

Updates for Early Childhood Ancillary Certificate Programs Information for Closing Out Cohorts

1. Transcript and Certificate Requirements

- a. All BESE-approved Early Childhood Ancillary Certificate Programs must issue a transcript and certificate upon graduation that indicate the candidate has completed coursework at a BESE-approved preparation program.
 - i. The transcript provides information about the coursework completed. This will be critical for candidates when they apply for the Early Childhood Ancillary Certificate and need to demonstrate that they attended and graduated from a BESE-approved Early Childhood Ancillary Certificate Program. This is **required**.
 - ii. A certificate should be awarded if this is a summative program (e.g., not the first three courses in a longer degree).
- b. *Requirements for Transcript (at minimum):*
 - i. List of coursework (including hours) completed
 - ii. Grade for coursework completed (letter grade or pass/fail outcome)
 - iii. Name of the Early Childhood Ancillary Certificate Program
 - iv. Name of the candidate
 - v. Date the program was completed
 - vi. Date of program enrollment

2. Candidate data requested by the Department

- a. Upon completion of the cohort, the Department asks that each program complete the Believe and Prepare EC Candidate Information Report.
- b. Please complete and submit the Believe and Prepare EC within 60 days of candidate coursework completion. Please submit to Michelle.demeulenaere@la.gov.
- c. This information is critical to funding reports- if you are unable to complete any of this information, please let us know.

3. Feedback for the LDE (For Believe and Prepare Cohort 2 and Cohort 3 only)

- a. Programs completing Believe and Prepare: Early Childhood Cohort 2 and Cohort 3 will receive a request to complete a survey on their grant experience. This will come in a separate email.