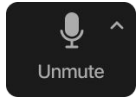
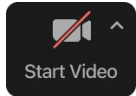


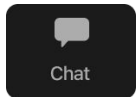
# Zoom Meeting Preparation



- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click “Mute.”



- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”



- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

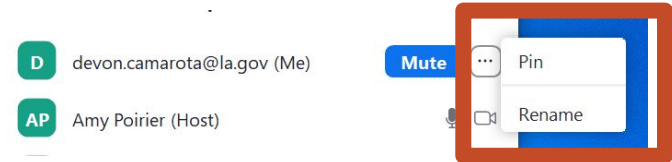
If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact [LDOEcommunications@la.gov](mailto:LDOEcommunications@la.gov).



# Zoom Meeting Protocol

## Participant Naming Conventions

Please change your Zoom name to reflect your actual name and Community Network you represent.



## Questions

During the presentation, please add any questions to the chat. Questions will be answered at the end of the webinar. If you enter a question in the chat, please include your email.

## Notice of AI Recording on Zoom

Please be advised that LDOE does not permit artificial intelligence (AI) meeting recorders to join online meetings and does not consent to having this meeting recorded or transcribed.



# Community Network Lead Agency Office Hours



August 13, 2024

# Webinar Purpose and Objectives



# Webinar Purpose and Objectives

**Purpose:** The Community Network Lead Agency (CNLA) Office Hours webinar provides CNLA administrators with information, updates, and reminders related to current LDOE Early Childhood Care and Education initiatives and events.

**Objectives:** Community Network Lead Agencies will:

- Receive new information and updates
- Receive information regarding the featured topic: Early Childhood (EC) CLASS® Portal
- Review reminders about upcoming deadlines



# Agenda

- I. Early Childhood Community Network Updates
- II. Featured Topic: Early Childhood (EC) CLASS® Portal
- III. Early Childhood Reminders
- IV. Upcoming Events and Deadlines



# Early Childhood Updates



# Community Network Lead Agency Office Hours Schedule Update

The LDOE has transitioned to a monthly cadence of office hours. CNLA Office Hours will now be held on the second Tuesday of each month. The meetings will remain 30 minutes.

This means, the next four office hours dates are:

- September 10
- October 8
- November 12
- December 10

A new calendar invite will be sent for these webinars.

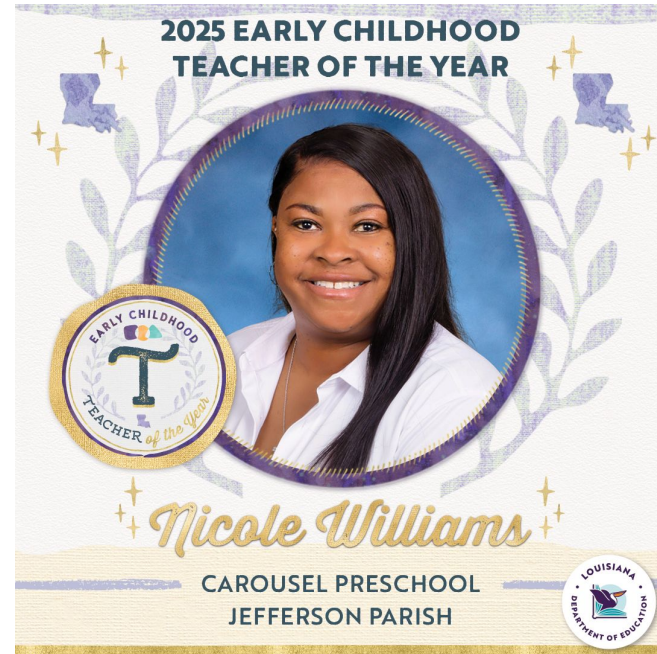
Early Childhood Updates

Please contact [EarlyChildhood@la.gov](mailto:EarlyChildhood@la.gov) with questions.



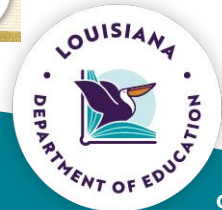


# Congratulations to our overall honorees!



Early Childhood Updates

Please contact [shallan.jones@la.gov](mailto:shallan.jones@la.gov) with questions.



# Featured Topic

Early Childhood (EC) CLASS® Portal





# Introduction to the EC CLASS® Portal

The EC CLASS® Portal is used to manage, assign, create, and enter classroom observation data. Observation data is required per *Bulletin 140* and used to generate site and network level Performance Profiles.



# Accessing the EC CLASS® Portal for the First Time

Users will not be able to login to the Portal unless access has been granted. Refer to the table below for access to the CLASS® Portal. It is recommended to check the Spam folder first as well as verify that there is not an alternate email address to your Community Network Lead Agency Coordinator or Site Coordinator.

Role	Contact to Receive Access
Network Coordinator	LDOE
Site	Network Coordinator
Observer	Network Coordinator



# Accessing the EC CLASS® Portal for the First Time


The Early Childhood CLASS® Portal can be found using this [link](#).

Access to the system has been provided when you receive an email like the following:

EML-SVC-DOE-Servers

## Early Childhood Registration

To  Sonia Fields-Gutierrez

 If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Gutierrez Sonia Fields,

You have been registered with the Early Childhood program. Use the link below to create a new account if you don't already have one, or to login to your existing account.

[Create / Login to Account](#)

If you need assistance, contact Walker Demita at [demita.walker@la.gov](mailto:demita.walker@la.gov).

Thank you

*Note: This email is automatically generated. Please do not reply to this message.*



# Logging into the EC CLASS® Portal the First Time

Click the link to Create/Login to Account in the email received, and enter your email address. If you are a first-time user of the system, enter the password you would like to use and click Log in.



Please, log in:

Email

Password

Log in



# Logging into the EC CLASS® Portal the First Time

Once you successfully login, you will see the CLASS® Portal home page with a brief description of Attention, History, Statistics, and Instructions (details depend on your access level).



Louisiana is progressing toward a unified Early Childhood System, which was directed by Act 3 of the 2012 Regular Legislative Session. In the past the early childhood system has been too fragmented, resulting in too few children prepared to be successful in kindergarten. When fully implemented in 2015-2016, the local networks will expand access to high quality, publicly-funded early childhood programs to families across Louisiana to ensure more children enter school kindergarten ready.

[Learn more »](#)

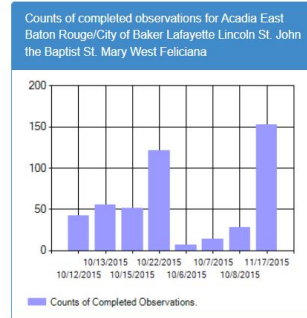
## Attention:

Network(s):	Sites:	People:	Pending Obs.:
(001) Acadia	23	<a href="#">Site Coord.</a>	0
(017) East Baton Rouge/City of Baker	150	<a href="#">Site Coord.</a>	0
(028) Lafayette	68	<a href="#">Site Coord.</a>	0
(031) Lincoln	17	<a href="#">Site Coord.</a>	0
(048) St. John the Baptist	12	<a href="#">Site Coord.</a>	0
(051) St. Mary	27	<a href="#">Site Coord.</a>	0
(063) West Feliciana	2	<a href="#">Site Coord.</a>	0

**ECS Statistics:**

Amount of networks in the system: 74 [+](#) [-](#) [+](#)

## History, Statistics



## Instructions:

- [+](#) - Click to see more or submit the observation.
- [-](#) - Click to submit the 3rd party feedback form.
- [✎](#) - Click to edit or make changes.
- [📄](#) - Click to see report and export options.
- [📄](#) - Click to see completed 3rd party feedback form and export options.

[Learn more »](#)



# EC CLASS® Portal Overview





# EC CLASS® Portal Overview

The EC CLASS® Portal is used to manage, assign, create, and enter classroom observation data. Permission levels are detailed below.

1. **District/Network Coordinators** and **Site Coordinators** set up sites and classrooms.
2. **District/Network Coordinators** assign observations to **Local Observers** and can enter observations.
3. **Third Party Coordinator** assigns observations to **Picard Observers**.
4. **Picard and Local Observers** conduct observations and submit data via the CLASS® Portal.
5. **District Coordinators, Site Coordinators, and all Observers** are able to view respective observation data.
6. **Site Coordinator (Read Only)** can access everything a **Site Coordinator** can access, but they will not have the ability to add/edit any information.



# User Permissions








User permissions differ based on access-level. Access levels and Portal responsibilities are detailed below. Some users make edits and additions, while others have view-only permissions.

Role	Type	Add/Edit Sites	Add/Edit Site Coordinators	Add/Edit Classrooms	Add/Edit Observers	Add/Edit Observation Orders	Add Observation Data
DOE Coordinator	LDOE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Third Party Coordinator	3PT				<input type="checkbox"/>	<input type="checkbox"/>	
Resource and Referral Coordinator	R&R	View-only	View-only	View-only			
Network Coordinator	Community (In-network only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Coordinator	Community			<input type="checkbox"/>			
Site Coordinator (View-Only)	Community			View-only			
Third Party observer	3PT						<input type="checkbox"/>
Local Observer	Community						<input type="checkbox"/>



# EC CLASS<sup>®</sup> Portal Legend

The EC CLASS<sup>®</sup> Portal is used to manage, assign, create, and enter classroom observation data. As you use the Portal, you will come across the following icons.

-  The **silhouette icon** is used to add/edit Network Coordinators and Site Coordinators at a given site
-  The **wrench icon** is used to add/edit contact information and site configuration
-  The **house icon** opens all sites within a District/LEA
-  The **green arrow icon** is used to access and export reports
-  The **stacked textbook icon** is used to add/edit a site coordinator and classrooms to a site, or to assign observation orders to an observer
-  The **blue arrow icon** opens an observation order
-  The **blue paper icon** submits the Third Party feedback form

# Network-Level Access

When logging into the EC CLASS® Portal, network-level users will see the Portal Dashboard, from which users can navigate to sites and classrooms in their network(s), schedule observations, and view Portal reports.

**Early Childhood Web Portal**  
2021 - 2022, Fall Login as: AndersonDumny SydneyDumny

Home Page Reports Calibration Videos Help Log OFF

Louisiana is progressing toward a unified Early Childhood System, which was directed by Act 3 of the 2012 Regular Legislative Session. In the past the early childhood system has been too fragmented, resulting in too few children prepared to be successful in kindergarten. When fully implemented in 2015-2016, the local networks will expand access to high quality, publicly-funded early childhood programs to families across Louisiana to ensure more children enter school kindergarten ready.

[Learn more »](#)

### Attention:

Network(s):	Sites:	People:	Pending Obs.:
(001) Acadia	23	Site Coord.	14
(006) Beauregard	8	Site Coord.	0

Site(s):	Info:	Classrooms:
(001003) Central Rayne Kindergarten School School, Pre-K	1	4

### History, Statistics

Counts of completed observations for Acadia Beauregard

Date	Count
10/13/2015	40
10/15/2015	55
10/22/2015	120
10/29/2015	10
10/31/2015	15
11/7/2015	30
11/17/2015	150

### Instructions:

- Click to see more or submit the observation.
- Click to submit the 3rd party feedback form.
- Click to edit or make changes
- Click to see report and export options.
- Click to see completed 3rd party feedback form and export options.

[Learn more »](#)

# Navigating the Portal at the Network Level

Users should use the **Attention** section of the dashboard screen to navigate to the appropriate screen. More information about editing site information and classroom information can be found in this guide.

**Attention:**

**Network(s):** Sites: People: Pending Obs.:

(001) Acadia 23 Site Coord. 14

(006) Beauregard 8 Site Coord. 0

**Site(s):** Info: Classrooms:

(001003) Central Rayne Kindergarten School 4

School, Pre-K

Under Networks, users will see a list of all networks where they are the network coordinator. By clicking the **wrench icon**, users can navigate to the network page, which will show all sites in the network. By default, network coordinators can make edits to all sites in their network.

Under Sites, users will see a list of all sites where they are the site coordinator. By clicking the **wrench icon**, users can navigate to the site page, which will show all classrooms at the site. Network coordinators do not need to be site coordinators at all or any sites in their network to make edits to sites or classrooms.

# Site Level Information



# Adding Sites

1. From the home page, click on the **wrench icon** next to your District/CNLA
2. On the right, search for a site by name or by the 6-digit site code, click **Find**
3. Once you have located a site, click **Add** to add the site to the District/CNLA. **OK** indicates that a site has already been added to the Portal.

1

**Attention:**

Network(s):	Sites:	People:	Pending Obs.:
(001) Acadia	24 	 Site Coord.	61 

2

### Add Sites to Network

Search for Site using Name or Code



3

### Add Sites to Network

Search for Site using Name or Code



 001004 Church Point Elementary School Church Point

# Updating Site Information




While the initial list of sites within the District/CNLA is pre-populated, changes may still need to be made to site information.

1. From the home page, click the **wrench icon** next to your District/CNLA
2. Click the **wrench icon** next to the appropriate site










**1**

## Attention:

Well done! You completed all requested observations!

Network(s):	Sites:	People:	Pending Obs.:
(069) Central	6 	 Site Coord.	0 

**2**

Site(s):	Edit/Authorize:	Classrooms:
(009011) Caddo Heights Math/Science Elementary School	  0	 1
<hr/>		
(009021) Eighty-First Street ECE Center	  0	 0
<hr/>		
(009039) Mooretown Elementary Professional Develop. Ctr.	  0	 0



# Updating Site Information

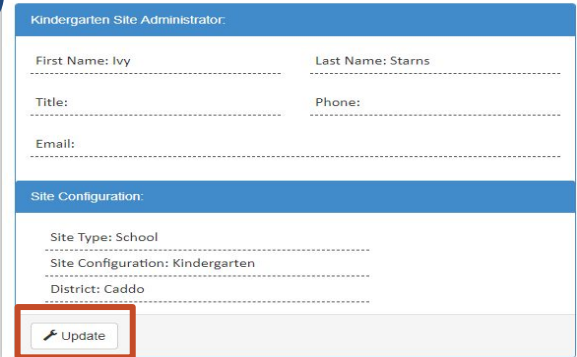
While the initial list of sites within the District/CNLA is pre-populated, changes may still need to be made to site information.

3. Click **Update**

4. Add/update information (teacher name, configuration, etc.) and click **Submit**.

Note: **Site Configuration** is a placeholder to indicate the majority age configuration of children at a site (i.e., infants, toddlers, or pre-k)

3



Kindergarten Site Administrator:

First Name: Ivy Last Name: Starns

Title: Phone:

Email:

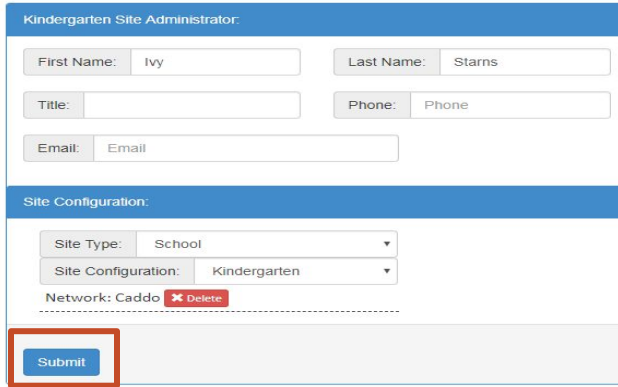
Site Configuration:

Site Type: School

Site Configuration: Kindergarten

District: Caddo

4



Kindergarten Site Administrator:

First Name: Ivy Last Name: Starns

Title: Phone:

Email: Email

Site Configuration:

Site Type: School

Site Configuration: Kindergarten

Network: Caddo

# Closing Sites

1. Click the **Stacked Textbook** icon for the site you wish to close, and close all classrooms at a site (see [Closing Classrooms](#))
2. Once all classrooms are closed, click the **Wrench**, “**Update**” icon next to the site you wish to close.
3. Click **Delete**, then click **Submit**

1

009011) Caddo Heights Math/Science Elementary School

Site information is not complete.

009021) Eighty-First Street ECE Center

Site information is not complete.

009039) Mooretown Elementary Professional Develop. Ctr.

Site information is not complete.

2

001002) Branch Elementary School

EC Site Administrator:

First Name: Marlene Last Name: Courville

Title: Principal Phone: Phone

Email: MCourville@acadia.k12.la.us

Site Configuration:

Site Type: School

Site Configuration: Pre-K

Network: Acadia

Update

3

001002) Branch Elementary School

EC Site Administrator:

First Name: Marlene Last Name: Courville

Title: Principal Phone: Phone

Email: MCourville@acadia.k12.la.us

Site Configuration:

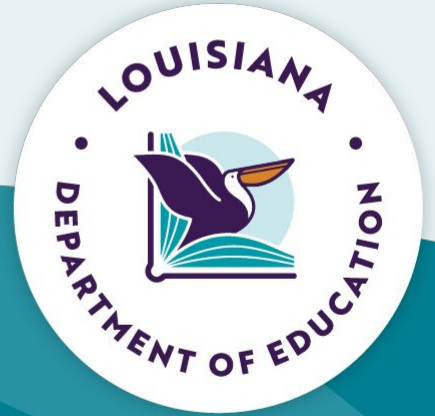
Site Type: School

Site Configuration: Pre-K

Network: Acadia Delete

Submit

# Editing, Updating, and Closing Classrooms



# Edit or Update Classrooms

1. Click on the **Wrench Icon** next to the classroom.
2. Update the details and click **Submit**.

Note: Users cannot edit/update the Classroom Configuration (age). If Configuration is incorrect, close the classroom and open a new classroom with correct age configuration.

1



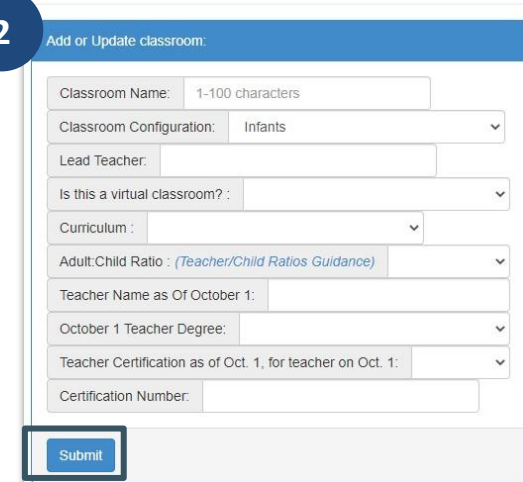
(003022) Ascension Head Start

Classrooms:

(001) Green room Toddlers Ms. Green	Fall	Orders: 0	Complete:0	
---	------	-----------	------------	---

+ Add New Classroom Record + Add Observation Orders

2



Add or Update classroom:

Classroom Name: 1-100 characters

Classroom Configuration: Infants

Lead Teacher:

Is this a virtual classroom?:

Curriculum :

Adult:Child Ratio : (Teacher/Child Ratios Guidance)

Teacher Name as Of October 1:

October 1 Teacher Degree:

Teacher Certification as of Oct. 1, for teacher on Oct. 1:

Certification Number:

Submit

# Edit or Update Classrooms

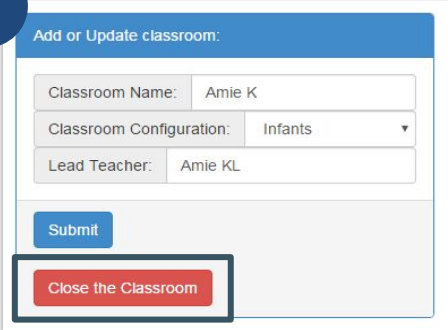
- If a teacher leaves a classroom and is replaced by another teacher, do not open a new classroom. Site coordinators or network coordinators can click the edit button under the classroom, edit the lead teacher's name and then click submit.
- If a classroom is opened with the wrong configuration (Pre-K, Toddler, or Infant), close the classroom and create a new classroom with the correct configuration. Once a configuration is created, only the classroom name and Lead Teacher information can be edited.
- If a classroom is opened in the spring for the first time, NO fall scores can be recorded for that classroom.
- All site leaders, including principals and directors, must be made site coordinators for their site(s), in addition to any other leaders responsible for a classroom at that site(s).

# Closing Classrooms

1. To close a classroom, click on the **Close Classroom** button to close it. Classrooms should only be closed for the following reasons:
    - a. If the *wrong configuration* was selected when a new classroom record was created;
    - b. If a classroom is *no longer open* at a site;
    - c. If a site is no longer open and operational, **ALL** classrooms must be closed.
  2. If you are sure you wish to close the classroom click **OK** on the pop-up box.
- \***Any pending observation orders should be cancelled before closing the classroom.**

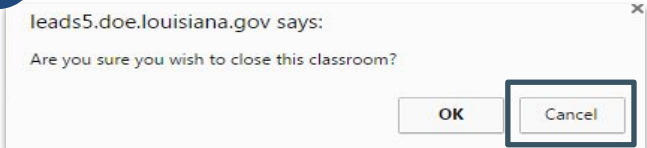
**NOTE:** If a classroom is closed in error, contact the Early Childhood CLASS® Portal manager to reopen the classroom. Do not open a new one.

1



The screenshot shows a web form titled "Add or Update classroom:". It contains three input fields: "Classroom Name:" with the value "Amie K", "Classroom Configuration:" with a dropdown menu set to "Infants", and "Lead Teacher:" with the value "Amie KL". Below these fields is a blue "Submit" button. At the bottom of the form, a red button labeled "Close the Classroom" is highlighted with a black box. A blue circle with the number "1" is positioned to the left of the form.

2



The screenshot shows a confirmation dialog box with the title "leads5.doe.louisiana.gov says:". The text inside the dialog asks, "Are you sure you wish to close this classroom?". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel". The "Cancel" button is highlighted with a black box. A blue circle with the number "2" is positioned to the left of the dialog.

# Observations

Adding and Viewing Orders

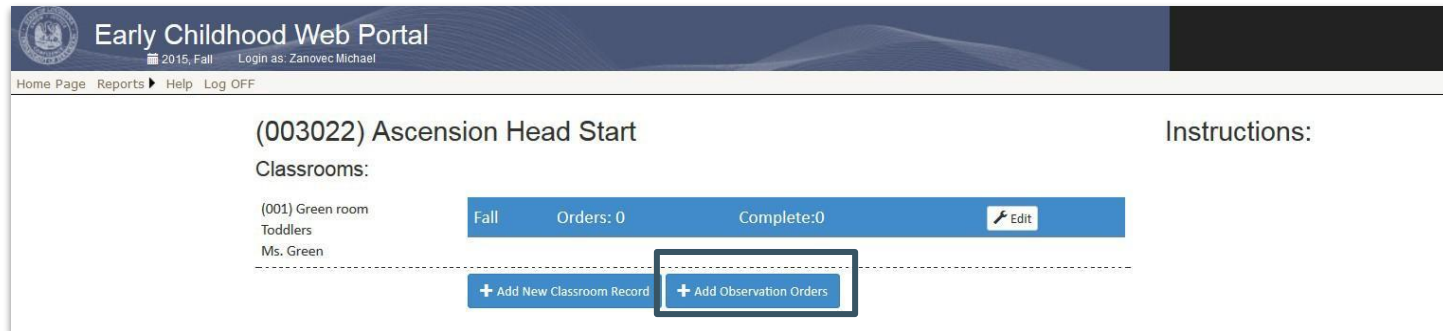


# Adding Observation Orders

After adding a site, users can complete adding observation orders. If accessing from the home page, users should first click the wrench icon next to the appropriate network.

1. Click the **stacked textbook icon** next to the appropriate site
2. To assign an observer to a classroom, click the **Add Observation Orders** button at the bottom of the classrooms list

**Note:** Observations can be assigned either by selecting someone already in the system or adding a new person to a classroom.



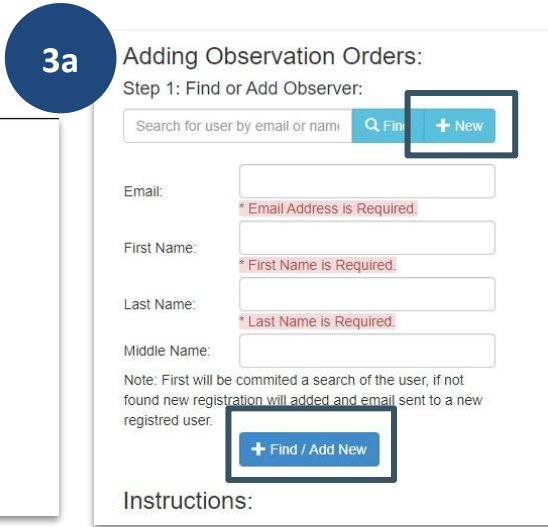
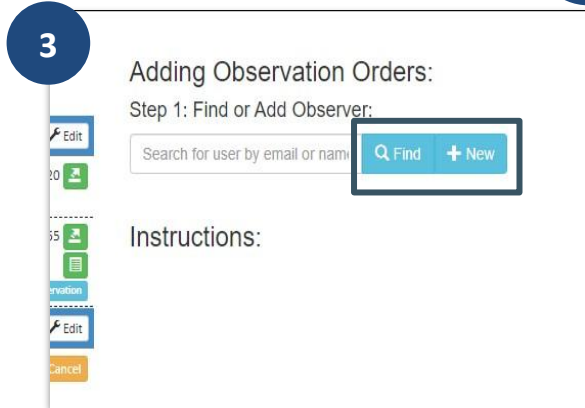
The screenshot shows the 'Early Childhood Web Portal' interface. At the top, it displays the portal name, the current session (2015, Fall), and the user's name (Zanovec Michael). Below the header, there are navigation links for 'Home Page', 'Reports', 'Help', and 'Log OFF'. The main content area is titled '(003022) Ascension Head Start' and includes an 'Instructions:' section. Under the 'Classrooms:' heading, there is a table with one row: '(001) Green room Toddlers Ms. Green'. To the right of this row is a blue bar containing 'Fall', 'Orders: 0', 'Complete:0', and an 'Edit' button. Below the table, there are two buttons: '+ Add New Classroom Record' and '+ Add Observation Orders'. The '+ Add Observation Orders' button is highlighted with a red box.



# Adding Observation Orders

## 3. Click **Find or Add observer**, by name or email

- a. If the user does not exist, add them to the system by clicking **New**, filling out the required information, and clicking **Find/Add New\***. Then **Select** the observer you would like to assign.



# Adding Observation Orders

4. Select one or more classrooms to observe, and enter the details of the observation: Semester (Fall or Spring), Observation Date and Time, and click **Add**.

4

Step 2: Add Observation Orders:

Add observation order(s) for **Anderson Sydney** for the following classrooms:

<input checked="" type="checkbox"/>	(003)	
<input type="checkbox"/>	(004)	

Observation Period: Spring (19-20) ▼

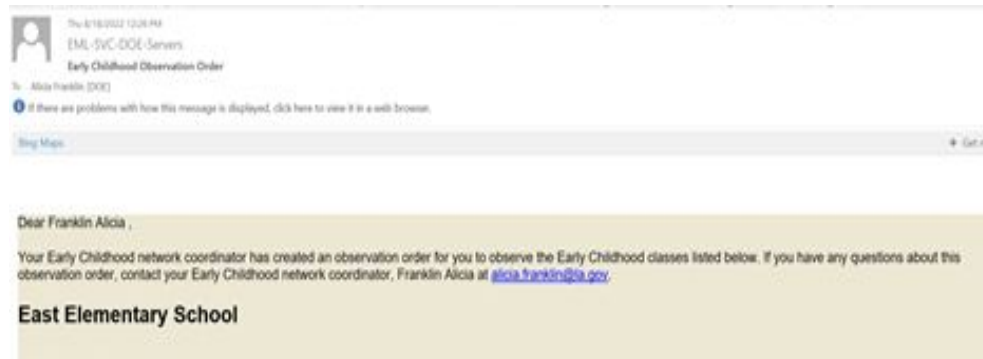
Observation Date: 1/1/2020 ▼

Observation Time: 6:00 AM ▼

# Adding Observation Orders

The observer will receive an email like the following after an order has been created.

Note: Classrooms opened in the spring can have observation orders for spring only.



# Canceling Observation Orders

If a scheduled observation needs to be canceled due to a change in plans or to correct the date, click Cancel next to the observation and reschedule using the steps to add observation orders.

The screenshot shows the 'Early Childhood Web Portal' interface. At the top, there is a navigation bar with the following items: Home Page, Networks settings, Reports, Calibration Videos, Help, and Log OFF. The main content area is titled '(049007) East Elementary School' and includes a 'Classrooms:' section with two empty input fields, one of which is labeled 'Pre-K'. To the right, there is an 'Instructions:' section with two buttons: 'Show Closed Classes' and 'Show Cancelled Observations'. The central part of the page displays a table of observation orders. The table has a blue header row with the following columns: 'Fall', 'Orders: 1', and 'Complete:0'. Below the header, there is a single row of data: '11/16/2022', 'Franklin, Alicia', and '8:30 AM'. To the right of this row, there are two buttons: 'Edit' and 'Cancel'. The 'Cancel' button is highlighted with a red box.

Early Childhood Web Portal  
2022 - 2023, Fall Login as: Franklin Alicia

Home Page Networks settings Reports Calibration Videos Help Log OFF

(049007) East Elementary School

Classrooms:

Pre-K

Instructions:

- Show Closed Classes
- Show Cancelled Observations

Fall	Orders: 1	Complete:0	Edit
11/16/2022	Franklin, Alicia	8:30 AM	Cancel

# Error Corrections and Appeals



# Error Corrections

Error correction forms may be submitted for the types of errors listed below.

Error Type	Explanation
Observation Details Correction	An incorrect detail of the observation was entered when the observation was input in the Portal.
Observation Score Correction	Observer entered incorrect score in any section of the observation entry in the Portal. Specify dimension and cycle in request.
Observation Score Deleted	An observation was entered and should not have been. The observation needs to be deleted.

Error corrections should be submitted using the [LDOE Error Correction form](#). If accepted, the LDOE will open the observation in the Portal for corrections and alert the user.

Re-opened observations will appear as pending on the EC CLASS<sup>®</sup> Portal dashboard. Network Coordinators and the appropriate observer have the ability to make the correction and re-submit the observation.



# Appeals

Observation appeals may only be submitted by the CNLA. The CNLA should work with sites to submit an accurate and detailed appeal. LDOE determinations are made in August annually.

The LDOE accepts two types of appeals requests, both outlined in the [CLASS® Appeals Guidance](#).

- Typical Appeals - a CNLA disagrees with a score or cites a procedural error that may be in violation of *Bulletin 140*.
- Documentation of Improvement - this type of appeal must meet specific criteria, and should only be used when a teacher has undergone significant professional development, as outlined in the guidance document.

CNLAs may submit appeals using the [CLASS® Appeal Form](#). It is recommended to submit an appeal within 30 days of the contested observation, though appeals may be submitted throughout the year.

All appeals must be submitted by June 30.



# Fall 2024 Observation Period

The [Early Childhood CLASS® Portal](#) has rolled over for the 2024-2025 academic year. All classrooms and sites are available for observation scheduling. As a reminder, Bulletin 140 requires that all observations are scheduled in the EC CLASS® Portal by October 1, 2024.

<b>Sites Codes, EC Portal Access</b>	<b>Bulletin 140 Requirements, CLASS®, Scheduling</b>
Please contact Alicia Franklin at <a href="mailto:alicia.franklin@la.gov">alicia.franklin@la.gov</a>	Please contact Robert Jones at <a href="mailto:robert.jones4@la.gov">robert.jones4@la.gov</a>





# Early Childhood Reminders



# 2024-2025 Grants Management

Community Network Lead Agencies, Ready Start Networks, and Child Care Resource & Referral Agencies need to submit all Early Childhood Consolidated Budgets by **August 30, 2024**.

The LDOE will complete initial budget reviews by **September 13, 2024**.

Any agencies or networks that are required to make budget revisions are encouraged to reach out to their reviewer or the contact listed in the [2024-2025 Allocations Planning Tool](#).

Early Childhood Reminders

Please contact [EarlyChildhood@la.gov](mailto:EarlyChildhood@la.gov) with questions.



# Early Childhood Education Fund Application

The [Early Childhood Education Fund Application](#) is available in the Lead Agency Library.

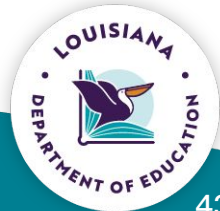
The Early Childhood Education Fund is an opportunity for local entities to raise qualifying local dollars to be potentially matched by the State up to dollar for dollar to expand access for children ages birth to three years old.

All Community Network Lead Agencies must submit the application, whether requesting funds or not.

Please submit completed applications to [earlychildhood@la.gov](mailto:earlychildhood@la.gov).

Early Childhood Reminders

Please contact [EarlyChildhood@la.gov](mailto:EarlyChildhood@la.gov) with questions.



# Upcoming Events and Deadlines



# Monthly Provider Update Webinar

CNLAs are encouraged to attend the monthly webinars for early childhood providers. These webinars will include important updates and reminders for all provider types.

Providers can access the next provider webinar using the information below:

**Date:** Thursday, August 15 at 1 p.m.  
**Webinar Link:** <https://ldoe.zoom.us/j/93597745872>  
**Phone Number:** 1-312-626-6799  
**Meeting ID:** 935 9774 5872  
**Passcode:** 641464

Upcoming Events

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.



# Monthly Provider Update Webinar

CNLAs are encouraged to attend the monthly webinars for early childhood providers. These webinars will include important updates and reminders for all provider types.

Providers can access the next provider webinar using the information below:

**Date:** Thursday, September 5 at 1 p.m.  
**Webinar Link:** <https://ldoe.zoom.us/j/93597745872>  
**Phone Number:** 1-312-626-6799  
**Meeting ID:** 935 9774 5872  
**Passcode:** 641464

Upcoming Events

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.



# Monthly Office Hours for New Directors

CNLAs are asked to share this information with new directors. The LDOE team holds New Director webinars that focus on topics related to early childhood quality or operations while also helping to expand new directors' network of peers.

This month's topic is "Understanding the Child Care Criminal Background Check System." Participants will gain an understanding of the Child Care Criminal Background Check System and how to create system user accounts; how to complete the CCCBC application; how to schedule fingerprinting appointments; how to make corrections to application; how to complete the five-year renewal process, and learn what LDOE considers provisionally-employable staff members.

Attendees can access the webinar using the information below:

**Date:** August 30 at 12:00 p.m.  
**Webinar Link:** <https://ldoe.zoom.us/j/92298578944>  
**Phone Number:** 1-346-248-7799  
**Meeting ID:** 922 9857 8944

Upcoming Events

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.



# Early Childhood Conference 2024

The 2024 Early Childhood Conference registration has closed. For individuals who will attend the conference and require lodging, the information for booking is below:

## Early Childhood Conference 2024

Date: September 7, 2024

Location: Shreveport Convention Center, Shreveport, LA

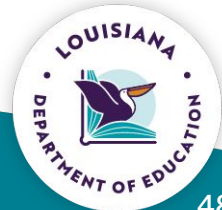
## Hotel Information:

- Holiday Inn Express & Suites Shreveport [Booking link](#)
- Hilton Shreveport [Booking link](#)



Upcoming Events

Please contact [events@emergentmethod.com](mailto:events@emergentmethod.com) with questions.





# Early Childhood Conference 2024

The 2024 Early Childhood Conference registration has closed. For individuals who will attend the conference and require lodging, the information for booking is below:

## Early Childhood Conference 2024

Date: October 5, 2024

Location: Crowne Plaza, Baton Rouge, LA

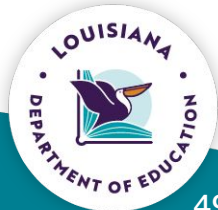
## Hotel Information:

- Crowne Plaza Baton Rouge [Booking link](#)



Upcoming Events

Please contact [events@emergentmethod.com](mailto:events@emergentmethod.com) with questions.



# Events and Deadlines



**August 13:** [CNLA Office Hours](#)

**August 15:** [Early Childhood Provider Update Webinar](#)

**August 30:** [Monthly Office Hours for New Directors](#)

**September 5:** [Early Childhood Provider Update Webinar](#)

**September 7:** 2024 Early Childhood Conference (ECC) - Shreveport, Shreveport Convention Center

**September 10:** LA4/NSECD/CCAP B-3 attendance due

**September 10:** [CNLA Office Hours](#)

**October 5:** 2024 Early Childhood Conference (ECC) - Baton Rouge, Crowne Plaza

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.



# Questions





# Thank You!

## The Early Childhood Strategy Leadership Team

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