



Early Childhood
IMPROVING SCHOOL READINESS

Earning the EC Ancillary Certificate Updates for Child Care Support Staff January 2019

Agenda

Child Care Support Agencies will review critical information related to the EC Ancillary Certificate Requirement and learn about key resources.

1. The Early Childhood Ancillary Certificate (ECAC) Requirement
 - a. What is the ECAC?
 - b. Who needs the ECAC?
 - c. How do you qualify for the ECAC?
 - d. Where do you apply for the ECAC?
2. Details for Child Care Support Staff - Supporting the Child Care Field
3. Key Communication and Information on the ECAC
4. Next Steps: Preparing for the ECAC in July 2019

The Early Childhood Ancillary Certificate (ECAC) Requirement



The EC Ancillary Certificate (ECAC) Requirement - July 2019

- 1. ECAC Requirement:** Beginning on July 1, 2019, directors are responsible for verifying that lead teachers in Type III early learning centers have the ECAC as a minimum credential within 24 months of their start date as a lead teacher.
 - Directors will be asked this as part of their Program Partner Assurances.
- 2. Training for the ECAC:** As of July 2018, there were changes in the requirements for candidates completing training for an ECAC.
 - Teachers earning a CDA or technical diploma should attend a BESE-approved preparation program.
- 3. Supports for the ECAC:** Teachers can receive support for earning the ECAC.
 - Scholarships are available to attend approved training programs
 - Teachers who earn the ECAC can qualify for increased tax credits, possibly qualifying for the highest annual refunded amount (~\$3,300) within two years.

What is the ECAC?

What is the ECAC?

The EC Ancillary Certificate (ECAC):

- Is a professional credential for teachers that are working in early learning centers
- Is issued by the Louisiana Department of Education at no cost when a teacher demonstrates the one of the qualifying credentials:
 - CDA or Technical Diploma completed at an approved ECAC Program
 - Associate degree in early childhood
 - Bachelor's degree or higher
- Allows teachers to qualify for increased refundable tax credits, earning up to \$3,000 each year

As of July 2019, owners and directors in Type III early learning centers will be required to meet the ECAC requirement to maintain their Type III license.

Who needs the ECAC?

Who Needs the EC Ancillary Certificate (ECAC)?

- **Beginning on July 1, 2019:** Lead teachers in Type III early learning centers will be required to have an ECAC as a minimum credential within 24 months of their start date as a lead teacher.

Here are a few examples:

<u>Start date as Lead Teacher</u>	<u>Deadline for ECAC</u>
Began working as a lead teacher before July 1, 2017	Must have ECAC as of July 1, 2019 .
Began working as a lead teacher after July 1, 2017	Must be in the process of earning ECAC, and must have earned within 24 months of start date as lead teacher.

Who Needs the ECAC?

For teachers who begin working in early learning centers:

Hired as a Lead Teacher

Qualify for ECAC

Apply for ECAC

- Once working as a lead teacher, you have 24 months to earn the ECAC.
- Complete a credential that qualifies for the ECAC.
- You may be able to use a scholarship for:
 - ECAC Programs to complete a CDA or technical diploma
 - AA or BA in early childhood
- With a completed qualifying credential, you can submit an application for the ECAC.
- Applications and evidence of the credential are submitted at [Teach Live LA](#).

The ECAC can also be used as a qualifying credential for directors. In this case, directors must earn the ECAC prior to becoming a director.

How do you qualify for the ECAC?

How do you qualify for the ECAC?

Teachers and directors can qualify for the ECAC by demonstrating the completion of one of four credentials:

1. CDA and a high school diploma or equivalent	Training must be completed at a BESE-Approved ECAC Program
2. A technical diploma in early childhood from a BESE-Approved ECAC Program	
3. An Associate degree in early childhood from a regionally accredited college	Training must be completed at regionally accredited college or university
4. A bachelor's degree or higher from a regionally accredited college	

Qualifying for the ECAC: Using a CDA

Method 1: Qualify with a CDA and high school diploma/equivalent

Attend a [BESE-Approved ECAC Program](#):

- Training for the CDA must be completed at an [ECAC Program](#).
 - ECAC Programs are high-quality teacher preparation programs designed for child care teachers. There are 22 program around the state, with new programs still being approved.
- Teachers at Type III centers may use [LA Pathways Scholarships](#) to attend an ECAC Program.

Additional Information:

- Teachers who had completed 36 hours or more of CDA training as of July 1, 2018, are not required to attend an ECAC Program. They may complete CDA with any trainer or program.
- Teachers who cannot access an approved ECAC Program may apply for an [Approved Program Waiver](#), allowing them to complete CDA training at any location. The waiver should be earned prior to completing CDA training and prior to applying for the ECAC.
- The [LA Pathways CDA Assessment Scholarship](#) is available to help complete the CDA credential.

Qualifying for the ECAC: Using a Technical Diploma

Method 2: Qualify with a technical diploma in early childhood

Attend a [BESE-Approved ECAC Program](#):

- Technical diplomas in early childhood must be completed at an approved [ECAC Program](#).
 - ECAC Programs are high-quality teacher preparation programs designed for child care teachers. There is currently one technical diploma ECAC Program (Unitech).
- Teachers at Type III centers may use [LA Pathways Scholarships](#) to attend an ECAC Program.

Additional Information:

- Teachers who had begun a technical diploma in early childhood prior to July 1, 2018 may complete the program, even if it is not an approved ECAC Program.
- Teachers who cannot access an approved ECAC Program may apply for an [Approved Program Waiver](#), allowing them to complete a technical diploma with any trainer. The waiver should be earned prior to completing coursework and prior to applying for the ECAC.

Qualifying for the ECAC: Using an AA or BA

Method 3 and 4: Qualifying with an Associate or Bachelor's Degree

Earn Degree from a Regionally Accredited College/University:

- Associate degrees must be completed in an early childhood related field.
- Bachelor's degrees or higher may be completed in any subject area.
- Teachers at Type III early learning centers may use [LA Pathways College Tuition Scholarships](#) to support the cost of tuition if they are completing a degree related to early childhood.

Renewing the ECAC

Teachers and directors who have earned the ECAC must renew the ECAC every three years through an online application process.

The ECAC must be renewed every three years at no cost to the individual.

- The EC Ancillary Certificate may be renewed at the request of the individual's employer. The application must include documentation of:
 - 45 clock hours/4.5 CEU/a 3 credit-hour course of training in early childhood care and education, and
 - 80 hours of work experience with young children or families with young children in the past three years
- Individuals who earned the ECAC through a CDA may use a renewed CDA to meet renewal requirements.

Where do you apply for the ECAC?

Where do you apply for the ECAC?

Once the qualifying credential is completed, teachers and directors apply for the ECAC through the [Teach LA Live Portal](#). Renewal applications are also submitted through Teach LA Live.

Teach LA Live:

- Every applicant should create an account with [Teach LA Live](#)
- Initial applications and renewal applications can be submitted through the Teach LA Live Portal
- Applicants need to include evidence of their qualifying credential with the application:
 - For CDA Applications: Include CDA certificate, high school diploma/equivalent, and transcript from approved ECAC Program
 - For Technical Diploma, AA and BA: Include transcript showing the degree completion

How to access the Teach LA Live Portal:

- The Teach Live LA Portal can be accessed at <https://ldoe.force.com>
- Detailed directions for ECAC Applicants can be found [here](#).



Details for Child
Care Support Staff -
Supporting the Child
Care Field



Common Questions

Details for Child Care Support Staff

As key field representatives, Child Care Support Staff encounter many common questions from child care teachers and directors.

1. What will happen if a center does not meet the July 2019 requirement?
2. How do I submit the initial or renewal application online? Who can help with creating an account?
3. Where do I get a copy of an approved certificate?
4. Why haven't I received my certificate yet?
5. What were the training changes that went into place beginning July 2018?
6. How does the Approved Program Waiver Process work?

IMPORTANT: All of these questions (and more) are answered in the [EC Ancillary FAQ](#) document.

Common Questions

Not Meeting the July 2019 Requirement

What happens if an early learning center does not meet the July 2019 requirement?

In April 2019, Type III early learning centers will signed their annual Program Partner Assurances (for Academic Approval) for the 2019-2020 year.

This year, early learning centers will assure that they will meet the EC Ancillary Certificate requirement as of July 2019.

Any center who is found to be in violation of this assurance will be required to complete a **Corrective Action Plan**.

- Corrective Action Plans will detail a specific timeline and set of steps to remedy the violation of Academic Approval. If not met, the center will be at risk of losing their status as a Type III center.

Common Questions

Submitting Initial and Renewal Application Online

How do we submit the initial or renewal application online?

- All initial and renewal ECAC applications must be submitted online through the [Teach LA Live Portal](#). Each applicant should create an account with Teach Live to submit these materials.
- Specific directions to guide teachers and directors in making an account and submitting an ECAC Application have been [posted online](#).

Items submitted through Teach Live:

- Initial ECAC Applications
 - Including transcript and certificate copies, as required
- Renewal applications
- Questions about application

Questions related to the ECAC Application Process should go to certification@la.gov and include EC Ancillary Certificate in subject line.

Common Questions

Finding an Approved Certificate

Where do I get a copy of an approved certificate? How can I verify someone's certification status?

Awarded certificates can be found at www.teachlouisiana.net.

1. Go to www.teachlouisiana.net
2. Click **twice** on “Verify a Certificate or Teaching Authorization”
3. Enter first and last name of applicant, being mindful of any maiden names or hyphenated last names
4. Click link next to individuals name for “More Information” or “Details”
5. This will provide information about any current or expired certificates, including the ECAC. Certificates can be printed from this screen if desired.

Questions about the status of a certificate can be emailed to Certification@la.gov. Please include EC Ancillary Certificate in the title of the email.

Common Questions

Checking Status of a Certificate

Why haven't I received my certificate yet?

The status of an ECAC can be checked at www.teachlouisiana.net.

1. Go to www.teachlouisiana.net
2. Click **twice** on “Status of a Certification Application”
3. Enter first and last name of applicant, being mindful of any maiden names or hyphenated last names
4. Click link next to individuals name for “See More”
5. This will describe any actions that have been taken on the certification application, including any requests for additional documentation or additions to the application.

Questions about the status of a certificate can be emailed to Certification@la.gov. Please include *EC Ancillary Certificate* in the title of the email.

Common Questions

Required Attendance to Approved Programs

What were the training requirements that went into place on July 2018?

Qualifying Credential	Requirement for Earning the EC Ancillary Certificate
CDA in infant/toddler or preschool	<p>As of July 1, 2018:</p> <ul style="list-style-type: none">• Individuals who have completed <u>35 hours or less</u> of their CDA hours must enroll in and complete a state approved ECAC program.• Individuals who have completed <u>more than 36 hours</u> of their CDA training may complete hours at any program.
Technical diploma in early childhood from a regionally accredited school	<p>As of July 1, 2018:</p> <ul style="list-style-type: none">• Individuals must attend a state approved ECAC Program.<ul style="list-style-type: none">• Individuals may complete remaining coursework if enrolled.
Career diploma approved by Louisiana Pathways	<p>As of July 1, 2018:</p> <ul style="list-style-type: none">• Career diplomas will no longer qualify.<ul style="list-style-type: none">• Individuals may complete remaining program if enrolled.

Common Questions

Approved Program Waiver

How does the Approved Program Waiver Process work?

If an individual cannot access an ECAC Program, they may be considered for an Approved Program Waiver. The approved program waiver **does not** excuse them from the ECAC requirement.

- There is **NOT** a waiver process to excuse an individual from meeting the ECAC requirement.

Individuals who receive an Approved Program Waiver are allowed to complete their training with any trainer. **They must still have an ECAC as a minimum credential within 24 months of their start date as a lead teacher.**

Common Questions

Approved Program Waiver

Individuals who cannot access a BESE-approved Early Childhood Ancillary Certificate program due to geographical availability can apply for a waiver.

There are three circumstances in which individuals will be considered for [Approved Program Waivers](#):

- 1. Approved Program Waiver for Unserved Parishes:** Individuals with no program available in their parish as of July 1, 2018.
- 2. Approved Program Waiver for Limited Capacity in Parish Program:** Individuals who cannot attend local program because the program is full. Evidence of application is required.
- 3. Other Geographic Availability Concerns:** Additional geographic concerns will be considered on exception. Evidence and explanation is required for this category.

Applications for the Approved Program Waiver will be reviewed quarterly.

Key Communication
and Information on
Preparing for the
ECAC



Key Resources for Supporting the ECAC

General Information:

- [ECAC FAQs](#): This is an extensive list of question and answers related to the ECAC
- Informational ECAC Flyer: This is a short summary document for directors and teachers.
- [October 2018 ECAC Director Letter](#): This is a letter all Type III Directors received in October 2019

For Applying for the ECAC:

- [Teach Live LA Portal](#): Portal where applicants create an account and submit applications
- [Teach Live LA ECAC Directions](#): Directions for individuals using the Teach Live portal
- [TeachLouisiana.net](#): Quick access website to check status of submitted applications and certificates

For Attending Approved ECAC Programs

- [ECAC Approved Programs](#): List of all approved ECAC programs
- [Approved Program Waiver](#): Waiver application for individuals wishing to complete ECAC training at an non-approved program.

Key Communication for Supporting the ECAC

Throughout 2019 the Department will continue to provide information and resources to teachers and directors that have questions about the ECAC.

Routine Webinars:

- The Department will host monthly webinars for the field reviewing the requirement for the ECAC.
- This webinar will be shared in the EC Newsletter, with slides and recordings posted online.

EC Newsletter and Website:

- The Department will post reminders and key information related to the ECAC in the EC newsletter.
- The Department will post any new guidance documents or questions on the existing [Preparing and Certifying Teachers](#) page of the EC website.

Answers to Individual Questions:

- Questions should be submitted to earlychildhood@la.gov
 - Certificate specific questions can be submitted to certification@la.gov.

Next Steps:
Preparing for the
July 2019 ECAC
Requirement



Next Steps for Preparing for July 2019

As key sources of information, child care support organizations should be prepared to answer or refer questions related to the ECAC.

Steps for Child Care Support Organizations:

- Consider keeping a copy of the [ECAC FAQs](#) on hand when visiting centers to provide quick answers to common questions.
- Share any new resources from the Department (more information to come) with centers as you complete visits.
- Ask directors you interact with about their progress in meeting the July 2019 requirement.
- Send any complex questions or unique circumstances to earlychildhood@la.gov.

Thank you for your essential support as we work towards meeting this critical goal for early learning centers!!