

### Early Childhood Ancillary Certificate Approved Program Waiver

Beginning July 1, 2018, the following individuals must attend a BESE-approved [Early Childhood Ancillary Certificate Program](#) in order to earn the Early Childhood Ancillary Certificate:

- **Individuals qualifying for the Early Childhood Ancillary Certificate with a CDA:** Individuals who had completed 35 hours or less of their training for the CDA credential as of July 1, 2018 must complete all 120 hours of CDA training at a BESE-approved Early Childhood Ancillary Certificate Program.
- **Individuals qualifying for the Early Childhood Ancillary Certificate with a technical diploma in early childhood:** Individuals who began coursework for a technical diploma after July 1, 2018, must attend a BESE-approved Early Childhood Ancillary Certificate Program.
- A full list of BESE-approved Early Childhood Ancillary Certificate Programs can be found [here](#).

If an individual is able to demonstrate unavailability of enrollment options of BESE-approved Early Childhood Ancillary Certificate Programs within a reasonable geographic proximity, they may submit a request to the Department to waive the above requirement.

#### PROCESS FOR APPROVED PROGRAM WAIVER CONSIDERATION:

1. Applicant submits Approved Program Waiver to [earlychildhood@la.gov](mailto:earlychildhood@la.gov) prior to applying for their Early Childhood Ancillary Certificate. Approved Program Waivers will be considered on the following quarterly deadlines:

Submit Approved Program Waiver By:	Receive Decision By:
August 31, 2018	September 30, 2018
October 31, 2018	November 30, 2018
February 28, 2019	March 31, 2019
June 30, 2019	July 31, 2018

2. Approved Program Waiver and required evidence is reviewed by the Louisiana Department of Education.
3. Applicant receives notice of Approved Program Waiver decision via email address.
  - a. If approved, applicant will receive *Notice of Approved Program Waiver*.
  - b. If denied, applicant will receive letter detailing rationale for denial.
4. Applicants who receive *Notice of Approved Program Waiver* must submit copy of notice with their [Early Childhood Ancillary Certificate Application](#).

**PART ONE: WAIVER APPLICANT INFORMATION**

Name: _____	Date of Application: _____
Email: _____	Current Employer: _____
Phone: _____	Current Position: _____
Home Address: _____	
Parish : _____	

**PART TWO: WAIVER RATIONALE**

<p><input type="checkbox"/> <b>Unserved Parish:</b> I live in a parish that does not currently have an Early Childhood Ancillary Certificate Program.</p> <p><i>Unserved Parishes for July 2018-July 2019: Allen, Ascension, Assumption, Beauregard, Bienville, Bossier, Caldwell, Cameron, Catahoula, Central, City of Bogalusa, Claiborne, Concordia, DeSoto, East Carroll, East Feliciana, Franklin, Grant, Jackson, Jefferson Davis, Lafourche, LaSalle, Lincoln, Madison, Morehouse, Red River, Richland, St. Charles, St. James, St. John the Baptist, Tensas, Union, Vernon, Webster, West Carroll, West Feliciana, Winn, Zachary.</i></p>
<p><input type="checkbox"/> <b>Limited Capacity in Parish Program:</b> I live in a parish that offers an Early Childhood Ancillary Certificate Program that is full, and I was unable to obtain admission.</p> <p style="padding-left: 20px;">➤ Please submit a letter from BESE-approved Early Childhood Ancillary Certificate Program that states program is full.</p>
<p><input type="checkbox"/> <b>Other Geographic Availability Concerns,</b> I live in a parish where there are current Early Childhood Ancillary Certificate Programs but due to extenuating personal circumstances, options are inaccessible to me.</p> <p style="padding-left: 20px;">➤ Please submit documentation related to the extenuating personal circumstances concern, if possible, including evidence from a third party (e.g., medical professional, employer).</p>

**APPLICANT SIGN OFF**

<p><i>I attest that all of the information provided within this application is true to the best of my knowledge.</i></p> <p>Signature of Applicant: _____</p> <p>Date: _____</p>
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