



Tennessee Early Childhood Training Alliance

Southwest Tennessee Community College
737 Union Avenue, M Building 320
Memphis, TN 38103
(901) 333-5541
fax: (901) 333-5750
www.southwest.tn.edu/tecta

June 29, 2019

Dear Early Childhood Professional,

I hope this finds you and your staff having a fun summer with the children in your programs!! We are excited to share the fall TECTA Orientation schedule! Please make notes of all of the information on this page and share it with your staff before completing and application.

We will mail you a postcard when we receive your application. This postcard will let you know that we received your application and if you were enrolled in the Orientation or placed on a waiting list. **If you do not receive a postcard, please let us know!** If you are enrolled in the Orientation, you will receive a letter with additional class information two weeks before the class begins. **It is your responsibility to let us know if you do not receive one of these items.** If you are placed on a waiting list, you will be notified after the class begins if space has become available.

Please make sure that you are aware of the following information about the Orientations:

- An incomplete application will keep you from being enrolled in an Orientation. You must include **all** of the requested information on the form to be enrolled in a section.
- The Orientation section you choose should be the Orientation **for the age group you teach.**
- Since space is limited, you may only register for one orientation.
- If you are enrolled in the Orientation but do not show up for the first class, you WILL BE REPLACED with those on the waiting list.
- If you sign up for an Orientation and are not able to attend, please contact the TECTA office. Those providers who do not show up and do not contact the office may be ineligible for future Orientations.
- Children (and other people not enrolled in the Orientation) are not allowed to attend the Orientation with you.

Providers who have never taken an Orientation will be given priority. If you have taken an Orientation in the past 3 years or have registered and not shown up more than 2 times in the last 3 years, you may be placed on the waiting list. This will allow us to serve those providers who have never had the opportunity to receive the TECTA Orientation training.

At the first class, all rules and procedures for the class will be explained. Please call 333-5541 if you have any questions. We look forward to working with you this semester!

Sincerely,

The TECTA Staff at Southwest

Tennessee Early Childhood Training Alliance

Southwest Tennessee Community College
 737 Union Avenue * Memphis TN, 38103

Fall 2019 30 Hour Orientation Schedule TECTA Orientation is Free!

<i>Type</i>	<i>Location</i>	<i>Days / Time</i>	<i>Dates</i>
Infant Toddler (teachers of children birth to 36 months ONLY)	Southwest Tennessee Community College Whitehaven Center 1234 Finley Avenue, Memphis, TN 38116	Saturdays 8:15 a.m. – 3:00 p.m. (45 minutes for lunch. You may bring your lunch.)	August 17, 24, September 7, 14, 21
School Age (owners, directors, program coordinators, and teachers of children 5 – 12 years)	Southwest Tennessee Community College Union Avenue Campus 737 Union Avenue, Memphis, TN 38103	Saturdays 8:15 a.m. – 3:00 p.m. (45 minutes for lunch. You may bring your lunch.)	August 24, September 7, 14, 21, 28
Administrator (owners, directors, program coordinators, and other administrative staff ONLY)	This Administrator Orientation is offered as a hybrid course. Students will attend 4 three-hour sessions in class and 6 modules online. *You must have a current email address, access to a computer with an internet connection, and some basic computer skills to take this course. Southwest Tennessee Community College Union Avenue Campus And TBA in McNairy County	Four modules will be taught in class. On Campus 11:00 – 2:00 Tuesday and Wednesday October 1, 2 Wednesday and Thursday November 13 and 14 The remaining modules will be online.	On Campus 11:00 – 2:00 October 1, 2 November 13, 14 Online modules start October 3, 8, 15, 22, 29, November 5
Infant Toddler (teachers of children birth to 36 months ONLY)	Southwest Tennessee Community College Macon Cove Campus 5983 Macon Cove, Memphis, TN 38134	Mondays, Tuesdays, Thursdays 6:30 pm – 9:30 pm And Saturdays 8:15 a.m. – 3:00 p.m.	October 14, 15, 17, 19, 21, 22, 24, and 26
Center Based (teachers of children 3 – 5 years ONLY)	Southwest Tennessee Community College Macon Cove Campus 5983 Macon Cove, Memphis, TN 38134	Saturdays 8:15 a.m. – 3:00 p.m. (45 minutes for lunch. You may bring your lunch.)	November 2, 9, 16, December 7, 14
Administrator (owners, directors, program coordinators, and other administrative staff ONLY)	Southwest Tennessee Community College Union Avenue Campus 737 Union Avenue, Memphis, TN 38103	Saturdays 8:15 a.m. – 3:00 p.m. (45 minutes for lunch. You may bring your lunch.)	November 2, 9, 16, December 7, 14

You will receive a postcard in the mail when we receive your application. If you don't get a postcard within a week, we probably did not receive your application!

Space is limited and enrollment is on a **"FIRST COME"** Basis.
Each Orientation section is limited to 3 participants per child care program.
 You **MUST COMPLETE** all the training dates (30 hours total) to receive a TECTA Certificate!
 Students who miss more than one Saturday or two week nights will not be allowed to make up the missed modules.

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

TECTA Orientation Enrollment Form

Center Of Excellence for Learning Sciences

Fall 2019

Complete the form and fax to (901) 333-5750
 or mail to
 Southwest Tennessee Community College - TECTA
 P O Box 780
 Memphis, TN 38101-0780

Phone: (901) 333-5541
 Fax: (901) 333-5750

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

- | | | |
|------------------------|--------------------------|--|
| 91497 Administrator | <input type="checkbox"/> | Shelby County and McNairy County- Hybrid, Section 01 |
| 91500 Administrator | <input type="checkbox"/> | Southwest Tennessee Community College: Union Ave Campus, Section 02 |
| 91499 Center Based (R) | <input type="checkbox"/> | Southwest Tennessee Community College Macon Cove Campus, Section 01 |
| 91495 Infant/Toddler | <input type="checkbox"/> | Southwest Tennessee Community College: Whitehaven Center, Section 01 |
| 91498 Infant/Toddler | <input type="checkbox"/> | Southwest Tennessee Community College Macon Cove Campus, Section 02 |
| 91496 School-Age | <input type="checkbox"/> | Southwest Tennessee Community College: Union Ave Campus, Section 01 |

Please remember:

- ** Choose an Orientation for the age group you teach.
- ** Only choose one Orientation section.
- ** Only three staff per center/program can attend a specific section.
- ** 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 call 333-5541 to find out.

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.