

Early Childhood Division

Family Child Care (FCC)

Early Childhood Ancillary Certificate (ECAC) - Initial Certificate

ECAC Initial 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:

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

Step 2:

Review the chart provided below and determine how the FCC Educator will qualify for the ECAC issuance.

Qualifying Certificate or Degree	Required Evidence to Submit w/Application
Child Development Associate (CDA) Certificate	<ul style="list-style-type: none"> • Copy of current CDA (must be current/valid) • Copy of HS Diploma or equivalent • Transcript from a BESE-approved CDA program
Career Diploma (began prior to 7/1/2018)	<ul style="list-style-type: none"> • Copy of current career diploma (approved by Pathways) • Copy of enrollment notification to verify when coursework began
Technical Diploma or Certificate of Technical Study in EC	<ul style="list-style-type: none"> • Transcript verifying completion at a BESE-approved ECAC Program or;

related field	<ul style="list-style-type: none"> • Transcript showing that enrollment began prior to 7/1/2018
Associate Degree in EC related field	<ul style="list-style-type: none"> • Official transcript showing the completion of an associate degree in an early childhood related field
Baccalaureate degree or higher	<ul style="list-style-type: none"> • Official transcript showing the completion of a bachelor's or higher degree

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:

Create or log into your account on the [educator certification portal](#) and submit your application.

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

A: The ECAC Initial Application can be submitted by the FCC educator through the [educator certification portal](#).

If you have any questions and would like to schedule some time for assistance, please click here: <https://calendar.app.google/p8hpwteSt4qH4b6P8> or email felicia.jackson3@la.gov.