

# Office of Early Childhood Care and Education

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## CBC for ECAC Guidance

### Overview

The Criminal Background Check (CBC) for teacher certification (including the Early Childhood Ancillary Certificate, or ECAC) is separate from the Child Care Criminal Background Check (CCCBC) that is run for employment in an early learning site.

- **Effective January 1, 2025, [LA R.S. 17:8.9](#) requires a separate CBC, for certification.**
- A single background check cannot legally be used for multiple purposes (i.e., both for employment and for certification), as the FBI and LA State Police prohibit this.

### Step 1: Obtaining Fingerprinting for the CBC

A single-use fingerprint-based CBC, processed through the Louisiana State Police Bureau of Criminal Identification and Information, is mandatory for the issuance, renewal, advancement, or modification of a certificate, such as the ECAC.

For obtaining a CBC for ECAC (only), please use the [Educator Fingerprinting Packet](#) with the LDOE Teacher Certification service code (27N5HQ) to schedule fingerprinting for "LDOE - Certification & Educator Background Credentialing" specifically:

- Note that this service code is unique to LDOE Certification for teachers.
- Do not use this code for another purpose, including for the CCCBC for hiring of early childhood staff.

Applicants should [schedule fingerprinting at an IdentoGO location](#). At the fingerprinting appointment scheduled, the applicant will pay IdentoGO directly:

- The fingerprinting fee is approximately \$55.00.
- The fee varies slightly (such as based on tax rates or if located in a Sheriff's Office), based on the location of printing.
- There is an additional out-of-state fee of approximately \$33.00 if the applicant opts to schedule at a geographical location in another state.

## Step 2: Checking the Status of the CBC for ECAC

An applicant will know that the LDOE Certification team has received and reviewed the CBC when the applicant sees on [www.teachlouisiana.net](http://www.teachlouisiana.net) that the Department has [issued/added the "Clear Credential" record](#):

- Applicants should keep checking their status on that site.
- If the “Clear Credential” does not appear online within three weeks, the applicant should e-mail [EducatorClearance@la.gov](mailto:EducatorClearance@la.gov) to request the status of the applicant’s fingerprinting, providing details such as name, date of fingerprinting, etc.

## Step 3: Submitting the ECAC Application to the LDOE

Once an applicant sees on [www.teachlouisiana.net](http://www.teachlouisiana.net) that the Department has [issued/added the "Clear Credential" record](#), the applicant will **then** be ready to apply for the ECAC:

- A. Download and complete the [current ECAC application \(initial or renewal\) with the newly revised Professional Conduct form](#)
- B. Collect **all** required pieces of the appropriate application packet:
  - For [Initial Issuance](#)–
    - o Copy of Social Security Card
    - o Copy of Driver’s License/Official Photo ID
    - o Completed application form
    - o Completed professional conduct form
    - o Documentation/evidence for Qualifying Certificate or Degree (e.g., current CDA, high school diploma or equivalent, transcript showing completion of a BESE-approved CDA program, etc.)
  - For [Renewal](#)–
    - o Copy of Social Security Card
    - o Copy of Driver’s License/Official Photo ID
    - o Completed application form (signed by employer & applicant)
    - o Completed professional conduct form
    - o Copy of valid CDA (if applicable)
- C. Submit the **complete** application, including **all** required components of the application listed above, as a new case [through the LDOE online certification portal](#), for the issuance or renewal of the Early Childhood Ancillary Certificate (ECAC).

### Please note:

- **The 3 steps above must be followed in the correct order.** An application submitted (Step 3) prior to satisfactory completion of Steps 1 and 2 will result in denial of the application.
- **The application packet (Step 3) must be compiled and uploaded in a single submission.**

For questions, please contact the LDOE Certification team via the [Teacher Certification Help Portal](#).