



TENNESSEE EARLY CHILDHOOD TRAINING ALLIANCE
Southwest Tennessee Community College

Tennessee Early Childhood Training Alliance
Southwest Tennessee Community College Site
737 Union Avenue, M 316
Memphis, TN 38103
Phone: (901) 333-5541
Fax: (901) 333-5740
www.tecta.info

Greetings Educators,

As the fall semester begins, we want to share some information and updates regarding student assistance and academic services. As you know, we all have faced many challenges during the COVID-19 pandemic. Fortunately, over the past two years we have offered multiple formats for all educators but are excited to be face-to-face for these upcoming orientations.

In case you were unaware, we recently had some staffing changes in our TECTA Office. I have been appointed Interim Site Director until the permanent position is filled. Despite these changes, we are devoted as your TECTA Team to support you with the same services you have come to know. We are offering a Center-Based, Infant-Toddler, and Administrator Orientation during the Fall-2 term. All orientations will be in-person; however, the Administrator Orientation will be a hybrid format with three in-person dates and the rest will be on eLearn using a computer. The eLearn format cannot be completed with a phone or tablet.

Also, please note Southwest Tennessee Community College started virtual Fridays on campus until August of 2023. All Southwest operations will be remote on Fridays, and all functions will be virtual campus-wide. The TECTA team office hours are Monday through Thursday on the Union campus on the 3rd floor of the M building. Your local TECTA team can set up a meeting time, either virtual or face-to-face, to assist you with any of your technical assistance needs. Just a reminder, we also provide TECTA Scholarships for those working in a licensed child care agency. After students complete a TECTA Orientation, they qualify for the TECTA Scholarship. TECTA Students can begin enrolling in spring semester classes at Southwest later this year. If you are interested in TECTA Scholarship paperwork, please email Demetria Anderson at danderson39@southwest.tn.edu.

TECTA is committed to being a partner in your professional and academic success. Enclosed in this letter are our upcoming Fall-2 Orientation schedule and more information regarding TECTA services. You can find additional information about TECTA by visiting our website at www.tecta.info, emailing us at tecta@southwest.tn.edu, or by calling our office at (901) 333-5541.

In continued support of all you do,

Andrea Nichols

Interim TECTA Director- Southwest Tennessee Community College
737 Union Ave
Memphis, TN 38103
Office M320
Anichols12@southwest.tn.edu
Southwest Number 901-333-5133

Southwest Tennessee Community College 2022 Fall-2 TECTA Orientation Schedule

TYPE	LOCATION	DATES	TIMES
Center-Based (for teachers of children 3- 5 years ONLY)	Southwest TN Community College 737 Union Ave., Memphis, TN 38103	October 1, 8, 15, 22, and 29	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 TN Community College Whitehaven Center 1234 Finley Rd., Memphis, TN 38116	November 8, 10, 15, 17, 29, December 1, 6, 8, 13, and 15	Tuesdays and Thursdays 6:30 pm – 9:30 pm
Administrator (for owners, directors, program coordinators, and other administrative staff ONLY)	Hybrid Format (In-person & eLearn) Southwest TN Community College Macon Cove Campus 5983 Macon Cv., Memphis, TN 38134 (You must have an email address, and access to a computer with internet to take this course.)	This Orientation will meet three times in person. October 1, 15, and November 5 The remaining four modules are taught online via eLearn during the weeks of October 4 - October 31.	In-Person dates: October 1, 15, and November 5 8:15am-11:15am 12:00pm-3:00pm (45-minute lunch break) eLearn (online) modules will open on Tuesdays and end on Mondays during the weeks of October 4-31.
**Choose the Orientation type based on the ages of the children you teach or type of program.	**Each Orientation section is limited to 3 participants per child care program	**You MUST COMPLETE all the training dates (30 hours total) for the Orientation to receive a TECTA Certificate!	**Space is limited and enrollment is on a “FIRST COME” Basis.
<p>***This is a tentative schedule, subject to change based on funding and student enrollment and will be confirmed on October 1, 2022.</p> <p>Spring Orientation Schedule Plans: Family Child Care Orientation, Administrator Orientation, Center-Based Orientation and Infant-Toddler Orientation.</p>			



TECTA Orientation Enrollment Form

Center of Excellence for Learning Sciences

Fall-2 2022

Complete this form and email it or fax it back to (901) 333-5750 or tecta_forms@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.

Center-Based Orientation

Southwest Union Campus: Saturdays

Administrator Orientation

Hybrid - Southwest Macon Campus and eLearn (Computer Required)

Infant-Toddler Orientation

Southwest Whitehaven Center: Tuesdays and Thursdays

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.

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.





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Southwest Tennessee Community College TECTA Site Staff Contact Information

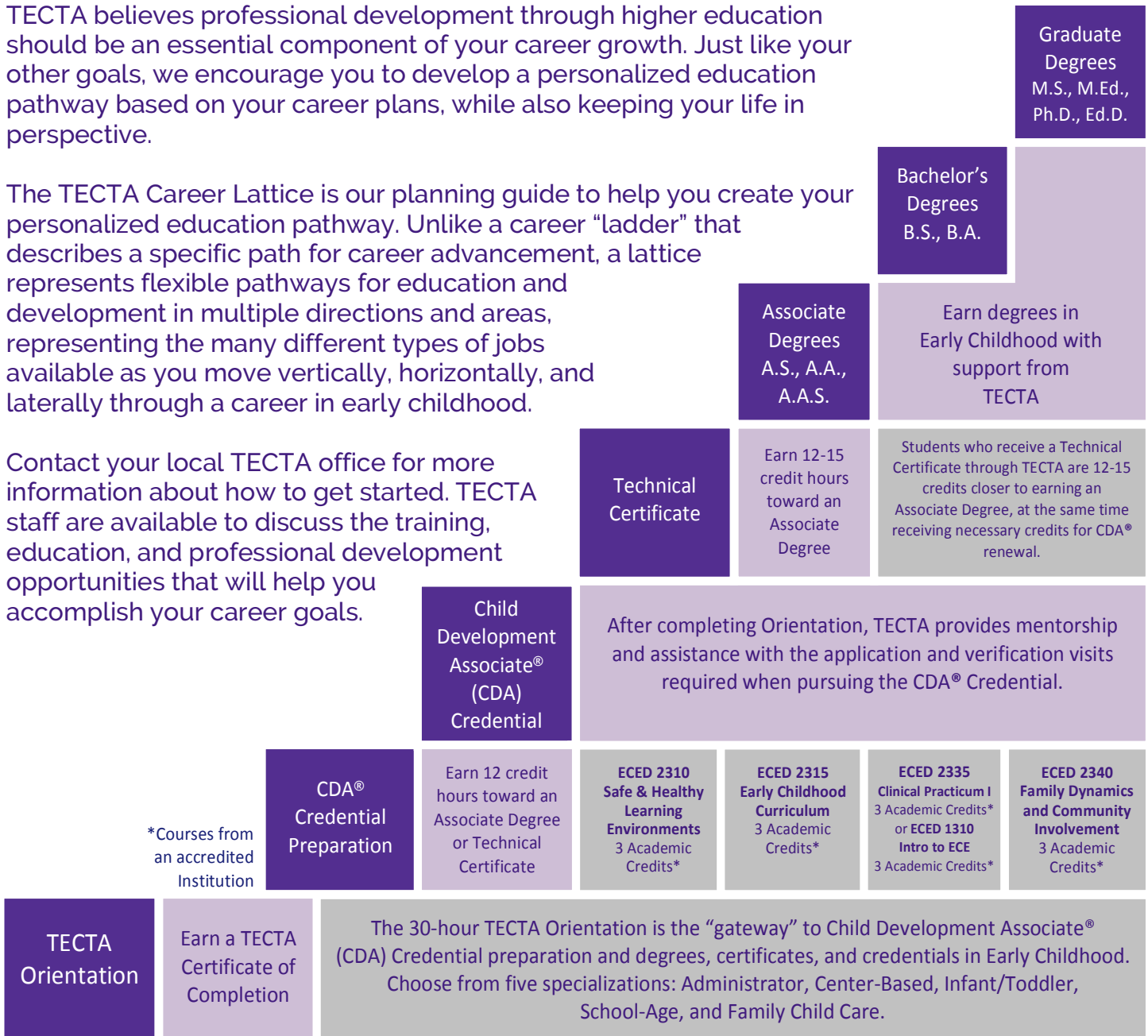
<p>Andrea Nichols <i>Interim Site Director</i> anichols12@southwest.tn.edu 901-333-5133</p>	<p>Jan Bonds <i>CDA Coordinator</i> jrbonds@southwest.tn.edu 901-333-5189</p>
<p>Demetria Anderson <i>Professional Development/ Orientation</i> danderson39@southwest.tn.edu 901-333-5202</p>	<p>Melissa Joiner <i>Orientation/ Technical Assistance</i> mjjoiner@southwest.tn.edu 901-333-5068</p>
<p>TECTA Office Phone Number: (901) 333-5541 TECTA Email Address: tecta@southwest.tn.edu Fax Number (901) 333-5750 Email for submitting forms: tecta_forms@southwest.tn.edu Website: www.southwest.tn.edu/tecta Facebook Page: www.facebook.com/tectasouthwest</p>	

The TECTA Career Lattice

TECTA believes professional development through higher education should be an essential component of your career growth. Just like your other goals, we encourage you to develop a personalized education pathway based on your career plans, while also keeping your life in perspective.

The TECTA Career Lattice is our planning guide to help you create your personalized education pathway. Unlike a career “ladder” that describes a specific path for career advancement, a lattice represents flexible pathways for education and development in multiple directions and areas, representing the many different types of jobs available as you move vertically, horizontally, and laterally through a career in early childhood.

Contact your local TECTA office for more information about how to get started. TECTA staff are available to discuss the training, education, and professional development opportunities that will help you accomplish your career goals.



*Promoting Professionalism and
High Quality Child Care in Tennessee*

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.

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