

Early Childhood Division

Family Child Care (FCC)

Early Childhood Ancillary Certificate (ECAC) - Renewal Certificate

ECAC Renewal 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:

Verify your certificate: <https://www.teachlouisiana.net/teachers.aspx?PageID=416>

Items required for ECAC Renewal:

- Completed application; **and**
- Current CDA, or documentation of a 3 credit-hour course, or 45 clock hours of approved training/professional development in early childhood care and education (within the last 3 years), **and**
- Submission of the application by the Child Care Resource & Referral (CCR&R) Coach to the LDOE for processing

Step 2:

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

Step 3:

Complete renewal application:

https://www.teachlouisiana.net/pdf/applications/Renewal_of_Early_Childhood_Ancillary_Application.pdf

Save the completed application to the computer.

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:

Email your application and supporting documentation to your CCR&R Coach.

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 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 renewal application or do I need to give my application to my CCR&R Coach?

A: The ECAC Renewal Application must be submitted by the CCR&R to the LDOE for processing.

Q: How do I provide verification of 80 hours of work experience with young children within the last three years for my ECAC renewal?

A: Your CCR&R verifies this information on your behalf by submitting the application to the LDOE for processing. 80 hours generally reflects a two-week, Monday - Friday work week. As long as your site has been open and in relationship with your CCR&R for at a minimum of two weeks, the CCR&R can sign & submit the application for processing.

Q: Who is my CCR&R Coach?

A: Please utilize this [map](#) to identify the Child Care Resource & Referral (CCR&R) agency assigned to your parish.

If you have any questions and would like to schedule time for assistance, please click here:

<https://calendar.app.google/p8hpwteSt4qH4b6P8> or email felicia.jackson3@la.gov.