

## Early Childhood Division

# Family Child Care (FCC)

Early Childhood Ancillary Certificate (ECAC) - Initial Certificate

## ECAC Initial Application (Rev. 10/1/2023)

**\*\*No Application Fee Required\*\***

The ECAC is valid for three (3) years and 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 ECAC is NOT a standard teaching certificate.

**\*\*Note:** *The application must be filled in on the computer. All handwritten documents will be rejected and not processed.*

### Step 1:

Make a copy of the FCC Educator's Social Security Card and Driver's License/Official Photo ID and save onto the computer used to submit the application.

### Step 2:

Review the chart provided below and determine how the FCC Educator will qualify for the ECAC issuance.

Qualifying Certificate or Degree	Required Evidence to Submit w/Application
Child Development Associate (CDA) Certificate	<ul style="list-style-type: none"> <li>• Copy of current CDA (must be current/valid)</li> <li>• Copy of HS Diploma or equivalent</li> <li>• Transcript from a BESE-approved CDA program</li> </ul>
Career Diploma (began prior to 7/1/2018)	<ul style="list-style-type: none"> <li>• Copy of current career diploma (approved by <a href="#">Pathways</a>)</li> <li>• Copy of enrollment notification to verify when coursework began</li> </ul>
Technical Diploma or Certificate of Technical Study in EC	<ul style="list-style-type: none"> <li>• Transcript verifying completion at a BESE-approved <a href="#">ECAC Program</a> or;</li> </ul>

related field	<ul style="list-style-type: none"> <li>• Transcript showing that enrollment began prior to 7/1/2018</li> </ul>
Associate Degree in EC related field	<ul style="list-style-type: none"> <li>• Official transcript showing the completion of an associate degree in an early childhood related field</li> </ul>
Baccalaureate degree or higher	<ul style="list-style-type: none"> <li>• Official transcript showing the completion of a bachelor's or higher degree</li> </ul>

### Step 4:

The last page of the application is the Professional Conduct Form. This form must be completed (yes/no to each question). If answering yes to a question, you must provide the required documentation necessary (stated on form).

### Step 5:

Create or log into your account on the [educator certification portal](#) and submit your application.

## ECAC Application FAQs

**Q:** What should I do if I've submitted my application but I haven't received anything back?

**A:** Send an email to [Certification@la.gov](mailto:Certification@la.gov) to inquire about the status of your application. An update will be provided and you will be guided on next steps.

**Q:** What is the difference between the official transcript and an unofficial copy of my transcript?

**A:** The official transcript will show that the degree was awarded, and the unofficial copy will not.

**Q:** Can I submit my own application or do I need to give my application to my CCR&R Coach?

**A:** The ECAC Initial Application can be submitted by the FCC educator through the [educator certification portal](#).

If you have any questions and would like to schedule some time for assistance, please click here: <https://calendar.app.google/p8hpwteSt4qH4b6P8> or email [felicia.jackson3@la.gov](mailto:felicia.jackson3@la.gov).