

## Procedures and Guidelines for BESE Approved Early Childhood Ancillary Programs

### 1. Before Beginning a Cohort of Candidates

- **EC Ancillary Cohort Eligibility Form:** All EC Ancillary Certificate Programs should submit the [EC Ancillary Cohort Eligibility Form](#) to the LDE for review prior to beginning coursework. Programs are encouraged to share with the LDE as soon as the schedule is known.
  - a. For programs receiving EC Ancillary Certificate Scholarships, the LDE will share eligibility form with LA Pathways.
- **Programs Receiving EC Ancillary Certificate Scholarships:** EC Ancillary Certificate Program will include [scholarship application](#) and employment verification form in their candidate application or acceptance process.
  - a. Programs are responsible for collecting scholarship applications and employment verification forms from all candidates (signed in blue ink) and mailing to LA Pathways as a group.
  - b. [Louisiana Pathways](#) will confirm receipt of award agreement by submitting an award letter and request for invoice to the EC Ancillary Certificate Program.

### 2. Throughout the Cohort of Candidates

- **Programs Receiving EC Ancillary Certificate Scholarships** EC Ancillary Program will confirm student attendance once class begins and submit invoice for payment to Louisiana Pathways
  - [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).
  - [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.

### 3. Completion of A Cohort

- **Issue Candidate Transcripts:** EC Ancillary Program are required to issue a transcript and certificate upon completion of the program to the candidate.
  - The transcript must include:
    - List of coursework (including hours) completed
    - Grade of coursework completed
    - Name of the ECE Ancillary Certificate Program
    - Name of Candidate
    - Dates of enrollment in program

- **EC Ancillary Candidate Data Report:** All EC Ancillary Programs **must** complete the [Candidate Data Report](#) and submit within 60 days of candidate coursework completion.
  - Please submit to michelle.demeulenaere@la.gov.
- **Assisting in Completing the CDA and Earning the EC Ancillary Certificate:** EC Ancillary Program will provide support to candidates completing the [Louisiana Pathways CDA Assessment Fee scholarship form](#) and submit to Pathways as a group with a copy of the transcript.
  - Ancillary Program should provide support for candidates submitting the [Ancillary Certificate Application](#) (Application must include a copy of the transcript from the program, CDA, and High School Diploma).

#### 4. Program Revisions

- As providers identify changes to strengthen program as described in the approved Application for Program Approval, they must submit a [Revision Request](#) for approval by the Louisiana Department of Education (LDE).
  - Following review by the LDE, the provider will be notified of the decision within four weeks of the receipt of request.

#### 5. Key Resources for Ancillary Programs

- [Resource Library](#) for BESE-Approved Early Childhood Ancillary Certificate Programs
- [FAQ's Early Childhood Ancillary Certificate](#)