Please submit completed applications as a PDF to [BelieveAndPrepare@LA.gov](mailto:BelieveAndPrepare@LA.gov).

You will receive an email to confirm the receipt of the application.

**Process for Review**

- LDOE will examine the submitted proposals.
  - A panel of reviewers will evaluate proposals that are complete and meet all initial submission requirements.
  - The panel conducts an initial interview with the candidate.
- Proposals that do not meet all initial submission requirements shall receive notice of pending denial.
  - Providers will have seven days to submit any required materials. If providers do not provide the required materials, LDOE will deny the proposal.
  - If denied, applicants may resubmit proposals no sooner than one calendar year following the date of initial submission to LDOE.
- LDOE shall recommend BESE approval for all proposals that meet all structural and policy requirements according to the program proposal guidelines.
- BESE shall notify the point of contact listed in the proposal submitted of the decision via US mail, and the LDOE will email the point of contact upon approval.
- Once BESE has granted initial approval of the proposed program, the provider must complete the Louisiana Pathways program orientation. Upon completion of the orientation, the program is authorized to admit candidates to the program and recommend program completers for certification.

A formal Memorandum of Understanding (MOU) between the program staff and members of the local early childhood community must be included with this application.

Potential early childhood community partners might include:

- Local lead agencies
- Child care resource and referral agencies
- Community networks
- Early learning center directors and staff
- Head Start
The local school board and district offices
Local governance structure
Local higher educational institutes