

EARLY CHILDHOOD ANCILLARY CERTIFICATION APPLICATION PACKET INSTRUCTIONS

Dear Louisiana Ancillary Early Childhood Teacher/Service Provider:

We are pleased that you are interested in obtaining a Louisiana ancillary certificate. The instructions outlined in this application packet are designed to facilitate the process of obtaining a Louisiana Early Childhood Ancillary certificate, valid for 3 years. Louisiana's Early Childhood Ancillary certificate authorizes an individual to teach in a publicly-funded early learning center serving children age birth to five as defined in R.S 17:407.33. The guidelines for this certification are included in this packet.

Submitting application: Please submit a complete application packet (including required documentation) to the online [educator certification portal](#). The following items are required as part of a complete application packet:

Application for Early Childhood Ancillary Certificate form with all information provided

Professional Conduct form with all questions answered, signed, and dated by the applicant

Required Evidence for the Qualifying Certificate or Degree

Qualifying Certificate or Degree	Required Evidence
<ul style="list-style-type: none"> Child Development Associate (CDA) certificate awarded by the Council for Professional Recognition AND a high school diploma or equivalent 	<ul style="list-style-type: none"> Copy of a current CDA (in infant/toddler or pre-K) Documentation of a high school diploma or equivalent
<ul style="list-style-type: none"> Approved Career Diploma 	<ul style="list-style-type: none"> Copy of a current career diploma approved by the Louisiana Pathways Career Development System (http://pathways.nsula.edu/assets/Uploads/Career-Diplomas-Approved-by-Louisiana-Pathways.pdf)
<ul style="list-style-type: none"> Technical Diploma or Certificate of Technical Study in an early childhood related field from an accredited technical or community college 	<ul style="list-style-type: none"> Transcript showing the completion of a technical diploma or certificate of technical study
<ul style="list-style-type: none"> Associate degree in early childhood related field from a regionally accredited college or university 	<ul style="list-style-type: none"> Transcripts showing the completion of an associate degree in an early childhood related field
<ul style="list-style-type: none"> Bachelor's degree or higher from a regionally accredited college or university 	<ul style="list-style-type: none"> Transcript showing the completion of a bachelor's degree or higher degree

Early Childhood Ancillary Certificate Renewal:

The Early Childhood Ancillary Certificate will need to be renewed every three years at no cost. The following items are required for renewal:

A. Individuals meeting eligibility requirements with a CDA, the early childhood ancillary certificate shall be valid for a three-year period. The ancillary certificate may be renewed by submitting:

1. A request from the applicant's Louisiana employing authority; and
2. Current CDA credential, awarded by the Council for Professional Recognition, or Documentation of:
 - a. (4.5 CEUs, a three-credit-hour course, or 45 clock hours of training in early childhood care and education; and
 - b. a minimum of 80 hours of work experience with young children or families with young children within the last three years.

B. Individuals meeting eligibility requirements with a bachelor's degree or higher, associate degree, technical diploma, certificate of technical studies, or career diploma, the early childhood ancillary certificate shall be valid for a three-year period. The ancillary certificate may be renewed by submitting:

1. A request from the applicant's Louisiana employing authority; and
2. Documentation of either 4.5 CEUs, a 3 credit-hour course, or 45 clock hours of training in early childhood care and education; and
3. Minimum of 80 hours of work experience with young children or families with young children within the last three years.

Additional Information:

- All application materials are to be sent electronically to the Louisiana Department of Education as a single packet. Once the complete set of application materials is received, the application packet will be evaluated for purposes of issuing a Louisiana Early Childhood Ancillary certificate to the applicant.
- **Verifying Certification:** The Louisiana Department of Education does not print and mail Louisiana teaching and/or ancillary certificates. You may verify issuance and print a copy of the certificate via Teach Louisiana at <https://www.teachlouisiana.net> by clicking "Verify Teaching Certificate."
- **Early Childhood Ancillary Certificate FAQs:** For answers to frequently asked questions about the Early Childhood Ancillary Certificate, view the FAQ document posted here: <http://www.louisianabelieves.com/docs/default-source/early-childhood/early-childhood-ancillary-teaching-certificate-faq.pdf?sfvrsn=2>
- ◆ **Contact Information:** All questions regarding certification requirements or the certification process, can be submitted online through the [educator certification portal](#).
- ◆ All applications will be evaluated in the order in which they are received. You can check the status of your certification application [online HERE](#).

EARLY CHILDHOOD ANCILLARY APPLICATION

Initial Ancillary Certificate

Renewal of Ancillary Certificate

PLEASE TYPE OR PRINT IN INK

Social Security Number _____ - _____ - _____	Date of Birth _____		
Name of Applicant: _____			
(First)	(Middle)	(Maiden)	(Married)
Address: _____			
(Street)	(City)	(State)	(Zip Code)
Phone: Home: (____) _____		Work: (____) _____	
Email Address: _____			

EDUCATIONAL QUALIFICATIONS

Degree(s) Earned	Institution(s)	Date Degree(s) Earned

CHECKLIST: Please indicate the materials that are included with this application.

	Copy of a current Child Development Associate (CDA) certificate AND high school diploma or equivalent
	Copy of a current Career Diploma approved by Louisiana Pathways
	Transcript documenting a Technical Diploma in an early childhood related field
	Transcript documenting a completed associate's degree in an early childhood related field
	Transcript documenting a completed Bachelor's degree or higher

I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application.

Signature of Applicant: _____ **Date:** _____

Employing Early Childhood Facility: _____

Facility Address: _____

Facility Phone Number: _____

STAFF SCHOOL READINESS TAX CREDITS (SRTC) – OPT OUT:

Some individuals may qualify for Louisiana's SRTC based on their obtainment of the Early Childhood Ancillary Certificate. In order to determine this, the Louisiana Department of Education will share the information included in this application with Louisiana Pathways (www.pathways.nsula.edu). Not all individuals will qualify for tax credits based on their Early Childhood Ancillary Certificate.

If you **do not want** the LDOE to share your information with Louisiana Pathways, please sign below.

By signing in the space to the right, I am **opting out of** allowing the LDOE to share information about my certification with Louisiana Pathways. I understand that my choice may impact my eligibility for a Louisiana Staff School Readiness Tax Credit.

**LOUISIANA DEPARTMENT OF EDUCATION
CERTIFICATION, LEADERSHIP, AND PREPARATION**

PLEASE TYPE OR PRINT IN INK

**PROFESSIONAL CONDUCT FORM
(All questions must be answered)**

NAME OF APPLICANT: (Including, First, Middle, and Married)	Social Security Number: _____ - _____ - _____
ADDRESS:	DATE OF BIRTH:

<i>Each Question must be answered:</i>	<i>Please Check</i>	
	YES	NO
1. Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered? If YES , in what state? _____		
2. Are you currently being reviewed or investigated for purposes of such action as stated in #1 or is such action pending? If YES , in what state? _____		
3. Have you ever been convicted of any felony offense, been found guilty or entered a plea of <i>nolo contendere</i> (no contest), even if adjudication was withheld? If yes, please provide the following information: Specify the Offense: _____ Date of Offense: _____ State and Parish/County of Conviction: _____ Judicial District of Court of Conviction: _____		
4. Have you ever been convicted of a misdemeanor offense that involves •exual or physical abuse of a minor child or other illegal conduct with a minor child.		
5. Have you ever been granted a pardon or expungement for any offense as stated in #3 or #4?		

If you answered “**YES**” to any questions, #1 through #5, you must provide court **certified** copies of all documents and proceedings, civil records of Federal, State and/or District School Board actions, or other relevant documents that provide full disclosure of the nature and circumstances of **EACH** separate incident in your application packet.

I affirm and declare that all information given by me in the responses to items #1 through #5 above is true, and correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in criminal prosecution and/or the denial or revocation of my teacher certificate.

I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this form.

SIGNATURE OF APPLICANT:	DATE:
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