



Tennessee Early Childhood Training Alliance
Southwest Tennessee Community College Site
737 Union Avenue, M 314
Memphis, TN 38103
Phone: (901) 333-5541
Fax: (901) 333-5750
www.tecta.info

December 2, 2024

Greetings Educators,

I hope this message finds you well as we prepare for the upcoming Spring semester!

The TECTA team at Southwest is excited to offer six Orientations for the Spring 2025 semester: Administrator, Infant-Toddler, Family Child Care, School-Age, and 2 Center-Based Orientations. All Orientations will be held in-person on Saturdays or weeknights this semester. Please refer to the attached schedule for more details.

Additionally, we are pleased to announce that TECTA scholarships are available for CDA courses, Technical Certificates, Associates, and Bachelor's Degrees. We are here to help you find the best options suited to your needs. If you've completed an Orientation and are interested in applying for a scholarship, feel free to contact our office at tecta@southwest.tn.edu or call us at 901-333-5541. Please note that our office hours are Monday through Thursday and virtual on Fridays. We are located on the Union Avenue campus and are available to schedule both virtual and in-person meetings to provide support and resources as needed.

We are eagerly dedicated to supporting your professional and academic success. Enclosed with this letter, you'll find our Spring 2025 Orientation schedule, application, and additional details about TECTA services. For more information, please visit our website at www.tecta.info, email us at tecta@southwest.tn.edu, or call our office at 901-333-5541.

Thank you for your continued dedication to your work with children!

Jan Bonds

Director, TECTA Southwest
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Memphis TN 38103
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This Project is funded by the Center of Excellence of Learning Sciences at Tennessee State University through a contract with the Tennessee Department of Human Services.



Southwest Tennessee Community College Spring 2025 TECTA Orientation Schedule

| TYPE | LOCATION | DATES | TIMES |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Administrator (For owners, directors, program coordinators, and other administrative staff ONLY) | Southwest Tennessee Community College Union Ave Campus 737 Union Ave, Memphis, TN 38103 | February 8, 15, 22 March 1, and 8 | Saturdays 8:15am-11:15am, 12:00pm - 3:00pm (45-minute lunch break) |
| Center Based- section 1 (For teachers of children 3-5 years ONLY) | Southwest Tennessee Community College Union Ave Campus 737 Union Ave, Memphis, TN 38103 | February 11, 13, 18, 20, 25, 27 March 4, 6, 11, and 13 | Tuesdays & Thursdays 6:00pm-9:00pm |
| Center Based- section 2 (For teachers of children 3-5 years ONLY) | Southwest Tennessee Community College Macon Cove Campus 5983 Macon Cove, Memphis, TN 38134 | March 15, 22, 29 April 5, and 12 | Saturdays 8:15am-11:15am, 12:00pm - 3:00pm (45-minute lunch break) |
| Infant Toddler (For teachers of children birth to 36 months ONLY) | Southwest Tennessee Community College Union Ave Campus 737 Union Ave, Memphis, TN 38103 | January 18, 25 February 1, 8, and 15 | Saturdays 8:15am-11:15am, 12:00pm - 3:00pm (45-minute lunch break) |
| Family Child Care (For owners/teachers of family child care programs) | Southwest Tennessee Community College Union Ave Campus 737 Union Ave, Memphis, TN 38103 | April 19, 26 May 3, 10, and 17 | Saturdays 8:15am-11:15am, 12:00pm - 3:00pm (45-minute lunch break) |
| School Age (For educators who provide care for children in Before and After School Programs) | Southwest Tennessee Community College Macon Cove Campus 5983 Macon Cove, Memphis, TN 38134 | March 29 April 5, 12, 19, and 26 | Saturdays 8:15am-11:15am, 12:00pm - 3:00pm (45-minute lunch break) |

Choose the Orientation type based on the ages of the children you teach or type of program.

You MUST COMPLETE all the training dates (30 hours total) for the Orientation to receive a TECTA Certificate!

Each Orientation section is limited to 3 participants per child care program.

Space is limited and enrollment is on a "FIRST COME" Basis.



TECTA Orientation Enrollment Form

Center Of Excellence for Learning Sciences

Spring 2025

Complete this form and email it or fax it back to (901) 333-5750 or tecta@southwest.tn.edu.

Phone: (901) 333-5541
Fax: (901) 333-5750
Email: tecta@southwest.tn.edu.

Failure to complete all information on this form will result in your application not being processed.

92196 Administrator

92195 Center-Based (R): Section 1

92196 Center-Based (R): Section 2

92197 Family Child Care

92198 Infant-Toddler

92199 School-Age

Southwest: Union Ave Campus, Saturdays

Southwest: Union Ave, Tuesdays, Thursdays

Southwest: Macon Cove Campus, Saturdays

Southwest: Union Ave Campus, Saturdays

Southwest: Union Ave Campus, Saturdays

Southwest: Macon Cove Campus, Saturdays

Please remember:

* Choose the Orientation type for the age group you teach.

* Only choose one Orientation section.

*Each Orientation is limited to 3 participants per early childhood program.

Once we receive your application, we will send you a confirmation or waiting list postcard. If you do not receive a postcard, we probably did not receive your application. Please email tecta@southwest.tn.edu or call 901-333-5541 to find out your enrollment status.

Name: Last _____ First _____ Middle _____

Social Security Number _____ - _____ - _____ Gender Male Female

Citizenship: United States Other E-mail _____ Date 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 (____) _____ Cell Phone (____) _____

Emergency Contact Person _____ Phone (____) _____

Your Place of Employment _____ County where you Work _____

Work Address _____

City _____ State _____ Zip _____

Name of Director: Last _____ First _____

Phone (____) _____ Fax (____) _____ E-mail _____

Agency Type Center Dept of Education Home Visitor Family Group Home
 High School Higher Education Registered Unregulated

I understand that I am enrolling in a 30-hour class and will be responsible for completing the training. I understand that it is my responsibility to let the TECTA office know if I choose to not attend the class. I further acknowledge that I am willing to participate in a professional manner. If at any time my behavior is inappropriate, the trainer has the right to ask me to leave and I will not receive credit for that module. I understand each orientation is designed for a specific age group and I am enrolling in the orientation that will meet the needs of the children I currently work with.

Signature _____ Date _____

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



The TECTA program is funded through a contract with the Tennessee Department of Human Services and Tennessee State University, Center of Excellence for Learning Sciences.



TECTA Scholarships

TECTA provides tuition assistance for early childhood providers who have completed a TECTA Orientation, work in a licensed early childhood program, and are taking courses toward the CDA or an early childhood certificate or degree. As funds are available, TECTA provides 85% of the public tuition rate for one or two classes per semester.

Let us help your college dreams come true!

Spring 2025 Tuition Assistance Amounts

| <i>Student Seeking</i> | <i>Student portion per course</i> | <i>TECTA portion per course</i> |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Child Development Associate Credential (CDA) | \$0 | \$629** |
| Associate Degree | 15%* \$99.00** | 85% \$560.00** |
| Bachelor Degree | 15%* \$194** | 85% \$1099** |
| Graduate Degree | Limited funds are available. Please contact the TECTA office to let us know if you would like to receive additional information. | |

For more information or a scholarship application, please contact the TECTA office at 901-333-5541.

*Students receiving Pell grants may not be eligible for full TECTA support based on the level of federal assistance.

** Tuition amounts listed are estimates and may vary based on tuition increases, actual fees charged, and the number of courses taken.

This project is funded by the Center of Excellence for Learning Sciences at Tennessee State University through a contract with Tennessee Department of Human Services.

Child Development Associate (CDA) ®

If you have completed a TECTA Orientation, you are eligible for college scholarships toward the Child Development Associate Credential (CDA) or other early childhood education degrees.

For more information or to receive a scholarship form, please contact the TECTA office at Southwest Tennessee Community College, 901-333-5541.
visit our websites www.tecta.info
www.southwest.tn.edu/tecta

Do you or your teachers need to earn the CDA?

We are offering college classes at the Union Avenue Campus, Macon Cove Campus, and Whitehaven Center of Southwest Tennessee Community College.

TECTA at Southwest Site Contact Information

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| <p>Jan Bonds Site Director jrbonds@southwest.tn.edu (901) 333-5189</p> | <p>Demetria Anderson Professional Development Coordinator danderson39@southwest.tn.edu (901) 333-5202</p> |
| <p>Carla Turner Infant-Toddler Coordinator crturmer@southwest.tn.edu (901) 333-5068</p> | <p>Quanisha McClain CDA Coordinator qdjohnson2@southwest.tn.edu (901) 333-5133</p> |
| <p>Colleen Drennen TECAP Coordinator cdrennen@southwest.tn.edu (901) 333-5534</p> | <p>Melissa Joiner Leadership Coordinator mjjoiner@southwest.tn.edu (901) 333-5134</p> |
| <p>Shirley Oliver Data Coordinator shicks@southwest.tn.edu (901) 333-5541</p> | <p>TECTA Contact Info: Office Phone Number: (901) 333-5541 TECTA Email Address: tecta@southwest.tn.edu Fax: (901) 333-5750 Website: www.southwest.tn.edu/tecta Facebook Page: www.facebook.com/tectaatsouthwest</p> |