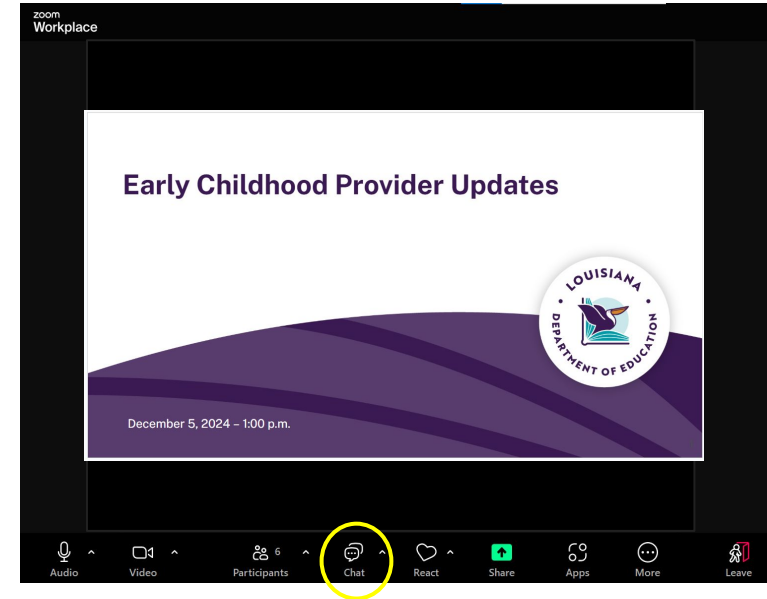


# Questions During the Webinar

- Utilize the “Chat” feature during the webinar to share with the Department questions you may have.
- **Include your e-mail address with your question**, so that we may follow up with you directly for some individual questions.



April 3, 2025 – 1:00 p.m.

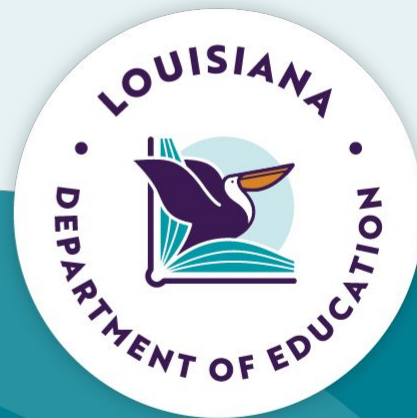


# Early Childhood Provider Updates



April 3, 2025 – 1:00 p.m.

# Welcome



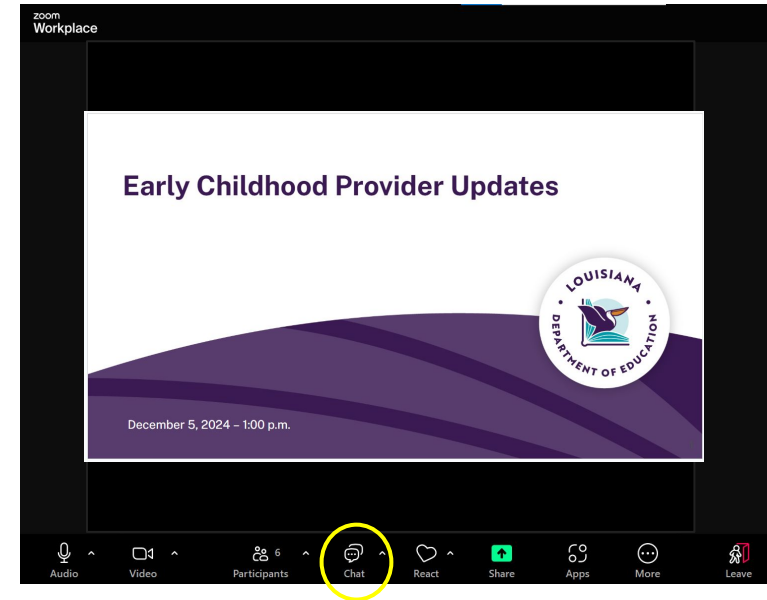
# Agenda

- Welcome
- Child Care Assistance Program (CCAP) Reminders & Updates
- Licensing Reminders & Updates
- Child Care Criminal Background Check (CCCBC) Reminders & Updates
- Teaching and Learning Reminders & Updates
- EdLink System Reminders & Updates
- Announcements & Upcoming Events



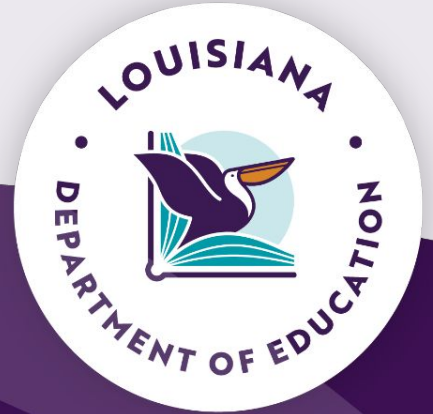
# Questions During the Webinar

- Utilize the “Chat” feature during the webinar to share with the Department questions you may have.
- **Include your e-mail address with your question**, so that we may follow up with you directly for some individual questions.



# Child Care Assistance Program (CCAP)

Reminders & Updates



# Prospective Payments

- In April and May, the LDOE will transition to paying CCAP providers prospectively.
  - In order to transition to prospective payments, the Department will release two payments per week for three weeks.
- The tentative payment schedule is as follows:

Payment Date	Service Week	Payment Date	Service Week
4/15/2025	3/31/25-4/4/25	4/17/2025	4/7/25-4/11/25
4/22/2025	4/14/25-4/18/25	4/24/2025	4/21/25-4/25/25
4/29/2025	4/28/25-5/2/25	5/1/2025	5/5/25-5/9/25

- Any changes or updates to the payment schedule will be communicated through blast email.

Child Care Assistance Program Reminders and Updates

For questions, contact [LDECCAP@la.gov](mailto:LDECCAP@la.gov)



# Provider Change Requests

A “zero balance letter” from the former provider is required for a client to transfer to a new provider.

- The Report of Changes form **will not be processed** unless it is accompanied by a zero balance letter from the current provider.
- A zero balance is **not required** if a center closes.
- The zero balance statement must contain the following information:
  - The CCAP balance owed to the provider (no other fees)
  - Name and phone number of the provider where child care is no longer needed
  - Name of the child(ren) transferring to a new provider and Time and Attendance (TA) number
  - The last date of child care at the current provider
  - Date the letter is written and signature of the director and/or owner
  - Name of client responsible for payment to the site, if any (letter should state zero balance if no child care fees are owed)





## New: Report of Provider Mass Change (CCAP 10P)

The new “Provider Mass Change” form can be used for Summer child care changes:

- The form was created to aid providers in submitting mass change requests for Summer care versus using the individual Report of Changes form that parents generally complete.
- **Note:** *Parents are not required to send the old form once they sign the new Provider Mass Change form giving permission for the summer change to occur.*

## Office of Early Childhood

## Report of Provider Mass Change CCAP-10P

OFFICE USE ONLY	Provider Contact Information	Type of Care
	Name:	<input type="radio"/> In Home
	Address:	<input type="radio"/> Provider's Home
	Phone #: _____	<input type="radio"/> Type III Center
	Provider ID: _____	<input type="radio"/> Other

### For Provider:

☐ I am requesting to change the following children from part-time to full-time for the LDOE Summer Schedule dates.

### For Parent:

By signing below, I understand that adjustments may be made in my Child Care Assistance payments because of the above changes requested.

I understand that I will be notified in writing by the Department if the changes affect my eligibility or the payment amount made by the Child Care Assistance Program.

I understand that I am responsible for reporting all changes that could affect my eligibility for Child Care Assistance or the agency payment amount within 10 days of my knowledge of the change. Failure to timely report these changes could result in action by the agency.

I understand that I must report if my child care provider moves in with me or if I move in with my provider or we begin sharing the same mailing address (with the exception of a post office box).

The following section must be completed and signed by the Head of Household of each case. Changes will not be made to any case that does not include all required information. Provider staff members are not allowed to sign on families' behalf.

Louisiana Department of Education  
[doe.louisiana.gov](http://doe.louisiana.gov) | P.O. Box 94064 • Baton Rouge, LA • 70804-9064

Page 1

[illegible]

# New: Report of Provider Mass Change (CCAP 10P)

To timely process the Summer change requests with parents using the new form, complete the following sections:

- Provider Contact, Type of Care, Provider Name and Number
- Providers may ONLY document the child's First Name Initial, First 3 letters of Last Name, Birth Day, Type of Care, Date of Change, & TA Number
- The parent must document their own signature.
  - **Note: The parent's consent and signature will be verified by the Department.**
- Provider will sign, date, and include address and contact number to affirm the following as noted on the form:

***By signing below, I certify that I understand my rights and responsibilities as a CCAP Certified provider. I also certify that all information given on this form is true and correct, and I understand that willful omission or falsification of information and signatures required on this form is justification of denial of my request and possible disqualification from participation in this program for all individuals.***



# Summer Care

The summer months are fastly approaching, so providers should work with families to ensure timely submission of the Report of Changes form so the correct authorizations are present in the KinderConnect portal during the summer for child care.

- The Report of Changes (CCAP 10) form can be accessed via Cafe' or printed from the Louisiana Believes website [here](#) to report care needed for the summer months.
- Parents must ensure the following sections are completed:
  - #6 - Indicate the beginning and end date Summer care is needed
  - #7 - If changing child care providers, indicate so here
  - #8 - Document child(dren's) names & birthdates, Provider's Contact Information, Type of Care, hours & days care is needed, and date care should begin
  - Parent must sign & date the form
- Encourage families to complete the change request early and submit it by fax at 225.376.6060 or via Cafe' by **May 1, 2025 or sooner.**

For additional questions or assistance, contact the Provider Help Desk at 225.614.5917 or 225.250.7635.



# 1099-NEC (Nonemployee Compensation Form)

- Annually, the 1099 is mailed to certified providers for tax filing purposes from the LDOE Finance Department.
- Providers complete the ***Request for Taxpayer Identification Number and Certification (W-9) form*** with the Internal Revenue Service. The provider selects a Classification Code per the type of business they operate. The code selected determines if the provider will receive a 1099 statement from the Department at the end of each year.

**3a** Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor    ☐ C corporation    ☐ S corporation    ☐ Partnership    ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

**Note:** Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

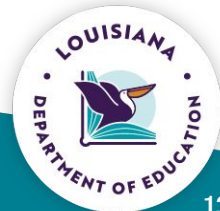
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**3b** If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

# 1099-NEC Assistance

1099 inquiries can be emailed to [LDOE.Payments@la.gov](mailto:LDOE.Payments@la.gov) and should include the following information:

- Provider Name
- Provider Number
- Mailing Address
- Last 4 digits of Provider's Tax ID/EIN number



# Overpayments/Underpayments

The CCAP Fraud Management Unit (FMU) has the responsibility of auditing Child Care Development Fund (CCDF) payments to ensure integrity in the issuance of the funds.

- The Louisiana Legislative Auditor (LLA), the Administration for Children and Families (ACF) Payment Audit, and all internal audits can view and sanction errors on cases as far back as 7 years.
  - Providers are encouraged to keep records for this time span.
- When discrepancies are found by either the auditor or the Department, **the errors must be corrected**. This may result in the issuance of additional funds or the recoupment of funds by CCAP.
  - Providers receive a notice that explains the discrepancy.
- Questions about the discrepancy can be directed to [Kawanda.Beauchamp@la.gov](mailto:Kawanda.Beauchamp@la.gov) or [Melinda.George@la.gov](mailto:Melinda.George@la.gov).



# KinderConnect Attendance Tracking

Providers caring for CCAP-certified families are required to track daily attendance in the KinderConnect Attendance Tracking System.

- Providers who use a Child Care Management System (CCMS) other than CenterTrack must ensure that their system is connected to the KinderConnect System with KinderBridge (API).
- If you are having difficulty with the API connection or do not know whether your CCMS is connected to the KinderConnect System, please contact KinderSystems at 1-888-829-9258 or via e-mail at [supportLA@kindersystems.com](mailto:supportLA@kindersystems.com).
- CenterTrack is a free CCMS offered by KinderSystems that Louisiana providers may obtain and use.



# KinderConnect Attendance Tracking

Additionally, providers must monitor the KinderConnect portal daily to observe for successful check-in/check-outs for **all** certified children in attendance.

- Attendance should be noted in the site's CCMS **and** a physical attendance log when care is provided. Providers must ensure that daily attendance in the KinderConnect portal **matches** the site's physical attendance log.
- The LDOE suggests that providers check the portal after the morning check-in and at the end of the day after the final check-out.

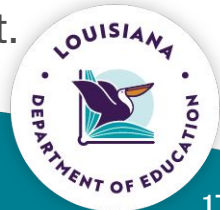




# KinderConnect Attendance Tracking

Providers who check the KinderConnect portal daily for successful attendance are aiding parents in maintaining their CCAP certification:

- Providers must submit attendance logs weekly through KinderConnect.
  - Immediately addressing incomplete attendance in KinderConnect means parents will not be included on an LDOE Underutilization Report.
  - Speaking with parents (i.e., “Sponsors”) whose physical attendance indicates a discrepancy in the KinderConnect portal (i.e., no attendance in KinderConnect or an incomplete attendance alert), and **having the parent correct the missing KinderConnect entry timely**, means that parents will not be included on an LDOE Underutilization Report.
- Timely reporting children that no longer attend or never attended a child care site means parents will not be included on an LDOE Underutilization Report.



# Underutilization Monitoring

- If a family receives a letter from the LDOE that indicates they are on the LDOE CCAP Underutilization Report and child care services are still needed, the family should contact the Department immediately at 1-877-453-2721 to state that child care services are still needed.
  - Timely receipt of the call to the Department will prevent closure of the family's case.
- If the case is closed due to the family appearing on the LDOE CCAP Underutilization Report, the parent will have to reapply and, if still deemed eligible, will be placed on the Waiting List until additional funds are available for Child Care Assistance.

# CCAP Monthly Call for Providers

Providers can access the next CCAP Monthly Call using the information below:

- **Webinar Date/Time:** Thursday, April 17, 2025 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/98586728688?pwd=wNnF84HbqNtty4CYZhqcL1LMqSybws.1>
- **Phone Number:** 1 470 250 9358
- **Meeting ID:** 985 8672 8688
- **Passcode:** 415349

Child Care Assistance Program Reminders & Updates

For questions, contact [LDECCAP@la.gov](mailto:LDECCAP@la.gov).

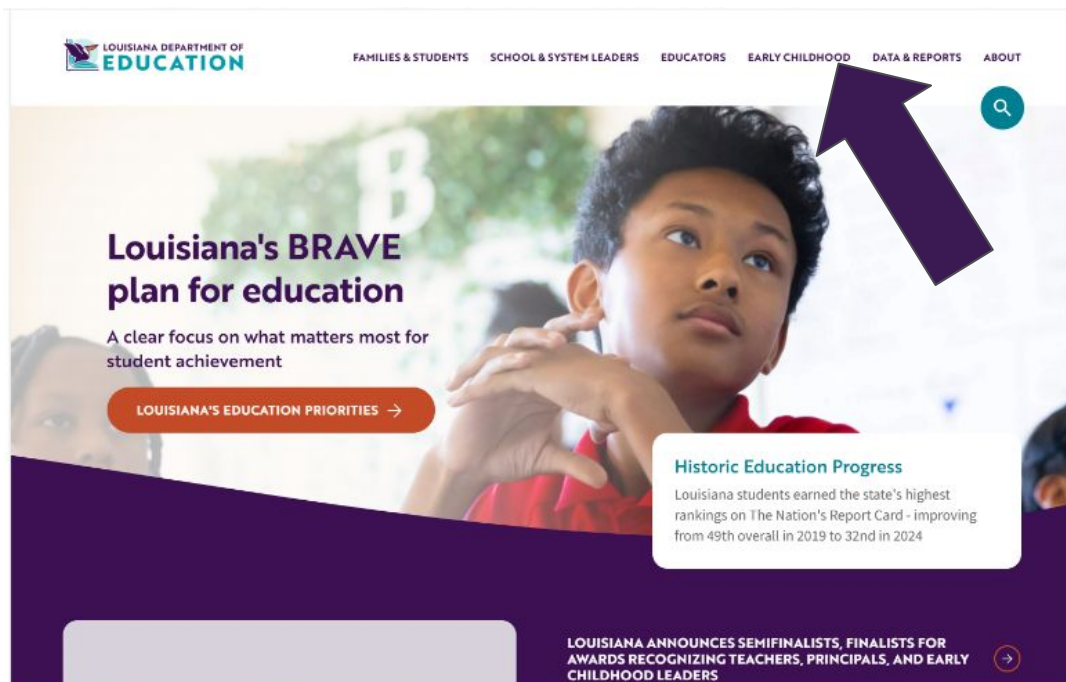


# Licensing

Reminders & Updates



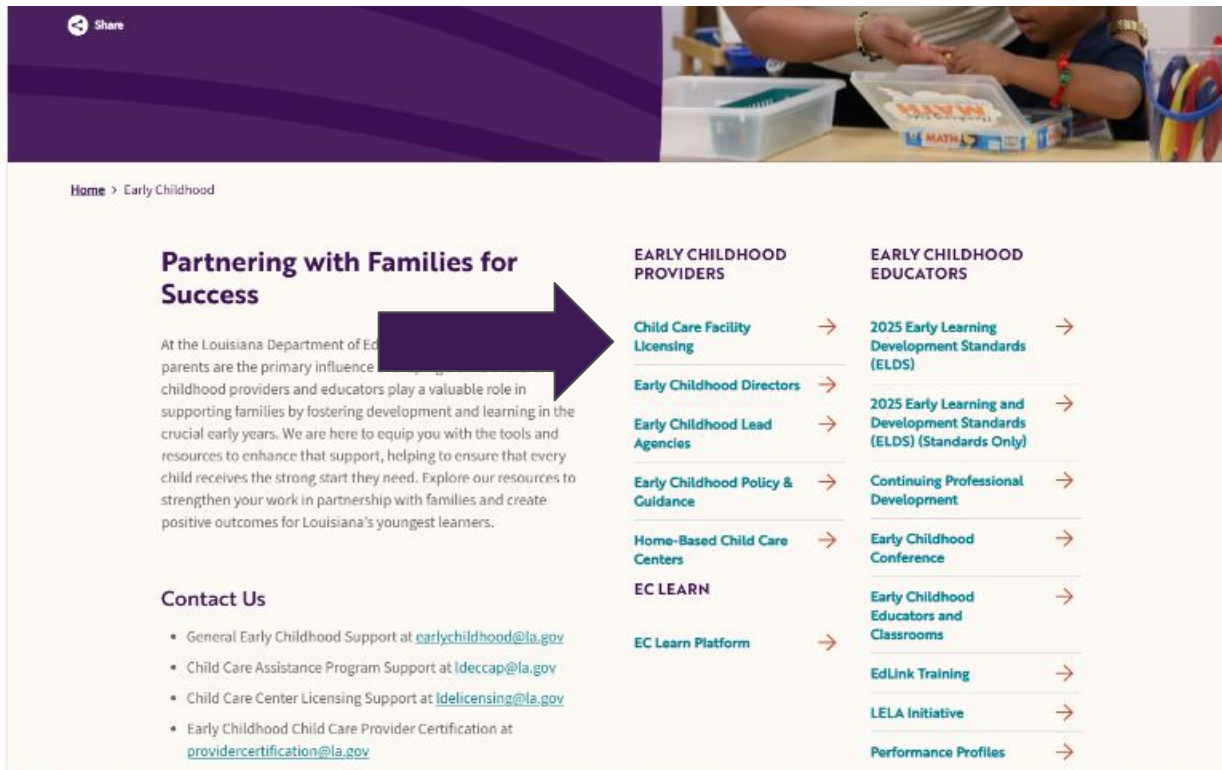
# How to Locate Licensing Forms



Licensing Reminders & Updates  
Contact your [licensing consultant](#) with questions.



# How to Locate Licensing Forms



Share

Home > Early Childhood

## Partnering with Families for Success

At the Louisiana Department of Education, we believe that parents are the primary influence on their child's development. Early childhood providers and educators play a valuable role in supporting families by fostering development and learning in the crucial early years. We are here to equip you with the tools and resources to enhance that support, helping to ensure that every child receives the strong start they need. Explore our resources to strengthen your work in partnership with families and create positive outcomes for Louisiana's youngest learners.

### Contact Us

- General Early Childhood Support at [earlychildhood@la.gov](mailto:earlychildhood@la.gov)
- Child Care Assistance Program Support at [ldccap@la.gov](mailto:ldccap@la.gov)
- Child Care Center Licensing Support at [ldlicensing@la.gov](mailto:ldlicensing@la.gov)
- Early Childhood Child Care Provider Certification at [providercertification@la.gov](mailto:providercertification@la.gov)

#### EARLY CHILDHOOD PROVIDERS

- Child Care Facility Licensing →
- Early Childhood Directors →
- Early Childhood Lead Agencies →
- Early Childhood Policy & Guidance →
- Home-Based Child Care Centers →
- EC LEARN →
- EC Learn Platform →

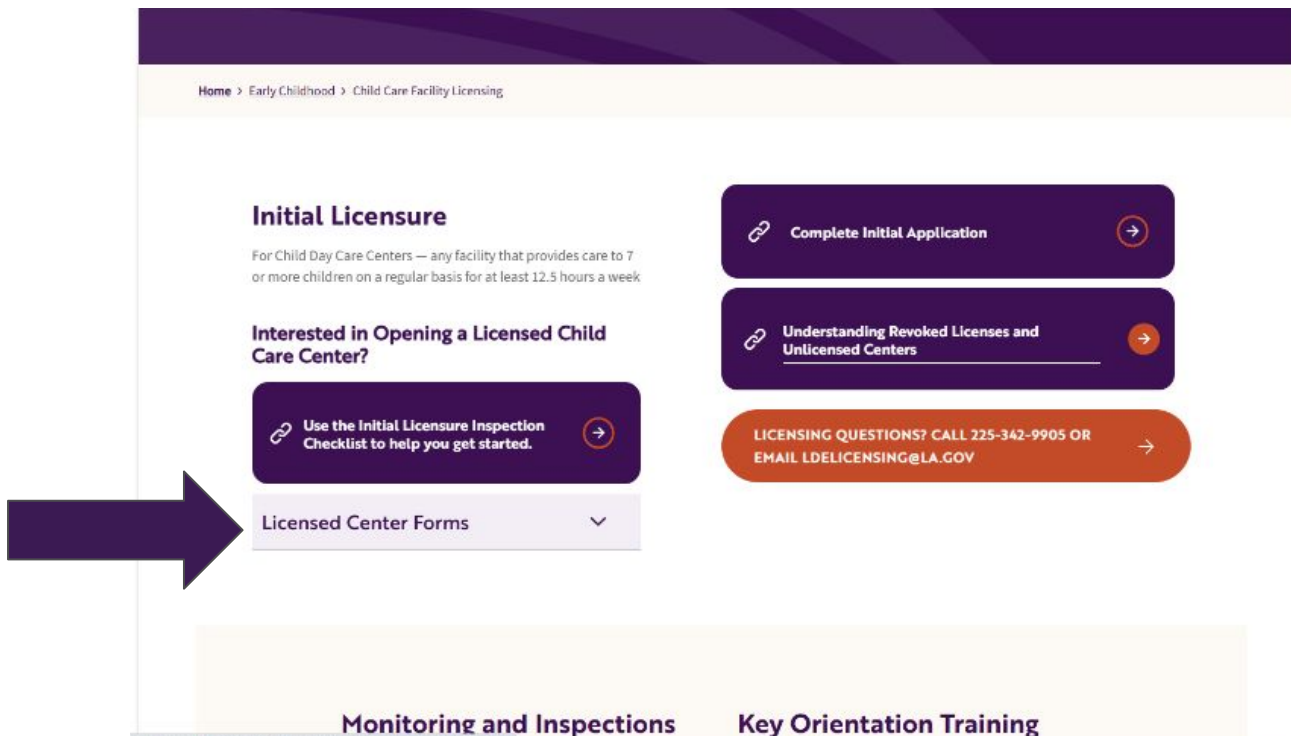
#### EARLY CHILDHOOD EDUCATORS

- 2025 Early Learning Development Standards (ELDS) →
- 2025 Early Learning and Development Standards (ELDS) (Standards Only) →
- Continuing Professional Development →
- Early Childhood Conference →
- Early Childhood Educators and Classrooms →
- EdLink Training →
- LELA Initiative →
- Performance Profiles →

Licensing Reminders & Updates  
Contact your licensing consultant with questions.



# How to Locate Licensing Forms



The screenshot shows the 'Child Care Facility Licensing' page. A large purple arrow points to the 'Licensed Center Forms' dropdown menu. The page includes sections for 'Initial Licensure', 'Interested in Opening a Licensed Child Care Center?', and 'Licensing Questions?'. The 'Initial Licensure' section describes facilities providing care to 7 or more children. The 'Interested in Opening a Licensed Child Care Center?' section includes links for 'Complete Initial Application', 'Understanding Revoked Licenses and Unlicensed Centers', and 'Use the Initial Licensure Inspection Checklist to help you get started.' The 'Licensing Questions?' section provides contact information: 'CALL 225-342-9905 OR EMAIL LDELICENSING@LA.GOV'. The footer contains 'Monitoring and Inspections' and 'Key Orientation Training'.

Home > Early Childhood > Child Care Facility Licensing

## Initial Licensure

For Child Day Care Centers — any facility that provides care to 7 or more children on a regular basis for at least 12.5 hours a week

## Interested in Opening a Licensed Child Care Center?

[Use the Initial Licensure Inspection Checklist to help you get started.](#)

[Complete Initial Application](#)

[Understanding Revoked Licenses and Unlicensed Centers](#)

LICENSING QUESTIONS? CALL 225-342-9905 OR EMAIL LDELICENSING@LA.GOV

Licensed Center Forms

Monitoring and Inspections

Key Orientation Training

Licensing Reminders & Updates  
Contact your licensing consultant with questions.



# How to Locate Licensing Forms

The screenshot displays the Louisiana Department of Education's licensing portal. It features several sections and buttons:

- Initial Licensure**: Includes a description for Child Day Care Centers and a button to **Complete Initial Application**.
- Interested in Opening a Licensed Child Care Center?**: Includes a button to **Use the Initial Licensure Inspection Checklist to help you get started.**
- Licensed Center Forms**: A dropdown menu containing links for:
  - Application of Topical Products
  - Approved CPR and PFA Courses
  - As Needed Medication Authorization
  - Change of Location Checklist
  - Change of Ownership Licensing Checklist
- Understanding Revoked Licenses and Unlicensed Centers**: A button with a right arrow.
- LICENSING QUESTIONS?**: A button with contact information: **CALL 225-342-9905 OR EMAIL LDELICENSING@LA.GOV**.

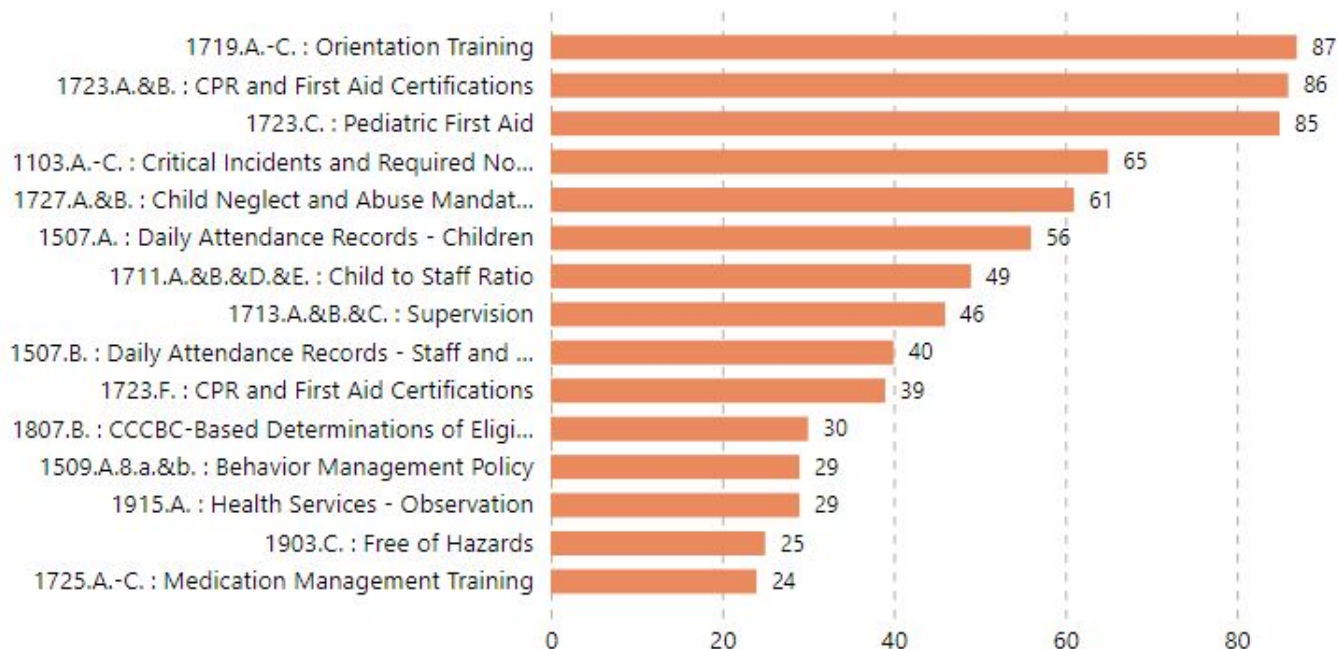
A large green arrow points to the **Licensed Center Forms** dropdown menu.

Licensing Reminders & Updates  
Contact your licensing consultant with questions.





# Top-Cited Deficiencies



Licensing Reminders & Updates

Contact your [licensing consultant](#) with questions.



# Behavior Management

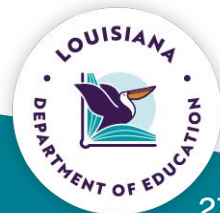
*Bulletin 137* defines Behavior Management as “the ongoing positive process of helping children develop inner control so that they can manage their own behavior in an appropriate and acceptable manner by using corrective action to change the inappropriate behavior.”

Staff members should **never** resort to prohibited methods of discipline such as the following:

- Physical punishment
- Verbal abuse
- The threat of a prohibited action
- Being deprived of food or beverages
- Being restrained by devices such as high chairs or feeding tables
- Being placed in time out that exceeds the one minute per year of age

# Supervision

- Supervision is fundamental to child safety and the prevention of injury, for maintaining quality child care.
- Staff members must directly supervise children by sight and hearing at all times, even when the children are going to sleep, napping, or beginning to wake up.
- The importance of supervision is not only to protect children from physical injury but from emotional or other harm that can occur if children discuss or model inappropriate topics or behavior.



# Supervision

As a reminder, *Bulletin 137* requires that children shall be supervised at all times. This includes all of the following occasions:

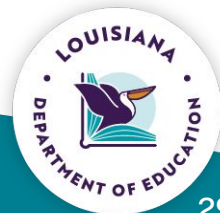
- In the center
- On the playground
- On field trips
- On non-vehicular excursions
- During all water activities and water play activities

Children shall not be left alone in any room (except the restroom or when being provided services by therapeutic professionals), outdoors, or in vehicles, even momentarily, without staff present.



# Supervision

- There must be a staff person assigned to supervise specific children, whose names and whereabouts that staff person shall know, and with whom the staff person shall be physically present.
- Staff shall be able to state how many children are in their care at all times.
- While supervising a group of children, staff must devote their time to overseeing the children, meeting the needs of the children, and participating with the children in their activities.



# Outdoor Play Space

As a reminder:

- The outdoor area of an early learning site must be free of hazards.
- All equipment used by children must be in a clean and safe condition and in good repair.

The outdoor play space must be enclosed with a permanent fence or other permanent barrier that

- Protects children from traffic hazards
- Prevents children from leaving the premises without proper supervision
- Prevents contact with animals or an unauthorized person

Crawlspaces and mechanical, electrical, or other hazardous equipment must be inaccessible to children.

Licensing Reminders & Updates

Contact your [licensing consultant](#) with questions.



# Child Care Criminal Background Check (CCCCBC)

Reminders & Updates



# Summer Staffing Guidance for Hiring Student Workers

As the summer months are approaching, many providers hire student workers to assist in child care centers.

Below are important reminders when submitting CCCBC applications for student workers:

- Obtain parent/guardian signatures on [consent forms](#)
- Government-issued identification is required
- Select correct position title on applications (e.g., “employee” or “volunteer”)
- Review all documentation thoroughly to ensure all of the following:
  - the applicant’s name matches their ID
  - e-mail addresses are listed correctly and
  - the consent forms include the applicant’s and the parent’ signatures





# Washington Parish Fingerprinting Site

A new fingerprinting location is now available in Washington Parish.

## Location Details:

Washington Parish Sheriff's Office  
1002 Main Street  
Franklinton, Louisiana 70438

## Service Hours:

- Mondays: 8:30 a.m. - 3:00 p.m.
- Wednesdays: 8:30 a.m. - 3:00 p.m.
- Fridays: 8:30 a.m. - 2:00 p.m.

Child Care Criminal Background Check (CCCBC) Reminders & Updates

For questions contact [ldeccbcprocessing@la.gov](mailto:ldeccbcprocessing@la.gov).



# Teaching and Learning

Reminders & Updates

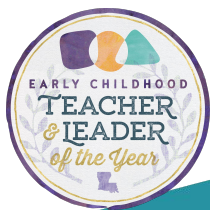


# Early Childhood Teacher and Leader of the Year Award Program

The Louisiana Department of Education, in partnership with [Dream Teachers](#), is excited to recognize and celebrate some of the state's most exceptional educators through the Early Childhood Teacher and Leader of the Year programs:

- The application period **closed January 15, 2025.**
- The five Teacher and five Leader of the Year Finalists for 2026 were named on **March 18, 2025.**

Please join us in congratulating these excellent educators!

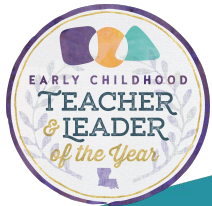


Teaching and Learning Reminders & Updates  
Please contact [shallan.iones@la.gov](mailto:shallan.iones@la.gov) with questions.



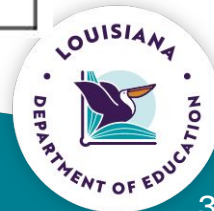
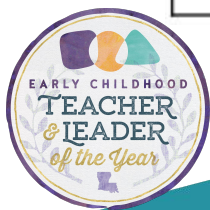
# 2026 Teacher of the Year Finalists

2026 Teacher of the Year Finalists		
Finalist Name	Parish	Site Name
Ana Qassem	Plaquemines	Belle Chasse Primary (Head Start)
Brooklynn Johnson-Botley	Allen	Kinder Head Start
Demika Gilmore	East Baton Rouge	LSU Early Childhood Education Lab Preschool
Shannon Catanzaro	Jefferson	Carousel Preschool
Sharekia Winn	Red River	Red River Head Start



# 2026 Leader of the Year Finalists

2026 Leader of the Year Finalists		
Finalist Name	Parish	Site Name
Delishia Wilson	Tangipahoa	Building Blocks Early Learning Center
Devonda Warren	Tangipahoa	Explore and Learn Early Learning Center
Jennifer Stevenson	Washington	The Garden of Knowledge
Shannon Johns	Rapides	Cenla Christian Childcare Centers: Pineville, Kolin, AEX, Libuse, Winnfield, Woodworth
Dr. Sondra Washington	Iberville	ChiefCornerstone Daycare Center



# CLASS® Third-Party Observations

Per the [Third-Party Observer Protocol](#), upon arrival at the early learning site, the third-party observer must report to the administration office and do the following:

- Introduce himself/herself to office staff and administrator (if available)
- Present identification and sign-in on appropriate site documentation
- Present a Child Care Criminal Background Check (CCCBC) determination letter
- Receive a current classroom roster to verify classroom information with administrator/director or designee (i.e., classroom locations by age, ensure 50% of enrolled children are in attendance, birth dates of children to confirm class configuration)
- Verify the correct spelling of the teacher's name
- Receive an updated daily schedule for the classroom being observed and
- Request access to a quiet space for four, 10-minute scoring cycles (pre-K only)

Teaching and Learning Reminders & Updates

Contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.



# CLASS® Third-Party Observations

- If a second observer/double coder is present for the observation, he/she must follow the same procedures.
- The lead observer will select the classroom according to his/her schedule, and the double coder will accompany the observer to that classroom.
- Double coding/shadow scoring will only take place when it is possible to meet the safety protocols outlined by the site as well as local, state, and national guidance.



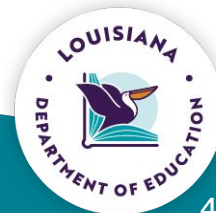
# EC Learn Online Training Platform

- **EC Learn** is the LDOE's Early Childhood free, online training and learning resource, where early childhood educators can enroll in and access free continuing education courses.
- Individuals may access **EC Learn** by typing <https://eclearn.doe.louisiana.gov/> in the address field of a browser window:



Teaching and Learning Reminders & Updates

Please contact [eclearn@la.gov](mailto:eclearn@la.gov) with questions.





# Early Childhood Health & Safety Training

- Current early childhood course listings on the **EC Learn** landing page include the following:
  - Medication Administration in Child Care - 3 credit hours
  - Safe Environments in Child Care - 1 credit hour
  - Food Safety in Child Care - 1 credit hour
- The Department is currently preparing two additional health and safety trainings–“Infectious Diseases in Child Care” and “Sanitation in Child Care”–which will be available in *EC Learn* in April 2025.



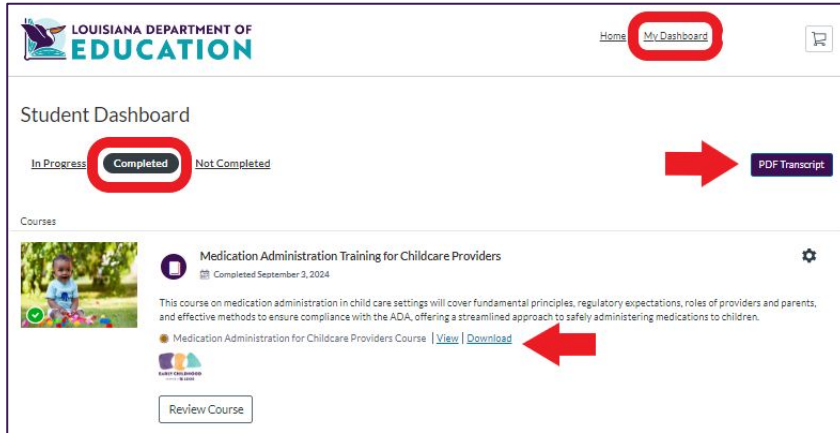
Teaching and Learning Reminders & Updates

Please contact [eclearn@la.gov](mailto:eclearn@la.gov) with questions.

# EC Learn Training Certificates

**EC Learn** participants will be e-mailed a copy of the training certificate within 24 hours of successful completion of the final course exam. Additionally, participants can view and download training certificates or a training transcript from their Student Dashboard.

- On the Canvas Catalog Dashboard, click the “Completed” tab.
- To view the certificate, click the “View” link. To download the certificate, click the “Download” link.



Download a PDF transcript of all completed courses in the “**Completed**” portion of your Dashboard.

Teaching and Learning Reminders & Updates

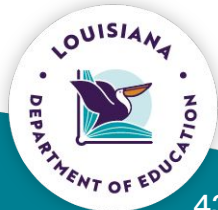
Please contact [eclearn@la.gov](mailto:eclearn@la.gov) with questions.



# Teacher Credentialing

Starting January 1, 2025, Louisiana law ([R.S. 17:8.9](#)) requires a criminal background check (CBC) for teacher certification, ***beyond that which is required for employment purposes*** as directed in RS 17:15. Federal law mandates that separate CBCs be done for different purposes; therefore, a background check used for employment cannot also be used for certification.

- A criminal history check is required before a teaching certificate can be issued, renewed, advanced, or modified.
- Certification processes, forms, and technology have been revised to integrate the CBC requirement.



# CCCBCs for Early Learning Center Employment vs CBCs for Ancillary Certification

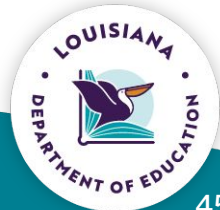
The Louisiana Department of Education manages two distinct background check systems:

1. Child Care Criminal Background Checks (CCCBCs) - required for early learning site employment eligibility and processed through the CCCBC System under service code “**27N4H8-Early Learning Centers.**”
2. Criminal Background Checks (CBCs) - required for teacher (including Early Childhood Ancillary Certification) and processed through the Certification Division under service code “**27N5HQ- Louisiana Department of Education.**”



# CCCBCs for Early Learning Centers Employment vs CBCs for Ancillary Certification

- It is important to note that these background checks serve different purposes and operate under separate service codes.
- As a result, a background check completed for one purpose cannot be applied to another purpose, even within the same department.
- If an incorrect service code is identified prior to an applicant's scheduled appointment, the existing appointment should be canceled and a new appointment with the correct service code must be scheduled.



# CBC for ECAC Guidance

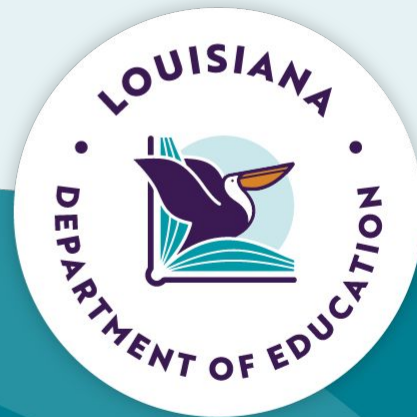


Teaching and Learning Reminders & Updates  
Submit questions via the [Teacher Certification Help Portal](#).



# EdLink System

Reminders & Updates



# EdLink Features Released March 2025

In response to feedback from providers, several feature updates have been made in EdLink:

- **Initial/Renewal/Edit Applications for Staff Members** - Streamlined the process of adding/editing staff members via EdLink by requesting fewer required documents
- **Application Withdrawals** - Provides options for a user to withdraw their application and for EdLink to communicate to EC staff that a user has withdrawn the application, flagging EC staff to assess the next steps
- **EdLink Document Viewer Version 2** - Updates the display to enable users to rotate, download, print, and fit to screen, to support users with day-to-day activities of printing and storing documents
- New Training videos are located at <https://louisianabelieves.com/early-childhood/edlink-training>.



# EdLink Updates - “Required Documents”

bat\_idoe.edlink.la.gov/#/welcome/entity/5166666/StaffManagementDocumentation/314775/add

edlink

Staffing Dashboard

Great Job Center Staff information saved successfully

Entity: Swetlow Church School

Step 2/2: Add New Staff Member - Staff Information

### Early Learning Center Staff

Provide the details for all Center Staff that will be working on site at the Center.

#### Director and Director Designee Qualifications

Each center shall have a qualified director or qualified director designee. The director or director designee shall be an on-site, full-time staff person at the center during the daytime hours of operation (prior to 9 p.m.). When the director is not an on-site full-time employee at the licensed location, there shall be a qualified director designee who is an on-site full-time employee at the licensed location. The director or director designee shall be responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met. The director/director designee shall be at least 21 years of age.

The director/director designee will be qualified if they have documentation of at least one of the following upon date of hire as director or director designee:

Select the documents you will provide for this position:

- ☒ An early childhood ancillary certificate and one year of experience in teaching or care in a licensed early learning center or comparable setting, subject to approval by the department.
- ☐ A national administrator credential and one year experience in teaching or care in a licensed early learning center, or comparable setting, plus 6 credit hours or 90 clock hours of training in child care, child development, early childhood, or management/administration, subject to approval by the department.
- ☐ Three years of experience as a director or staff in a licensed early learning center, or comparable setting, subject to approval by the department plus 6 credit hours or 90 clock hours of training in child care, child development, early childhood, or management/administration approved by the department.
- ☐ A director who was qualified on the director's date of hire remains qualified as long as the director remains continuously employed at the licensed center or at another licensed center without a break in service of more than 90 days.

#### Section 1: Upload Qualifications

Add all required degrees, certifications, and/or experience documentation below.

##### Ancillary Certificate (ECAC)

Upload a copy of the required documentation and provide any additional details.

\* Awarded by:

\* Date awarded:

\* Certificate Number:

\* Choose File:

\* Choose File:

##### Experience

Upload a copy of the required documentation and provide any additional details.

\* Number of Years Experience:

# EdLink Updates - Application Withdrawals

≡ Application Home

5 - Ownership Type

This page asks for the legal Ownership type of your Early Learning Center.

View 5

Complete

6 - Center Owner

List all the legal Owners of the Early Learning

View 6

Complete

7 - Center Staff

Enter in all currently hired Directors, Directo

View 7

Complete

8 - Criminal Background

This page will provide you the status of all O

View 8

Complete

9 - Emergency Plan

View 9

Complete

Warning

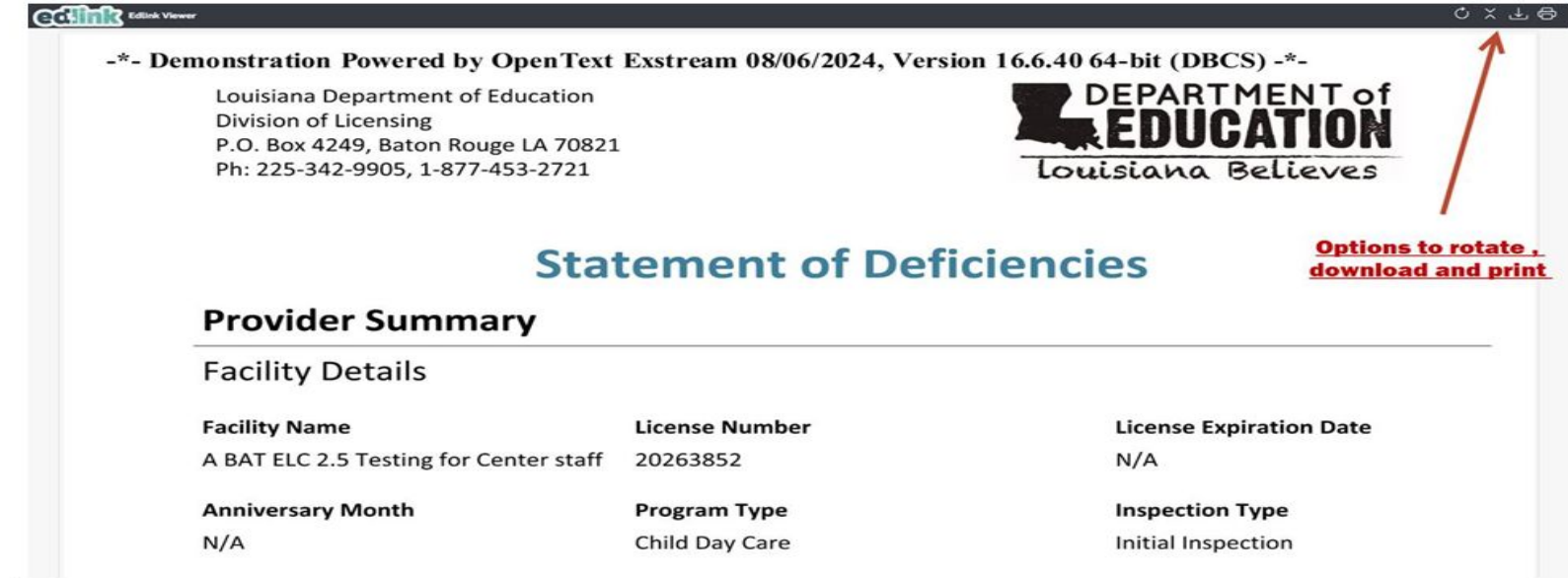
You have requested to withdraw your application. Please provide an explanation for this request in order to complete your submission.

\* Enter reason for withdrawal

Submit Request

Cancel

# EdLink Updates - Edlink Document Viewer 2.0



The screenshot displays the EdLink Document Viewer 2.0 interface. At the top, a black header bar contains the 'edlink' logo and the text 'EdLink Viewer'. Below the header, the document content is displayed. On the left, contact information for the Louisiana Department of Education is provided. On the right, the department's logo and slogan are shown. A red arrow points to the top right corner of the document area, highlighting icons for refresh, close, download, and print. Below the header, the document title 'Statement of Deficiencies' is centered. Underneath, the 'Provider Summary' section is visible, followed by 'Facility Details'. A table with three columns (Facility Name, License Number, License Expiration Date) and three rows (Anniversary Month, Program Type, Inspection Type) is displayed. A red text overlay on the right side of the document area reads 'Options to rotate, download and print'.

edlink EdLink Viewer

\*\*- Demonstration Powered by OpenText Exstream 08/06/2024, Version 16.6.40 64-bit (DBCS) -\*\*

Louisiana Department of Education  
Division of Licensing  
P.O. Box 4249, Baton Rouge LA 70821  
Ph: 225-342-9905, 1-877-453-2721

**DEPARTMENT of  
EDUCATION**  
Louisiana Believes

**Statement of Deficiencies**

**Options to rotate ,  
download and print**

**Provider Summary**

**Facility Details**

<b>Facility Name</b>	<b>License Number</b>	<b>License Expiration Date</b>
A BAT ELC 2.5 Testing for Center staff	20263852	N/A
<b>Anniversary Month</b>	<b>Program Type</b>	<b>Inspection Type</b>
N/A	Child Day Care	Initial Inspection

# EdLink Updates - Staff Management

Providers can use Staff management to add, delete, or edit staff members in Edlink.

The screenshot displays the EdLink Staffing Dashboard. On the left is a sidebar with navigation links: Swetha Chandrashekar, Entity (Stone-Automation-96938), My Dashboard, Entity Management, Staff Management (highlighted), Staffing Dashboard (highlighted with a red arrow), Staff Records, Financial Management, Messages, Account Settings, and Help. The main content area is titled 'Staffing Dashboard' and includes a 'Return to Dashboard' button. Below this is the 'Staff Members' section, which contains a note about CCCBC linkage, 'Quick Filters' for Active and Inactive status, and filter fields for Staff Name, Position Type, CCCBC Status, and Month Expires. A table lists four staff members: Beth Prosacco, Kathleen Effertz, Elva Sanford, and Testing Initial. Each row has edit and delete icons. Red arrows point to the '+ Add New' button (labeled 'To add new staff members'), the delete icons (labeled 'To delete existing staff members'), and the edit icons (labeled 'To edit existing staff member details').

**Staffing Dashboard**

Welcome to your Staff Management Dashboard. Here you can review and make changes to your staff members.

[Return to Dashboard](#)

### Staff Members

Note: Staff Member information is not linked to CCCBC currently. Should you make changes in EdLink, you may also be required to make updates in CCCBC

**Quick Filters**

☒ Active ☐ Inactive

Filter By:

Staff Name:

Position Type:

CCCBC Status:

Month Expires:

[Expand All](#)

Staff Name	Position Type	Appointment Date	CCCBC Status	
Beth Prosacco	Director	02/08/2011	Eligible	
Kathleen Effertz	Director Designee	02/08/2011	Eligible	
Elva Sanford	Director	02/08/2010	Eligible	
Testing Initial	Teacher	12/12/2024	Eligible	

[+ Add New](#) **To add new staff members**

**To delete existing staff members**

**To edit existing staff member details**

EdLink Reminders & Updates



# EdLink Updates - Staff Records

Providers can use Staff Records to add additional documents to existing staff members.

documentation will be reviewed by the Department of Education.

**Quick Filters**

☒ All ☐ Expires with in 90 Days ☐ All Expired ☐ Director/Director Designee ☐ Archived

**Filter By:**

Staff Name:  Category:  Type:  Month Expires:

File Name	Staff Name	Category	Type	Date Uploaded	Date Expires	
Uploadtest.txt	Beth Prosacco	Education/Training	Pediatric First Aid	12/20/2024	09/11/2025	
Uploadtest.txt	Beth Prosacco	Education/Training	CCAP Pre-Service Orientation	12/20/2024	N/A	
Uploadtest.txt	Beth Prosacco	Education/Training	Pre-Service Orientation (Key Orientation Modules)	12/20/2024	N/A	
Uploadtest.txt	Beth Prosacco	Education/Training	Mandated Reporters	12/20/2024	09/11/2025	
Uploadtest.txt	Beth Prosacco	Education/Training	CPR Training	12/20/2024	09/11/2025	
Uploadtest.txt	Beth Prosacco	Education/Training	Director Letter	12/20/2024	N/A	
Uploadtest.txt	Beth Prosacco	Education/Training	Total Clock Hours	12/20/2024	N/A	
Uploadtest.txt	Kathleen Effertz	Education/Training	Director Letter	12/20/2024	N/A	
Uploadtest.txt	Kathleen Effertz	Education/Training	Pediatric First Aid	12/20/2024	09/11/2025	
Uploadtest.txt	Kathleen Effertz	Education/Training	Pre-Service Orientation (Key Orientation Modules)	12/20/2024	N/A	

[+ Add New](#) **Click on Add new to select required staff and add additional documents**

# EdLink Updates - Critical Incident

Providers can use Health and Safety to report Critical incidents.

**Health and Safety Reports**

The table below includes all inspection reports, critical incident, and complaint reported for your site. Inspection reports are view-only. Critical incident reports can be submitted and reviewed here. Supplemental incident reports may be submitted to update or add additional information to critical incident reports.

**Inspections** **Incidents**

Inspection ID	Inspection Type	Deficiencies	Date Completed	Status
1007860	Initial Inspection	214	09/11/2024	Completed

**Submit an Incident**

Click the "Submit Incident" button to fill out a Critical Incident Report. Note: An LDOE Intake Specialist will need to review the report and determine the next steps.

**Submit a Complaint**

Click the "Submit Complaint" button to fill out a Complaint Form. Note: An LDOE Intake Specialist will need to review the report and determine the next steps.

**Critical/Reportable Incident**

20263932 - Stone Automation-96938

Page 1 / 3  
Entity Information

**Section 1: Entity Information**

Entity Name	License Number	License Type
Stone Automation-96938	210203932	Type III
Entity Status	License Expiration	Physical Address
Open	11/01/2024	3508 Sheridan Farms Apt. 715 Baton, LA 70430

\* Incident Contact Name

\* Contact Number

EdLink Reminders & Updates



# Announcements & Upcoming Events



# TEACHER LEADER SUMMIT 2025

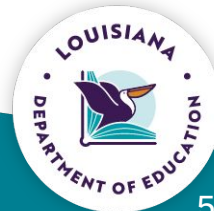
## A *New Story* for LOUISIANA EDUCATION

**June 10-12 | New Orleans Ernest N. Morial Convention Center**

Teacher Leader Summit 2025 celebrates Louisiana's historic education progress and sets the stage for the next chapter of success. Educators across the state are writing a new story for Louisiana education by accelerating academic achievement and fostering student growth. This year's Summit theme, "A New Story for Louisiana Education," highlights the collective effort of educators to continue moving our state forward.

Join us this summer as we celebrate the end of one school year, and prepare to make an even bigger impact for the academic year ahead.

Please contact [LDOEvents@la.gov](mailto:LDOEvents@la.gov) with questions.





# TEACHER LEADER SUMMIT 2025

A *New Story* for LOUISIANA EDUCATION

## *Objectives of Teacher Leader Summit:*



Improve the everyday practice of educators in Louisiana by building **knowledge and skills**.



Provide opportunities for educators to **collaborate and share best practices**.



Equip educators with **high-quality strategies, resources, and professional learning** aligned with Louisiana's educational priorities.



Empower and inspire educators to take on an even greater **leadership role** within their classrooms, schools, and school systems.

Please contact [LDOEvents@la.gov](mailto:LDOEvents@la.gov) with questions.



# TEACHER LEADER SUMMIT 2025

## A *New Story* for LOUISIANA EDUCATION

*Registration is now open!*

Registration for this event will be on a first-come, first-served basis.

As space is limited, early registration is encouraged. **There will be no on-site registration.**

- **Regular Registration:** \$299 (March 15-April 18)



**REGISTER HERE!**

Please contact [LDOEvents@la.gov](mailto:LDOEvents@la.gov) with questions.



# Early Childhood Conference 2025



## SAVE THE DATES!

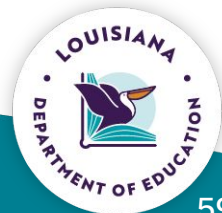
The 2025 Early Childhood Conferences will be held on Saturdays in two locations again this year. This year's theme is **Early Foundations, Endless Possibilities**.

Save the date for:

**Baton Rouge - September 13**

**Shreveport - October 11**

Additional information will be shared at a later date.



# LA GATOR Scholarship Program

Student applications for the [LA GATOR Scholarship Program](#) are now open for the 2025-2026 school year. Parents can use these funds for approved educational services, such as the following:

- School tuition and fees at over 240 nonpublic schools
- Tutoring and educational therapies
- Textbooks and curricula
- Dual enrollment courses
- Uniforms

**LA GATOR**  
**SCHOLARSHIP PROGRAM**  
*Giving All True Opportunity to Rise*

Announcements & Upcoming Events

Please contact [help.la@withodyssey.com](mailto:help.la@withodyssey.com) with any questions.



# LA GATOR Scholarship Program

For a student to be eligible for an ESA, the student must be a resident of Louisiana and meet any one of the following requirements:

- Participated in the Louisiana Scholarship Program (LSP) in the previous school year
- Entering kindergarten
- Enrolled in a public school the previous school year
- From a family with total income at or below 250% of federal poverty guidelines

Announcements & Upcoming Events

Please contact [help.la@withodyssey.com](mailto:help.la@withodyssey.com) with any questions.



# LA GATOR Scholarship Program: How to Apply

Parents interested in applying for the LA GATOR Scholarship Program should visit [lagator.la.gov](https://lagator.la.gov) to submit their application by **April 15, 2025**.

The LDOE has partnered with Odyssey to manage the program's application process and marketplace. Parents with questions about the program or application process can access support through the following:

- [Submit a Help Desk Ticket](#)
- Email Support: [help.la@withodyssey.com](mailto:help.la@withodyssey.com)
- Call Center: 225-422-1538

Announcements & Upcoming Events

Please contact [help.la@withodyssey.com](mailto:help.la@withodyssey.com) with any questions.



# KinderSystem April Webinar

Learn about CenterTrack, a Child Care Management System (CCMS) free to Louisiana child care providers! Interested participants can access the webinar using the information below:

- **Webinar Date/Time:** Wednesday, April 23, 2025 at 12:00 p.m.
- **Webinar Link:** <https://kindersystems.zoomgov.com/j/1602223739?pwd=ZFsEuzfxPtFp9G3yarJIL4kcilZUBI.1>
- **Meeting ID:** 160 222 3739
- **Passcode:** 100

# Monthly Office Hours for New Directors

The LDOE team holds New Director webinars that focus on topics related to early childhood quality or operations while also helping to expand new directors' network of peers.

This month's topic is "An Overview of Bulletin 137." Participants will learn some of the most commonly-cited deficiencies and how to avoid being cited.

Attendees can access the webinar using the information below:

- **Webinar Date/Time:** April 25 at 12:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93015014527>
- **Phone Number:** 1-346-248-7799
- **Meeting ID:** 930 1501 4527
- **Passcode:** 012444

Announcements & Upcoming Events

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with any questions.





# Monthly Provider Webinar

Providers can access the next provider webinar using the information below:

- **Webinar Date/Time:** Thursday, May 1, 2025 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Phone Number:** 1 470 250 9358
- **Meeting ID:** 935 9774 5872
- **Passcode:** 641464

Announcements & Upcoming Events

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with any questions.



# Provider Webinar Slides

This month's webinar slides will be available early next week in the [Quality Providers Library](#) on the [LDOE website](#).



Announcements & Upcoming Events

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with any questions.



# Contact Information



## Child Care Licensing

- Call 225-342-9905
- E-mail [ldelicensing@la.gov](mailto:ldelicensing@la.gov) or e-mail licensing consultants directly

## Child Care Assistance Program (CCAP)

- Call 225-250-7635 or 225-614-5917
- E-mail [ldeccap@la.gov](mailto:ldeccap@la.gov) or enter a [ticket](#) at the Provider Help Desk

## Child Care Provider Certification

- E-mail [providercertification@la.gov](mailto:providercertification@la.gov)

## Child Care Criminal Background Checks (CCCBCs)

- Call 225-342-2716 or 225-342-5311 or e-mail [ldcccbbcprocessing@la.gov](mailto:ldcccbbcprocessing@la.gov)

## General Early Childhood Support

- E-mail [earlychildhood@la.gov](mailto:earlychildhood@la.gov)

