

Louisiana Educator Certification (LEC) - Early Childhood Director Guide

Accessing LEC

Louisiana Educator Certification (LEC) is part of the [Louisiana Educator Portal](#). Sign In to the Louisiana Educator Portal to access the application system. See the [Logging in to the Louisiana Educator Portal - Individual Applicants](#) knowledge article for information on accessing LEP.

Authorized Early Childhood center and CCR&R personnel will have **Early Childhood Certification** in the top menu bar in the Louisiana Educator Portal. Please submit a request through the [Teacher Certification Help Center](#) if you need assistance requesting the required permissions.

Early Childhood Certification

Early Childhood center and CCR&R personnel have access to Active Applications and Submitted Applications views automatically.

- **Active Applications** - Current requests sent to your center/CCR&R for approval
- **Submitted Applications** - A history of all applications signed by the center/CCR&R through LEC.




Reviewing Applications Received

Refer to the [Applicant Guide](#) for additional guidance to provide to teachers. Once the applicant has completed their section of an application, they are prompted to select their employing early childhood center or CCR&R on any application that requires additional verification.


Applications routed to the center or CCR&R for completion and signature are found under **Active Applications** on the left navigation menu.








1. Login to LEC and access **Early Childhood Certification**.
2. Select **Active Applications** on the left navigation menu.
 - a. All applications sent to your center that have not yet been assigned to a Certification Specialist for processing will show by default.
 - b. To view only those applications that require a center signature, set the Action Required filter on the top of the list to the right to True.

| Action Required |
|-----------------|
| Not Set |
| Not Set |
| True |
| False |


3. Click the blue arrow next to an application.
 - a. Forms with the lock icon () have been completed and signed by other parties and cannot be edited by early childhood personnel.
 - b. Forms with a check mark () have been completed but the Section Review has not yet been signed to lock the form. These forms are still editable.
 - c. Forms with an empty box () still need to be completed by your center or another authority, such as a preparation provider.
 - d. If all forms are locked except for Check Out, the application is fully completed and is waiting for the applicant to pay the processing fee (if applicable) and submit.
4. Click the blue arrow above the forms list to open the application in progress.








Application Started (7/1/2025 -)


Click here to open the application: 

| Form Name | Status |
|---|---|
| Personal Information - No Fee Certificate |  |
| Professional Conduct Form - Jan 2025 |  |
| ECAC Renewal - CDA |  |
| ECAC Renewal - 45 Clock Hours |  |
| ECAC Renewal - 3 Semester Hours |  |
| ECAC Employment and SRTC |  |
| Section Review |  |
| ECAC -Renewal Director Verification | <input type="checkbox"/> |
| Section Review | <input type="checkbox"/> |
| Check Out | <input type="checkbox"/> |

5. Review all information provided in the **Applicant Section** using the left navigation menu. Click on each form to see the information entered by the applicant.

Applicant Section 

-  **Personal Information - No Fee Certificate**
-  Professional Conduct Form - Jan 2025
-  ECAC Renewal - CDA
-  ECAC Renewal - 45 Clock Hours
-  ECAC Renewal - 3 Semester Hours
-  ECAC Employment and SRTC
-  Section Review

Early Childhood Section
Volunteers of America - Greater Baton Rouge 

- a. Verify the correct request is made and all supporting documents are attached. Click on any attached document to review the file.
 - b. **If any errors are found**, see the **Remove Me** section below for instructions for returning an application to the teacher for corrections.
6. Review any other information provided by a preparation provider or other authority, where applicable.
7. Expand the **Early Childhood Section**.
8. Complete all forms in the **Early Childhood Section**. Use the Help provided to the right of most forms if you are unfamiliar with the center representative's responsibilities for a specific request.
9. Sign the **Early Childhood Section Review** once all forms are completed.

Remove Me

If an application needs to be returned to the teacher for any reason, the **Remove Me** button will remove the early learning center/CCR&R from an application. The Applicant Section is also unlocked so that changes can be made. A pop-up window will appear when Remove Me is selected, allowing you to send a message to the applicant that explains the necessary changes or reason for removal. The application will be removed from your Active Applications and an email is sent to the educator.

The Remove Me feature may be used in a variety of situations:

- If the teacher needs to correct the application before you can verify and sign, use Remove Me to notify the teacher of the necessary changes. Once changes are made, the teacher can select your center again to return the application for review.
- If the applicant has started an incorrect or unnecessary application, use this feature to provide guidance.
- If an application is received from a teacher who is not a current employee of the center, use Remove Me to notify them that they have selected the wrong early learning center.

Check Out and Submit

No Fee Applications

Most applications received by a center or CCR&R location will be Early Childhood Ancillary Certificate (ECAC) renewal applications. **This application does not require a fee.** Center or CCR&R personnel may choose to Check Out and Submit the application once all other forms are complete.

1. Select **Check Out** on the left navigation menu.
2. The fee due will be zero dollars (\$0).
3. Select **Submit Application**.

If an early childhood center hosts any student teachers/residents completing a teacher preparation program, a processing fee is required to complete a **Practitioner License** or **Initial Certification Recommendation** application. The applicant will be notified when all parties have signed the application. The applicant will return to the application to pay the processing fee and submit the application for processing.

Application Status

Applications will remain in your **Active Applications** until the application has been submitted and assigned to a Specialist for processing. Center and CCR&R personnel can track an application through the completion process. Applicants will also see the status in their LEC account.

- **Application Started** - The application is in progress and has not been submitted to the Certification Office. Click the blue arrow next to any Started application to see which forms or sections need to be completed. You can also open the application to see where the application has been routed if other authorities still need to sign (such as Resident Teacher, Practitioner License, or Initial Certification Recommendation applications).
- **Application Submitted** - The application has been completed, the processing fee has been paid (if applicable), and the application has been sent to the Certification Office. The application **has not** been assigned to a Certification Specialist.

Submitted Applications

Once an application has been assigned to a Certification Specialist for processing, it will be removed from **Active Applications**. You can continue to track the request in **Submitted Applications**.

Click the blue arrow next to an application to see the processing status. If the case has been closed and a formal feedback letter issued, the letter will display.

Click the blue arrow at the top of the case details to open the application and review any message and/or additional attachments sent from the Certification Office in response to the application by selecting **Messaging** on the left navigation bar.

Important Notes

- **All** requests must be **started** by the applicant.
- All supporting documents must be uploaded **separately** in the appropriate place on the application.
- All files uploaded must be in **PDF** or **JPG** format. Other formats will not upload.
- Many forms include a Help page to the right of the form. Review the additional guidance provided to ensure forms are completed correctly.
- At any time, you may use the **Application Review** feature on the left navigation menu within an application to generate a single document with all forms displayed in line. The **Export PDF** button on the Application Review allows you to save the completed application with all supporting documents as a single document, if desired.