

Traits of a Child

To: Prospective Student

From: Sharon D. Scallion

Re: Director Credentialing

Start date: _____

First Renewal date: _____

We are please you have decided to pursue getting your Director's Credential, and thank you in expressing interest in Traits of a Child upcoming director training program.

The director training meets the requirements set by Department Family Protective Service for alternative certification. You must meet the following:

- You must be 21 years of age
- Have a high school diploma or GED
- 2 years experience working in a licensed childcare center / registered family home

If you do not have these please contact your licensing representatives regarding a waiver form. Any questions please feel free to contact Sharon D. Scallion at (210) 535-4162 or email Sharon@traitsofachild.com

Traits of a Child also provide onsite staff training, consulting and ongoing classes at our training center on 8930 Four Winds Drive, Ste.#212. The class consists of 40 hours of face to face training by Certified Registered Trainers who have at least 20 plus years of experience as a Director of a licensed childcare center and or registered family home. The first and second weekends are scheduled and will involve 20 hours each weekend of classroom instruction and the beginning of completion of assigned projects. There will be a total of 10 projects to be completed before the end of class time together.

The cost of the class is \$500 which must be paid in full before the first day of class. You are required to submit a \$100 with your completed application packet. Please bring proof of the above documentation this information will be required for licensing, if you hold other credentials, degrees or certifications in Early Childhood please feel free to bring them upon enrollment. Please note that all payments are final with no reimbursements.

Sincerely,

Sharon D. Scallion, C.E.O

Traits of a Child

Director Credentialing

To submit an application

Send application and deposit to: Traits of a Child

c/o Sharon D. Scallion

8543 Glen Bluff

San Antonio, Texas 78239

Biographical Information

Name: _____ Title: _____

Current Employer/Affiliation: _____

Work Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

+++++

Social Security # _____ Date of Birth: _____

Home Address: _____ Mobile number: _____

Email address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

+++++

Educational Background

High school Name: _____ City/State: _____

Did you graduate? Yes No Year of graduation: MM/DD/YYYY _____

College/University _____ City/State: _____

Did you graduate? Yes No Year of graduation: MM/DD/YYYY _____

Major/Concentration: _____ Minor: _____

Technical training: _____ City/State: _____

Did you graduate? Yes No Year of graduation: MM/DD/YYYY _____

Major/Concentration: _____ Minor: _____

Certificate _____ Diploma _____ other specify: _____

Current Work History

Company Name: _____ Current Position: _____

Date of employment: _____ to _____ Phone #: _____

Work Address: _____

City

State

Zip

Supervisor: _____ Title: _____

Past Experience Working with Children

Company Name: _____ Current Position: _____

Date of employment: _____ to _____ Phone #: _____

Work Address: _____

City

State

Zip

Supervisor: _____ Title: _____

Company Name: _____ Current Position: _____

Date of employment: _____ to _____ Phone #: _____

Work Address: _____

City

State

Zip

Supervisor: _____ Title: _____

Personal References

Name: _____ Relationship: _____

How long have you known this person: _____ Phone #: _____

Address: _____

City

State

Zip

Name: _____ Relationship: _____

How long have you known this person: _____ Phone #: _____

Address: _____

City

State

Zip

- ❖ A Trait of a Child does not discriminate on the basis of sex, race, color, religion, national origin or age.
- ❖ TOC will issue a Certificate of Credential upon successful completion of all renewal requirement
- ❖ TOC will renew in compliance with the Texas Department of Family Protective Services
- ❖ TOC will notify the Texas Department of Family and Protective Services of any participant's suspension or revocation of credential
- ❖ TOC will renew the credential every year based upon the participant's successful completion of renewal requirements.
- ❖ Submit by mail proof of 20 clock hours of director training
- ❖ Discuss last licensing visit for free professional consultation
- ❖ Include a copy of your high school diploma or G. E. D., a letter from your employer(s) verifying two years experience in an early childhood facility, and a copy of your driver's license with application submission.

Enrollment Agreement:

I certify that:

1. I have never been convicted of a felony offense or misdemeanor classified as:
 - ❖ An offense against the person of family
 - ❖ A Public indecency or
 - ❖ A felony violation of any law intended to control the possession or distribution of any substance included as controlled substance in the Texas Controlled Substance Act.
2. Notify The Traits of a Child of any changes in name, address, or phone number.
3. Pay the required fees according to the prescribed procedures of the program.
4. I will attend and actively participate in all required program requirements.
5. Agree to follow all the policies and procedures of the program.
6. Notwithstanding any other agreements, hold harmless and indemnify the Traits of a Child against any legal liability in respect to bodily injury, death, and or property damage while participating in the program.

Minimum Acceptance Requirements:

- You must be 21 years of age
- Have a high school diploma or GED
- 2 years experience working in a licensed childcare center / registered family home
- 90% passing rate on all academic task

I have read and agree with the above requirements and certify that I have provided accurate and factual information

Signature: _____ Date: _____.

Director Credential Personal Data

Students name: _____ D.O.E. _____ D.O.B. _____ D.O.C. _____

Address: _____ Social Sec.# _____

High School: _____ Graduation MM/DD/YY: _____

G.E.D. _____ Completion MM/DD/YY: _____

Items needed						
Original Birth Certificate						
Original Diploma						
Original G.E.D.						
Drivers License						
Social Security card						
Resume						
Complete Application						
Registration Agreement						
Picture of Student						
Renewal Date						

Special Notes: _____

PRICING AND PAYMENT.

Payment of Program Fees. Non-Payment Fees

1 Payment of Program Fees. In consideration of the License and the Services provided to Student under this Acknowledgment, Student shall pay TRAITS OF A CHILD the Program Fees, as outlined in the TRAITS OF A CHILD Tuition and Fee Schedule and accommodating any active promotion where the valid promotion code is listed. Program Fees shall be payable on the date of this Acknowledgment unless Student is eligible, and has applied, for funding from applicable scholarship sources or third party financing from sources approved by TRAITS OF A CHILD and TRAITS OF A CHILD has received evidence of such eligibility and completion of application. TRAITS OF A CHILD accepts VISA, MasterCard, American Express, and Checks as forms of payment. Unless Student elects to obtain a refund pursuant to the conditions specified in Exhibit A attached hereto, all Program Fees not paid on the date of this Acknowledgment shall be due and payable on the earlier of the date of receipt of any scholarship or financing funding or on the date of receipt by TRAITS OF A CHILD of any denial of payment of any amount of funding of the Program Fees from any scholarship or financing source. Any amounts remitted by, or received by Student from, any such scholarship or financing source for Student's account in respect of the Program shall be promptly remitted to TRAITS OF A CHILD and applied to the Program Fees. Student acknowledges that any such scholarship or financing may have its own eligibility criteria and terms and conditions and he/she is solely responsible for obtaining or maintaining such eligibility for any such funding, including without limitation from any sources approved by TRAITS OF A CHILD. TRAITS OF A CHILD will have no obligation in connection with Student obtaining or maintaining any such funding. Student acknowledges that he/she is solely responsible for payment in full of the entire Program Fees and any failure to receive any partial or full funding from any other scholarship or financing source will not affect Student's obligation to pay in full all Program Fees. TRAITS OF A CHILD reserves the right to change pricing terms for the Services at any time, unless otherwise specifically agreed in writing by TRAITS OF A CHILD. **Changes** -TRAITS OF A CHILD will not reimburse any full payments if not cancelled in writing 3 weeks in advance. Any last minute cancellation are nonrefundable . If deem necessary we will view each case to allow the class to be transferred for the subsequent month only if not feasible then the class will not be reimbursed. If legal counsel is needed for mediation or court proceeding TRAITS OF THE CHILD will add the cost to the consumer.

2 Non- payments of Program Fees. TRAITS OF A CHILD reserves the right to suspend, withdraw, or otherwise terminate immediately, Student's access to the classroom, or Services in the event of non-payment of any Program Fees at the time due in accordance with this Acknowledgment and any Order Form. On any and all Program Fees past due, Student agrees to pay interest at the lesser of 1.5% per month or the then-highest interest rate allowable under applicable law. Student is responsible for all costs and expenses of TRAITS OF A CHILD in enforcing this Acknowledgment, including without limitation, reasonable legal and collection fees. Student may reinstate enrollment in the Program after any such termination resulting solely from non-payment upon payment, within 15 days of the date of any such termination for non-payment, of a reactivation fee of \$25.00 and payment in full of all Program Fees and other amounts then owing hereunder; provided, however, Student must still meet all eligibility criteria, including without limitation, time deadlines for coursework completion, otherwise applicable to receive a Completion Certificate.

Traits of a Child, 8930 Four Winds Drive, Ste.#212., San Antonio, Texas 78239, Telephone (210) 535-4162 office:(210) 390-1588
Traits of a Child ©Copyright 2009 Traits of a Child. All rights reserved. TRAITS OF A CHILD provides training and education programs and makes no guarantee of employment, promotion or retention.