
EARLY CHILDHOOD ANCILLARY CERTIFICATION (ECAC) RENEWAL APPLICATION

This application packet is designed to facilitate the process of **RENEWING** an Early Childhood Ancillary Certificate (ECAC). The initial ECAC is requested on the [Early Childhood Ancillary Initial application](#). The ECAC 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.

Renewal requirements: The ECAC is valid for three years and is renewable. Items required for ECAC renewal:

1. A request from the applicant's Louisiana employing authority; and
2. Current/renewed CDA credential, awarded by the Council for Professional Recognition, or Documentation of either a 3 credit-hour course or 45 clock hours of approved training or professional development in early childhood care and education, completed within the last three years; and
3. Minimum of 80 hours of work experience with young children or families with young children within the last three years.

Submitting application: Please submit a complete application packet (including required documentation) to the online [educator certification portal](#). **No Application fee** is required for this type of certificate.

1. **Copy of Applicant Social Security Card -and- Driver's License/State ID** (these are required with every application)
2. **Application** form with all information provided, signed and dated within the last 90 days
3. **Professional Conduct** form with all questions answered, signed, and dated by the applicant
4. **Copy of Valid CDA** (if applicable)

Early Childhood Ancillary Certificate FAQs: For answers to frequently asked questions about the Early Childhood Ancillary Certificate, [view the FAQ document](#).

Verifying Certification: The Louisiana Department of Education does not print and mail Louisiana teaching and/or ancillary certificates. You may verify issuance and print a copy of the certificate via Teach Louisiana at <https://www.teachlouisiana.net> by clicking "Verify Teaching Certificate."

Contact Information: All questions regarding certification requirements or the certification process, can be submitted online through the [educator certification portal](#).

Handwritten documents will not be accepted for certification processing.

Social Security Number _____	Email Address: _____
Legal Name of Applicant: _____	Date of Birth: _____
Address: _____	
(Street)	(City)
(State)	(Zip Code)
Phone: (____) _____	Early Childhood Ancillary Certificate # _____ (locate cert. number on TeachLouisiana)

Check ONE of the following methods for renewal: <i>Do NOT send the actual certificates/transcripts with the renewal application packet; the applicant's employing early childhood center would maintain the actual documentation of clock hours and/or transcript in educator's personnel file.</i>	
	Valid CDA (include a copy of it with application)
3 Credit-hour Course- Indicate the College Name: _____ Course(s) Completed: _____	
45 Clock Hours of Training in Early Childhood Care and Education- Indicate the name and/or description of activity for which accounted for the 45 clock hours (Use an additional page if more space is needed):	

I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application. I attest that this applicant has worked a minimum of 80 hours with young children or families with young children within the past three years as of the date of this application.

Employing Early Childhood Facility: _____

Facility Address: _____

Facility Phone Number: _____ **Facility/Director's Email Address:** _____

Signature of Early Childhood Facility Director: _____ **Date:** _____

I agree that my electronic signature as entered below is the legal equivalent of my manual signature on this application. I attest that I have worked a minimum of 80 hours with young children or families with young children within the past three years as of the date of this application.

Signature of Applicant: _____ **Date:** _____

STAFF SCHOOL READINESS TAX CREDITS (SRTC) – OPT OUT:

Some individuals may qualify for Louisiana's SRTC based on their obtainment of the Early Childhood Ancillary Certificate. In order to determine this, the Louisiana Department of Education will share the information included in this application with Louisiana Pathways (<https://www.nsula.edu/pathways/careerdevelopment/>). Not all individuals will qualify for tax credits based on their Early Childhood Ancillary Certificate. If you **do not want** the LDOE to share your information with Louisiana Pathways, please sign below.

*By signing in the space to the right, I am **opting out of** allowing the LDOE to share information about my certification with Louisiana Pathways. I understand that my choice may impact my eligibility for a Louisiana Staff School Readiness Tax Credit.*

APPLICANT'S LEGAL NAME:	SSN: <i>(No Dashes)</i>
ADDRESS: (Street Address, Including City, State, Zip)	DATE OF BIRTH: <i>MM/DD/YYYY</i>

ANSWER <u>ALL</u> QUESTIONS	Check	
	YES	NO
1. Have you ever had any professional license/certificate denied, suspended, revoked, or voluntarily surrendered? If YES , in which state? _____		
2. Are you currently being reviewed or investigated for purposes of such action as stated in #1 or is such action pending? If YES , in which state? _____		
3. Have you ever been convicted of any felony offense, been found guilty or entered a plea of <i>nolo contendere</i> (no contest), even if adjudication was withheld? If yes, please provide the following information: Date of Conviction: _____ State of Conviction: _____ Court Jurisdiction of Conviction: _____		
4. Have you ever been convicted of a misdemeanor offense that involves any of the following: a. Sexual or physical abuse of a minor child or other illegal conduct with a minor child. b. The possession, use, or distribution of any illegal drug as defined by Louisiana or federal law.		
5. Have you ever been granted a pardon or expungement* for any offense as stated in #3 or #4?		



NOTICE---EXPUNGEMENTS, FIRST OFFENDER PARDONS, PRE-TRIAL DIVERSIONS: Criminal Background Checks (CBCs) conducted for purposes of employment will be conducted in accordance with La. R.S. 17:15 and La. R.S. 15:587.1. Pursuant to Louisiana law R.S. 15:587.1., background checks shall disclose **ALL ARRESTS, COURT ACTION and CONVICTIONS, (Including but not limited to expungements, first offender pardons and pre-trial diversion), and a copy of the report shall be provided to the Louisiana Department of Education (LDE), in addition to the potential employer or LA Education Agency (LEAs)s.**

***Per BESE policy set forth in Bulletin 746, Louisiana Standards for State Certification of School Personnel, Section 903.C, "failure to disclose actions such as first offender pardons, pre-trial diversion, expungements, etc. is grounds for certification denial and/or revocation."**

If you answered "YES" to any questions, #1 through #5, you must provide court **certified** copies of all documents and proceedings, civil records of Federal, State and/or District School Board actions, or other relevant documents that provide full disclosure of the nature and circumstances of **EACH** separate incident in your application packet.

I affirm and declare that all information given by me in the responses to items #1 through #5 above is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in criminal prosecution and/or the denial or revocation of my teacher certificate. I agree that my electronic, typed signature as entered below is the legal equivalent of my manual signature on this document.

SIGNATURE OF APPLICANT:	DATE SIGNED:
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