



Ownership Management (Change of Ownership) User Guide

2024-2025



December 2023

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LINKS UTILIZED IN THIS DOCUMENT

- Edlink Training and Support
<https://louisianabelieves.com/early-childhood/edlink-training>
- MYLA- Create a User ID and Password or reset a Password.
<https://myla.la.gov/>
- Edlink Ops Portal- Complete Personal Profile and create Edlink account.
<https://ldo.edlink.la.gov/>
- Edlink Security- Request Role Access to Entity/ies.
<https://registration.edlink.la.gov/>
- Edlink Tech Support- Request Role Access to Entity/ies.
<https://edlinksupportsystem.com>

USER TIPS

- *Google Chrome* or *Microsoft Edge* browsers must be used for functionality of Edlink Systems.
- Do not create a new account if you already have a MyLa account.
- Do not create a new account if you forget your Password or User ID.
- Use your PERSONAL email when creating your Edlink account.

[Change User Information](#)
[Forgot User ID or Password](#)

Current Owner (CHOW) Change of Ownership Instructions

CURRENT OWNER INSTRUCTIONS FOR CHANGE OF OWNERSHIP (CHOW)

Your Entity Dashboard will display a left-side navigation menu, Entity drop-down, Entity Snapshot, Entity Name, Address, License Status, License Number and Expiration Date of your License or Certification.

The screenshot shows the EdLink Entity Dashboard for Pamela Mertens. The left sidebar contains navigation options: My Dashboard, Entity Management, Staff Management, Financial Management, Messages, Account Settings, and Help. The main content area is titled "Entity Dashboard" and includes a welcome message, a "Renew License" section with a "Start Renewal" button, and two columns of information: "Entity" details (K test 9692, 9876 Perkins rd, Baton Rouge, Louisiana, 70301) and "License Details" (License Type: Type III, License Number: 87983359, License Status: Open, Expires: 01/16/2024). A "Helpful links" section provides access to various resources like EdLink Support, Child Care Health Consultants, CCCBC, Office of Public Health, Publicly-Funded Provider Programs, CPR and First Aid Vendors, Emergency Preparedness, Fire Marshal Inspection, Quality Providers Library, and Child Care Resource & Referral Agencies.

*If your Dashboard is still in a New User status, as shown below, or you have not yet created an Edlink account, you must do so to move forward with the CHOW. Request access to your Entity to gain access to the Entity Management functions, specifically, CHOW or Change of Ownership.

Instructions for requesting access to your Entity are located on [Louisiana Believes' Edlink Training page](#). Select the Accessing Edlink User Guide. Follow the detailed instructions, wait for approval (24hrs), log out and log back into Edlink. You should now see your Entity Dashboard.

The screenshot shows the EdLink My Dashboard for Pamela Mertens. The left sidebar contains navigation options: My Dashboard, Messages (12), Account Settings, and Help. The main content area is titled "My Dashboard" and includes a welcome message, a "Welcome, Pamela Mertens" section with two buttons: "How to use the EdLink Entity Portal?" and "Why am I here?", and a "Get Started" section with two options: "Ready to start with a new application?" (with a "Find the Right Program" button) and "Already a member of an existing entity?" (with a "Request Access to an Entity" button).

OWNER MANAGEMENT

Your Entity Dashboard will display a left-side navigation menu, Entity drop-down, Entity Snapshot, Entity Name, Address, License Status, License Number and Expiration Date of your License or Certification.

Use the white drop-down menus to view and work with a different Entity, if you have multiple sites.

1. Select Entity Management to begin the Change of Ownership process.
2. Click on Owner Management from the drop-down and the image on the next page will appear.
3. Click on Change of Ownership located in the bottom right-hand corner of the screen and begin.

The screenshot displays the 'Owner Management' page in the edlink system. On the left is a navigation menu with 'Owner Management' highlighted. The main content area is titled 'Owner Management' and shows details for entity '87983359-K test 9692'. It includes sections for Ownership Information, Owner Information, Physical Address, Mailing Address, Personal Information, and Background Status. A 'Change of Ownership' button is located in the bottom right corner, indicated by a red arrow.

Ownership Information

Ownership Type	Federal EIN	State Tax ID Number
Individual	987653453	4353667

Owner Information

Owner Name	Primary Phone	Secondary Phone
ABC test	225-111-2222	N/A
Email Address	Emergency Contact	Working on Site
lakshmi.bobba2@la.gov	No	No

Physical Address

11600 north blvd
Baton Rouge, Louisiana, 70301
Caldwell

Mailing Address

11600 north blvd
Baton Rouge, Louisiana, 70301
Caldwell

Personal Information

Date of Birth	SSN	Identification Number	Issuing State
08/09/1981	***-**-8590	123456	LA
Sex	Race	Married	
Female	Asian	No	

Background Status

CCCBC Status	Staff Record Name	CCCBC Expiration Date
Eligible	ABC test	11/29/2023

Change of Ownership

Click the "Change Ownership" button to see options for Changing your Ownership Type or Transferring Ownership to another business entity. A Change of Ownership (CHOW) application will be created for your entity. Note: Administration Fees and an on-site Inspection may be associated with these changes.

[Change of Ownership](#)

OWNER CERTIFICATION

From the drop-down menu, select Change of Ownership. Today's date will already be populated.

edlink Edit Ownership

Entity Management / Owner Management / Edit Ownership

Change of Ownership

Review the options below and select the appropriate request type you want to submit for review.

Owner Certification

Only an authorized Owner, Director, or Director Designee will be able to complete this request.

*Select your request below:

--Select--
--Select--
Change of Organization Structure
Change of Ownership
--Select--

*Today's date
11/29/2023

← Back to Owners and Ownership Save and Continue →

From the drop-down menu, select Owner. Enter your name as it appears on your license. Again, today's date will already be populated. Click on Save and Continue to proceed.

edlink Edit Ownership

Entity Management / Owner Management / Edit Ownership

Change of Ownership

Review the options below and select the appropriate request type you want to submit for review.

Owner Certification

Only an authorized Owner, Director, or Director Designee will be able to complete this request.

*Select your request below:

Change of Ownership

As an owner, I am requesting a **Change of Ownership**. This type of change will close your interest in this Entity. The new owner will be required to complete a new application, including but not limited to all Entity Information, Services and Hours, and Staff Members.

By completing the fields below, I certify that I have read the information presented above and attest that I want to continue with the transfer of ownership changes. There will be NO rating for that year if the site code is requested between 10/1 - 5/31.

There will be NO School Readiness Tax Credit (SRTC) for the new center.

If at the time of request, there are observation scores for the old site code for fall and spring, a profile and rating will be published with the site name and address attached to the old site code.

*Position Type
--Select--
--Select--
Director
Director Designee
Owner

*Full Name
Sally Brown

*Today's date
11/29/2023

← Back to Owners and Ownership Save and Continue →

END OF SERVICE DATE AND NEW OWNER REQUIREMENTS

The New Owner is responsible for submitting the necessary documents listed below. Present and discuss these requirements with the New Owner to ensure that the last date of service is acceptable. Use the calendar picker to easily select this date or type the date into the date box.

Change of Ownership
A Change of ownership will need to be initiated by the new owner. Please see below for details and instructions that the new owner will need to provide at the time of their request.

New Owner Requirements
The new owner will need to complete a new application in the EdLink Entity portal.
NOTE: This change of ownership should take no more than 30 days.
THE FOLLOWING ITEMS MUST BE SUBMITTED TO THE LICENSING DIVISION BEFORE A CHANGE OF OWNERSHIP IS MADE:

1. Completed application for a new license
2. Full licensure fee (based on capacity of existing center)
3. New owner submits a copy of the current owner's approval from the State Fire Marshal and then obtains a new inspection and approval from the State Fire Marshal within 60 days of change of ownership and must maintain on file
4. New owner submits a copy of the current owner's Office of Public Health approval then obtains a new inspection and approval from the Office of Public Health (LHS 48 form) within 60 days of change of ownership and must maintain on file
5. New owner must obtain a new inspection and approval from the City's Fire Department (New Orleans area only) within 60 days of change of ownership and must maintain on file
6. Current General Liability Insurance Policy
7. Signed, dated, and notarized documentation of ownership of the Early Learning Center
8. Sketch or drawing of the premises that includes classrooms, buildings and enclosed play area
9. List of staff that include staff names and positions
10. Signed and dated statement from the current owner indicating the last day the current owner will provide care in the facility
11. Signed and dated statement from the new owner indicating the first day the new owner will provide care in the facility
12. Documentation verifying the qualifications of the director or director of the facility, if applicable. (Director qualifications are listed in §1709B.1-6 of Bulletin 137)
13. Documentation of a Child Care Criminal Background Check for each owner, director and staff member. The new owner should create an account in the CCCBC System and complete the background check.
14. Academic Approval (Contact Office of Early Learning for more information)
15. Updates center's documents with new owner information

Click the button below to download a copy of the instructions.

[Change of Ownership Instructions](#)

*Please enter the last day the current owner will provide care in this facility:

For reference, download a PDF copy of the Requirements, here.

Calendar picker showing November 2023 with the 29th selected. Below the calendar is a date input field with the placeholder "mm/dd/yyyy" and a "Last Date is required" error message.

CONFIRM CHOW

Once an end of service date has been entered, click on Confirm Change of Ownership at the bottom of the page. A Warning will appear requesting that you confirm that you'd like to proceed with the CHOW. Select, Yes.

The screenshot shows the 'Transfer of Ownership' page in the edlink system. A warning dialog box is open, asking: 'Do you want to start a Change of Ownership application flow? By clicking "Yes" new owner will be able to see the entity and will be able to start the ownership application.' The dialog has 'Yes' and 'Cancel' buttons. A red arrow points to the 'Yes' button. Below the dialog, a red arrow points to the 'Confirm the Change of Ownership' button at the bottom right of the page. The page lists 15 requirements for the change of ownership, such as 'New owner submits a copy of the current owner's approval from the State Fire Marshal' and 'Signed, dated, and notarized documentation of ownership of the Early Learning Center'. There is also a field for the last day of care, with '11/29/2023' entered.

The screenshot shows the 'Change of Ownership' page in the edlink system. A blue banner at the top of the page reads: 'Info. Your change of ownership request has been submitted to LDOE. New Owner should be able to start the new application.' A red arrow points to this banner. A yellow callout bubble with a red arrow points to the banner, containing the text: 'See the blue banner at the top of the page indicating your request for CHOW.' A red arrow also points to a 'Return to Ownership and Owners Page' button on the left side of the page.

A notification will be sent to your email confirming that you've submitted a CHOW request, as shown below.

The screenshot shows an email notification titled 'Change of Ownership Requested' from 'eml-app-edlink-sit' to 'Pamela Mertens: Lakshmi Bobba'. The email body reads: 'Dear Provider, You have submitted a request for Change of Ownership with a last day to provide care at this facility as Nov 30 2023 12:00AM. This request is valid for 30 days. Please make sure new owner submits the application to LDOE Licensing before 30 days to complete the process. Thanks, Louisiana Department of Education'. A red arrow points to the text 'This request is valid for 30 days'. Below the email body are buttons for 'Completed.', 'Thank you for your confirmation.', and 'Here is the information.'. At the bottom are buttons for 'Reply', 'Reply all', and 'Forward'.

New Owner (CHOW) Change of Ownership Instructions

NEW OWNER INSTRUCTIONS (EXISTING AND NEW PROVIDERS)

As the new or assuming Owner of the existing Entity, you'll be required to complete (Edit) the CHOW request. Several documents will be uploaded into the CHOW application in order to complete the transfer of ownership. If you are an existing Entity, the "In Progress" CHOW will be located in the Pending Applications section on your Dashboard. Select, Edit to begin completing the CHOW application.

The screenshot shows the EdLink Entity Dashboard for Pamela Mertens. The dashboard is titled "Entity Dashboard" and includes a navigation sidebar on the left with options like "My Dashboard", "Entity Management", "Staff Management", "Financial Management", "Messages", "Account Settings", and "Help". The main content area is titled "Welcome Back, Pamela Mertens" and includes a "Renew License" section with a "Start Renewal" button. Below this, there are sections for "Entity" details (K test 9692, 9876 Perkins rd, Baton Rouge, Louisiana, 70301), "License Details" (License Type: Type III, License Number: 87983359, License Status: Open, Expires: 01/16/2024), and "Helpful links" (EdLink Support, Child Care Health Consultants, CCCBC, Office of Public Health, Publicly-Funded Provider Programs, CPR and First Aid Vendors, Emergency Preparedness, Fire Marshal Inspection, Quality Providers Library, Child Care Resource & Referral Agencies). At the bottom, there is a "Pending Application and Actions" section.

If your Dashboard is still in a New User status, as shown below, or you have not yet created an Edlink account, yet, you are an existing provider, you must create an Edlink account to proceed with the CHOW. Request access to your Entity to gain access to the Entity Management functions, specifically, CHOW or Change of Ownership.

Instructions for requesting access to your Entity are located on [Louisiana Believes' Edlink Training page](#). Select the Accessing Edlink User Guide. Follow the detailed instructions, wait for approval (24hrs), log out and log back into Edlink. You should now see your Entity Dashboard.

New Providers will maintain the New User Dashboard until the CHOW has been approved and a new license has been issued.

The screenshot shows the EdLink My Dashboard for Pamela Mertens. The dashboard is titled "My Dashboard" and includes a navigation sidebar on the left with options like "Pamela Mertens", "My Dashboard", "Messages", "Account Settings", and "Help". The main content area is titled "My Dashboard" and includes a "Welcome, Pamela Mertens" section. Below this, there are two buttons: "How to use the EdLink Entity Portal?" and "Why am I here?". At the bottom, there is a "Get Started" section with two options: "Ready to start with a new application?" (with a "Find the Right Program" button) and "Already a member of an existing entity?" (with a "Request Access to an Entity" button).

EXISTING PROVIDER CHOW INSTRUCTIONS

For providers who already have an existing Entity and are assuming Ownership of an additional Provider's Entity, via a CHOW, select Help from the left-side menu. Next, select, Find the Right Program. Proceed to Page 10 for further instructions.

edlink Entity Dashboard

Welcome Back, Pamela Mertens

Welcome to your Entity Management Dashboard. Here you can review and make changes to your entity.

EXISTING PROVIDERS WITH ENTITY ACCESS APPROVAL

Renew License

Click the "Start Renewal" button to begin a Renewal Application for your entity. If you have multiple entities, select the appropriate site in the left side navigation. Note: An LDOE Licensing Consultant will need to review and approve your submission to receive a new license.

[Start Renewal](#)

Entity

K test 9692
9876 Perkins rd
Baton Rouge, Louisiana, 70301

License Details

Licenses Type Type III	License Number 87983359
License Status Open	Expires 01/16/2024

Helpful links

- EdLink Support
- Child Care Health Consultants
- CCCBC
- Office of Public Health
- Publicly-Funded Provider Programs
- CPR and First Aid Vendors
- Emergency Preparedness
- Fire Marshal Inspection
- Quality Providers Library
- Child Care Resource & Referral Agencies

Pending Application and Actions

For New Providers or those without an Entity, select, Find the Right Program. Proceed to Page 10 for further instructions.

edlink My Dashboard

My Dashboard

Thank you for creating a new account. Get started below with a new application or request access to an existing organization.

NEW PROVIDERS (WITHOUT ENTITY)

Welcome, Pamela Mertens

- How to use the EdLink Entity Portal?
- Why am I here?

Get Started

Ready to start with a new application?
We'll ask questions about your business and guide you.

[Find the Right Program](#)

Already a member of an existing entity?
Find your entity's site and request access to be added.

[Request Access to an Entity](#)

FIND THE RIGHT PROGRAM

Select, Early Childhood and Early Learning Center. The box will darken slightly and another set of options will appear beneath the previous question. Only Types 1, 2, and 3 Entities can request a CHOW.

Find the Right Program

Answer the questions below to determine the correct application for your center. You can change your answers as you go to update the recommendation below.

[← Return to Dashboard](#)

Which service do you want to provide?

 **Early Childhood** **K-12 Schooling**

Where do you provide your services?

At My Home **In the Child's Home** **Early Learning Center** 

I want to provide child care in my home with a maximum of 6 children
I want to provide care to children in their home. Example: babysitter or nanny
I want to be a Licensed Center, that provides care for 7 or more children

Do you wish to provide service to families, who are approved for Child Care Assistance?

Select, Yes or No. Depending upon your response, other questions may appear. You should know the license type of the CHOW beforehand.

Yes **No**

Our CCAP providers are **eligible** for up to \$9,411 annually per publicly funded child!
Your center will be **missing out** on earning up to \$35.65 per child per day in assistance.

You may be eligible for the following benefits
Click "Learn More" to see additional details of the programs and tools available to you.

Child Care Assistance
Registered Family Child Care providers can be eligible for up to \$9,411 annually per publicly funded child!



[Learn More](#)

Child and Adult Care Food Program
You can be eligible for up to \$6 per child per day from the Federal Division of Nutrition Services.



[Learn More](#)

Advertise your School or Center
Families interested in attending your center can be able to find your provider information on the School Finder Website.



[Learn More](#)

RECOMMENDED
Type III License Application
Let's begin filling out your application today.  [Start Application →](#)

By scrolling back up and changing your responses, a new recommendation for license type will be displayed.

CONFIRM LICENSE TYPE

Select, "I am Purchasing an Existing Entity." Next, enter the license number or name of the center associated with the CHOW, as shown below. Download the Change of Ownership Instructions if you have not done so already.

Select, Continue to Application and complete the CHOW process.

Confirm License Type
Please review the additional question below to continue to your application home page.

Section 1: Application Type
* Please answer the following questions about your application. Are you either a Military Organization or Purchasing a Center from another entity?

None I am a Military Organization I am purchasing an existing entity

Click the button below to download a copy of the instructions:

[Change of Ownership Instructions](#)

Section 2: Change of Ownership
* Please enter the License Number or Center Name being transferred.

87983359

K test 9692 - 87983359

mm/dd/yyyy

Start date is the day when new owner will start providing the care and it will be set to next day of the Last date of existing owner.

Section 2: Change of Ownership
* Please enter the License Number or Center Name being transferred.

K test 9692 - 87983359

License Number 87983359	Entity Name K test 9692	License Type 3	Owner (s) ABC test
Physical Address 9876 Perkins rd Baton Rouge LA 70301	License Expiration 01/16/2024	Last Date 11/29/2023	Licensed Capacity # Of Buildings: 4 Indoor Capacity: 45 Outdoor Capacity: 0

*** Start Date**
11/30/2023

Start date is the day when new owner will start providing the care and it will be set to next day of the Last date of existing owner.

[Return to Find the Right Program](#) [Continue to Application](#)

A Type 3 License Application is used to present images and instructions. However, Types 1 and 2 are completed using the same methodology.

APPLICATION HOME

Take a few moments to read all of the instructions, especially those within banners. This particular blue banner provides specific instructions on the order of operations and how to navigate through the application. You must visit each Step in chronological order first. Then you will be permitted to revisit any of the Steps in any order.

Blue: Need to select first

Green: Step is complete (Exception: Step 7)

Yellow: Incomplete

Badges will change colors as you complete the application.

The screenshot displays the 'Application Home' page for a 'Change of Ownership - New Type III Application'. It features a navigation breadcrumb, a 'Return to Dashboard' button, and a 'Page Help' banner. The main content is a list of 13 steps, each with a description and a 'Fill Out Step' button. A red arrow points to the 'Fill Out Step 1' button for the first step, 'Application Instructions'. At the bottom right, there is a 'Submit Application' button and an upward arrow icon.

Step Number	Step Title	Description	Action
1	Application Instructions	This page describes all the requirements and instructions for completing the Licensing Application.	Fill Out Step 1
2	Funding Source	Enter all the funding sources for your Early Learning Center on this page.	Fill Out Step 2
3	Early Learning Center Information	Provide the name, location, and contact information for your Early Learning Center on this page.	Fill Out Step 3
4	Services and Hours	This page allows you to enter the Center's hours of operation and list the services offered at your facility.	Fill Out Step 4
5	Ownership Type	This page asks for the legal Ownership type of your Early Learning Center.	Fill Out Step 5
6	Center Owner	List all the Legal Owners of the Early Learning Centers on this page.	Fill Out Step 6
7	Center Staff	Enter in all currently hired Directors, Director Designees and Other Staff on this page.	Fill Out Step 7
8	Criminal Background Check	This page will provide you the status of all Owners, Directors, and Staff who have completed a Criminal Background check.	Fill Out Step 8
9	Emergency Plan	The center's Emergency Preparedness Plan and emergency contacts will be completed on this page.	Fill Out Step 9
10	CCAP	Review and accept the details of the Child Care Assistance Program on this page, and supply additional information about your Center's fees.	Fill Out Step 10
11	Academic Approval	Review and accept the details of the Academic Approval Agreement.	Fill Out Step 11
12	Document Upload	This page allows you to upload all required supporting documentation for your Early Learning Center.	Fill Out Step 12
13	Banking Information	This page will collect you banking information.	Fill Out Step 13

APPLICATION INSTRUCTIONS

Step 1 consists of the application instructions. The instructions are specific to your license type you're purchasing, so take the time to read them carefully. New regulations may impact your licensing. Links and detailed instructions are provided in Step 1 for various requirements for licensing. Links are also provided for staff to update credentials, as well as a link to the CCCBC (background check). Expand All to read instructions.

The screenshot shows a web interface for 'Application Instructions'. At the top, there is a header with a hamburger menu icon and the text 'Application Instructions'. Below the header, the main title 'Application Instructions' is displayed in a large, bold font. Underneath the title, a subtitle reads: 'Initial Application for license to operate an Early Learning Center. A License is required Prior to opening your Center.' A button labeled 'Return to Application Home' is located on the left side. On the right side, there is a large red arrow pointing to the right, labeled 'Expand All'. The main content area is a list of instructions, each preceded by a right-pointing chevron icon. The items in the list are: 'List of all Staff Members', 'Child Care Civil Background Check', 'Current Commercial and Medical Liability Insurance', 'Current State Fire Marshal Inspection', 'Current Office of Public Health Approval', 'Pictures of Center', 'Emergency Preparedness Plan', 'Documentation of Ownership', 'Qualifications of Director and Designee', 'Additional Supporting Documents (based on location or services offered)', 'Provider Agreement / Provider Rate Agreement', 'Verification of identity (must be a government issued picture ID)', 'Social Security Cards (copy) for all Owners and Directors', and 'IRS SS-4 Form (IRS generated copy)'. At the bottom of the page, there is a red arrow pointing to a checkbox labeled 'Yes, I Agree' next to a statement: '*I have read and understand all the application instructions. I'm aware that supporting documentation will need to be uploaded prior to submitting my application.' Below this checkbox are two buttons: 'Back to Application Home' on the left and 'Save and Continue' on the right.

[Return to Application Home](#)

[Collapse All](#)

- ▼ **List of all Staff Members**

All On-Site Staff Members will need to be identified in the Center Staff section of the license application. This information will be validated against the CCCBC system status of background checks. Director information is required in this section of the application. If the Director has a responsibility at another Center then a Director Designee is also required.

You will need to provide information about all Current Hired Staff. This includes their personal address, phone number, and additional personally identifiable information. You will also need to upload training documentation for any Directors and Director-Designees. Owners who are also On-Site Staff members will be required to enter their details on both the Center Owner and Center Staff pages.
- ▼ **Child Care Civil Background Check**

All Owners and On-Site Staff Members identified in the Center Owner/Center Staff sections of the licensing application will be validated against the Child Care Civil Background Check system and will provide the status of background checks. This page also allows you to navigate to the CCCBC site.
- ▼ **Current Commercial and Medical Liability Insurance**

The Center is required to maintain in force at all times current commercial liability insurance that ensures medical coverage for children in the event of an accident or injury. A Center is responsible for payment of medical expenses of a child injured while in the Center's care.

The documentation required shall consist of the insurance policy or current binder that includes the name of the Early Learning Center, physical address of the Center, name of the insurance company, policy number, period of coverage, and explanation of the coverage.
- ▼ **Current State Fire Marshal Inspection**

A copy of the completed and approved State Fire Marshal Inspection will need to be uploaded with your Licensing Application. Information on requesting an inspection can be found here: http://stm.dps.louisiana.gov/insp_scheduling.htm
- ▼ **Current Office of Public Health Approval**

A copy of the completed and approved Office of Public Health Inspection will need to be uploaded with your Licensing Application. Information on requesting an inspection can be found here: <https://ldh.la.gov/index.cfm/page/3745>
- ▼ **Pictures of Center**

Pictures of the Facility will need to be uploaded as part of the Licensing Application process. Picture should include at a minimum: The Center's front entrance, kitchen, direct exit, and playground.
- ▼ **Emergency Preparedness Plan**

An Emergency Preparedness Plan will need to be uploaded as part of the Licensing Application. Additional details and templates will be found here: <https://louisianabelieves.com/early-childhood/child-care-and-development/fund-licensing/emergency-preparedness>
- ▼ **Documentation of Ownership**

A signed, dated, and notarized documentation of ownership of the Early Learning Center will need to be uploaded to your Licensing Application.
- ▼ **Qualifications of Director and Designee**

Documentation verifying the qualifications of the Director and Director Designees will need to be uploaded to the Licensing Application. Examples include University Degrees, Certifications, etc. Director qualifications are listed in § 1709 of Bulletin 137 Early Learning Center Regulations. A Director Designee must meet the same qualifications as a Director. Link to Bulletin 137 - <https://www.doa.la.gov/media/1022/jape/28/v161.doc>
- ▼ **Additional Supporting Documents (based on location or services offered)**

Vehicle Information: Transportation (Insurance or Contract Information)

City Fire: Required for Orleans Parish Only

Business Permit/Zoning: Required for St. Bernard Parish, St. Charles Parish, City of New Orleans, Shreveport, Baton Rouge, Minden, Bossier City, Amite, Zachary, and Monroe
- ▼ **Provider Agreement / Provider Rate Agreement**

The provider agreement and rate agreement page will require you to review and agree to the general provisions applicable to Early Learning Centers who take part in the Child Care Assistance Program. This page also requires you to enter the rates and registration fees for your Center.
- ▼ **Verification of identity (must be a government issued picture ID)**

A copy of one of the following Primary Acceptable IDs will be required: Driver's license from a US state, Federal or state ID card, Military ID card, or U.S. passport.
- ▼ **Social Security Cards (copy) for all Owners and Directors**

A copy of the social security cards for all Owners and Directors is required to submit the application.
- ▼ **IRS SS-4 Form (IRS generated copy)**

Form SS-4 (Application for Employer Identification Number) is the IRS form that businesses use to apply for an employer identification number (EIN). It is available on the IRS website [here](#).

If you have not applied for an EIN, you may submit an IRS Form W-9 which is available on the IRS website [here](#).
- ▼ **Verification of checking or savings account**

The provider must download and complete the form available and upload proof of checking/savings account.
- ▼ **Verification of Rates**

Please submit a memo or notification to parents of your rates charged.
- ▼ **Pre-service Orientation Training**

This 4-hour training is available [here](#). It provides the information that is needed for initial/renewing child care providers (Type III, Family Home, In Home and Military) to maintain CCAP Funding through the Department of Education. There is information on new legislative rules and tips for marketing your Family Child Care Center.
- ▼ **Louisiana CCAP Time and Attendance Equipment Agreement**

This document is available for download, which will need to be completed and signed in order for the provider to receive Time and Attendance Equipment. The completed, signed form must be uploaded to the CCAP page.

You must check the, "Yes I Agree", to access the Save and Continue. Proceed to Step 2, Funding Source. You may return to this page at any time throughout your application. To do so, select, Return to Application Home. Then select, Step 1.

FUNDING SOURCES

Current Funding Sources will already be selected. Type 3's must be a CCAP Provider unless the center is grant funded or a Headstart.

Funding Source
Please fill in the Funding Source for your Center. Note: Type III applications include the Child Care Assistance Program funding by default.

[← Return to Application Home](#)

Section 1: Funding Source
How will your center be funded? Choose all that apply:

Early Head Start Head Start

Private Pay Child Nutrition Program

Early Head Start Child Care Partnership

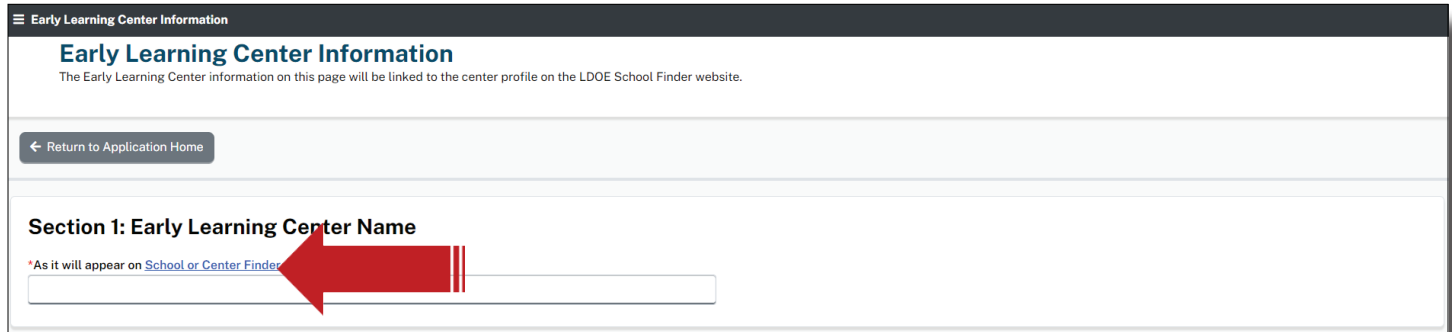
Please contact the EC Licensing or Family Home Departments if you need any assistance with this section.

[← Back to Application Instructions](#) [Save and Continue →](#)

Select, Save and Continue to proceed to Step 3, Early Learning Center Information.

EARLY LEARNING CENTER INFORMATION

In the early Learning Center section, input the name of your new center. Many centers are identically or similarly named, so click on the School and Center Finder link to see if the name you've chosen is already taken by another provider. If so, return to the ELC Name section and modify your center name so that it is unique.



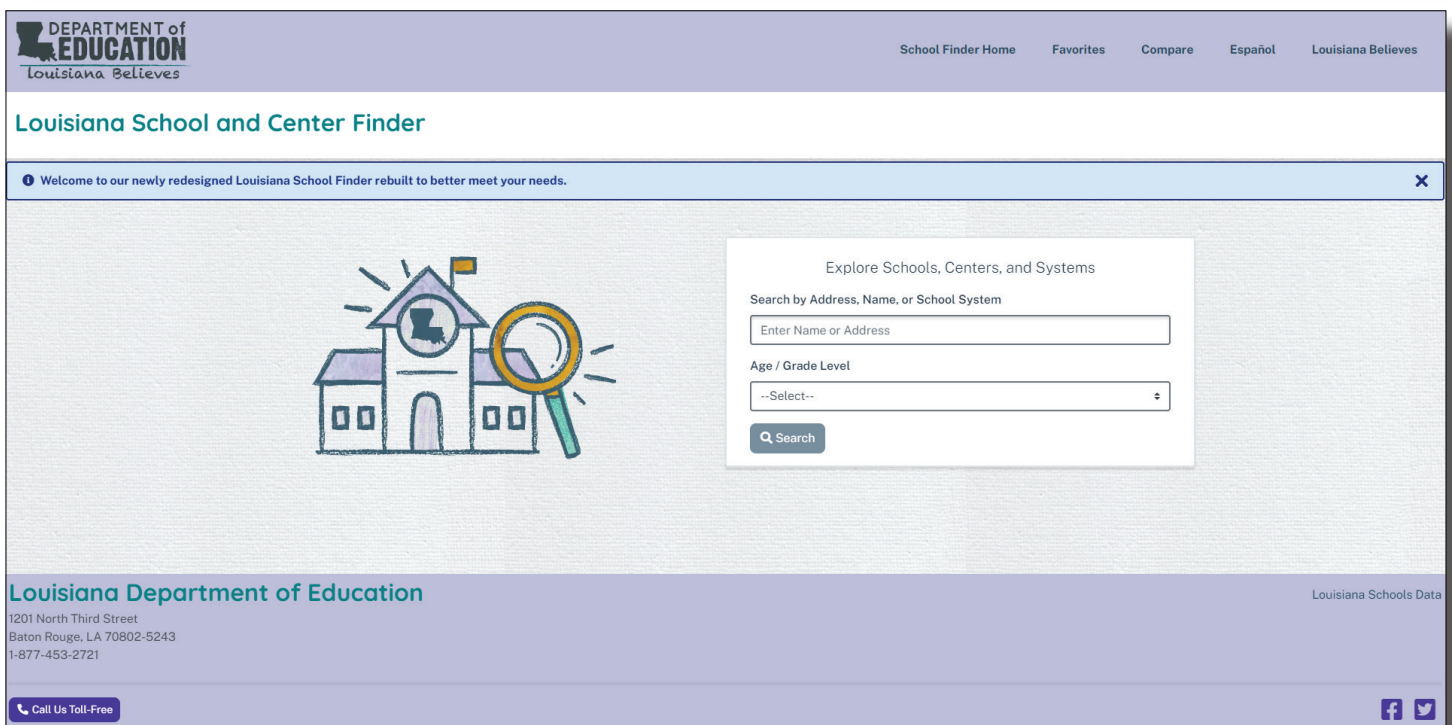
Early Learning Center Information

Early Learning Center Information
The Early Learning Center information on this page will be linked to the center profile on the LDOE School Finder website.

Return to Application Home

Section 1: Early Learning Center Name

*As it will appear on [School or Center Finder](#)



DEPARTMENT of EDUCATION
Louisiana Believes

School Finder Home Favorites Compare Español Louisiana Believes

Louisiana School and Center Finder

Welcome to our newly redesigned Louisiana School Finder rebuilt to better meet your needs.

Explore Schools, Centers, and Systems

Search by Address, Name, or School System

Enter Name or Address

Age / Grade Level

--Select--

Search

Louisiana Department of Education

1201 North Third Street
Baton Rouge, LA 70802-5243
1-877-453-2721

Louisiana Schools Data

Call Us Toll-Free

f t

Close the link's browser tab if you are finished searching. All links opened from within the application may be closed at any time without impacting the application process. Each link opens a separate window.

The information entered in Step 3 is visible to anyone who accesses and searches centers and providers using the School and Center Finder. This is a free opportunity to advertise your center and the services you offer. Include your URL's, social media pages, email and phone numbers. This information may be edited at a later time by submitting an Entity Change Application.

DEPARTMENT of EDUCATION
Louisiana Believes

School Finder Home Favorites Compare Español Louisiana Believes

Louisiana School and Center Finder

Welcome to our newly redesigned Louisiana School Finder rebuilt to better meet your needs.

Explore Schools, Centers, and Systems

Search by Address, Name, or School System

Explore schools and centers by Address

- Baby J's Smokehouse-Grill, Mohican Street, Baton Rouge, LA, USA
- Babytown Lane, Brusly, LA, USA
- Baby Depot, Airline Highway, Baton Rouge, LA, USA
- Babylonia, Coursey Boulevard, Baton Rouge, LA, USA

Go right to your school or center

- Baby Your Baby Childcare, 2724 S. Hodgeson Avenue, Gonzales, LA, 70737
- Barney & Baby Bop, 520 Martin Luther King Avenue, Patterson, LA, 70392
- St. Mary Parish-Baby Bear Head Start Center, 710 Greenwood Street, Morgan City, LA, 70380**
- Country Day's Early Childhood Baby, 305 Woodvine Avenue, Metairie, LA, 70005

powered by Google

Louisiana Department of Education
1201 North Third Street
Baton Rouge, LA 70802-5243
1-877-453-2721

Call Us Toll-Free

Louisiana Schools Data

The School and Center Finder displays individual Center and Provider pages for the general public (parents and other providers).

DEPARTMENT of EDUCATION
Louisiana Believes

School Finder Home Favorites Compare Español Louisiana Believes

St. Mary Parish-Baby Bear Head Start Center

+ Add to Compare + Add to Favorites

Early Childhood Performance Rating
Not applicable for this center for 2020-2021.

Star Rating ★★★★★

View Maps 710 Greenwood Street
Morgan City, LA 70380

985-385-6950
afrank6333@aol.com

Mon 7:45am to 2:45pm
Tue 7:45am to 2:45pm
Wed 7:45am to 2:45pm
Thu 7:45am to 2:45pm
Fri 7:45am to 2:45pm

About Academic Performance

Early Childhood Data Limitations for 2020-2021. Due to the impact of COVID-19, BESE adopted flexibilities in publishing performance scores and ratings. The Department has published Performance Scores based on 2020-2021 data when these scores were higher than Performance Scores published in Fall 2020. In all other cases, the Department extended 2019-2020 Performance Scores.

Overview

Ages / Grades Served Toddler (ages 1-2)-PK (ages 3-4)	Director / Principal Mrs. Damita Hawkins Mrs. Vicky Burrell
District / Parish St. Mary Parish	Transportation Yes
School Type Early Head Start/Head Start Licensed Center	How to Enroll https://www.stmaryk12.net/Page/6771
License Type III	Inspection Visit Information Click here to view inspection visit information

Close the link's browser tab if you are finished searching. All links opened from within the application, may be closed at any time without impacting the application process. Each link opens a separate window.

Early Learning Center Information

Section 1: Early Learning Center Name

*As it will appear on [School or Center Finder](#)

NASA Babies

If you receive any errors on this page, check that the name is not already taken or contact

Section 2: Address Information

Physical Address

*Street Name 1
4562 Apollo Rd.

Street Name 2

*City
Houston

*State
Louisiana

*Zip
89874

*Parish/County
Claiborne

Copy to Mailing

Mailing Address

*Street Name 1
4562 Apollo Rd.

Street Name 2

*City
Houston

*State
Louisiana

*Zip
89874

*Parish/County
Claiborne

Early Learning Center Information

*City
Houston

*State
Louisiana

*Zip
89874

*Parish/County
Claiborne

Copy to Mailing

*City
Houston

*State
Louisiana

*Zip
89874

*Parish/County
Claiborne

Section 3: Early Learning Center Contacts

*Primary Telephone Number
365-987-5489

Secondary Telephone Number

*Notification Email Address
nasababies@gmail.com

Center Website Address

Center Facebook Page

Center Twitter Account

Center Instagram Account

Is your Center located in a School?
 No

Back to Funding Source Save and Continue

The information that is entered in this Step will be visible to general public using the School and Center Finder. This is a free opportunity to advertise your center and the services you offer. Include your URL's, social media pages, email and phone numbers. This information may be edited at a later time by submitting an Entity Change Application.

Select, Save and Continue to proceed to Step 4, Services and Hours.



SERVICE AND HOURS

In this section, complete all boxes that contain red asterisks. Information must be entered and be formatted properly to Save and Continue.

Services and Hours
The information entered on this page will be linked to the Center's profile on the LDOE School Finder website.

[← Return to Application Home](#)

Section 1: Licensed Capacity

*How many buildings will be used by the children:

*How many classrooms will be used by the children:

*Enter Age: Minimum age being served

*Select Age Range:

*Enter Age: Maximum age being served

*Select Age Range:

If you are offering care to children under 1 year in age, you'll be mandated to sign and date (always today's date) into the Safety Approved Crib Statement shown below. This may or may not have already been identified by the Current Owner. You will need to update the date each time this page is accessed.

Section 1: Licensed Capacity

*How many buildings will be used by the children:

*How many classrooms will be used by the children:

*Enter Age: Minimum age being served

*Select Age Range:

*Enter Age: Maximum age being served

*Select Age Range:

Safety Approved Cribs (less than 1 yr old)

This statement must be certified by the applicant anytime they make a new request to take care of a child that is less than 1 year old in a center.

I certify that the center listed on this application currently has the safety approved cribs available for each infant in care.

*Signature: Type your full name to certify.

*Today's Date: Enter today's date in the format of MM/DD/YYYY.

You must ensure that this date always reflects today's date, prior to submission. If not, you will not be able to submit the application.

Services and Hours [X]

Some of the fields are missing. Do you still want to continue?

If you need to leave this page or any other page in the application, before it's complete, select, Save and Continue. You'll receive this message box. Do not be alarmed. It's only a reminder that you did not enter all required information. What you have entered will be saved and you can return to this page at any time to enter any missing information.

Use the toggles to slide and select Yes or No to indicate days the center is open. Sections 3 and 4, Additional Services and Hours, provide additional options if you've selected additional services. To remove additional sections, deselect options in the Additional Services section and Save.

Section 2: Operating Hours

*Is this facility open all months of the year? Yes

*Is this facility open 24 hours a day? No

Day	Open	Open From:	Open Until:
Monday	<input checked="" type="checkbox"/> Open	07:00 AM	05:00 PM
Tuesday	<input checked="" type="checkbox"/> Open	07:00 AM	05:00 PM
Wednesday	<input checked="" type="checkbox"/> Open	07:00 AM	05:00 PM
Thursday	<input checked="" type="checkbox"/> Open	07:00 AM	05:00 PM
Friday	<input checked="" type="checkbox"/> Open	07:00 AM	05:00 PM
Saturday	<input type="checkbox"/> Closed	--:--	--:--
Sunday	<input type="checkbox"/> Closed	--:--	--:--

If hours of operation are the same for all Open days, enter the first day's AM and PM times. Click on Copy to All to paste time into all Open boxes.

Section 3: Additional Services

<input checked="" type="checkbox"/> Before Care	<input type="checkbox"/> All Day	<input type="checkbox"/> Transportation (To/From Home or School)
<input checked="" type="checkbox"/> After Care	<input type="checkbox"/> Half Day	<input type="checkbox"/> Transportation (Field Trips)
<input type="checkbox"/> Summer/Holiday Hours	<input type="checkbox"/> Half Day Only	<input checked="" type="checkbox"/> Special Needs
	<input type="checkbox"/> Overnight Care (9pm to 6am)	

Section 4: Additional Service Hours

Before Care

Start Time: 06:00 AM End Time: 08:00 AM

Days Available: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

After Care

Start Time: 04:00 PM End Time: 06:00 PM

Days Available: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

← Back to ELC Information
Save and Continue →

OWNERSHIP TYPE

Select an Ownership Type and provide the required data, as shown below. You may have different requirements depending on the Type of Ownership selected.

Ownership Type
Your Ownership Type selection will determine which information will need to be entered for Center Owners and also to determine if you are eligible for certain programs.

← Return to Application Home

Section 1: Ownership Type

*Select your organization structure type

--Select--
Individual
Corporation
Partnership
Church and/or Religious Organization
University
Government
Limited Liability Company

← Back to Services and Hours

Save and Continue →

Section 1: Ownership Type

*Select your organization structure type

Individual

Section 2 - Individual Owner

You selected Individual. As owner you will need to enter your personal information in Step 6 - Center Owner section of the Application. If you are married, you will also need to enter your spouse's information

Tax information

*Federal EIN: 785687586

*State Tax ID Number: 75785876

← Back to Services and Hours

Save and Continue →

Return to Step 1 of the Application Instructions if you do need assistance with Tax Information.

The images above depict an Ownership Type of Individual.

CENTER OWNER

Business Entity

Center Owner

The Ownership Type selected was a business entity. You will need to add all listed Officers and Agents of the Business as provided on the [Louisiana Secretary of State's website](#).

Section 1: Officers/Agent Designation

*Owner Type: Officer
*Title: Director
*Appointment Date: 01/04/2023

Section 2: Name and Contact

Owner Name	Owner Information
Prefix	*Primary Phone Number: 646-546-5465
*First Name: Betsy	Secondary Phone Number
Middle Name	*Email Address: BetsyRoss@gmail.com
*Last Name: Ross	This employee is an emergency contact for this Center <input checked="" type="checkbox"/> Yes
Suffix	I will be working on-site at this Center <input checked="" type="checkbox"/> Yes

If you intend to work On-Site, review Bulletin 137-139 to ensure that all credential requirements are met.



Section 2: Additional Names

Have you used another name in the past 5 years?

Yes

If No, do nothing in Section 2 and skip to Section 3. If Yes, select Add New+, enter information, and click on the gray check to Save.

First Name

Middle Name

Date Started

Date Ended

0 records to show

+Add New

Section 2: Additional Names

Have you used another name in the past 5 years?

Yes

First Name

Middle Name

Last Name

Date Started

Date Ended

There are no records to show

+Add New

*First Name

Middle Name

*Last Name

Suffix

Pamela

Brown

*Date Started

*Date Ended

08/01/2023

11/30/2023

✓

Section 3: Address Information

Physical Address

*Street Name 1

SEYTDRTYDRU

Street Name 2

*City

DRTUYDRTURU

*State

Louisiana

*Zip

86757

*Parish/County

Ascension

Copy to Mailing

Mailing Address

*Street Name 1

SEYTDRTYDRU

Street Name 2

*City

DRTUYDRTURU

*State

Louisiana

*Zip

86757


*Parish/County

Ascension

A legitimate date of birth, SSN, Identification # (govt. Issued ID), Sex and Race are required. Your SSN will be hidden with the exception of the last four digits.

Section 5: Personal Identification

*Date Of Birth	*SSN	*Identification Number ⓘ	*Issuing State
01/05/1976	***-**-6555	65465651561	Louisiana
*Sex	*Race		
Female	White		

Save 

SSN#'s and DOB will be synced with CCCBC statuses and must match exactly for all owners, directors and staff.

Select, Save and you'll be navigated to early Learning Center Staff page.



EARLY LEARNING CENTER STAFF

Early Learning Center Staff
Enter all hired Staff Members who will be on site at the Early Learning Center. Every Center must have at least one Director identified. If that Director is responsible for multiple Centers, then a Director Designee will also be required. Owners who will be working on site will also need to be re-entered to Staff Member page.

← Return to Application Home

Section 1: Staff Members

Name	Position Type	Primary Phone Number	Email Address	Date Hired
There are no records to show				

+ Add New

← Back to Center Owner Continue →

Add all staff by selecting the “Add new” option, which will navigate a Provider to the “Early Learning Center Staff” page, as shown below. The Owner should not be added here.

Complete the required entries, as shown below. Do not forget to indicate whether or not the Staff Member is an On-Site Emergency contact.

Center Staff Detail

Early Learning Center Staff
Provide the details for all Center Staff that will be working on site at the Center.

Section 1: Name and Contact

Prefix:

*First Name:

Middle Name:

*Last Name:

Suffix:

*Primary Phone Number:

Secondary Phone Number:

*Email Address:

This employee is an emergency contact for this Center Yes

You must appoint at least 1 On-Site and 1 Off-Site Emergency Contact.

Section 2: Address Information

Physical Address		Mailing Address	
*Street Name 1	25 Blue Bird Circle	*Street Name 1	25 Blue Bird Circle
Street Name 2		Street Name 2	
*City	New Orleans	*City	New Orleans
*State	Louisiana	*State	Louisiana
*Zip	54656	*Zip	54656
*Parish/County	East Baton Rouge	*Parish/County	East Baton Rouge

Section 3: Personal Identification

*Date Of Birth	01/05/1980	*SSN	***-**-4554	*Identification Number	54654654	*Issuing State	Louisiana
*Sex	Female	*Race	Black/African American	Married	<input type="radio"/> No		

If Yes, a Director Designee must be appointed.

Section 4: Employment Details

*Position Type	Director	*Years of experience in a licensed center	15
*Date appointed to current role	01/06/2023	Responsible for other Early Learning Centers	<input type="radio"/> No
*Date Hired in any Capacity	01/06/2023	Qualify for School Readiness Tax Credit Level	<input type="radio"/> No



Section 5: Degrees and Certifications

The reported credentials may qualify for an Early Childhood Ancillary Certificate (ECAC). An ECAC can be used as a qualifying credential to become a Director or Director Designee of a licensed child care center. Visit the [Teach LA Live Portal](#) to apply for an ECAC. Note: The submitted ECAC application will need to include a transcript showing the degree completion. For Directors and Director Designees, please review [Application Instructions](#).

Category	Type
There are no records to show	

Upload all mandatory documents and Save.



Directors and Director Designees are required to upload, Pre-Service Orientation (CCAP/All Type III), CPR, Pediatric First Aid, Mandated Reporter, Medication Administration, ELC Experience. If you are a Head-start or Grant Funded, upload a blank doc into the Pre-Service Orientation Category. [Please see Bulletin 137 for details.](#)

Other Staff will need CPR, Pediatric First Aid and Mandated Reporter.

All documents, with the exception of ELC Experience, will be located in the Education and Training category. ELC Experience is located in the Experience category. Upload all mandatory documents listed on the previous page and within Bulletin 137-139, first. Save as you upload. You may return to the Staff Member's page to upload Certificates by selecting the Pencil icon next to their name. See Page 35 for an example of this. Be sure to Save.

Section 5: Degrees and Certifications

The reported credentials may qualify for an Early Childhood Ancillary Certificate (ECAC). An ECAC can be used as a qualifying credential to become a Director or Director Designee of a licensed child care center. Visit the [Teach LA Live Portal](#) to apply for an ECAC. Note: The submitted ECAC application will need to include a transcript showing the degree completion. For Directors and Director Designees, please review [Application Instructions](#).

Category: --Select-- Type: --Select--

There are no records to show

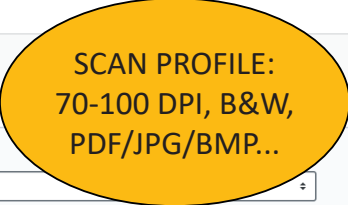

+ Add New

*Category: --Select-- *Type: --Select--

*Choose File: Choose File Browse

✓

Save Cancel





*Category: --Select-- *Type: --Select--

Education/Training Certifications Experience

Browse

✓ ✕




*Category: Education/Training *Type: --Select--

*Choose File: Choose File Browse

CPR Training Pediatric First Aid Pre-service Orientation Medication Administration Training Degree Continuing Education Training College Credit Hours Mandated Reporters

✓ ✕




*Category: Education/Training *Type: CPR Training

*Certified by: state *Expiration Date: 02/03/2023

*Choose File: Choose File Browse

✓ ✕



To upload files, select Browse. The file Explorer will open, as shown below. Double click on the file and it will automatically upload into the application. You may also locate the file and select Open for the same result. Enter information into all text boxes.

**SCAN PROFILE:
70-100 DPI, B&W,
PDF/JPG/BMP...**

File name:

Form Fields:

- *Category: Education/Training
- *Type: CPR Training
- *Certified by: state
- *Expiration Date: 02/03/2023
- *Choose File: Choose File

Form Fields:

- *Category: Education/Training
- *Type: CPR Training
- *Certified by: state
- *Expiration Date: 02/03/2023
- *Choose File: Test 1.docx

To view the uploaded document, click on the eye icon. The file will open in a separate window. Click on the trashcan to delete the file and upload a different one. Select the check icon to Save the uploaded document.

Section 5: Degrees and Certifications

The reported credentials may qualify for an Early Childhood Ancillary Certificate (ECAC). An ECAC can be used as a qualifying credential to become a Director or Director Designee of a licensed child care center. Visit the [Teach LA Live Portal](#) to apply for an ECAC. Note: The submitted ECAC application will need to include a transcript showing the degree completion. For Directors and Director Designees, please review [Application Instructions](#).

Category: Education/Training Type: CPR Training

*Category: Education/Training

*Type: Pediatric First Aid

*Certified by: state

*Expiration Date: 02/03/2023

*Choose File: Choose File [Browse]

Test 1.docx

[Checkmark] [X]



Section 5: Degrees and Certifications

The reported credentials may qualify for an Early Childhood Ancillary Certificate (ECAC). An ECAC can be used as a qualifying credential to become a Director or Director Designee of a licensed child care center. Visit the [Teach L.A Live Portal](#) to apply for an ECAC. Note: The submitted ECAC application will need to include a transcript showing the degree completion. For Directors and Director Designees, please review [Application Instructions](#).

Category	Type	
Education/Training	CPR Training	[Edit] [Delete]
Education/Training	Pediatric First Aid	[Edit] [Delete]

+ Add New

Save Cancel



*Category: Education/Training

*Type: Pre-service Orientation

*Certified by: state

*Date Completed: 01/11/2023

*Expiration Date: 01/28/2023

*Choose File: Choose File [Browse]

Test 1.docx

[Checkmark] [X]

Types 1 and 2 are not required to complete the Pre-Service Orientation course.



Section 5: Degrees and Certifications

The reported credentials may qualify for an Early Childhood Ancillary Certificate (ECAC). An ECAC can be used as a qualifying credential to become a Director or Director Designee of a licensed child care center. Visit the [Teach L.A Live Portal](#) to apply for an ECAC. Note: The submitted ECAC application will need to include a transcript showing the degree completion. For Directors and Director Designees, please review [Application Instructions](#).

Category	Type	
Education/Training	CPR Training	[Edit] [Delete]
Education/Training	Pediatric First Aid	[Edit] [Delete]
Education/Training	Pre-service Orientation	[Edit] [Delete]

+ Add New

Save Cancel

*Category: Education/Training

*Type: Medication Administration Training

*Certified by: state

*Expiration Date: 02/04/2023

*Choose File: Choose File [Browse]

Test 1.docx [View] [Delete]

[Checkmark]



Section 5: Degrees and Certifications

The reported credentials may qualify for an Early Childhood Ancillary Certificate (ECAC). An ECAC can be used as a qualifying credential to become a Director or Director Designee of a licensed child care center. Visit the [Teach L.A. Live Portal](#) to apply for an ECAC. Note: The submitted ECAC application will need to include a transcript showing the degree completion. For Directors and Director Designees, please review [Application Instructions](#).

Category	Type	
Education/Training	CPR Training	[Edit] [Delete]
Education/Training	Pediatric First Aid	[Edit] [Delete]
Education/Training	Pre-service Orientation	[Edit] [Delete]
Education/Training	Medication Administration Training	[Edit] [Delete]

+ Add New

Save Cancel [Up Arrow]



*Category: Education/Training

*Type: Mandated Reporters

*Choose File: Choose File [Browse]

*Expiration Date: 01/28/2023

Test 1.docx [View] [Delete]

[Checkmark]



Section 5: Degrees and Certifications

The reported credentials may qualify for an Early Childhood Ancillary Certificate (ECAC). An ECAC can be used as a qualifying credential to become a Director or Director Designee of a licensed child care center. Visit the [Teach LA Live Portal](#) to apply for an ECAC. Note: The submitted ECAC application will need to include a transcript showing the degree completion. For Directors and Director Designees, please review [Application Instructions](#).

Category	Type		
Education/Training	CPR Training		
Education/Training	Pediatric First Aid		
Education/Training	Pre-service Orientation		
Education/Training	Medication Administration Training		
Education/Training	Mandated Reporters		

[+ Add New](#)

[Save](#) [Cancel](#)

*Category: Experience [Browse](#)

*Type: --Select--

*Category: Experience

*Choose File: [Browse](#)

*Type: --Select--

*Category: Experience

*Type: ELC Experience
Licensed Early Learning Center or comparable

*Number of years:

*Choose File: [Browse](#)

Test 1.docx

Section 5: Degrees and Certifications

The reported credentials may qualify for an Early Childhood Ancillary Certificate (ECAC). An ECAC can be used as a qualifying credential for Director Designee of a licensed child care center. Visit the [Teach L.A Live Portal](#) to apply for an ECAC. Note: The submitted ECAC application will need to include a transcript showing the degree completion. For more information, please review [Application Instructions](#).

Category	Type	
Education/Training	CPR Training	
Education/Training	Pediatric First Aid	
Education/Training	Pre-service Orientation	
Education/Training	Medication Administration Training	
Education/Training	Mandated Reporters	
Experience	ELC Experience	

These specific documents must be uploaded into each category to submit the CHOW application.

Section 1: Staff Members

Name	Position Type	Primary Phone Number	Email Address	Date Hired	
Cynthia Test	Director	225-345-6787	Cynthia@test.com	01/02/2023	
Donna Test	Other Staff	225-345-6789	Donna@test.com	01/02/2023	
Cynthia Test	Other Staff	225-345-6787	Cynthia@test.com	01/02/2023	
Donna Test	Other Staff	225-345-6789	Donna@test.com	01/02/2023	
Cynthia Test	Other Staff	225-345-6787	Cynthia@test.com	01/02/2023	

Select, Add New+ to continue adding Staff. Select the pencil to edit a Staff Member’s information or to add additional credentials. Click on the Trashcan to Delete a Staff Member. After entering all of the staff members’ documents, select, Continue.

ADDING EARLY LEARNING CENTER OTHER STAFF

Center Staff Detail

Early Learning Center Staff

Provide the details for all Center Staff that will be working on site at the Center.

Section 1: Name and Contact

Prefix	<input type="text"/>	*Primary Phone Number	<input type="text" value="645-556-3563"/>
*First Name	<input type="text" value="Abby"/>	Secondary Phone Number	<input type="text"/>
Middle Name	<input type="text"/>	*Email Address	<input type="text" value="abby@gmail.com"/>
*Last Name	<input type="text" value="Rhodes"/>	This employee is an emergency contact for this Center	<input type="radio"/> No
Suffix	<input type="text"/>		

At least 1 On-Site and 1 Off-Site Emergency Contact must be assigned. On-Site contacts can only be added from the individual's Staff page.

Section 2: Address Information

Physical Address	Mailing Address
*Street Name 1 <input type="text" value="25 London Dr."/>	*Street Name 1 <input type="text" value="25 London Dr."/>
Street Name 2 <input type="text"/>	Street Name 2 <input type="text"/>
*City <input type="text" value="New Orleans"/>	*City <input type="text" value="New Orleans"/>
*State <input type="text" value="Louisiana"/>	*State <input type="text" value="Louisiana"/>
*Zip <input type="text" value="54545"/>	*Zip <input type="text" value="54545"/>
*Parish/County <input type="text" value="East Baton Rouge"/>	*Parish/County <input type="text" value="East Baton Rouge"/>
<input type="button" value="Copy to Mailing"/>	

Section 3: Personal Identification

*Date Of Birth <input type="text" value="01/06/1995"/>	*SSN <input type="text" value="***-**-4655"/>	*Identification Number <input type="text" value="55641654"/>	*Issuing State <input type="text" value="Louisiana"/>
*Sex <input type="text" value="Female"/>	*Race <input type="text" value="Asian"/>	Married <input type="radio"/> No	

Section 4: Employment Details







*Position Type <input type="text" value="Other Staff"/>
*Date appointed to current role <input type="text" value="01/11/2023"/>
*Date Hired in any Capacity <input type="text" value="01/01/2023"/>

Personal Information must match the information on the Staff Member's CCCBC application.

Director, Director Designee, Staff Administrator and Other Staff may be selected in Section 4. Staff Administrators and Other Staff are required to upload Child/Infant, Pediatric First Aid, and Mandated Reporters, as shown at the top of Page 34.

Section 5: Degrees and Certifications

Add all validated education, training, and/or certifications. Choose the category and type from the drop down selections and upload your supporting documentation. For Directors and Director Designees, please review [Application Instructions](#)

Category	Type	
Education/Training	CPR Training	 
Education/Training	Pediatric First Aid	 
Education/Training	Mandated Reporters	 

[+ Add New](#)

[Save](#) [Cancel](#)

These documents must be uploaded into each category to submit the application.

Early Learning Center Staff

Great Job Center Staff information saved successfully.





Find the Right Program / New Type III Application / Early Learning Center Staff

Early Learning Center Staff


Enter all hired Staff Members who will be on site at the Early Learning Center. Every Center must have at least one Director identified. If that Director is responsible for multiple Centers, then a Director Designee will also be required. Owners who will be working on site will also need to be re-entered to Staff Member page.

[Return to Application Home](#)

Section 1: Staff Members

Name	Position Type	Primary Phone Number	Email Address	Date Hired	
Sally Fields	Director	564-654-6546	sallyf@gmail.com	01/06/2023	 
Abby Rhodes	Other Staff	645-556-3563	abby@gmail.com	01/01/2023	 

[+ Add New](#)

[Back to Center Owner](#)  [Continue](#)

After entering all staff members and documents, select, continue.

The CCCBC page is informational and interactive. While you can refresh the status of CCCBC's, there is no requirement to enter any information. A green Eligible status must be present for all names listed in order to submit the CHOW application. Click on the CCCBC image or the link to access the CCCBC System to complete or amend a background check.

Background Check

Criminal Background Check


All Center Staff members are required to submit to a Criminal Background Check. Employer and Employees will need to submit their information on the Child Care Civil Background Check System (CCCBCS).

[← Return to Application Home](#)

Section 1: Submit CCCBC Application

Employees of a Provider/Entity who want to submit applications for background check on behalf of applicants must first be registered to use the CCCBC system. Existing licensed Child Care Providers will be given one user account by LDOE when the system is first available to the public. Additional users for that Provider must register using the link on that page. For additional information about the registration form and process [click here](#).

Click the image below to access the CCCBCS Page




Section 2: Background Status

The table below includes all Center Owners, Directors, and currently hired staff entered during the previous steps. All individuals will need to be reviewed by the CCCBC system and have an "Eligible" or "Provisional" status for their application to be approved.


Filter by Status

--Select--


Refresh CCCBC Status

Status	Name	Contact Number	Position Type	Email Address
Eligible	Cynthia Test	225-345-6787	Director	Cynthia@test.com
Eligible	Donna Test	225-345-6789	Staff Member	Donna@test.com
Eligible	Cynthia Test	225-345-6787	Staff Member	Cynthia@test.com
Eligible	Donna Test	225-345-6789	Staff Member	Donna@test.com
Eligible	Cynthia Test	225-345-6787	Staff Member	Cynthia@test.com
Eligible	serytservey FTJHFYJYGJ	746-786-8765	Owner	pm@gmAIL.COM

← Back to Center Staff


Save and Continue →

Boing School - Type 3 In Progress

Application ID	Category	Last Update	Expires on
112824	Renewal	01/12/2023	04/12/2023

Edit
Cancel

If you need to step away or take a break from the application, simply sign out. When you return, sign into your dashboard. Scroll down to Pending Applications. Select Edit to return to the Application Home page and continue the application.

EMERGENCY PREPAREDNESS PLAN

Emergency Preparedness Plan

The Emergency Plan describes the procedures that your Early Learning Center uses to provide for the care and well-being of children under care and your staff. This plan addresses circumstances that threaten lives and property.

Return to Application Home

Section 1: Upload your Plan

Upload your plan below, if you do not have an existing plan, download the template below.

Download Plan Template

*File

Choose File Browse

Emergency Plan
Test 1.docx
01/16/2023

SCAN PROFILE:
70-100 DPI, B&W,
PDF/JPG/BMP...

Download the Emergency Preparedness Template located at the top of the page. Save the document to your computer. The PDF document is editable, meaning that you may complete all but your signature electronically. Make sure you save your information as you progress through the document.

You'll need to print, scan and upload a completed Plan. Select the Browse to locate the file from your personal computer. Double-click on the file or select the file and Open to initiate the upload.

If you already have a EPP, you may upload the file. However, the Plan must address all areas within the Template to avoid unnecessary rejection of the CHOW application. Download the Emergency Plan Requirements and save to your computer.

Section 2: Emergency Plan Requirements

Once your application is submitted, your plan is reviewed and a field inspection is scheduled. The plan must provide the items outlined in the file below. [Emergency Preparedness and Evacuation Planning](#)

Info. If you choose to upload an Emergency Plan not based on the template provided, you must ensure your plan meets the requirements outlined in the file available below. Plans that do not meet the requirements will be rejected and the application will not move forward until all elements are fulfilled.

Download Emergency Plan Requirements

Section 3: Emergency Contacts

Your plan must have named contacts for Staff in the event of an Emergency. Please review below to confirm that these are your intended Emergency Contacts.

Warning! The Center will need one on-site and one off-site emergency contacts. Off-site emergency contacts are individuals who the Department can reach in the event of an emergency should we be unable to reach anyone via the Center, Office, or Director's Home Phone Numbers.

Contact Type	Name	Primary Phone	Secondary Phone
On-Site	Sally Fields	564-654-6546	

+Add New

Next, you'll identify at least one On-Site and one Off-Site Emergency Contact. You should see at least one On-Site already listed as a result of completing a Staff Member's page or your own. If you do not have an On-Site listed, return to the Center Staff Step from the Application Home page. Select the pencil icon next to the Staff Member or your name to view the details. In the top section, look for the toggle button asking, "Will this person be working On-Site?" Select, Yes. Scroll to the bottom of the page and select, Save. Now return to the Emergency Preparedness Step to ensure that the On-Site Emergency Contact is now listed.

The next images will show you how to add Off-Site Emergency Contacts.

To add Off-Site Emergency Contacts, click inside the New Off-Site circle, as shown below. Enter the required information and click on the gray check icon to save.

Section 3: Emergency Contacts
Your plan must have named contacts for Staff in the event of an Emergency. Please review below to confirm that these are your intended Emergency Contacts.

Warning! The Center will need one on-site and one off-site emergency contacts. Off-site emergency contacts are individuals who the Department can reach in the event of an emergency should we be unable to reach anyone via the Center, Office, or Director's Home Phone Numbers.

Contact Type	Name	Primary Phone	Secondary Phone
On-Site	Sally Fields	564-654-6546	

+Add New

*Do you want to select an existing on-site Owner or Staff member as an emergency contact or add a new off-site emergency contact? Use on-site owner/staff New off-site

*Off-Site Emergency Contact Name: *Primary Phone Number: Secondary Phone Number:

*Email Address:

Legend:
Pencil=Edit
Trashcan=Delete
Check=Save

Section 3: Emergency Contacts
Your plan must have named contacts for Staff in the event of an Emergency. Please review below to confirm that these are your intended Emergency Contacts.

Warning! The Center will need one on-site and one off-site emergency contacts. Off-site emergency contacts are individuals who the Department can reach in the event of an emergency should we be unable to reach anyone via the Center, Office, or Director's Home Phone Numbers.

Contact Type	Name	Primary Phone	Secondary Phone
On-Site	Sally Fields	564-654-6546	
Off-Site	Clark Gable	654-654-6546	

+Add New

← Back to Background Check

Save and Continue →

You must have 1 On-Site and 1 Off-Site Emergency Contact to proceed. Once you have both, select, Save. Deleting an Emergency Contact does not delete the Staff Member from your Staff list; only the Contact list.

CHILD CARE ASSISTANCE PROGRAM (CCAP)

All Type III applications are designed so that all Providers will be CCAP providers. The CCAP is defaulted into the Type III application, so there is no need to upload a separate application. Grant Funded and Head Starts do not charge for their services and are funded either privately or sources outside of the CCAP. The latter two types of funding are not required to accept CCAP or account for Academic Approval. However, **all Types III's will need to read through (grab the scroll bar and slide down) the Provisions to activate the Accepted button.** Download the CCAP Agreement for your records.

Child Care Assistance Program

Child Care Assistance Program

The following required information includes the Child Care Assistance Program (CCAP) Agreement, Center's rates and fees, and Time and Attendance agreement.

[← Return to Application Home](#)

Section 1: CCAP Agreement Provisions

Please review the CCAP Agreement below and click the box agreeing that you have read and understood all the provisions.

must submit a new Agreement; or
H. Payment shall not be made outside of the effective date of this Agreement.

24. The Department may terminate a Provider's certification and impose a period of ineligibility on the Provider for program violations, which include but are not limited to the violations listed in Section 321 of BESE Bulletin 139, Louisiana Child Care and Development Fund Program or a condition or situation exists that places the lives, safety, or physical, mental or emotional well-being of any child entrusted to the Provider's care in imminent danger, regardless if such a condition or situation results from an act or omission by the Provider.

25. Neither the federal government nor the State of Louisiana offers appeal rights for Providers whose participation in the Child Care Assistance Program is refused or terminated. The decision to deny appeal rights was made by the State Legislature and the Department does not have the authority to overrule State law. The Provider is not entitled to CCAP payments during any appeal process and winning the appeal does not restore CCAP payments of eligibility.

26. Provider Compliance
Provider initials below indicates provider has thoroughly read each statement and agrees to adhere to the terms written therein.

* By clicking this box I have read through all the provisions and agree to them.

Accepted

Download a copy of the CCAP Agreement for your records.

[Download CCAP Agreement](#)

All Types III center (Entity Manager's) must enter his/her initials next to each CCAP Assurance. If you are Headstart or Grant funded, you are not accepting CCAP. You are simply attesting to having read the CCAP Provisions and Assurances. Your entity is already on record as nonCCAP provider. Future versions of Edlink will redirect Head Starts and Grant funded centers around the CCAP section as well as banking.

Section 2: CCAP Assurances

Please initial each section as you agree to the provisions.

*Initial Here I understand that Federal CCAP rules require that the provider must charge caregivers the rate provided on the current CCAP 10 form and must collect the difference between the rate charged and the amount of CCAP assistance received. This difference is the caregiver's "copay".

*Initial Here I agree to report problems with a Point of Service (POS) device or finger image scanner to the Conduent Provider Help Desk and the Department within 48 hours of failure.

*Initial Here I agree to notify the Department immediately of the removal of any child from its care so that payment from the Department for that child can be discontinued.

*Initial Here I will retain supporting fiscal documents (invoices, remittances, attendance logs, etc.) adequate to insure that claims for matching federal funds are in accordance with federal requirements. Provider will retain such documents for three (3) years after the close of the state fiscal year (July 1 through June 30) in which services are provided.

*Initial Here I understand that when the Department determines the provider is not in compliance with an administrative requirement, the Department may send written notice by mail or email informing the provider of the administrative noncompliance and requiring that the provider come into compliance.

*Initial Here I understand that If the provider does not come into compliance within 14 calendar days of such notice, the Department may suspend payments to the provider until the provider is in compliance.

*Initial Here I understand that if I do not turn my required documentation in timely manner than my application will be denied.

Enter your rates and fees in the respective boxes next to the ages that you will service. Place a value of at least zero into all boxes of ages not serviced. Enter your current rates into the boxes of the ages that are serviced. These rates will be verified by the Licensing Consultant, CCAP and by submitted a Notification of Rates to parents.

Head Starts and Grant funded centers will place a 1 in all boxes if there is no charge for care.

Section 3: Rates and Fees

Please enter your Center's rates and registration fees. Provide them both as a daily rate for full time care and as an hourly rate for part time care. Rates can be changed in the future from the Entity Management section of the Entity Portal. However, changes will not take affect until the next calendar month.

Enter Your Daily Rates

Age	*Full Daily Rate	*Part Time Hourly Rate
Age 0	75	20
Age 1	75	20
Age 2	75	20
Age 3	75	20
Age 4	75	20
Age 5 & Over	75	20

*Do you charge a registration fee?
 No

If a registration fee will be charged for any service that is offered, select yes. See each drop-down for options. If no registration fee will be charged, leave the box empty. You do not have to charge fees for a specific services.

*Do you charge a registration fee?
 Yes

*Registration Fee 45 <small>Example 75.00</small>	*This fee is charged Per Child	*This fee is collected Annually
*Before Care Fee 25 <small>Example 75.00</small>	*This fee is charged Per Child	*This fee is collected One-Time
*After Care Fee 025 <small>Example 75.00</small>	*This fee is charged Per Child	*This fee is collected One-Time

Download the Time and Attendance Agreement, complete, sign and scan. Upload the scanned in document by clicking on, Browse, and selecting the file by double clicking on it.

Section 4: Time and Attendance Agreement

Download and complete the Louisiana CCAP Provider Time and Attendance Equipment Agreement below. Then scan your signed and completed document and upload using the "Upload File" option below.

[Download CCAP 14EA Form](#)

*Upload File
 Choose File

Time and Attendance Agreement
 Test 1.docx
 01/16/2023

**SCAN PROFILE:
 70-100 DPI, B&W,
 PDF/JPG/BMP...**

Section 5: Agreement Signatures

An authorized Director or Owner will need to sign the Child Care Assistance Program Agreement.

I certify that I have personally completed this application and have carefully investigated all facts necessary to complete this application. I further certify that all information contained in this application is true and correct to the best of my knowledge and ability. I understand that knowingly providing false information on this application may cause my application to be denied or my certification to be terminated, or not renewed. I further understand that failure to provide complete information may result in my application being delayed, denied, or my certification terminated, or not renewed. I also understand that knowingly providing false information may result in criminal charges. I understand that failure to comply with the law and regulations governing the certification of child care facilities could result in my certification being denied or revoked.

*Position Type

Director

*Full Name

Betsy Ross

*Date of Birth

01/06/1969

← Back to Emergency Plan

Save and Continue →

Select, Save and Continue, to be navigated to the Academic Approval page.

ACADEMIC APPROVAL

Select either Part-Time or Full-Time from the drop-down. Grand funded and Head Start centers will need to scroll down and accept to proceed. Please read the Agreement carefully before selecting. Direct any question to [Child Care Facility Licensing Information](#). You may also visit the [Academic Approval](#) page for contact information.

Type III Form: Academic Approval Application

Academic Approval

Publicly-funded child care centers are required to meet a set of performance and academic standards resulting in academic approval. Academic Approval requires publicly-funded child care centers to participate in the community network system.

[Return to Application Home](#)

Section 1: Academic Approval Agreement

Please review the Academic Approval Agreement document below. Once you have read through the agreement and scrolled to the bottom, you will be able to sign electronically.

*Does your site offer full time or part-time care?

Part Time

Part-time care is defined as offering less than 30 hours of care per week, with up to a maximum of 129 hours per month, including care offered on holidays, and before and after school. Full-time care is defined as offering care for 30 hours or more per week.

I. ANCILLARY CERTIFICATE REQUIREMENTS FOR TYPE III CENTERS

I understand the following:

- A Lead Teacher is defined as the early childhood care and education classroom teacher that is primarily responsible for the classroom for a minimum 20 hours a week for every classroom providing full-day care in a publicly-funded site;
- Pursuant to Bulletin 140, all lead teachers in full day type III early learning centers hired into their role prior to July 1, 2018 must obtain their early childhood ancillary certificate by July 1, 2020; and all lead teachers in full day type III early learning centers hired into their role on or after July 1, 2018 must obtain their early childhood ancillary certificate within 24 months from their date of hire;

PLEASE NOTE: The Early Childhood Ancillary Certificate does not fulfill the requirement of a valid and current Louisiana teaching certificate for lead teachers in publicly funded pre-K (LA 4 and NSECD) classrooms and it 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.

I elect to participate in the School Readiness Tax Credit Program

I Agree

I certify that all of the lead teachers who have been working in my center for 24 months or more will have met the requirement set forth in Bulletin 140

I Agree

Please Note: Your application will be valid for the following calendar years:

2022-2023

Select part-time or full-time.

Select your Chief Administrator. This is usually the Owner or Director of the Center.

Section 2: Site Contact Information

Select your Program Partner Chief Administrator from the list of owners/staff you have identified with your entity. If you need to make a correction please return to the Center Information page.

Entity Name
NASA Babies

Physical Address
4562 Apollo Rd.
Houston, Louisiana, 89874
Claiborne

Mailing Address
4562 Apollo Rd.
Houston, Louisiana, 89874
Claiborne

Primary Phone
3659875489

Secondary Phone

Email Address
nasababies@gmail.com

*Select your program partner Chief Administrator

--Select--

Sally Fields
Abby Rhodes
Betsy Ross

Select a Chief Administrator. This is usually the Owner or Director.

Select your position title, electronically sign and date the Agreement. Click on Save and Continue to be navigated to Document Upload.

Section 3: Agreement Signatures



An authorized Owner, Director, or Director Designee will need to sign the Academic Assurance Agreement.

My organization will comply with all provisions of State Board of Elementary and Secondary Education (BESE) Bulletin 140-Louisiana Early Childhood Care Education network.

*Position Type: *Full Name: *Date Of Birth:

Note: An email notification will be sent to the Entity/Site's email address once the full Licensing application is submitted for review.

[← Back to CCAP](#) [Save and Continue →](#)





DOCUMENT UPLOAD

In “Document Upload,” there are 10 sections displayed, which are:

- Section 1: Commercial and Medical Liability Insurance
- Section 2: State Fire Marshal Information
- Section 3: Office of Public Health Approval
- Section 4: Center Pictures
- Section 5: Documentation of Ownership
- Section 6: Rates Verification
- Section 7: Verification of Identity
- Section 8: Social Security Cards
- Section 9: W-9 or IRS SS-Form
- Section 10: Rates Verification

Upload the required documents below. Multiple files may be uploaded in each section. Ensure that your scanned documents are not too large for your personal computer to upload. Scan Profiles should be 70-100 DPI, B&W and a common file type, such as PDF, JPG, BMP...Edlink will accept most file types with the exception of video files. This scan profile will ensure that the files are small enough to upload, yet very clear for viewing by LDOE.

The screenshot shows the 'Document Upload' interface. At the top, there is a header 'Document Upload' with a sub-header 'Document Upload' and a paragraph explaining that the Type III licensing application has several types of documents required. Below this is a button 'Return to Application Home'. The main section is titled 'Section 1: Commercial and Medical Liability Insurance' with instructions to upload a copy of the declaration page. Underneath, there is an 'Upload File' section with a 'Choose File' input and a 'Browse' button. A file named 'Test 1.docx' is shown with a 100% progress bar. Below the progress bar is a table with columns for file name, status, and actions. A red arrow points to the 'Under Review' status in the table.

Commercial and Medical Liability Insurance	Status	
Test 1.docx 01/16/2023	Under Review	 

Continue to upload the mandatory documents. Take a moment to read the excerpts below each section for descriptions of what is needed. More detailed instructions and links are also located on the Application Home page in Step 1, Application Instructions.

Section 2: State Fire Marshal Information

Upload the Center's completed and approved State Fire Marshal Inspection Form. To request a State Fire Marshal Inspection, visit [here](#) for more details.

*Upload File

Choose File

Section 3: Office of Public Health Approval

Upload the Center's completed and approved Office of Public Health Inspection. To schedule your inspection, complete and submit your Day Care Plans Review Packet to LDH [here](#).

*Upload File

Choose File

Section 4: Center Pictures

Pictures of the Facility will need to be uploaded as part of the Licensing Application process. Picture should include at a minimum: The center's front entrance, kitchen, direct exit, and playground.

*Upload File

Choose File

Section 5: Documentation of Ownership

A signed, dated, and notarized documentation of ownership of the Early Learning Center will need to be uploaded to your licensing application.

*Upload File

Choose File

Section 6: Rates Verification

Upload a copy of notice to parents such as newsletter, bulletin, memo, etc.

*Upload File

Choose File

Section 7: Verification of Identity

Upload a copy of a government issued picture ID for all owners, directors, and designees.

*Upload File

Choose File

Section 8: Social Security Cards

Upload a copy of a government issued social security card for all owners and directors.

*Upload File

Choose File

Section 9: W-9 or IRS SS-Form

Upload a copy of the most recent W-9 or IRS SS-Form

*Upload File

Choose File

IRS SS-4 Form Test 1.docx 01/16/2023	Status Under Review	<input type="button" value="View"/> <input type="button" value="Delete"/>
--	------------------------	---

You may Save and Continue and return to this page if you do not have all of the documents ready to upload.

After uploading all documents, Select, Save and Continue, to be navigated to the Banking Information page.

BANKING INFORMATION

Download the Direct Deposit Authorization form. Fill in the correct banking information, legibly. Scan the document and upload it into Sections 1. Only the Director or Entity Manager will have the ability to change the center’s banking information. If you are a Head Start or a grant funded center, upload a “dummy doc” for the authorization form requirement.

Banking Information

Upload document that has information about your bank.

← Return to Application Home

Section 1: Banking Information

Please upload your banking information to indicate where provider reimbursements and public funding will be deposited for your Early Learning Center. A template is provided below that includes all instructions and requirements to receive State funding.

Download Bank Info Template

Upload File

Choose File

Banking Information Test 1.docx 01/16/2023	Status Under Review	
--	------------------------	--

← Back to Document Upload Save and Review →

After uploading the Direct Authorization Form, Select, Save and Continue, to be navigated to the Application Home page.

APPLICATION HOME PAGE

The Application Home page is the final page before you submit the application. Ensure that all badges are green and complete. You will need to visit or revisit any blue or yellow badges before the application can be submitted. To do this, click onto the Review or Edit button above the incomplete badge and enter the missing documents or information. Then return to the Application Home page to submit.

Application Home
The Application Home page lists all the required steps in completing the Type III Licensing Application. Once all required information is submitted, you will be able to submit your application for review.

[← Return to Application Selector](#)

Page Help. We have provided a way for you to keep track of all the information needed for you to complete your school's application. After all required information is submitted within each step, you will see a green "Completed" badge on the Application Home page. If a section remains incomplete there will be a yellow "Incomplete" badge. Once you have started a step, you can always return to a previous section using the "Return to Previous" button or return to this Home page by using the "Return to Application Home" button.

1 - Application Instructions This page describes all the requirements and instructions for completing the Licensing Application.	Review or Edit 1 Complete
2 - Funding Source Enter all the funding sources for your Early Learning Center on this page.	Review or Edit 2 Complete
3 - Early Learning Center Information Provide the name, location, and contact information for your Early Learning Center on this page.	Review or Edit 3 Complete
4 - Services and Hours This page allows you to enter the Center's hours of operation and list the services offered at your facility.	Review or Edit 4 Complete
5 - Ownership Type This page asks for the legal Ownership type of your Early Learning Center.	Review or Edit 5 Complete
6 - Center Owner List all the legal Owners of the Early Learning Centers on this page.	Review or Edit 6 Complete
7 - Center Staff Enter in all currently hired Directors, Director Designees and Other Staff on this page.	Review or Edit 7 Complete
8 - Criminal Background Check This page will provide you the status of all Owners, Directors, and Staff who have completed a Criminal Background check.	Review or Edit 8 Complete
9 - Emergency Plan The center's Emergency Preparedness Plan and emergency contacts will be completed on this page.	Review or Edit 9 Complete
10 - CCAP Review and accept the details of the Child Care Assistance Program on this page, and supply additional information.	Review or Edit 10 Complete
11 - Academic Approval Review and accept the details of the Academic Approval Agreement.	Review or Edit 11 Complete
12 - Document Upload This page allows you to upload all required supporting documentation for your Early Learning Center.	Review or Edit 12 Complete
13 - Banking Information This page will collect your banking information.	Review or Edit 13 Complete

[Withdraw Application →](#) [Submit Application →](#)

All application Types will have the opportunity to Review the application before submitting. Type 1, Churches and Religious Organizations, will not pay an application fee. Types 2 and 3 will be directed to the Payment page prior to submission. Once all steps are completed, the Submit Application button will be active.


After the application is submitted, you'll be navigated back to your New User or Existing Dashboard. Scroll to the bottom of the Dashboard to see the status of the submitted application.











- In Progress=Not Submitted Yet
- Pending=Submitted and may take up to 90 days to review/approve
- Withdrawn=Submitted application has been deleted from LDOE. No information will be retained.
- Edit=Return to complete an incomplete application.
- View=Read only of a submitted application. No changes can be made.

The screenshot shows the 'My Dashboard' page. The left sidebar contains navigation links: Pamela Mertens, My Dashboard, Messages (0), Account Settings, and Help. The main content area is titled 'My Dashboard' and includes a welcome message for Pamela Mertens. Below this are two links: 'How to use the EdLink Entity Portal?' and 'Why am I here?'. The 'Get Started' section offers two options: 'Ready to start with a new application?' with a 'Find the Right Program' button, and 'Already a member of an existing entity?' with a 'Request Access to an Entity' button. The 'Pending Applications' section displays a table with one entry: 'NASA Babies - Type 3' (Application ID: 303850, Category: New, Last Update: 01/16/2023, Expires on: 04/16/2023). Buttons for 'View' and 'Withdraw Application' are provided for this entry.

The screenshot shows the 'Entity Dashboard' page. The left sidebar lists navigation options: All Approved Entities (with a dropdown for '115406 - Type 3'), Entity, My Dashboard, Entity Management, Staff Management, Financial Management, Messages, Account Settings, and Help. The main content area features a 'Start Renewal' button and instructions. Below are three sections: 'Entity' (K test 9692, 9876 Perkins rd, Baton Rouge, Louisiana, 70301), 'License Details' (License Type: Type III, License Number: 87983359, License Status: Open, Expires: 01/16/2024), and 'Helpful links' (EdLink Support, Child Care Health Consultants, CCCBC, Office of Public Health, Publicly-Funded Provider Programs, CPR and First Aid Vendors, Emergency Preparedness, Fire Marshal Inspection, Quality Providers Library, Child Care Resource & Referral Agencies). The 'Pending Application and Actions' section shows two entries: 'K test 9692 - Type 3' (Application ID: 119690, Category: CHOW, Last Update: 12/04/2023, Expires on: 02/27/2024) and 'Zaviyar Care - Type 3' (Application ID: 119683, Category: CHOW, Last Update: 11/29/2023, Expires on: 02/26/2024). Buttons for 'View' and 'Withdraw Application' are present for the first entry.

EMAILS AND NOTIFICATIONS FOR CHOW

 **eml-app-edlink-sit**
To: Pamela Mertens



Mon 12/4/2023 9:27 AM

Dear Provider,

There has been an update in regards to your EdLink Account.

Please view the update on your EdLink Portal here: <https://sit.ldoe.edlink.la.gov>

Thanks,
Louisiana Department of Education

 Reply  Forward

This page was intentionally left blank.