

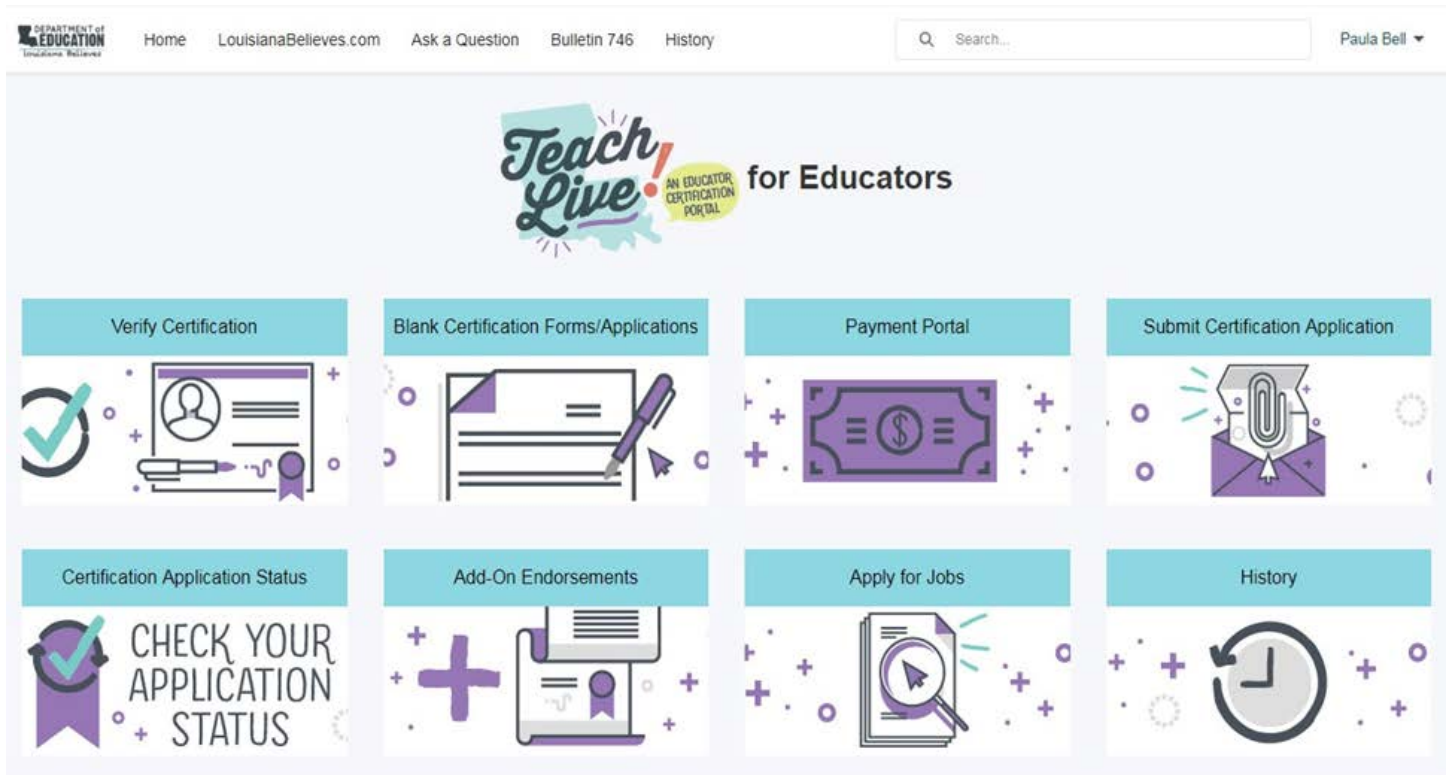
## Teach LA Live! User Guide for Early Childhood Ancillary Certification

The following guide should be used as a quick reference when using Teach LA Live Educator Certification Portal to complete the Early Childhood Ancillary Certificate or the Renewal of the Early Childhood Ancillary Certificate.

Take a look at the [educator's quick reference sheet HERE](#).

Here's how the online process works:

- The educator will go to [Teach LA Live! Educator Certification Portal](#)
- The educator will create an account if they've not already done so (click on "Login" near top right corner of page, then click "Not a member?" link) – <https://ldoe.force.com/s/login/SelfRegister>
- The educator will log into their account which would take them to the following page:



- The educator will click on "Blank Certification Forms/Applications"
- The educator will click on "Early Childhood Ancillary Initial Application" –or- "Early Childhood Ancillary Renewal Application"
- The educator will download the application packet by clicking on the download arrow:

## » Certification »

Early\_Childhood\_Ancillary\_Initial\_A...

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## LOUISIANA DEPARTMENT OF EDUCATION

### INITIAL EARLY CHILDHOOD ANCILLARY CERTIFICATION APPLICATION PACKET INSTRUCTIONS

Dear Louisiana Ancillary Early Childhood Teacher/Service Provider:

We are pleased that you are interested in obtaining a Louisiana ancillary certificate. The instructions outlined in this application packet are designed to facilitate the process of obtaining a renewable Early Childhood Ancillary certificate, valid for 3 years. Louisiana's Early Childhood Ancillary certificate 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 guidelines for this certification are included in this packet. **There is NO certification fee required for the processing of this type of certification request.**

**Submitting application:** Please submit a complete application packet (including required documentation) to the online [educator certification portal](#). The following items are required as part of a complete application packet:

**Application for Early Childhood Ancillary Certificate** form with all information provided.  
*If applying with a CDA applicants must also complete the Qualifying Training for CDA Addendum.*

**Professional Conduct form** with all questions answered, signed, and dated by the applicant

- Educator will fill out application and professional conduct form and save it to his/her computer.
- Educator will return to the portal and click on the "Submit Certification Application" tile.
- Educator will select "Early Childhood Ancillary" from the dropdown menu for "Application Type".
- Educator will click on blue "Upload File" icon to upload documents from his/her computer.

**\*\*\*Please note that there is no payment required for the Ancillary Early Childhood certificate, so there would be no payment receipt to be included.\*\*\***

**INSTRUCTIONS:**

1. Download certification application packet - [HERE](#)
2. Complete forms, gather required documentation, and [submit payment as directed](#) \*on application packet cover page.
3. Upload and submit completed application packet with supporting documentation below.

*\*Payment receipt is required in addition to the confirmation number when submitting your certification application unless the certification request does not require a processing fee (e.g. Ancillary Early Childhood and World Languages Certificates).*

Submit Certification

\* Application Type

Early Childhood Ancillary

Notes

 Upload File

Submit

- Educator will click on blue “Submit” button.