



LOUISIANA DEPARTMENT OF EDUCATION

October 3, 2018

Dear Type III Center Director,

Beginning on July 1, 2019, lead teachers in Type III early learning centers will be required to have the [Early Childhood \(EC\) Ancillary Certificate](#). This credential expectation will allow 24 months from a lead teacher's start date in their position to get the certificate. This certificate recognizes child care teachers for the training they have completed and provides access to the [School Readiness Tax Credits](#), resulting in a refundable tax credit of approximately \$2,200 to \$3,300 for individuals that qualify.

This past spring, all Type III centers assured that they were aware of this requirement by signing their [2018-2019 Program Partner Assurances](#). Next spring, between April 2019 and June 2019, all Type III early learning centers will be asked to confirm in their 2019-2020 Program Partner Assurances that all lead teachers hired into their role prior to July 1, 2017 will have earned an EC Ancillary Certificate as a minimum credential on or before July 1, 2019. All lead teachers in full-day Type III centers that were hired into their role after July 1, 2017 must obtain the EC Ancillary Certificate as a minimum credential within 24 months of their start date as a lead teacher.

Start Date as Lead Teacher	Requirement for July 1, 2019
Started working as a lead teacher in your center before July 1, 2017	Must have EC Ancillary Certificate as of July 1, 2019
Started working as a lead teacher in your center between July 1, 2017 and July 1, 2019	Should be in the process of earning an EC Ancillary Certificate, must be earned within 24 months of start date as lead teacher at current center
Will begin working as a lead teacher in your center after July 1, 2019	Must have EC Ancillary Certificate within 24 months of start date as lead teacher at current center

The EC Ancillary Certificate can be earned by demonstrating completion of one of the qualifying credentials or degrees and by submitting a complete application to the Louisiana Department of Education (LDOE). A brief explanation on how individuals may qualify for the certificate can be found below. The certification process is free for initial and renewal applications.

Please feel free to send any questions to earlychildhood@la.gov.

Jessica Baghian
Assistant Superintendent

Louisiana Believes

Earning the Early Childhood (EC) Ancillary Certificate

Detailed information about the EC Ancillary Certificate and application can be found in the [EC Ancillary Certificate FAQs](#).

BESE-Approved EC Ancillary Certificate Programs: As of July 1, 2018, individuals earning the EC Ancillary Certificate through a CDA or technical diploma should attend a [BESE-Approved EC Ancillary Certificate Program](#) to complete their training. [Louisiana Pathways Scholarships](#) are available to support tuition at BESE-approved EC Ancillary Certificate Programs for qualifying teachers.

Earning the EC Ancillary Certificate: The EC Ancillary Certificate can be earned by demonstrating that the applicant has earned at least **one** of the following qualifying credentials:

Qualifying Credential	Requirements for Completing Qualifying Credential
<p>1. Child Development Associate (CDA) certificate in either Infant/Toddler or Preschool, awarded by the Council for Professional Recognition, and a high-school diploma or equivalent</p>	<p>Training for CDA credential (120 hours) must be completed at a BESE-approved EC Ancillary Certificate Program.</p> <ul style="list-style-type: none"> ● Exception: Individuals who completed more than 36 hours of CDA training <i>prior to July 1, 2018</i>, may complete their training at any location or program. ● Exception: An approved program waiver process is available for teachers who cannot access an approved program due to geographical availability. Waivers should be awarded prior to submitting the EC Ancillary Certificate Application.
<p>2. A technical diploma or certificate of technical studies in an early childhood related field</p>	<p>Coursework must be completed at a BESE-approved EC Ancillary Certificate Program.</p> <ul style="list-style-type: none"> ● Exception: Individuals who began coursework at a non-approved program <i>prior to July 1, 2018</i>, may complete their course of study. ● Exception: An approved program waiver process is available for teachers who cannot access an approved program due to geographical availability. Waivers should be awarded prior to submitting the EC Ancillary Certificate Application.
<p>3. An associate’s degree in an early childhood related field</p>	<p>Degree must be completed at a regionally accredited college or university.</p>
<p>4. A bachelor’s degree or higher</p>	<p>Degree must be completed at a regionally accredited college or university.</p>

Individuals that have a qualifying credential and evidence should complete the [Initial Application for EC Ancillary Certificate](#) to apply. Completed applications should be submitted to the Educator Certification [Teach Live LA Portal](#). For assistance in using the portal, please review the [User Guide for Educators](#).