Updates for Early Childhood Ancillary Certificate Programs
May 2018
Early Childhood Ancillary Certificate Programs will learn about key updates and program opportunities during this call.

1. Louisiana Pathways Scholarships
2. Requirements for BESE-approved Programs – Understanding the Program Revision Process
3. Closing out a Cohort: Reporting Data for Early Childhood Ancillary Certificate Programs
4. Closing out a Cohort: Graduation Requirements for Early Childhood Ancillary Certificate Programs
5. Updates from the Department
   • Understanding the Early Childhood Ancillary Certificate – What changes on July 1, 2018?
   • Upcoming Opportunity – Onsite Review Process
   • Upcoming Opportunity – Collaboration Across Programs
Over the course of the past year, Louisiana has increased to have a total of 18 Early Childhood Ancillary Certificate Programs around the state, with more continuing to seek approval.

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<th>Baton Rouge Community College</th>
<th>East Baton Rouge, Pointe Coupee</th>
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<td>CDA Enhanced Experience - Agenda for Children</td>
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<td>CDL Cornerstones</td>
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<td>Frog Street Press</td>
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<td>LSU-Eunice</td>
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<td>ON TRACK by 5 Alliance Ancillary Certificate Program</td>
<td>Lafayette</td>
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<td>Northshore Technical College</td>
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<td>NSU Early Childhood Gateway: A Path to CDA and the Ancillary Certificate Program</td>
<td>Shreveport, Alexandria, Natchitoches</td>
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<td>Nunez Community College</td>
<td>St. Bernard</td>
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<td>ProSolutions Training Blended Ancillary CDA Certificate Program</td>
<td>East Baton Rouge region parishes</td>
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<td>Teacher Institute- Volunteers of America</td>
<td>East Baton Rouge</td>
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<td>Southern University BR</td>
<td>East Baton Rouge</td>
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<tr>
<td>Unitech Training Academy (Technical Diploma)</td>
<td>Lafayette, EBR, Alexandria, Monroe</td>
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<td>ULL Picard</td>
<td>Lafayette, Iberia, St. Landry, St. Martin</td>
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Louisiana Pathways Tuition Scholarships
Early Childhood Ancillary Certificate Programs
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.

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 or of 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.
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 EC Ancillary Certificate credential.
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.
Early Childhood Ancillary Certificate Program Scholarships
Process for Tuition Payment

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

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.

2. EC Ancillary Certificate Program will include scholarship application and employment verification form in their candidate application or acceptance process.

3. EC Ancillary Certificate Program will collect scholarship application and employment verification form from all candidates, and mail to LA Pathways directly.

4. Louisiana Pathways will mail scholarship award letter and scholarship award agreement to qualifying applicants (usually within 2 weeks following receipt of application).

5. Candidates will read and sign the scholarship award agreement, and mail to LA Pathways.

6. Louisiana Pathways will confirm receipt of award agreement by submitting an award letter and request for invoice to the EC Ancillary Certificate Program.

7. EC Ancillary Certificate Program will confirm student attendance once class begins and submit invoice for payment to Louisiana Pathways.

8. 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).

9. 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.
College Tuition Scholarships
Qualifying Criteria for Candidates

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.
The Department and Louisiana Pathways is continuing to evaluate how to improve the process and clarity of the Early Childhood Ancillary Certificate Program Scholarships.

UPCOMING – EC Ancillary Program Scholarship Webinar
- A webinar will be hosted specifically reviewing the Louisiana Pathways Scholarship process this summer.
- All new programs must attend. All current programs are able to attend if interested.
- Information coming soon!
Requirements for BESE-approved Programs
Understanding the Program Revision Process
Early Childhood Ancillary Certificate Programs
Understanding the Program Revisions Process

Programs have received approval to offer the program that was reviewed and approved by BESE. Changes from the approved application must be shared with the Department.

Programs that wish to make revisions to their Application for Program Approval may fall into 2 categories of required action, based on the types of changes they would like to make:

1. Submit a Revision Request to the Department for review – A revision request must be submitted for the following types of revisions:
   - Partnership Development
   - Recruitment and Selection of Candidates
   - Applied Practice Site Selection
   - Program Implementation Planning
   - Provider Evaluation of Program Success
   - Program Design
   - Revision requests are reviewed by the Department, with an approval or denial following review.
   - For a revision request form, contact LDOE program contact.

2. Submit a new Application for Program Approval – Programs that wish to significantly revise the format or structure of their program may be asked to reapply for program approval.

Minor program revisions, such as those not listed above, do not need to be submitted for review. For specific clarifications contact LDOE program contact.
Closing out a Cohort: Reporting Data for Early Childhood Ancillary Certificate Programs
As part of the Application for Program Approval, programs have designed a plan for program monitoring and reporting.

The Department requests that Early Childhood Ancillary Certificate Programs collect and share data reflecting key measures of program completion.

Process for Candidate Information Report:

• Upon completion of the cohort, the Department asks that each program complete the Believe and Prepare EC Candidate Information Report (currently an excel spreadsheet from LDOE program contact).

• Please complete and submit the Believe and Prepare EC Candidate Information Report within 60 days of candidate coursework completion.

• This information is critical to funding reports. If you are unable to complete any of this information, please let us know.

Candidate Information Reports are currently requested from all programs at the completion of any cohort (both those currently a part of Believe and Prepare: Early Childhood and those that are not)
Believe and Prepare: Early Childhood grantees have additional requests for survey reporting as part of their grant assurances.

Programs that are currently receiving Believe and Prepare: Early Childhood grant funds will be asked to complete an additional survey at the completion of their first cohort of candidates:

- This survey is an informational interview (submitted online) that should be completed as a team.
- This is a critical component of meeting grant requirements.
- Programs will receive the survey from LDOE program contact.
Closing out a Cohort: Graduation Requirements for Early Childhood Ancillary Certificate Programs
Candidates completing Early Childhood Ancillary Certificate Programs must have a transcript documenting the completion of their BESE-approved coursework.

Early Childhood Ancillary Certificate Programs must issue a transcript upon graduation that indicate the candidate has completed coursework at a BESE-approved preparation program.

- This will be critical for candidates when they apply for the Early Childhood Ancillary Certificate and need to demonstrate that they graduated from a BESE-approved program.

Certificates and Transcripts:
- A certificate should be awarded if this is a summative program (i.e., not the first three courses in a longer degree).
- A transcript must be provided even if this is not a summative program. This will enable candidates to earn their Early Childhood Ancillary Certificate.

Requirements for Transcript (at minimum):
- List of coursework (including hours) completed
- Grade for coursework completed (letter grade or pass/fail outcome)
- Name of the Early Childhood Ancillary Certificate Program
- Name of the candidate
- Date the program was completed
- Date of program enrollment
Updates from the Department
Understanding the Early Childhood Ancillary Certificate

What changes on July 1, 2018?
Early Childhood Ancillary Certificate

In December 2014, the Board of Elementary and Secondary Education (BESE) established two key policies to help unify expectations and support all early childhood teachers.

1. Establish Early Childhood Ancillary Certificate as a expectation for child care lead teachers by 2019

| Early Childhood Ancillary Certificate Requirement (for teachers) | Beginning in **July 2019:**  
|---|---|
|  • All lead teachers in publicly funded centers must have the EC Ancillary Certificate.  
|  • The certificate can be earned at no cost by presenting a qualifying credential.  
|  • Qualifying credentials earned prior to July 2018 can be completed at any provider.  

Directors will assure this requirement is met through Academic Approval.

| Complete training at a BESE-approved provider (for training programs and teachers) | Beginning in **July 2018:**  
|---|---|
|  • Teachers earning the EC Ancillary Certificate through a CDA or technical diploma must attend a BESE-approved Early Childhood Ancillary Certificate Program.  
|  • In order to become an Early Childhood Ancillary Certificate Program, programs must apply to BESE for program approval.  
|  • The Department has supported program approval through a grant opportunity called Believe and Prepare: Early Childhood.  

2. Create specialized Birth to Kindergarten BA field of study and teaching certificate

• Courses are aligned with Early Childhood Ancillary Certificate, so teachers can stack coursework over time.
Early Childhood Ancillary Certificate
Qualifying for the Certificate

<table>
<thead>
<tr>
<th>1. Child Development Associate (CDA) awarded by the Council for Professional Recognition and a high school diploma or equivalent</th>
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<tbody>
<tr>
<td>• Beginning July 1, 2018, CDA hours must be completed at a BESE-approved Early Childhood Ancillary Certificate Program.</td>
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<tr>
<td>• Teachers who have 36 hours or more of CDA training as of July 1, 2018 do not need to attend a EC Ancillary Certificate Program.</td>
</tr>
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<tr>
<th>2. A technical diploma or certificate of technical studies in an early childhood related field from an accredited technical or community college</th>
</tr>
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<tbody>
<tr>
<td>• Beginning July 1, 2018, training must be completed at a BESE-approved Early Childhood Ancillary Certificate Program.</td>
</tr>
<tr>
<td>• Coursework that began prior to July 1, 2018, can be used regardless of BESE-approval.</td>
</tr>
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<thead>
<tr>
<th>3. An early childhood career diploma that has been approved by the Louisiana Pathways Career Development System</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Coursework must have begun prior to July 1, 2018.</td>
</tr>
</tbody>
</table>

| 4. An associate degree in an early childhood related field from a regionally accredited college or university |

| 5. A bachelor degree or higher from a regionally accredited college or university |

**EC Ancillary Certificate is required for lead teachers in Type III centers by July 2019.**
Beginning July 2018, child care lead teachers will need to attend a BESE-approved Early Childhood Ancillary Certificate Program to complete CDA hours and technical diplomas.

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<thead>
<tr>
<th>Qualifying Credential</th>
<th>Requirement for Earning the EC Ancillary Certificate</th>
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<tbody>
<tr>
<td>CDA in infant/toddler or preschool</td>
<td>As of July 1, 2018:</td>
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<tr>
<td></td>
<td>• Individuals who have completed <strong>36 hours or less</strong> of their CDA hours must enroll in and complete a BESE-approved program.</td>
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<td></td>
<td>• A waiver process will be available for individuals who cannot access an approved program.</td>
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<tr>
<td></td>
<td>• Individuals who have completed <strong>more than 36 hours</strong> of their CDA training may complete hours at any program.</td>
</tr>
<tr>
<td>Technical diploma in early childhood from a regionally accredited school</td>
<td>As of July 1, 2018:</td>
</tr>
<tr>
<td></td>
<td>• Individuals must attend a BESE-approved program.</td>
</tr>
<tr>
<td></td>
<td>• Individuals may complete remaining coursework if enrolled.</td>
</tr>
<tr>
<td>Career diploma approved by Louisiana Pathways</td>
<td>As of July 1, 2018:</td>
</tr>
<tr>
<td></td>
<td>• Career diplomas will no longer qualify.</td>
</tr>
<tr>
<td></td>
<td>• Individuals may complete remaining program if enrolled.</td>
</tr>
</tbody>
</table>

**Associate degrees in early childhood and bachelor degrees will continue to qualify.**
Earning Early Childhood Ancillary Teaching Certificate
How to Apply

Qualified teachers complete Ancillary Certificate application packet and submit documentation to LDE. No fees will be charged.

Obtain CDA or Technical Diploma from BESE-approved Program, AA, or BA

Submit Ancillary Certificate Application and transcripts to LDE

Receive Ancillary Teaching Certificate

Applications can be found at www.teachlouisiana.net

*BESE-approved programs offer coursework for the CDA and technical diploma credentials
Understanding the Early Childhood Ancillary Certificate

What changes on July 1, 2019?
Beginning July 2019, lead teachers in Type III child care centers that have been working as a lead teacher for more than two years working must have the EC Ancillary Certificate.

<table>
<thead>
<tr>
<th>Example Start Date as Lead Teacher</th>
<th>As of July 1, 2019</th>
<th>Must Have an Ancillary Certificate No Later Than:</th>
</tr>
</thead>
</table>
| Began prior to EC Ancillary Certificate Requirement  
(has been working as a lead teacher since July 2017)  
(Began before phase in of requirement) | January 1, 2001 | Must have Ancillary Certificate | July 1, 2019 |
| | June 30, 2017 | Must have Ancillary Certificate | July 1, 2019 |
| Began during the phase in of EC Ancillary Certificate Requirement  
(started working as a lead teacher after July 2017)  
(Began during phase in of requirement) | December 1, 2018 | Must be in the process of earning Ancillary Certificate | December 1, 2020 (within 24 months of start date) |
| | June 1, 2019 | Must be in the process of earning Ancillary Certificate | June 1, 2021 (within 24 months of start date) |
| Began after EC Ancillary Certificate Requirement  
(will begin working after July 2019)  
(Began after phase in of requirement) | August 1, 2019 | | August 1, 2021 (within 24 months of start date) |

Teachers have 24 months from start as lead teacher to earn EC Ancillary Certificate.
Opportunities and Updates
Louisiana’s teacher preparation programs participate in an onsite review process to provide feedback and guide program improvements.

- Currently, all traditional and alternative teacher preparation programs in Louisiana participate in an onsite review process that provides detailed feedback and recommendations based on their current program.
- The Department is working to develop a process that will similarly support Early Childhood Ancillary Certificate Programs as they operate over time. This process will likely include:
  - Onsite visits
  - Interviews
  - Data reviews
- The Department will pilot this with a small number of programs in 2019. This pilot is intended to inform the ongoing development of programs and their available supports.
- If you are interested in participating, please let your LDOE program contact know!
This year, the Department will be seeking additional opportunities to support Early Childhood Ancillary Certificate Programs as they continue to refine their programs.

- This year the Department will look to provide routine collaborations for Early Childhood Ancillary Certificate Programs around the state.
- These collaborations will provide an opportunity for peer-to-peer presentation, sharing of resources, and clarification on policies and procedures.
- Please be on the look out for these opportunities, and please feel free to share any content that would be especially helpful for your program.