

EARLY CHILDHOOD ANCILLARY TEACHING CERTIFICATE

Frequently Asked Questions

Background on the Early Childhood Ancillary Certificate

1. What is the Early Childhood Ancillary Teaching Certificate?

The Early Childhood Ancillary Teaching Certificate is a professional credential for teachers that are working in early learning centers. This certificate is part of the broader effort to unify the early childhood system and professionalize the early learning teacher workforce.

This certificate will enable child care teachers to be recognized for the professional training and education they have completed, as well as provide access to valuable resources such as the School Readiness Tax Credits. By increasing the opportunities for professional education, more early learning teachers will enter the classroom prepared to provide a high-quality learning experience for the children in their care.

The Early Childhood Ancillary Teaching Certificate can be earned by demonstrating the completion of one of the qualifying credentials or degrees, and by submitting a complete application to the Louisiana Department of Education (LDE).

2. Who needs to have an Early Childhood Ancillary Teaching Certificate?

Currently there is no requirement for individuals to hold an Early Childhood Ancillary Teaching Certificate. Beginning on June 30, 2019, all lead teachers in publicly-funded centers (Type III) will be required to have a current Early Childhood Ancillary Teaching Certificate as a minimum credential.

3. How much does the Early Childhood Ancillary Teaching Certificate cost?

There will be no certification processing fee collected by the Louisiana Department of Education (LDE) for individuals that are applying for the Early Childhood Ancillary Teaching Certificate.

4. Will the Early Childhood Ancillary Teaching Certificate qualify me to work in public schools?

The Early Childhood Ancillary Teaching Certificate will not qualify an individual to work as a lead teacher in public schools.

The Bachelor's Degree and teaching certificate requirement for PreK teachers in public and non-public schools will remain the same. [Head Start teacher requirements](#) will continue to follow the national credential and qualification guidelines.

Applying for an Early Childhood Ancillary Certificate

5. What are the different ways to qualify for the Early Childhood Ancillary Teaching Certificate?

The Early Childhood Ancillary Teaching Certificate can be earned by demonstrating completion of **one** of the following qualifying certificates or criteria:

- a) Child Development Associate (CDA) certificate in either Infant/Toddler or Preschool, which has been awarded by the [Council for Professional Recognition](#), and a high-school diploma or equivalent. After January 1, 2018 coursework for the CDA must be completed at a BESE-approved provider (Early Childhood Ancillary Certificate Program)
- b) A technical diploma or certificate of technical studies in an early childhood related field from an accredited technical or community college. After January 1, 2018, coursework for technical diplomas and certificates of technical study must be completed at a BESE-approved provider (Early Childhood Ancillary Certificate Program)
- c) A career diploma that has been recognized by the [Louisiana Pathways Career Development System](#), and is earned prior to January 1, 2018
- d) An associate degree in an early childhood related field from a regionally accredited college or university
- e) A bachelor's degree or higher from a regionally accredited college or university

6. I currently qualify for the Early Childhood Ancillary Teaching Certificate. What do I do next?

Once you are ready to apply for your Early Childhood Ancillary Teaching Certificate, you will need to fill out the *Ancillary Certification Application*, which can be found [here](#).

Early Childhood Ancillary Teaching certificate applicants need to:

- I. Complete the *Application for Ancillary Certificate Form* (pg. 6) and the *Professional Conduct Form* (pg. 8) within the *Ancillary Certification Application*, located [here](#).
- II. Locate the required evidence for the Early Childhood Ancillary Certification. The required evidence depends on the way in which you are qualifying for the Early Childhood Ancillary Certificate.

Qualifying Certificate or Degree	Evidence that must be submitted (in addition to Application for Ancillary Certificate Form and Professional Conduct Form)
Child Development Associate (CDA) certificate in Infant/Toddler or Preschool and a <u>high school diploma or equivalent</u>	<ul style="list-style-type: none"> • <u>Copy of valid CDA certificate, and</u> • <u>Copy of a high school or equivalency diploma or transcript</u>
A <u>technical diploma or certificate of technical studies</u> in an early childhood related field from an accredited technical or community college.	<ul style="list-style-type: none"> • <u>Transcript</u> indicating the successful completion of a technical diploma or certificate of technical studies from a regionally accredited college or university
A <u>career diploma</u> that has been recognized by the Louisiana Pathways Career Development System	<ul style="list-style-type: none"> • <u>Copy of a valid career diploma certificate</u> that has been that has been recognized by the Louisiana Pathways Career Development System *
An <u>associate degree in an early childhood related field</u> from a regionally accredited college or university	<ul style="list-style-type: none"> • <u>Transcript</u> indicating the successful completion of an associate degree in an early childhood related field from a regionally accredited college or university
A <u>bachelor's degree or higher</u> from a regionally accredited college or university	<ul style="list-style-type: none"> • <u>Transcript</u> indicating the successful completion of a bachelor's degree or higher from a regionally accredited college or university

- III. Mail completed *Application for Ancillary Certification Form*, *Professional Conduct Form*, and required evidence (transcripts or certificates) to:

Division of Certification Preparation and Recruitment
LA Department of Education
P. O. Box 94064
Baton Rouge, LA 70804-9064

7. When do I need to do to renew my Early Childhood Ancillary Teaching Certificate?

The Early Childhood Ancillary Teaching Certificate will need to be renewed every three years at no cost.

In order to qualify for renewal, the applicant will need to get their employer's recommendation. Their employer will be asked to recommend an applicant based on effective performance in the early childhood classroom.

With the employer recommendation, the applicant will then need to submit a request for renewal and submit documentation of both of the following:

- 4.5 Continuing Education Units, or a three-credit-hour course, or 45 hours of training in Early Childhood Care and Education
- A minimum of 80 hours of work experience with young children or families with young children within the last three years

In lieu of these two items, an applicant may also submit proof of a renewed CDA credential.

Earning a Qualifying Credential for the Early Childhood Ancillary Certificate

8. What is a Child Development Associate (CDA)

The CDA credential is a widely recognized national credential that is designed for early childhood teachers. This credential is awarded by the [Council for Professional Recognition](#).

The credential is based on a core set of competency standards and requires the completion of several tasks, including a set of required training hours, experience in a group child care setting, professional portfolio, observation, and assessment.

In order to use the CDA credential to qualify for the Early Childhood Ancillary Teaching Certificate, you must also have a high school diploma or equivalent.

9. What currently qualifies as a Louisiana Pathways recognized career diploma?

As of October 2016, the following career diplomas are recognized as Louisiana Pathways career diplomas:

- Penn Foster Child Day Care Diploma (formerly Child Day Care Management)
- Ashworth Child Care Provider Diploma (formerly Professional Child Care Career Skills, and Child Care Career Skills)
- Ashworth College Associate of Science Degree in Early Childhood Education
- Ashworth College Associate of Applied Science Degree in Early Childhood Education
- Ashworth College Bachelor of Science Degree in Early Childhood Education
- Penn Foster Associate Degree in Early Childhood Education

Additional diplomas that are no longer offered (but have qualified in the past) can be found on the list of approved career diplomas, located [here](#).

10. Is there financial support available to help with completing one of the qualifying certificates for the Early Childhood Ancillary Teaching Certificate?

Yes. Financial support is available for early childhood educators that are pursuing advanced and professional early childhood educator certifications can apply for scholarship funding through [Louisiana Pathways](#). Louisiana Pathways will review applications for financial assistance to help pay for the CDA Credential Assessment Fee, administrative trainings, and college tuition costs. Louisiana Pathways Scholarships can also be used to attend BESE-approved Early Childhood Ancillary Certificate Programs.

11. How can I obtain a copy of my high school diploma or transcript, or high school equivalency diploma or transcript?

Individuals can obtain a copy of their transcripts from the local school, school district, or the Louisiana Department of education. Information on requesting a copy of a duplicate transcript from the Louisiana Department of Education can be found [here](#).

12. What does “BESE-approved provider” mean?

Beginning January 1, 2018 all individuals that are applying for the Early Childhood Ancillary Certificate through a completed CDA or technical diploma will be required to provide proof that their coursework was completed at a BESE-approved provider. These BESE-approved providers are called Early Childhood Ancillary Certificate Programs.

Early Childhood Ancillary Certificate Programs are teacher preparation programs that have submitted an application to the Board of Elementary and Secondary Education (BESE) and the Department, and have received approval to offer early childhood coursework based on their application.

Early Childhood Ancillary Certificate Programs include colleges, technical schools, and private providers (such as an individual program or Child Care Resource and Referral center for CDA program). Early Childhood Ancillary Certificate Programs offer coursework that contributes to a candidate earning their CDA credential or early childhood technical diploma.

A current list of BESE-approved Early Childhood Ancillary Certificate Programs can be found [here](#). Currently, additional teacher preparation programs are seeking BESE-approval to offer approved Early Childhood Ancillary Certificate Programs. Several programs are participating in Believe and Prepare: Early Childhood. Believe and Prepare: Early Childhood is a Department grant opportunity that provides start-up funding and support to design and implement Early Childhood Ancillary Certificate Program.