



Did you....

- ✓ **Fill out *every* portion of the application?**
- ✓ **Have your Director **FILL OUT AND SIGN** the Director's portion of the application (section 2)? Applicants cannot sign their own application.**
- ✓ **TECPDS documents uploaded:**
 - **Include a paystub that reflects your current wages and number of hours per week?**
 - **Include your transcripts and Student ID (with unofficial transcripts)? Certificates of completion will not be considered.**
 - **Add Experience in childcare to "Professional Development Profile- Employment"**
- ✓ **Upload documents to TECPDS prior to submitting your application.**

**All paperwork must be submitted on or before January 29, 2021
at 5:00 p.m. to be considered.**

Notification of awards will be sent out via e-mail in February.

This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.