Early Childhood Ancillary Certificate Program

Scholarships

June 2018
Agenda

**Early Childhood Ancillary Certificate Programs** will learn about key updates and program opportunities during this call.

1. Overview of Early Childhood Ancillary Certificate Program Scholarships

2. Early Childhood Ancillary Certificate Programs
   - Process and Timeline for Programs
   - Key Terminology
   - Key Documents to Review

3. Early Childhood Ancillary Certificate Programs – Program FAQs
Overview of Louisiana Pathways Tuition Scholarships for Early Childhood Ancillary Certificate Programs

There are two key types of Louisiana Pathways Scholarships that support Early Childhood Ancillary Certificate Programs. This webinar will focus on the processes and steps for Early Childhood Ancillary Certificate Program Scholarships.

1. Early Childhood Ancillary Certificate Program Scholarships: These scholarships cover the cost of tuition (not supplies or fees) for eligible teachers. These scholarships are for programs that are not currently offering credit-baring courses.

2. College Tuition Scholarships: These scholarships are for programs that are offering coursework as part of a degree pathway and are offering for-credit courses. These scholarships are used to supplement the existing financial aid students have received and do not cover the cost of supplies and/or student fees.

There is also a CDA Scholarship that is available to students. The CDA Scholarship covers the cost of the CDA Assessment once they are ready to apply to the Council for Professional Recognition.
Early Childhood Ancillary Certificate Programs offering coursework as part of a degree seeking program must use the College Tuition Scholarship process.

College Tuition Scholarships:
- College tuition scholarships are awarded after an applicant has applied for and received financial aid, if any.
- College tuition scholarships are applied towards degree seeking candidates that are actively earning college credit in a degree program.
- Most colleges offering early childhood coursework have already managed this process with Louisiana Pathways.
- Non-degree seeking college students that are earning college credits can omit the financial aid requirement but must prove enrollment status as a non-degree seeking student.
- Early Childhood Ancillary Certificate Programs with candidates using College Tuition Scholarships are not required to collect, filter, or monitor scholarship processing and application.
Overview of EC Ancillary Certificate Program Scholarships
Early Childhood Ancillary Certificate Program Scholarships
Qualifying Criteria for Candidates

Candidates attending Early Childhood Ancillary Certificate Programs must meet the following criteria to use a Louisiana Pathways Scholarship.

Candidates Must:
1. Be working for a minimum of 16 hours/week in a Type III classroom.
2. Have a high school diploma or equivalent.
3. Be employed as:
   • A lead teacher, or
   • An assistant teacher who has received assurance from their director that they are committed to their role and will be considered for lead teacher upon receiving EC Ancillary Certificate.
   • **Key note:** Programs are responsible for prioritizing lead teacher admission as stated in workforce needs within program approval application. Programs may be evaluated on success in meeting lead teacher needs as a priority.
4. Be enrolled in Louisiana Pathways or be completing the paperwork to do so.

Candidates Must Not:
1. Have a degree that currently qualifies them for the EC Ancillary Certificate.
2. Have completed 80 hours or more of their CDA training.
Early Childhood Ancillary Certificate Program Scholarships
Qualifying Criteria for Programs

**EC Ancillary Programs must meet a set of requirements in order to have their candidates access Louisiana Pathways Scholarships.**

**Programs Must:**
1. Follow all required protocol and reporting requirements as agreed upon by the LDOE and Pathways.
2. Include the scholarship application as part of their application process.
3. Complete preliminary screening for Louisiana Pathways Scholarships prior to submitting applications to Pathways.
   - Are applicants currently enrolled in Louisiana Pathways?
   - Do applicants already qualify for an Early Childhood Ancillary Certificate?
   - Are applications complete?
4. Have one standard tuition rate (e.g., candidates using scholarships and candidates not using scholarship must have the same tuition rate).

**Programs must use the tuition amount (or lower) stated in their BESE-approved Application for Program Approval.**
EC Ancillary Certificate Program Scholarships
Process and Timeline for Programs
## Early Childhood Ancillary Certificate Program Scholarships

### Process and Timeline for Tuition Payment

**Programs should plan carefully to effectively coordinate the process for tuition payments.**

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<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>EC Ancillary Certificate Program will submit LA Pathways Payment Eligibility Form to the LDE for review. The LDE will confirm eligibility to receive LA Pathways Tuition.</td>
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<tr>
<td>2</td>
<td>EC Ancillary Certificate Program will include scholarship application and employment verification form in their candidate application or acceptance process.</td>
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<td>EC Ancillary Certificate Program will collect scholarship application and employment verification form from all candidates, and mail to LA Pathways directly.</td>
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<tr>
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<td>Louisiana Pathways will mail scholarship award letter and scholarship award agreement to qualifying applicants (usually within 2 weeks following receipt of application).</td>
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<td>Candidates will read and sign the scholarship award agreement and mail to LA Pathways.</td>
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<td>6</td>
<td>Louisiana Pathways will confirm receipt of award agreement by submitting an award letter and request for invoice to the EC Ancillary Certificate Program.</td>
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<td>7</td>
<td>EC Ancillary Certificate Program will confirm student attendance once class begins and submit invoice for payment to Louisiana Pathways.</td>
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<td>8</td>
<td>Louisiana Pathways will process tuition payments for qualifying candidates and mail tuition to the EC Ancillary Certificate Program (usually within 3 weeks of receipt of invoice).</td>
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<tr>
<td>9</td>
<td>EC Ancillary Certificate Program will report the academic standing and enrollment status of candidates by submitting updated rosters to LA Pathways. LA Pathways will confirm scholarship criteria are still met before processing additional scholarships for payments.</td>
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Early Childhood Ancillary Certificate Program Scholarships
Programs Collect Applications

Programs should plan carefully to effectively coordinate the process for tuition payments.

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| **1** EC Ancillary Certificate Program will submit LA Pathways Payment Eligibility Form to the LDE for review. The LDE will confirm eligibility to receive LA Pathways Tuition. | • This step initiates each new cohort for the LDOE.  
• Programs will not be considered for tuition consideration until this is submitted.  
• Programs should submit as soon as information is known. |
| **2** EC Ancillary Certificate Program will include scholarship application and employment verification form in their candidate application or acceptance process. | • If candidate is not already enrolled in LA Pathways, they will need to do so at this point.  
• Programs need to make sure candidates understand the scholarship criteria and potential consequences. |
| **3** EC Ancillary Certificate Program will collect scholarship application and employment verification form from all candidates and mail to LA Pathways directly as a group for each cohort and should include the course roster (title; student’s last name, first name; last 4 digits of SSN; place of employment). | • EC Ancillary Certificate Program must do an initial review of the applications before sending to LA Pathways. Check for:  
  • Completion  
  • Meeting candidate criteria  
  • Pathways qualification review should be secondary to program review. |
Programs should plan carefully to effectively coordinate the process for tuition payments.

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<td>• Programs should inform candidates that they will be responsible for signing and sending in the agreement.</td>
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<td>• This is the responsibility of the candidate.</td>
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| 6 Louisiana Pathways will confirm receipt of award agreements by submitting an award letter and request for invoice to the EC Ancillary Certificate Program. | • Louisiana Pathways will do this once multiple award letters have been received.  
• Programs are able to check with LA Pathways for status updates. |
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| 9  | EC Ancillary Certificate Program will report the academic standing and enrollment status of candidates by submitting updated rosters to LA Pathways before the next course/interval begins. LA Pathways will confirm scholarship criteria is still met before processing additional scholarship awards for payments. | • Report academic standing as agreed upon in LA Pathways Eligibility form *(Updated roster should include the following notation: The following students have successfully completed ______ and will be moving on to ________).*  
• Attendance and academic standing expectations must be met in order to qualify for additional tuition payments.  
• Candidates who do not complete coursework will not qualify for future scholarships. |
EC Ancillary Certificate Program Scholarships
Key Terminology
Approved Amount of Scholarship Tuition

There are several key definitions and requirements that are important for the Louisiana Pathways Scholarship Process.

Approved Amount of Scholarship Tuition - The total approved amount of scholarship tuition is reported in the Application for Program Approval, as approved by BESE.

- Candidates who have gained admission to an Early Childhood Ancillary Certificate Program, and who meet the qualifying criteria for LA Pathways Scholarships, may apply for a scholarship totaling the approved amount of scholarship tuition.
- Programs may lower the approved amount of scholarship tuition without approval from the LDOE.
- Programs may not raise the approved amount of scholarship tuition without prior approval from the LDOE and may not change amount of tuition mid-cohort.
- Program tuition should not include cost of supplies.
- Program tuition does not need to include cost of CDA assessment.
There are several key definitions and requirements that are important for the Louisiana Pathways Scholarship Process.

**Tuition Payment Schedule** - Early Childhood Ancillary Certificate Programs must collect multiple tuition payments that equal the total tuition cost over the course of the program.

- Programs must wait until after the first class meeting to collect their first payment within their tuition payment schedule.
- Programs may not collect tuition for more than six months of coursework at any one time.
- Following each tuition interval, programs must report candidates that are in good academic standing to LA Pathways.
- Programs will not receive remaining tuition payments for candidates that are no longer enrolled, for candidates who are not in good academic standing, or for those who no longer meet the qualifying scholarship criteria.
Good Academic Standing for Tuition Payments

There are several key definitions and requirements that are important for the Louisiana Pathways Scholarship Process.

Good Academic Standing for Tuition Payments—Early Childhood Ancillary Certificate Programs must submit the criteria for determining good academic standing to the Louisiana Department of Education (LDE) as part of the LA Pathways Payment Eligibility Form.

• Once approved, the program must report the academic standing of all candidates at designated intervals to both the LDE and LA Pathways.
• Criteria for determining good academic standing should align with the criteria for course completion communicated in the Application for Program Approval.
• Programs should indicate expectations for attendance, completion, and grading within good academic standing explanation.
EC Ancillary Certificate Program Scholarships
Key Documents to Review
Key Documents To Review

There are two key components of the scholarship process that we will review today.

1. **Eligibility For LA Pathways Requirements**: Provides an overview of the process and timeline for working with Louisiana Pathways to support your candidates to access Louisiana Pathways scholarships.
   - This includes the “Louisiana Pathways Payment Eligibility Form” which must be completed by the preparation program and approved prior to beginning any new cohort of candidates.

2. **EC Ancillary Program- Scholarship Application**: Provides the requirements and information that candidates need to apply for Louisiana Pathways for Early Childhood Ancillary Certificate Programs.
   - Each candidate will need to complete this form and process.
   - The preparation program is responsible for providing the application to the candidates, for collecting the application, and for sending the application to Louisiana Pathways.
Process for Tuition Payment
Louisiana Pathways Payment Eligibility Form

Programs must complete the Pathways Payment Eligibility Form prior to beginning any cohort within their program.

Louisiana Pathways Payment Eligibility Form Includes:

- Contact information
- Cohort start and end date
- Expected number of candidates
- Total approved amount of scholarship tuition (from Application from Program Approval)
- Beginning date for each tuition interval
- Tuition total for each interval
- Criteria for good academic standing
- Program assurances
Candidates must qualify for Louisiana Pathways Scholarships and complete several application steps that are facilitated by the preparation program.

Louisiana Pathways Scholarship Application:

1. Overview of expectations and requirement for candidates

2. Application:
   - Section 1: Applicant Section
   - Section 2: Employer Section

3. Requirement to participate in LA Pathways
Candidates must qualify for Louisiana Pathways Scholarships and complete several application steps that are facilitated by the preparation program.

Applicant Section:
• Basic candidate information, education information, signature
• Preparation program should complete “Name of Program.”
• Preparation program should provide candidates with this application as part of their enrollment process.

Employer Section:
• Information about employee’s current center of employment, start date of employment, and role.

Preparation Program is responsible for disseminating the application to candidates as part of their enrollment or application process.

Preparation Program is responsible for collecting completed applications, doing initial scan for completion and eligibility, and submitting to LA Pathways.
La Pathways enrollment includes:
• La Pathways Enrollment Form
• LA Pathways Employment Verification form
• Copies of early childhood training certificates/transcripts

If a scholarship applicant is not already a member of Pathways, programs should collect the above information and submit it along with the applicant’s scholarship application.

Scholarship award letters do not indicate how much each student is receiving because each program’s tuition is different. The program should help scholarship recipients understand the value of their scholarships and the commitment they have made by accepting them.