____

Major: Early Childhood Education Elementary Education Special Education
 Other _____ Graduation Date of Highest Degree ____/____/____

Parents' Educational Levels

Mother

- Less than 9th grade
- 9th – 12th grade (no diploma)
- High School Graduate/GED
- Some College
- Technical Certificate
- Associate of Applied Science
- Associate Degree
- Bachelors/Baccalaureate Degree
- Masters/Doctorate Degree

Father

- Less than 9th grade
- 9th – 12th grade (no diploma)
- High School Graduate/GED
- Some College
- Technical Certificate
- Associate of Applied Science
- Associate Degree
- Bachelors/Baccalaureate Degree
- Masters/Doctorate Degree

Professional Objectives

Why do you want to participate in TECTA training? (Check all that apply):

- Further my education
- Help with my job search
- Improve my job skills
- Obtain a CDA
- Obtain a raise/higher pay

Have you completed other early childhood training during the last 12 months? Yes No

Did your employer require the training? Yes No

Do you plan to continue working in child care? Yes No

If no, please tell us why _____

NOTICE: If you have changed your name and/or address since you last enrolled in a TECTA-supported course, please fill out a TECTA Student Change of Information Form and return it as soon as possible to your local TECTA site.

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

P.O. Box 780 • Memphis, TN 38101-0780 • (901) 333-5000 • www.southwest.tn.edu

Student Request to Share Information

Office of Admission and Records
Southwest Tennessee Community College

Student's Name _____
(Please Print) *Last* *First* *Middle Initial*

SS# _____

Address: _____
Street

_____ *City* *State* *Zip Code*

Phone: (____) _____

Semester: Spring Year: 2024

I know that the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), protects the privacy of my student educational records and limits access to the information contained in those records. Because I receive financial support covering all or part of my tuition from the TSU-TECTA program, I am hereby authorizing the Southwest Tennessee Community College Office of Admission and Records to release my grades and academic status information to the local TECTA Site Director for transmission to the TSU-TECTA Management Office. The information will be used to determine and verify my eligibility for continued TSU-TECTA financial support and will be protected in accordance with the provisions FERPA. My grade and academic status information should be sent to:

Name: Jan Bonds

Address: Southwest Tennessee Community College
 P.O. Box 780
 Memphis, TN 38101-0780
 (901) 333-5541

Student's Signature

Date

Before you turn in your paperwork,
please make sure all of the following information is included:

- Copy of a check stub as proof of employment in a licensed early childhood program.
 - If this is not possible, please discuss the matter with the Director, Jan Bonds.
- Copy of your Spring schedule
 - In my.southwest.tn.edu, click on the self-service icon.
 - On the student tab, choose registration.
 - Choose Student Detail Schedule.
 - This is what you need to submit.
 - You can take a screenshot, a picture, or print it out the schedule.
- Completed Application for Academic Financial Support (one per course)
- Student Information Form
- Student Request to Share Information Form
- Signed Tuition Assistance Checklist

**We cannot process your application or pay
fees without all of the information listed
above in the packet.**

**Please remember if you drop a class or change your
schedule, you MUST let our office know in order to
continue to receive TECTA funds.**