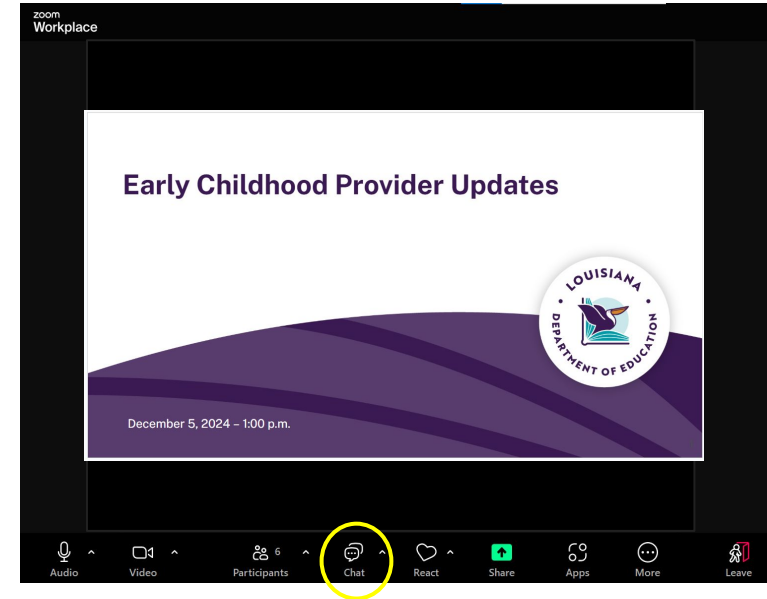


# Questions During the Webinar

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



November 6, 2025 – 1:00 p.m.

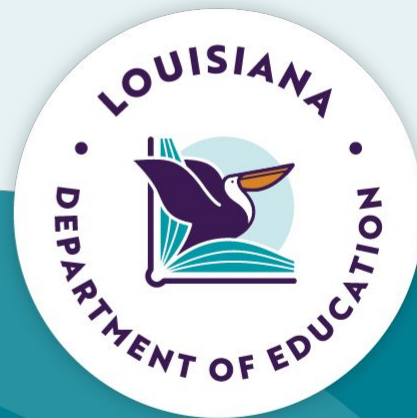


# Early Childhood Provider Updates



November 6, 2025 – 1:00 p.m.

# Welcome



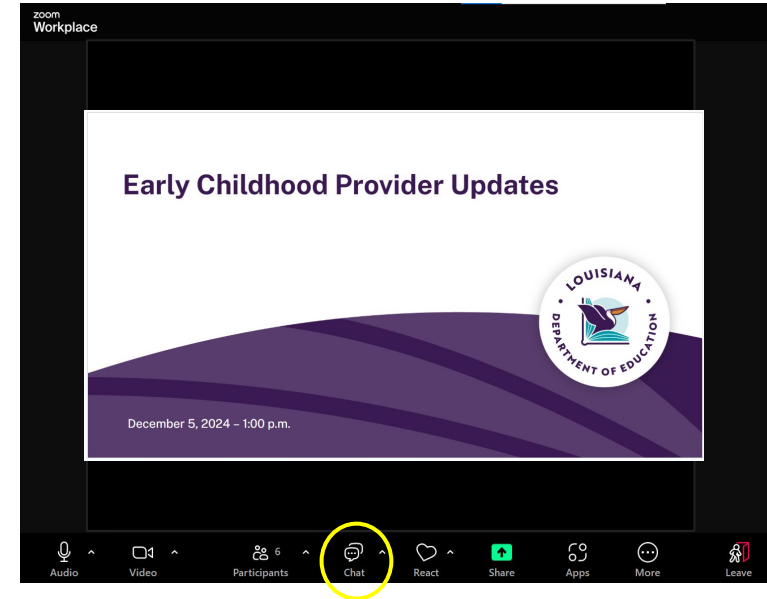
# Agenda

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



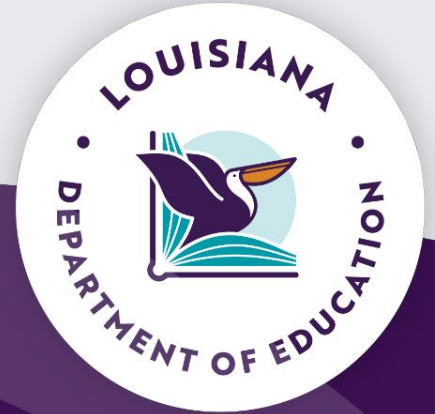
# Questions During the Webinar

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- Please direct questions in the chat to “ASK QUESTIONS.”
- **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



# General CCAP Reminders & Updates



# KinderConnect: Submitting Attendance

Certified providers must submit attendance weekly through KinderConnect:

- Submitting weekly attendance prevents clients from being included on an Underutilized Report.
- If using a different Child Care Management System (CCMS), ensure it is linked to KinderConnect so attendance can be submitted weekly.
- Ensure children's names are spelled the same way in both your CCMS and KinderConnect.
  - Misspelled names prevent correct attendance from being recorded in KinderConnect because the system views misspelled names as 2 different children.
- ***Contact KinderSystems immediately if your site's attendance system is not linked to KinderConnect and if you have not been submitting attendance weekly.***
  - Call 1-888-829-9258
  - E-mail [supportLA@kindersystems.com](mailto:supportLA@kindersystems.com)





# Redeterminations, January 2026

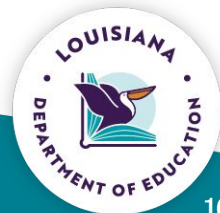
- Redeterminations for Louisiana CCAP families will resume January 2026.
- Redetermination notices for these families will start to go out in the month of December.
- It is important that all Louisiana families have the most up-to-date contact information on file with the Department.



# Provider Recertification: Banking Information

As providers renew CCAP certification, it is imperative that the correct banking response is selected in EdLink:

- If the provider's banking information is the same—specifically, if the provider is using the same bank, has the same account, and has the same routing number as before—the provider must select “**No**” to the question of “***Do you want to update your banking information?***”
  - **With this response the provider's banking information will remain the same.**
- If the provider selects “**Yes**” to the question “***Do you want to update your banking information?***” the provider will begin receiving paper checks until the bank change is processed in EdLink.



# Provider Recertification: Banking Information

## Section 1: Banking Information

Enter the updated banking information below for the Bank and Account Holder

Do you want to update your banking information?

☐ No

- If you select "Yes," your banking information will be updated, and you will receive a paper check until the new account information is active to receive electronic funds transfers.
- If you select "No" your current banking details will remain unchanged.

### Banking Details

\* Bank Name

\* Bank Routing Number

### Banking Address

\*Street Name 1

Street Name 2

# CCAP Monthly Call for Providers

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

- **Webinar Date/Time:** Thursday, November 20, 2025 at 1 p.m.
- **Webinar Link:** [CCAP Monthly Call for Providers](#)
- **Phone Number:** 1 470 381 2552
- **Meeting ID:** 939 7378 5023
- **Passcode:** 082226

Child Care Assistance Program Reminders & Updates

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



# CCAP New Provider Training

Providers can access the next CCAP New Provider Training using the information below:

- **Webinar Date/Time:** Friday, November 21, 2025 at 1 p.m.
- **Webinar Link:** [CCAP New Provider Training](#)
- **Phone Number:** 1 470 250 9358
- **Meeting ID:** 920 6545 2011



# CCAP B-3 Seats Reminders & Updates



# CCAP B-3 Seats Reapplication

All current B-3 Seats families have been notified in the month assigned to them by the LDOE, to submit a new application to continue to receive funding for the CCAP B-3 Seats program through 2025-2026, and the reapplication window is now closed.

- Children will remain in the B-3 Seats program until their eligibility redetermination for 2025-2026 is completed by the Department.
- Children who will age out of B-3 Seats should have applied if ongoing care is still needed.
- Providers should NOT drop the child(ren) from care until notice is received from the Department once the case is certified.

CCAP B-3 Seats Reminders & Updates

Please contact [LDOEB3@la.gov](mailto:LDOEB3@la.gov) for support.



# CCAP B-3 Seats Reapplication

- Families were advised to add any sibling(s) in need of care to their reapplication. Providers will receive an authorization notice if the family is certified as eligible and when payments for new children will be added.
- If a child drops, please notify the Department by e-mailing [LDOEB3@la.gov](mailto:LDOEB3@la.gov) and include the child's first initial, first three letters of child's last name, your provider number, and date of drop.
- The Department is working diligently to complete final B-3 Seats case certifications.





# CCAP B-3 Seats Payments

Payments for seats for currently-enrolled and newly-certified children are being made by the LDOE directly to providers, via the same banking accounts on file for CCAP voucher seats, on Thursdays each week.

- At this time, the Department is paying providers the state max rate for each child, based on their age on September 30, 2025, that was enrolled through the Community Network Lead Agency prior to April 15.



# CCAP B-3 Seats Payments Remittance

Providers will now weekly receive a remittance statement on Fridays, from [noreply@la.gov](mailto:noreply@la.gov), that contains the following:

- Child first initial and first three letters of child's last name
- Child age
- Payment rate
- Service week

As a reminder, providers must capture daily attendance on a [Daily Attendance Log for Children](#) and keep those logs on file. Providers must also capture daily attendance in KinderConnect when certified children appear in those rosters.



# CCAP B-3 Seats Payments

- Providers should not charge families in the CCAP B-3 Seats program a co-payment beyond the co-payment that may be required by the LDOE.
- Providers may not charge a registration fee to CCAP B-3 Seats families at this time: once all applications for 2025-2026 have been processed, the Department will share information about LDOE-issued registration payments for 2025-2026.
- For part-time children who have aged out of the CCAP B-3 Seats program, the Department is paying providers for 20 units of part-time care each week.

CCAP B-3 Seats Reminders & Updates

Please contact [LDOEB3@la.gov](mailto:LDOEB3@la.gov) for support.



# CCAP B-3 Seats Transition

Once CCAP B-3 Seats children are certified in the LDOE system, they are added to site KinderConnect rosters, and families of CCAP B-3 Seats children will need to begin signing in and out of KinderConnect daily (as CCAP voucher seat recipients do), to ensure that seats are utilized.

- Starting next week, the Department will begin contacting families and providers regarding case certifications or denials. This notification will include any copay amount that may be required by the LDOE.
- At that time the Department will give families and providers instructions to begin signing in and out with KinderConnect.



# CCAP B-3 Seats Transition

The Department is currently verifying records for all children enrolled in the CCAP B-3 Seats program:

- As this process continues, the quarterly bonus payment for child care payments received between July 1 and September 30, 2025, will be issued at a later date.
- Further updates regarding the disbursement timeline will be shared as soon as they become available.

The Department appreciates providers' patience and understanding as the LDOE works to ensure that all records are accurate and that payments are processed correctly.

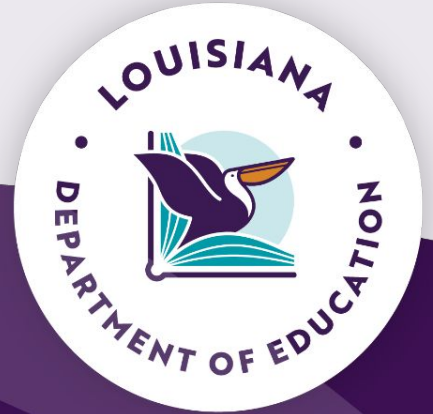
CCAP B-3 Seats Reminders & Updates

Please contact [LDOEB3@la.gov](mailto:LDOEB3@la.gov) for support.



# Licensing

Reminders & Updates



# Annual Influenza Information

Influenza, also known as the “flu,” has arrived. Please ensure that the parents of all children served at your site are aware of this information concerning influenza.

See the following links to resources:

- [Bureau of Infectious Diseases | Louisiana Department of Health](#)
- [Influenza \(Flu\) | Louisiana Department of Health](#)
- [Flu Facts](#)
- [Pandemic Flu](#)
- [Flu Symptoms & Complications](#) (CDC)
- [Similarities and Differences between Flu and Covid-19](#) (CDC)
- [Benefits of the Flu Vaccine](#) (CDC)
- [Key Facts About Seasonal Flu Vaccine](#) (CDC)

Licensing Reminders & Updates

Contact the [Bureau of Infectious Diseases](#) with questions.



# Child Safety and Welfare Minimum Safety Standards

- All early learning sites were provided with a copy of the [Child Safety and Welfare Minimum Safety Standards](#).
- As a reminder, all parents of pre-kindergarten children should have received a copy of the [Child Safety and Welfare Minimum Safety Standards](#).
  - Distribution of the document may be electronic.
- Information regarding required child-to-staff ratios and a phone number to file complaints regarding supervision with the Department of Education shall be posted in each classroom in a location that is visible to parents.
  - Sites may use the document provided by the Department to post in the required areas.





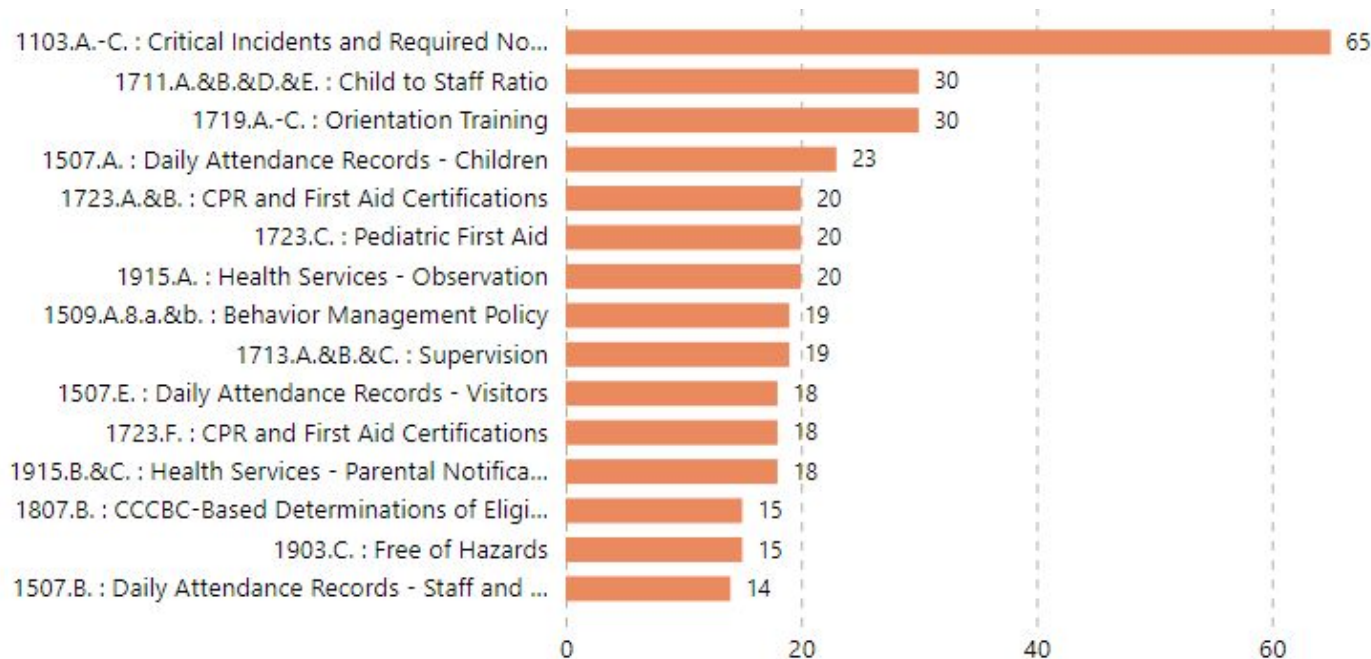
# Top-Cited Deficiencies During Annual Inspections



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

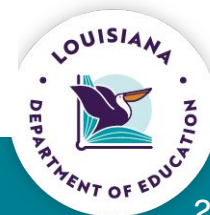


# Top-Cited Deficiencies During Complaint Inspections

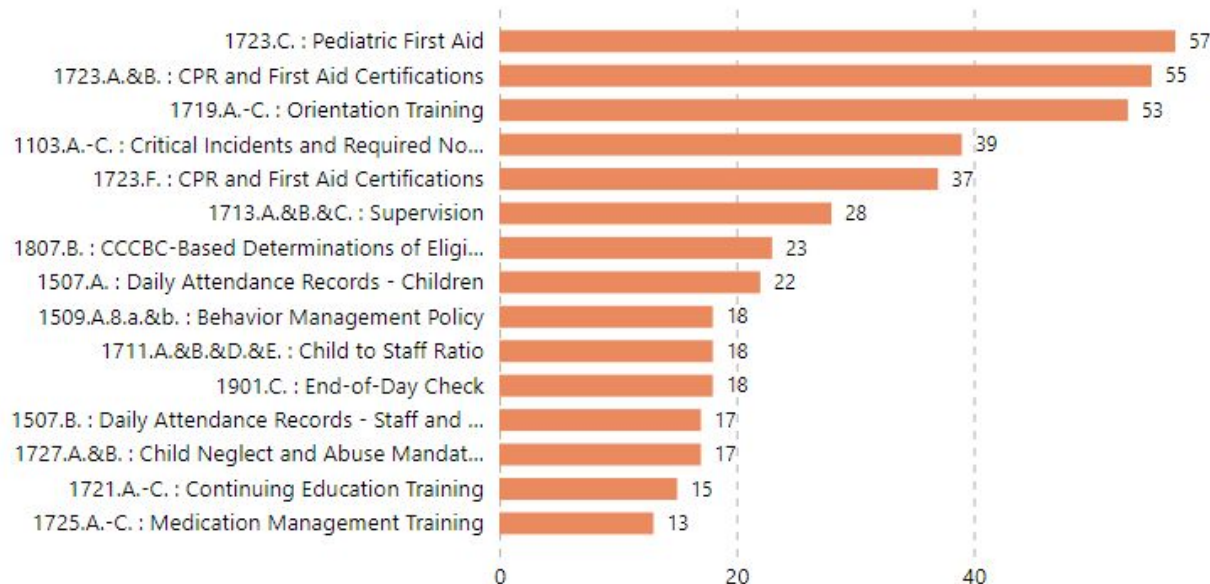


Licensing Reminders & Updates

Contact your [Licensing Consultant](#) with questions.



# Top-Cited Deficiencies During Compliance Inspections



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



# Orientation Training

As a reminder, orientation training is not just about showing new staff how to clock in or where the break room is located: orientation training sets the groundwork for creating a safe and nurturing environment where children can flourish and staff can perform confidently and competently.

- Orientation should cover essential policies, procedures, expectations, safety protocols, and daily routines.
- Orientation should also familiarize the new staff with the values and culture of the center.
- When done well, orientation bridges the gap between hiring and hands-on work, ensuring that new staff members start with the tools and knowledge needed to succeed.

Licensing Reminders & Updates

Contact your [Licensing Consultant](#) with questions.



# Orientation Training

As a reminder, [Bulletin 137](#) requires the following:

- Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive center-specific orientation to the policies and practices of the center.
- Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall complete the LDE Key Training Module 1 and the DCFS online Mandated Reporter Training.
- Within 30 calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall complete the LDE Key Orientation Training Modules 2 and 3.
- All staff members responsible for transporting children shall receive additional orientation training prior to assuming transportation duties.

Licensing Reminders & Updates

Contact your [Licensing Consultant](#) with questions.



# Critical Incident and Required Notification

[Bulletin 137](#) requires all early learning centers to make notification for critical incidents that are identified in section 1103.

Reporting these incidents timely matters because:

1. Immediate reporting ensures that appropriate care, supervision, and support are provided without delay.
2. Timely communication protects our relationships with parents.

As a reminder,

- Immediate notification must be made to parents and emergency personnel and law enforcement, if applicable
- Within 24 hours or no later than the next business day, LDOE and any other appropriate agencies such as DCFS-Child Welfare must be notified

# Child Care Criminal Background Check (CCCCBC)

Reminders & Updates



# Applications with Out-of-State Residential History

In accordance with federal regulation [45 CFR §98.43](#), the CCCBC Section must request the following for applicants who have legally resided in another state within the past five (5) years:

- A name-based search of the Criminal History Record Information (CHRI) of the state(s)
- A name-based search of the Sex Offender Registry (SOR) of the state(s)
- A name-based search of the Child Abuse and Neglect (CAN) Registry of the state(s)





# Applications with Out-of-State Residential History

When a CCCBC applicant has resided out of state within the last 5 years, the following must be completed:

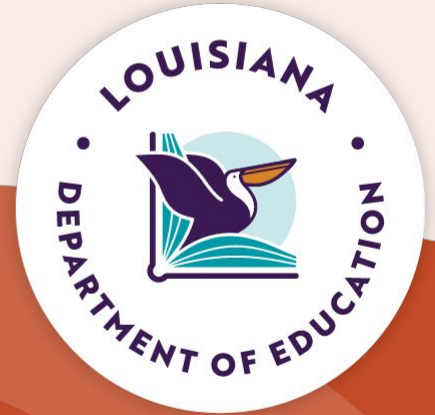
- The provider must download the out-of-state forms and unique instructions located in the “Attachments” section of the CCCBC application.
- The provider must then upload the completed forms into the CCCBC System in order to complete the application process.
  - Please note, some states require original documents to perform checks.
  - If original forms are required by other states, the provider must mail the completed original CAN and CHRI forms to the LDOE; do not hand-deliver these forms.
  - The LDOE will then mail the original documents to the other state(s).
- The Department will review the uploaded forms for completeness and request background checks from each particular out-of-state agency.

# Teaching and Learning

Reminders & Updates



# Louisiana Educator Certification Portal: Early Childhood Ancillary Certificate (ECAC) Applications



# School Readiness Tax Credits (SRTC)

Early childhood educators must have a valid Early Childhood Ancillary Certificate (ECAC) by December 31, 2025, to qualify for certain levels of SRTCs:

- Directors and teachers who are seeking an initial ECAC or have an expiring Early Childhood Ancillary Certificate must submit an application, in its entirety, with all site approval, **by no later than November 30**, via the [Louisiana Educator Portal](#) (LEP).
  - For those with expiring ECACs, please do not wait to receive a notification that it is time for your renewal: please check your renewal date and begin the renewal process to ensure timely submission in the new system.
- Incomplete applications or applications submitted after November 30 are not guaranteed to be processed by the Certification Team before the deadline and thus may not qualify for re-leveling and a potential increase in SRTCs for tax year 2025.

Teaching and Learning Reminders & Updates

Submit certification questions at <https://ldoe.force.com/s/ask-certification>.



# School Readiness Tax Credits (SRTC's)

For re-leveling on the Louisiana Pathways Career Ladder, new credentials and certifications should be submitted via e-mail to [cowanj@nsula.edu](mailto:cowanj@nsula.edu) or via mail to Louisiana Pathways before December 31, 2025, at the address below:

Louisiana Pathways  
Attention: Career Development  
1800 Warrington Place  
Shreveport, LA 71101-4425

Teaching and Learning Reminders & Updates

For questions contact [cowanj@nsula.edu](mailto:cowanj@nsula.edu).



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

The Louisiana Department of Education manages two distinct background check systems, and **each has a separate fingerprinting code**:

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 certification (including Early Childhood Ancillary Certification) and processed through the Certification Division under service code “**27N5HQ- Louisiana Department of Education.**”



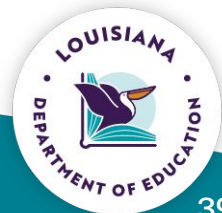
# Access Requirements - Teachers

All Early Childhood Ancillary Certificate (ECAC) applications must now be submitted through the Louisiana Educator Certification portal (LEC). LEC is integrated into the [Louisiana Educator Portal](#) (LEP):

- Teachers will only need a [MyLA](#) account to login to LEP
- [Logging into the Louisiana Educator Portal - Individual Applicants](#) article provides instructions for creating an account
- **Social Security number (SSN) must be entered and validated to access applications** - note that validation may take up to two (2) business days
- Contact the [Data System Support](#) team for MyLA or other login issues
  - If a site code is requested, use 000
- **Do not** create a second account if you are having trouble logging in

Louisiana Educator Portal

For questions, contact [Teacher Certification Help Center](#).



# Access Requirements - Directors

- Early Childhood Directors and CCR&R personnel will need the following:
  - An eScholar Staff ID
  - A [MyLA](#) account

Request Early Childhood Director permissions to sign applications on behalf of the center or CCR&R

- Permissions will be required to sign ECAC renewal applications as the center Director or if hosting resident teachers
- Consider requesting permissions for two people (i.e., director, assistant director, and/or lead teacher) for each center
- Submit a request through the [Teacher Certification Help Center](#) for instructions to request EC Director permissions





# Requesting a Staff ID - Directors

Early Childhood Director permissions will require an eScholar Staff ID.

- Center and CCR&R personnel may need to request a Staff ID before access to LEC can be granted:
  - Sign into the [EdLink Ops Portal](#)
  - Select your Account Type
    - **Early Childhood:** I am an Early Childhood Center provider or employee
  - Enter the requested name, contact, and personal information
  - Save and Submit
- Individual teachers **do not** need to request a Staff ID



# CBC for ECAC Guidance



Teaching and Learning Reminders & Updates

Submit questions via the [Teacher Certification Help Portal](#).



# Common LEC Questions

- Why can't I see the "Start New Certification Application" button in LEC?
  - The "Educator Profile" is not fully completed - Enter and validate SSN
- What is my Provider Code?
  - Provider Code is **not** required for ECAC applications
  - "Provider" in LEC refers to "Teacher Preparation Providers (TPP)"
- How can I submit an application for one of my teachers?
  - **Teachers must start their own application**
  - Renewal applications will be sent to the person(s) with Early Childhood Director permissions for the selected center or CCR&R for FCCs, for signature



# Common LEC Questions

- I can login to LEC and “Start New Certification Application,” but the only option is **“Fingerprint Required Before Proceeding.”** What should I do?
  - Effective January 1, 2025, a criminal background check is required to be on file with the Certification Office before any other request can be processed.
    - A CCCBC cannot be used/shared for certification.
  - The “Fingerprint Required Before Proceeding” packet provides instructions for completing the background check.
    - Complete **and Check Out** to submit this application.
    - Use the information provided to schedule an appointment using the Certification service code found in the packet.
    - Note that this code is different from the CCCBC code.
  - Once the results have been received and a “Clear Credential” is issued, you will have access to the ECAC applications



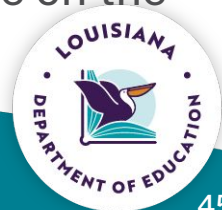
# Certification Portal Available Resources

Early Childhood Ancillary Certificate application resources are posted on [TeachLouisiana.net](https://TeachLouisiana.net):

- [Applicant Guide](#)
- [Early Childhood Director Guide](#)
- [Early Childhood Director Training - recorded session](#)
  - Full session for Directors and CCR&R representatives that sign renewal applications
  - Applicants may view minutes 12 - 35 for a demonstration of the Initial ECAC and ECAC Renewal applications
- [Logging into the Louisiana Educator Portal - Individual Applicants](#) article on the Teacher Certification Help Center

Louisiana Educator Portal

For questions, contact [Teacher Certification Help Center](#).



# School Readiness Tax Credits (SRTC)

In order to be eligible for SRTCs, early childhood educators must show proof of employment at an eligible child care site:

- **If the employing center changes ownership or moves to a new location or if the Pathways member changes employment, it is the responsibility of the Pathways member to submit the following to Louisiana Pathways:**
  - [Update Contact Information Form](#)
  - [New Employment Verification Form](#)

It is imperative that Louisiana Pathways has the most up-to-date information on file in order to process SRTCs in a timely manner.



# Teaching and Learning Reminders & Updates

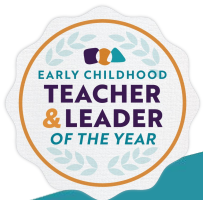


# The 2027 Early Childhood Teacher and Leader of the Year Application Portal is Now Open!

The search is now on for next year's Early Childhood Teacher and Leader of the Year honorees:

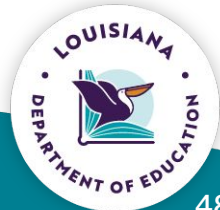
- The [application portal](#) is open until January 14, 2026, at 11:59 p.m.
- Anyone who is eligible for the award can apply, not only those who were nominated.
  - Eligible applicants must be a Teacher or a Leader in a Type III child care center, a CCAP-certified FCC site, or a Head Start or Early Head Start program.

To learn more about the current and previous Early Childhood Teacher and Leader of the Year honorees, visit the [Awards Resources library](#).



Teaching and Learning Reminders & Updates

For more information, please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov).





# Announcements & Upcoming Events



# KinderSystems 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, November 12, 2025, at 12:00 p.m.
- **Webinar Link:** [CenterTrack Webinar](#)
- **Webinar ID:** 160 165 2409

Please note that attendees need to register for the webinar prior to attending.



# Virtual Fatherhood Listening Session

The *Louisiana Task Force on Fatherhood Engagement* is hosting a **Virtual Fatherhood Listening Session**. The Task Force wants to hear from fathers across Louisiana about their experiences, challenges, and the support and resources that would help strengthen their families, to help shape future policies and programs.

## Virtual Zoom Event Details:

- **Date/Time:** Thursday, November 20, 2025, at 6 - 8 p.m.
- **RSVP Here:** <https://forms.gle/862TMrhv8xxaXJGj6>

If unable to attend the session, fathers are encouraged to share their perspective through the [Fatherhood Engagement Task Force Survey](#).

Please share this information with fathers of the children you serve.

Announcements & Upcoming Events

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



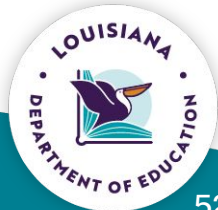
# Monthly Provider Webinar

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

- **Webinar Date/Time:** Thursday, December 4, 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)

