



Application for Professional Administrators Credential Course



Mail completed application and check or money order payable to Smith County Champions for Children, Inc. in the amount of \$525 .00 course fee or \$200.00* deposit to:

PAC Course
Smith County Champions for Children, Inc.
421 S. Bonner, Tyler, TX 75702
Or fax to 903-592-2792

Place a check mark (✓) to indicate which class you wish to take:
____ Sept. 21-25, 2009 ____ Oct. 19-23, 2009 ____ Nov. 16-20, 2009 ____ Dec. 14-18, 2009

***Balance of \$325.00 due by 8:30 a.m. on your first day of class.**



All classes are held at Tyler Junior College West Campus. **Map and details will be sent with your acceptance letter one week prior to class.** For additional information: 903-592-1454.



Please include all phone numbers where we can reach you and the best time to call.

In order to enroll in a Professional Administrators Credential Course, you must meet at least the following qualifications: 1) 21 years of age or older, 2) A high school diploma or GED, 3) Two years of experience working in a licensed child-care center. **Classes meet from 8:30 a.m. to 5:00 p.m.**

Please register me for the following class: _____ (date of class that you want to take)

Personal Information

Name: _____ E-mail: _____
(Print your name as you want it to appear on your certificate)

Home Address: _____ City _____ State _____ Zip Code _____

Phone numbers: Home _____ Bus. _____ Cell _____ Fax: _____
Best time to call each number: _____

Driver's License # _____ Social Security Number _____

Current Employer or Affiliation: _____

Work Address: _____ City _____ State _____ Zip Code _____

Employment Information-List all childcare/after school programs where you have worked in Texas:

Facility Name: _____
Address: _____ City _____ State _____ Zip Code _____
Supervisor's Name: _____ Phone numbers _____
Supervisor's E-Mail address: _____ Employed from: _____ to _____
Job Responsibilities: _____

Facility Name: _____
Address: _____ City _____ State _____ Zip Code _____
Supervisor's Name: _____ Phone numbers _____
Supervisor's E-Mail address: _____ Employed from: _____ to _____
Job Responsibilities: _____

Facility Name: _____
Address: _____ City _____ State _____ Zip Code _____
Supervisor's Name: _____ Phone numbers _____
Supervisor's E-Mail address: _____ Employed from: _____ to _____
Job Responsibilities: _____

Please make copies if you have more employment history to report.

Personal References

Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
Phone: _____	Phone: _____	Phone: _____
Relationship: _____	Relationship: _____	Relationship: _____

Please attach:

- 1) Documentation of your training hours for the last year
- 2) A copy of your driver's license.
- 3) A copy of your high school diploma, GED certificate or college transcript.
- 4) \$525.00 course fee or \$200.00 deposit (check or money order—please do not mail cash.) The deposit, less processing fee of \$50, is refundable if cancellation is received in writing two weeks prior to start of the class OR your deposit can be applied to another session.

I certify that the information herein is true and complete to the best of my knowledge. I authorize Smith County Champions for Children, Inc. to check references and verify information. I further agree to follow renewal requirements as specified in policies below.

I further agree that I:

- Meet eligibility criteria.
- Will attend and actively participate in all required components of the program.
- Will make up any work missed with no more than two absences.
- Will complete all course work within a six month period.
- Will receive my certification upon completion of all course requirements, with a score of at least 120.
- Will follow all policies and procedures of this program.
- Will notify Champions for Children of any change in name, address or telephone numbers.
- Understand that the deposit or advanced course fees paid, less processing fee of \$50, is refundable if cancellation is received in writing two weeks prior to start of the class OR can be applied to another session.
- Understand that payment of the balance of \$325.00 by check or money order payable to Smith County Champions for Children, Inc., is due prior to beginning the class. The \$525 fee is non-refundable once participant attends class on day one of the week for which they are registered. Fee can be applied to another PAC course at a later time, if requested in writing by participant.
- This credential must be renewed after 12 months. Upon notification of expiration, I will submit required documentation and \$50 fee to complete renewal. Rush renewal is available for an additional fee of \$100.
- Understand the Champions PAC will be awarded only to those who successfully complete the 40 hour training course; satisfactorily participate in class; complete a Resource Binder and Director's Management Binder; and achieve a score of at least 120 points, as noted on the Course Outline within six months of completing the course. Those with excessive absenteeism or poor quality work will not receive the credential.
- Hold harmless and indemnify Smith County Champions for Children, Inc. against any legal liability with respect to bodily injury, death and/or property damage while participating in this Program or when operating my business.
- The PAC Credential awarded to me may be suspended or revoked if I do not complete at least 20 clock hours of professional training per year or if I fail to maintain a license in good standing with the Department.

I understand that Smith County Champions for Children, Inc.

- Provides a quality training program meeting all criteria required by the Texas Department of Family and Protective Services, Child Care Licensing Division for completion of Professional Administrators Credential (PAC);
- Offers professional development and refresher training opportunities throughout the year.
- Communicates changes in policies of the PAC training program to participants, graduates and DFPS;
- Maintains confidential records of PAC participants;
- Issues a Certificate of Credential upon participant's successful completion of all program requirements;
- Notifies the Texas Department of Family & Protective Services of the suspension or revocation of any participant's credential.
- Does not discriminate on the basis of sex, race, color, religion, national origin or age.

I have read and accept Smith County Champions for Children, Inc. Cancellation Policy detailed below:

- Champions for Children, Inc. reserves the right to cancel a class with two weeks notice to registrants. Funds paid by participants will be applied to the next course offering or refunded upon receipt of a written request for a refund. Refunds will be paid in full within 30 days of cancellation.
- If a participant is unable to attend the class for which they registered, they must notify Champions for Children, Inc. in writing 14 days prior to the class in order to receive a full refund, less \$50 processing fee. Anyone whose written cancellation is received after the 14-day window will forfeit their fee or it can be applied to a later PAC course offering.

Signature

Date