November 19, 2024

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 2 specific Early Childhood Education college courses at Southwest.

Once you complete two of 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 2025 semester in the dropdown and click submit
   - Read the financial statement and agree at the bottom (if needed)
   - Choose Spring 2025 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 email it to tecta@southwest.tn.edu or fax it to 901-333-5750.

7. Starting Spring 2025, TECTA will pay 100% of tuition for up to 2 CDA courses per semester. There will be no student portion due at this time. ****Subject to availability of funding.**

If you are working on your CDA, you will need to take **two** of the four classes listed in the chart below; ECED 2310, ECED 2340, ECED 2315, ECED 1310.
**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
10480	ECED	1310	L01	Intro to Early Childhood Educ		12:00 am-11:59 pm	01/21-05/09	PAWS
10481	ECED	2310	251	Safe, Healthy, Learning Enviro	T	06:00 pm-09:00 pm	01/21-05/09	UA 208
10482	ECED	2310	L01	Safe, Healthy, Learning Enviro		12:00 am-11:59 pm	01/21-05/09	PAWS
10483	ECED	2315	L01	Early Childhood Curriculum		12:00 am-11:59 pm	01/21-05/09	PAWS
10485	ECED	2340	L01	Family Dynamics & Comm Involve		12:00 am-11:59 pm	01/21-05/09	PAWS

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.

To help in your planning of which courses to take in the upcoming semester, the following course offerings are being planned for the **Summer 2025 semester**. There is no guarantee they will be offered in this format, but I hope this will help in your planning.

Macon Cove Campus
Safe Healthy Learning Environment
Intro to Early Childhood Education

PAWS
Safe Healthy Learning Environment
Family Dynamics

TECTA Tuition Assistance
Checklist CDA Seeking Students –Spring 2025

There are choices for in-person and on-line coursework available.

- 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 <u>ALL</u> 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 2025 schedule**

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

- To ensure that TECTA has time to make a scholarship payment, the completed application packet with all documents must be received
  - **by 3:00pm on December 9, 2024 for TECTA staff to have time to place funds on your account for early registration.**
  - **by 3:00pm on the day of registration during regular registration if funds are still available**
  - 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.
    If you submit a scholarship application after December 9, 2024, it will be reviewed after January 6, 2025, but we cannot guarantee a processing date or availability of funds.

_____

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 _2025_____ 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 ___2025___ 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 ___2025___

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.

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: 2025

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

Macon Cove Campus • Union Avenue Campus • Fayette Site • Gill Center • Maxine A. Smith Center • Millington Center • Whitehaven Center

Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college.

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.

    o If this is not possible, please discuss the matter with the Director, Jan Bonds.

- Copy of your Spring 2025 schedule

    o In my.southwest.tn.edu, click on the self-service icon.
    o On the student tab, choose registration.
    o Choose Student Detail Schedule.
    o This is what you need to submit.
    o 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.**