

EARLY CHILDHOOD ANCILLARY CERTIFICATE

Frequently Asked Questions

Background on the Early Childhood Ancillary Certificate

1. What is the Early Childhood Ancillary Certificate?

The Early Childhood Ancillary 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 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 Certificate?

Beginning on July 1, 2019, all lead teachers in publicly-funded centers (Type III) will be required to have a current or be earning an Early Childhood Ancillary Certificate as a minimum credential.

Teachers will have 24 months from their **start date** as a lead teacher to earn the Early Childhood Ancillary Certificate.

Here are a few examples:

Example Start Date as <u>Lead Teacher</u>		As of July 1, 2019	Must Have an Ancillary Certificate No Later Than:
<i>Began prior to EC Ancillary Certificate Requirement</i>	January 1, 2001	Must have Ancillary Certificate	July 1, 2019
	March 1, 2017	Must have Ancillary Certificate	July 1, 2019
<i>Began during the phase in of EC Ancillary Certificate Requirement</i>	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)
<i>Began after EC Ancillary Certificate Requirement</i>	August 1, 2019		August 1, 2021 (within 24 months of start date)

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

There will be no certification processing fee for individuals that are applying for the Early Childhood Ancillary Certificate.

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

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

The bachelor's degree and teaching certificate requirement for pre-K 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.

5. How much does the Early Childhood Ancillary Certificate cost?

There is no certification processing fee for individuals that are applying for or renewing the Early Childhood Ancillary Certificate.

6. How will the Department verify that teachers have earned their Early Childhood Ancillary Certificate?

Beginning in July 2019, child care directors will be asked to assure that all of the lead teachers in working in center have:

- Earned an Early Childhood Ancillary Certificate or traditional early childhood teacher certification (PK-3 or Birth-Kindergarten), or
- Are in the process of completing training that will lead to an Early Childhood Ancillary Certificate within 24 months of their start date as lead teacher.

7. What are the advantages of applying for an Early Childhood Ancillary Certificate?

An Early Childhood Ancillary Certificate has several advantages for teachers working in type III publicly-funded centers:

- It enables teachers to continue or begin working as lead teachers following the July 2019 requirement.
- It allows teachers who are eligible to earn School Readiness Tax Credits (SRTC) to reach the highest levels of teacher tax credit (level 3 and level 4) after demonstrating a commitment to the field through prior earning of the SRTC.
- Teachers who have earned the Early Childhood Ancillary Certificate through a CDA are not required to renew their CDA credential with the Council for Professional Recognition in order to maintain their Ancillary Certificate. Maintaining a current CDA is optional once the Early Childhood Ancillary Certificate has been earned (see question 7).

Applying for an Early Childhood Ancillary Certificate

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

The Early Childhood Ancillary Certificate can be earned by demonstrating **one** of the 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>Prior to July 2018:</p> <ul style="list-style-type: none"> • Teachers may complete CDA training at any provider. <p>After July 2018:</p> <ul style="list-style-type: none"> ○ Teachers who have <u>completed 36 hours or less</u> of their CDA training must attend a BESE-approved Early Childhood Ancillary Certificate Program (see question 12). <ul style="list-style-type: none"> ○ <i>A waiver process will be established for teachers who cannot access an -approved program.</i> ○ Teachers who have completed more than 36 hours of CDA training by July 2018 may complete their training at any program.
<p>2. A technical diploma or certificate of technical studies in an early childhood related field.</p>	<p>Training must be completed at an accredited technical or community college</p> <p>After July 2018:</p> <ul style="list-style-type: none"> • Coursework for must be completed at a BESE-approved Early Childhood Ancillary Certificate Program (see question 12). <ul style="list-style-type: none"> ○ <i>Individuals who begin coursework at a non-approved program prior to July 2018 will be allowed to complete their course of study.</i>
<p>3. A career diploma that has been recognized by the Louisiana Pathways Career Development System, and is earned prior to July 2018.</p>	<p>Career diplomas will no longer qualify following July 2018.</p> <p>Individuals who have enrolled in an approved career diploma program prior to July 2018 will be allowed to complete their program of study.</p>
<p>4. An associate degree in an early childhood related field</p>	<p>Degree must be completed at a regionally accredited college or university.</p>
<p>5. A bachelor's degree or higher</p>	<p>Degree must be completed at a regionally accredited college or university.</p>

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

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

Early Childhood Ancillary 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 high school diploma or equivalent	<ul style="list-style-type: none"> • Copy of valid CDA certificate, and • Copy of a high school or equivalency diploma or transcript
A technical diploma or certificate of technical studies in an early childhood related field from an accredited technical or community college.	<ul style="list-style-type: none"> • Transcript indicating the successful completion of a technical diploma or certificate of technical studies from a regionally accredited college or university
A career diploma that has been recognized by the Louisiana Pathways Career Development System	<ul style="list-style-type: none"> • Copy of a valid career diploma certificate that has been that has been recognized by the Louisiana Pathways Career Development System *
An associate degree in an early childhood related field from a regionally accredited college or university	<ul style="list-style-type: none"> • Transcript indicating the successful completion of an associate degree in an early childhood related field from a regionally accredited college or university
A bachelor's degree or higher from a regionally accredited college or university	<ul style="list-style-type: none"> • Transcript 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 Certificate?

The Early Childhood Ancillary 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 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](#). Career diplomas will no longer qualify for the EC Ancillary Certificate following July 2018.

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

Yes. Financial support is available for early childhood educators through [Louisiana Pathways](#).

Louisiana Pathways may be able to provide financial assistance for:

- CDA Credential Assessment Fee
- Early Childhood Ancillary Certificate Programs (BESE-approved)*
- College tuition for eligible degrees
- Administrative certificates

Louisiana Pathways Scholarships are available to eligible teachers working in Type III child care centers. Scholarships are based on the availability of funds, and will be prioritized for individuals seeking to earn the Early Childhood Ancillary Certificate.

**Early Childhood Ancillary Certificate Programs (BESE-Approved):* Qualifying candidates may receive a full scholarship covering the cost of attending a BESE-approved Early Childhood Ancillary Certificate Program. Information about those scholarships can be found [here](#).

10. 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](#).

11. What are BESE-approved Early Childhood Ancillary Certificate Programs?

[Early Childhood Ancillary Certificate Programs](#) are teacher preparation programs that have been approved by the Board of Elementary and Secondary Education (BESE) to offer early childhood coursework that leads to an Early Childhood Ancillary Certificate.

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 an early childhood technical diploma.

Currently, additional teacher preparation programs are seeking BESE-approval to offer approved Early Childhood Ancillary Certificate Programs. Questions about how to become a BESE-approved Early Childhood Ancillary Certificate Program can be sent to Erin Carroll (erin.carroll@la.gov).

Beginning July 2018 all individuals seeking the EC Ancillary Certificate through a CDA or technical diploma will be expected to attend a BESE-approved Early Childhood Ancillary Certificate Program. A current list of BESE-approved Early Childhood Ancillary Certificate Programs can be found [here](#).

12. Who needs to attend a BESE-approved Early Childhood Ancillary Certificate Program?

The requirement to attend a BESE-approved Early Childhood Ancillary Certificate program will impact teachers who are working towards a CDA or a technical diploma.

- A. Teachers completing a CDA for the Early Childhood Ancillary Certificate:** Teachers that are working towards completing the training for a CDA may need to attend a BESE-approved Early Childhood Ancillary Certificate Program.
- Teachers that have completed 36 hours or less of their 120 CDA training hours as of July 1, 2018 should enroll in a BESE-approved Early Childhood Ancillary Certificate Program.
 - An appeals process will be available for teachers who are unable to access an approved program.
 - Teachers that have completed 37 hours or more of their 120 CDA training hours as of July 1, 2018 may complete their CDA training at any program of their choosing.
- B. Teachers completing a technical diploma for the Early Childhood Ancillary Certificate:** Teachers that are beginning a technical diploma program must attend a BESE-approved Early Childhood Ancillary Certificate Program beginning July 1, 2018.
- Teachers that have begun coursework for a technical diploma prior to July 1, 2018 may complete training at their original program.