



Edlink Type I Application Instruction Manual 2022

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This documentation provides step-by-step instructions for completing the Type I Application.

MAIN PAGE

The screenshot displays the EdLink main page. At the top, it identifies itself as an official Louisiana.gov website with a dropdown menu for language selection (English, español, français, Tiếng Việt). The EdLink logo is prominently featured on the left, with a 'Welcome to EdLink.' message and a tagline: 'We've revolutionized the way we use data to support students and families of Louisiana.' On the right, a 'Sign In' form is visible, containing fields for 'User ID' and 'Password', a 'Show Password' toggle, and a 'Sign In' button. Below the form, there are links for 'Create your own MyLa account.' and 'Click here to get help signing in.' The footer includes the Louisiana Department of Education logo, contact buttons for 'Email Us' and 'Call Us', social media icons for Facebook, Twitter, YouTube, Instagram, and LinkedIn, and three columns of contact information: 'Louisiana Department of Education' (1201 North Third Street, Baton Rouge, LA 70802-5243, 1 (877) 453-2721, Contact Us), 'Report Complaints (about Providers or Unlicensed Sites)' (Call Toll-Free: (225) 342-9905, Email: LDELicensing@la.gov, Submit Complaint), and 'Report Child Abuse' (Call Toll-Free: 1 (855) 452-5437, Email: LDELicensing@la.gov).

The above image is the first page that will appear. For the purposes of this example, the selection chosen was “Existing Provider” (w/o Staff ID). By selecting “Login”, the Provider will be navigated to the “Dashboard.”

PROVIDER DASHBOARD

The screenshot shows the Provider Dashboard interface. The main content area includes a 'Submit a New' section with buttons for various application types: Type III, Type II, Type I, Family Home, In Home, Public School, Extended Day Care, and Type M Licensing. On the right, there is an 'Active Applications' table with columns for Application ID, Type, Status, and Last Update. Below the table is a 'Public School Application - Review & Attestation' section with a dropdown menu and a 'Renew License' section with radio button options for license types.

Application ID	Type	Status	Last Update
100428	Type II	In Progress	10/13/2021
100427	Type II	In Progress	10/13/2021
100426	Type II	In Progress	10/13/2021
100425	Family Home	In Progress	10/14/2021
100424	Family Home	In Progress	10/14/2021
100423	Family Home	In Progress	10/14/2021
100422	Family Home	In Progress	10/14/2021
100421	Family Home	Submitted	10/14/2021
100420	Type II	In Progress	10/15/2021
100419	In Home	In Progress	10/15/2021
100418	In Home	In Progress	10/17/2021

In “Dashboard,” there are 8 types of applications, which are:

- Submit a New Type III Application
- Submit a New Type II Application
- Submit a New Type I Application
- Submit a New Family Home Application
- Submit a New In Home Application
- Submit a New Public School Application
- Submit a New Extended Day Care Application
- Submit a New Type M Licensing Application

On the “Dashboard” page, in the section titled, “Active applications”, there are 4 columns, which are:

- Application ID
- Type
- Status
- Last Update

The “Dashboard” page also contains a section titled, “Renew License” where a Provider may “Select License Type” to be completed. The license types are:

- Type I
- Type II
- Type III
- In Home
- Family Home
- Extended Day care
- Type M

Within the same section, there is an additional dropdown titled “Select one of the approved Applications from the list”. Here, an already approved application may be selected and the Provider may begin completion of the “Start Renewal Application”.

A Provider may also select, “Submit a New Type III Application”, navigating the Provider to the “Application Home” screen.

APPLICATION HOME

The screenshots show the 'Application Home' interface for a Type I Licensing Application. The top screenshot displays the 'Application Home' overview with a list of 5 steps: 1 - Application Instructions, 2 - Funding Source, 3 - Early Learning Center Information, 4 - Services and Hours, and 5 - Ownership Type. The bottom screenshot displays the continuation of the steps from 5 to 11: 5 - Ownership Type, 6 - Center Owner, 7 - Center Staff, 8 - Criminal Background Check, 9 - Emergency Plan, 10 - Document Upload, and 11 - Banking Information. Each step includes a brief description and a 'Fill Out Step' button. A 'Submit Application' button is visible at the bottom right of the second screenshot.

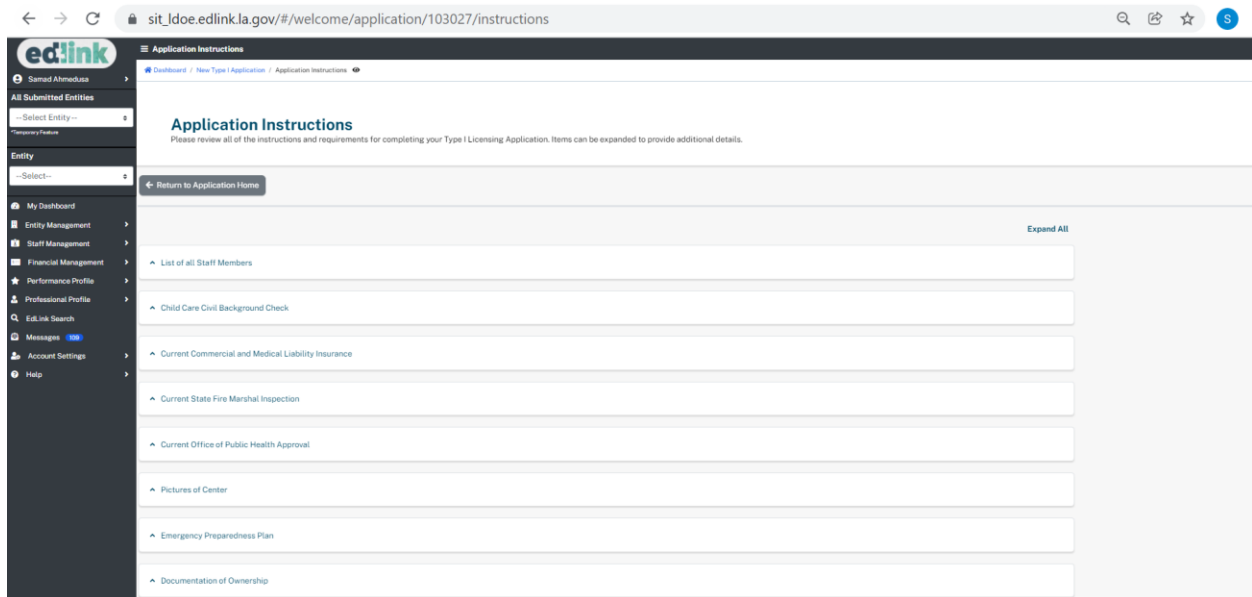
The “Type I Application” section has 11 sections, which are:
1 - Application Instructions

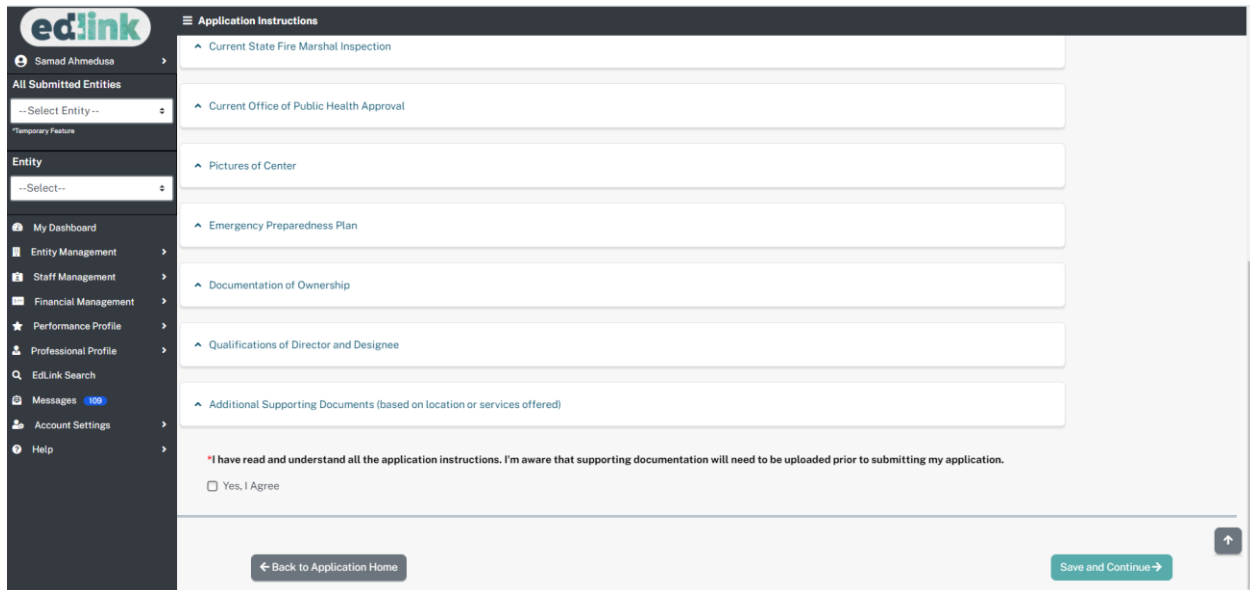
- 2 - Funding Source
- 3 - Early Learning Center Information
- 4 - Services and Hours
- 5 - Ownership Type
- 6 - Center Owner
- 7 - Center Staff
- 8 - Criminal Background Check
- 9 - Emergency Plan
- 10 - Document Upload
- 11 - Application Fees

When a Provider selects, “Fill out step 1,” the “Application Instruction” page will appear.
 Note: Moving forward, all the sections will be explained.

APPLICATION INSTRUCTIONS

Rows may be expanded and collapsed, individually or all at once.





Application Instruction page has 11 Sections:

- List of all Staff Members
- Child Care Civil Background Check
- Current Commercial and Medical Liability Insurance
- Current State Fire Marshal Inspection
- Current Office of Public Health Approval
- Pictures of Center
- Emergency Preparedness Plan
- Documentation of Ownership
- Qualifications of Director and Designee
- Additional Supporting Documents (based on location or services offered)

Notes:

- Providers may “Expand” the sections one by one or all at the same time;
- Providers may “Collapse” the sections one by one or all at the same time.
- The “Agree” option must be checked “Yes, I Agree” to proceed to the next page.
- Select the “Save and Continue” option to retain Provider information and to proceed.

After selecting the “Save and Continue” option, the “Funding Source” page will appear.

FUNDING SOURCE

edlink

Samad Ahmedusa

All Submitted Entities

--Select Entity--

Entity

--Select--

My Dashboard

Entity Management

Staff Management

Financial Management

Performance Profile

Professional Profile

EdLink Search

Messages 109

Account Settings

Help

Dashboard / New Type I Application / Funding Source

Great Job Application Instructions information saved successfully.

Funding Source

Private pay is selected as your only funding source since you have selected a Type I license.

Return to Application Home

Warning! Please note as a Type I Early Learning Center, you are not eligible for any public funding. If you believe you have not selected the appropriate License Type, please return to the application selection wizard located here: [Link](#)

Section 1: Funding Source

Type I Early Learning Centers only have Private Pay as a funding source:

Private Pay

Back to Application Instructions

Save and Continue

On the “Funding Source” page, there is only 1 section titled, “Section 1: Funding Source”. In “Section 1: Funding Source,” there is only 1 option, which is:

- Private Pay

Again, select “Save and Continue” and the Provider will be navigated to...

EARLY LEARNING CENTER INFORMATION

edlink

Samad Ahmedusa

All Submitted Entities

--Select Entity--

Entity

--Select--

My Dashboard

Entity Management

Staff Management

Financial Management

Performance Profile

Professional Profile

EdLink Search

Messages 109

Account Settings

Help

Dashboard / New Type I Application / Early Learning Center Information

Early Learning Center Information

The information entered on this page will be linked to the center profile on the LDOE School Finder website.

Return to Application Home

Section 1: Early Learning Center Name

*As it will appear on [School or Center Finder](#)

Section 2: Address Information

Physical Address

*Street Name 1

Street Name 2

*City

*State

Louisiana

*Zip

*Parish/County

Copy to Mailing

Mailing Address

*Street Name 1

Street Name 2

*City

*State

--State--

*Zip

*Parish/County

The screenshot shows the EdLink interface for entering Early Learning Center information. On the left is a navigation sidebar with options like 'My Dashboard', 'Entity Management', and 'Account Settings'. The main content area is titled 'Early Learning Center Information' and contains the following sections:

- Section 2: Address Information**
 - Physical Address:** Fields for Street Name 1, Street Name 2, City, State (dropdown), Zip, and Parish/County (dropdown). A 'Copy to Mailing' button is located below these fields.
 - Mailing Address:** Identical fields to the Physical Address section.
- Section 3: Early Learning Center Contacts**
 - Primary Telephone Number, Secondary Telephone Number, and Notification Email Address (text boxes).
 - Center Website Address (text box).
 - Center Facebook Page, Center Twitter Account, and Center Instagram Account (text boxes).
 - Is your Center located in a School? (checkbox with 'No' selected).

At the bottom of the form, there are two buttons: 'Back to Funding Source' and 'Save and Continue'.

In “Section 3: Early Learning Center Information,” there are 3 subsections, which are:

- Section 1: Early Learning Center Name
- Section 2: Address Information
- Section 3: Early Learning Center Contacts

In “Section 1: Early Learning Center Name,” there is 1 text box that requires Provider to enter information:

- Type in the school or center name as it will appear on School or Center Finder (red marked part is a hyperlink)

In “Section 2: Early Learning Center Name,” there are 2 subsections that requires Provider to enter information within, which are:

- Physical Address-Enter the physical address here.
- Mailing Address-Enter the mailing address here.

In the “Physical Address” dropdown, there is only 1 dropdown but 5 text boxes that requires Provider to enter information, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State(dropdown)
- Parish/County

Note:

- Providers may utilize the “Copy to All” selection if physical and mailing addresses are the same.

In the “Mailing Address” dropdown, there is only 1 dropdown but 5 text boxes that requires Provider to enter information, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State (Dropdown)
- Parish/County

In “Section 3: Early Learning Center Contact,” there are 7 text boxes that requires Provider to enter information, which are:

- Primary Telephone Number
- Secondary Telephone Number
- Notification Email Address
- Center Website Address
- Center Facebook Page
- Center Twitter Account
- Center Instagram Account
- Is your Center located in a School? (yes/no question)

After entering all of the Provider’s information and once again selecting, “Save and Continue,” the “Service and Hours” page will appear. Provider must enter all mandatory information before proceeding to the next page.

SERVICE AND HOURS

In the “Services and Hours” section, there are 3 subsections that initially appear and requires information to be entered, which are:

- Section 1: Licensed Capacity
- Section 2: Operating Hours
- Section 3: Additional Services

In “Section 1: Licensed Capacity,” there are 3 text boxes and 2 dropdowns, requiring information to be entered, which are:

- Select total capacity -Enter total capacity number here.

- Enter Age- Enter age here.
- Select Age Range (Dropdown)
- Enter Age- Enter age here.
- Select Age Range (Dropdown)

In “Section 2: Operating Hours” section, questions must be answered using Yes or No, selection of each day and time ranges. Each day requires that the Provider select whether or not the school or center will be open or closed. If the school or center will be open, select the “Open From” option and enter the time in which it will open. Next, select the “Open Until” option and enter the time in which the school or center will be closed.

A “Yes or No” response is required the following 2 questions:

- Is this facility open all months of the year?
- Is this facility open 24 hours a day?

A time range must be entered within the following 2 dropdowns:

- From (Open)
- To (Close)

Select a day of the week that the previous time range will apply to.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Note:

- Providers may utilize the “Copy to All” selection if all of the days will have the same operational open and close times.

In “Section 3: Additional Services,” there are 10 options from which the Provider must choose from, in addition to 1 “checked/unchecked” box. These options are:

- Before Care
- After Care
- Summer/Holiday Hours
- All Day
- Half Day
- Half-Day Only
- Overnight Care (9 pm to 6 am)
- Transportation (To/From Home or School)
- Transportation (Field Trips)
- Special Needs

Note:

- If a Provider chooses any of the options from “Section 3: Additional Services”, “Section 4: Additional Service Hours” will appear requesting that additional information be entered.

Section 4: Additional Service Hours

Before Care

Start Time: 07:00 AM | End Time: 05:00 PM

Days Available: Monday (Available), Tuesday (Available), Wednesday (Available), Thursday (Available), Friday (Available), Saturday (Unavailable), Sunday (Unavailable)

After Care

Start Time: 07:00 AM | End Time: 05:00 PM

Days Available: Monday (Available), Tuesday (Available), Wednesday (Available), Thursday (Available), Friday (Available), Saturday (Unavailable), Sunday (Unavailable)

Summer/Holiday Hours

Day	Open	Open From:	Open Until:
Monday	Open	07:00 AM	05:00 PM
Tuesday	Open	07:00 AM	05:00 PM
Wednesday	Open	07:00 AM	05:00 PM
Thursday	Open	07:00 AM	05:00 PM

Buttons: Back to Facility Details, Save and Continue

After providing the required Service and Hours information, select “Save and continue” and the “Ownership Type” page will appear.

OWNERSHIP TYPE

Ownership Type
Your Ownership Type selection will determine which information will need to be entered for Center Owners and determine if you are eligible for certain programs

Section 1 - Ownership Type
*Select your organization structure type
Church and/or Religious Organization

Warning! Please note only a Church or Religious Organization is eligible to be licensed as a Type I Early Learning Center. If you believe you have not selected the appropriate License Type, please return to the application selection wizard located here: [Link](#)

Section 2: Church and/or Religious Organization
A church or religious organization that is qualified as a tax exempt organization under §501(c) of the Internal Revenue Code and that receives no state or federal funds directly or indirectly from any source.

*Business Entity Name Previous Name

Section 3: Address Information

Physical Address	Mailing Address
*Street Name 1 <input type="text"/>	*Street Name 1 <input type="text"/>
Street Name 2 <input type="text"/>	Street Name 2 <input type="text"/>
*City <input type="text"/> *State <input type="text"/>	*City <input type="text"/> *State <input type="text"/>
*Zip <input type="text"/> *Parish/County <input type="text"/>	*Zip <input type="text"/> *Parish/County <input type="text"/>

Section 4: Tax Information

Is your organization a non-profit organization?
 No

*Federal EIN *State Tax ID Number

[Back to Services and Hours](#) [Save and Continue](#)

There are 4 sections in Ownership Type Page:

- Section 1 - Ownership Type
- Section 2: Church and/or Religious Organization
- Section 3: Address Information
- Section 4: Tax Information

In “Section 1” Please note, only a Church or Religious Organization is eligible to be licensed as a Type I Early Learning Center.

In “Section 2: Church and/or Religious Organization” there are 2 text boxes that requires the Provider to enter information, which are:

- Business Entity Name
- Previous Name

In “Section 2: Church and/or Religious Organization,” there are 2 subsections that requires the Provider to enter information within, which are:

- Physical Address
- Mailing Address

In the “Physical Address” dropdown, there is only 1 dropdown but 5 text boxes that requires Provider to enter information, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State(dropdown)
- Parish/County

Note:

- Providers may utilize the “Copy to All” selection if physical and mailing addresses are the same.

In the “Mailing Address” dropdown, there is only 1 dropdown but 5 text boxes that requires Provider to enter information, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State (Dropdown)
- Parish/County

In “Section 3: Early Learning Center Contact,” there are 7 text boxes and one “Yes or No” question that requires that the Provider enter information, which are:

- Primary Telephone Number
- Secondary Telephone Number
- Notification Email Address
- Center Website Address
- Center Facebook Page
- Center Twitter Account
- Center Instagram Account
- Is your Center located in a School? (yes/no question)

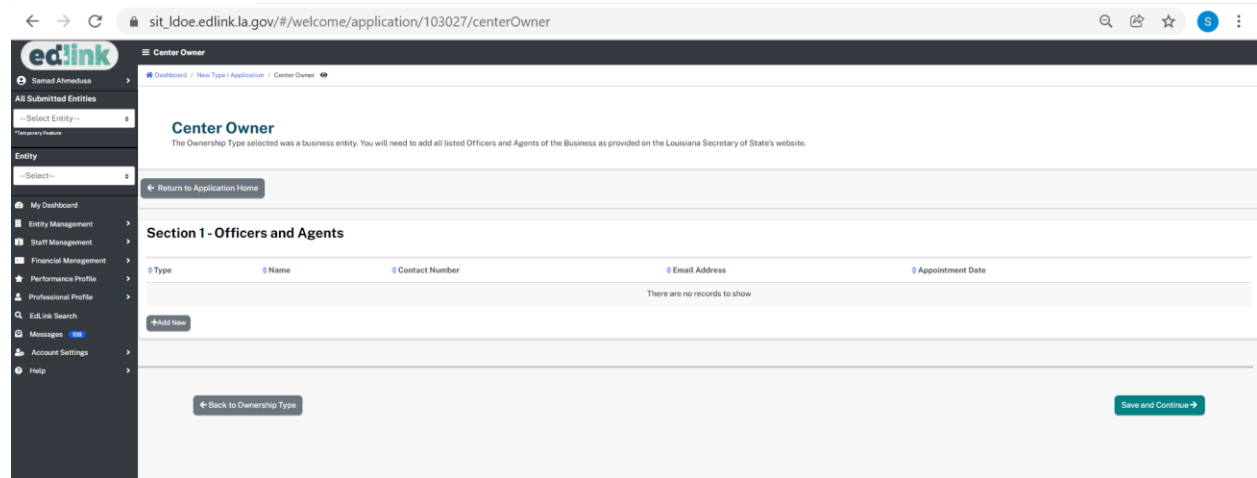
After entering all of the Provider’s information and once again selecting, “Save and Continue,” the “Service and Hours” page will appear. Provider must enter all mandatory information before proceeding to the next page.

In “Section 4: Tax Information” requires a “Yes or No” requires information to be entered into 2 text boxes and one “Yes or No” question, which are:

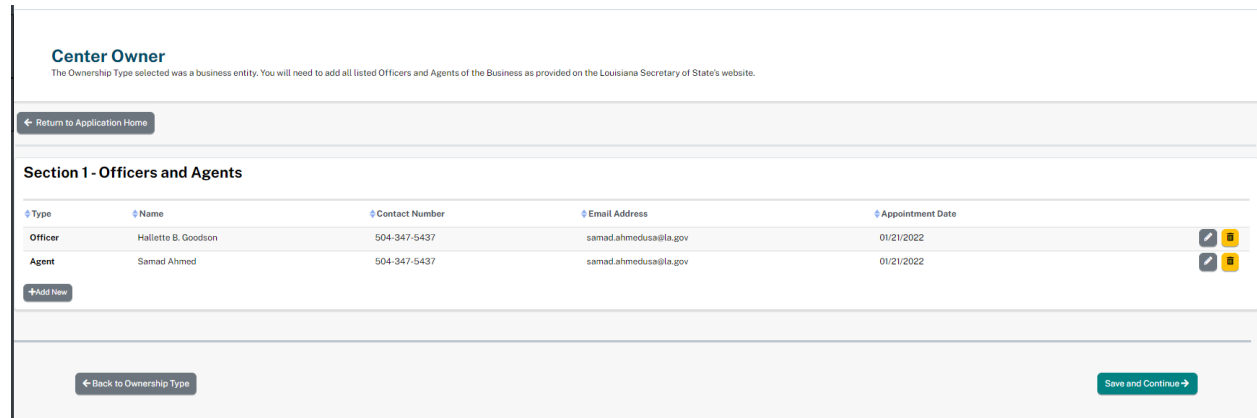
- Federal EIN
- State Tax ID Number
- Is your organization a nonprofit organization?

After providing all of the required information, the “Center Owner” page will appear, as shown below.

CENTER OWNER



After the Provider is navigated to the “Center Owner” Page, “Section 1: Officers and Agents” will appear, as shown below:



After the Provider is navigated to the “Center Owner” Page, “Section 1: Officers and Agents” will appear. Provider must select “Add New”.

- Section 1 - Officers and Agents

After selecting, “Add New” 5 remaining sections that require the entry of information will appear, which are:

- Section 1: Officers/Agent Designation
- Section 2: Name and Contact
- Section 3: Additional Names
- Section 4: Address Information
- Section 5: Personal Identification

In “Section 1: Officers/Agent Designation,” there are 3 subsections consisting of 1 dropdown, 1 textbox and a date picker requiring the entry or selection of information, which are:

- Owner Type (Dropdown: Officer, Agent)
- Title (Text box)
- Appointment Date (Date Picker)

In "Section 2: Name and Contact," there are 2 subsections requiring that information be entered, which are:

- Owner name
- Owner Information

In the "Owner Information" subsection, there are 5 text boxes that require the entry of information, which are:

- Prefix
- First Name
- Middle Name
- Last Name
- Suffix

Also, in the "Owner Information" subsection, there are 3 text boxes and 2 Yes or No questions that require information to be entered or selections, which are:

- Primary Phone Number
- Secondary Phone Number
- Email Address
- Is this employee an emergency contact for this Center?
- I will be working on-site at this Center

In "Section 3: Additional Names," there is 1 Yes/No question that requires the entry of information, which is:

- Have you used another name in the past 5 years?

In "Section 4: Address Information," there are 2 sections, which are:

- Physical Address
- Mailing Address

In "Physical Address," There are 5 text boxes and 1 dropdown that require the entry of information, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State(Dropdown)
- Parish/County

In "Mailing Address," there are 5 text boxes and 1 dropdown that require the entry of information, which are:

- Street Name 1
- Street Name 2
- City
- Zip
- State(Dropdown)
- Parish/County

Note:

- Providers may utilize the “Copy to All” selection if all of the physical and mailings addresses are the same.

In “Section 5: Personal Identification,” there are 4 subsections that require information to be entered, which are:

- Date of Birth (Date Picker)
- SSN 9 (Text box)
- Identification Number (Text Box)
- Issuing State (Dropdown)

After clicking “Continue” another page will display along with one section “Early Learning Center Staff” that is shown below:

EARLY LEARNING CENTER STAFF

edlink | Early Learning Center Staff

Dashboard / New Type / Application / Early Learning Center Staff

Early Learning Center Staff

Enter all hired Staff Members who will be on site at the Early Learning Center. Every Center must have at least one Director identified. If that Director is responsible for multiple Centers, then a Director Designee will also be required. Owners who will be working on site will also need to be referred to Staff Member page.

Return to Application Home

Section 1: Staff Members

Name	Position Type	Primary Phone Number	Email Address	Date Hired
There are no records to show				

+ Add New

Back to Center Owner | Continue

By selecting, “Add new” another page will open for additional staff to be entered.

edlink | Center Staff Detail

Dashboard / New Type / Application / Center Staff List / Center Staff Detail

Early Learning Center Staff

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

Section 1: Name and Contact

Owner Name:	Owner Information:
Prefix	*Primary Phone Number
*First Name	Secondary Phone Number
Middle Name	*Email Address
*Last Name	This employee is an emergency contact for this Center
Suffix	<input type="checkbox"/> No

Section 2: Address Information

Physical Address

*Street Name 1

Street Name 2

*City *State

*Zip *Parish/County

[Copy to Mailing](#)

Mailing Address

*Street Name 1

Street Name 2

*City *State

*Zip *Parish/County

Section 3: Personal Identification

*Date Of Birth *SSN

*Identification Number *Issuing State

*Sex *Race

Are you married?
 No

Section 4: Employment Details

*Position Type

*Date appointed to current role

*Date Hired in any Capacity

Section 5: Degrees and Certifications

Add all validated education, training, and/or certifications. Choose the category and type from the drop down selections and upload your supporting documentation. For Directors and Director Designees, please review [Application Instructions](#).

Category Type

There are no records to show

[+Add New](#)

[Save](#) [Cancel](#)

After providing all required information, the staff member will be added to the list, as shown below:

The screenshot shows the EdLink interface for 'Early Learning Center Staff'. The left sidebar contains navigation options like 'My Dashboard', 'Entity Management', and 'Staff Management'. The main content area displays a table of staff members:

Name	Position Type	Primary Phone Number	Email Address	Date Hired
Samad D Souza	Director	504-947-5437	samad.ahmedusa@la.gov	01/21/2022

Buttons for '+Add New', 'Return to Application Home', 'Back to Center Owner', and 'Continue' are visible.

CRIMINAL BACKGROUND CHECK

Criminal Background Check
Center Staff members are all required to submit to a Criminal Background Check. Employer and Employees will need to submit their information on the Child Care Civil Background Check System (CCCBCS).

Section 1: Submit CCCBC Application
Employees of a Provider/Entity who want to submit applications for background checks on behalf of Applicants must first be registered to use the CCCBCS system. Existing licensed Child Care Providers will be given one user account by LDOE when the system is first available to the public. Additional users for that Provider must register using the link on that page. For additional information about the registration form and process, [click here](#).

Section 2: Background Status
The table below includes all Center Owners, Directors, and currently hired staff entered during the previous steps. All individuals will need to be reviewed by the CCCBCS system and have an "Eligible" or "Provisional" status for their application to be approved.

Status	Name	Contact Number	Email Address
API ERROR	Samad D Souza	504-347-5437	samad.ahmedusa@la.gov
API ERROR	Hallette B. Goodson	504-347-5437	samad.ahmedusa@la.gov
API ERROR	Samad Ahmed	504-347-5437	samad.ahmedusa@la.gov

In "Criminal Background Check," there are 2 sections that permit the Provider to submit a CCCBC Application and retrieve status on a previously submitted application. The sections are:

- Section 1: Submit CCCBC Application
- Section 2: Background Status

In "Section 1: Submit CCCBC Application," there are 2 Hyperlinks, which are:

- [Click here.](#)
- *Click the image below to access the CCCBCS Page*

In "Section 2: Background Status," there is 1 dropdown, which is:

- Filter by Status

Section 2: Background Status
The table below includes all Center Owners, Directors, and currently hired staff entered during the previous steps. All individuals will need to be reviewed by the CCCBCS system and have an "Eligible" or "Provisional" status for their application to be approved.

Filter by Status: --Select--

Status	Name	Contact Number	Email Address
API ERROR	Samad D Souza	504-347-5437	samad.ahmedusa@la.gov
API ERROR	Hallette B. Goodson	504-347-5437	samad.ahmedusa@la.gov
API ERROR	Samad Ahmed	504-347-5437	samad.ahmedusa@la.gov

EMERGENCY PREPAREDNESS PLAN

Samad.Ahmedusa@LA.GOV

Entity
--Select Entity--

Entity with Roles
--Select Entity--

- My Dashboard
- School Systems
- School Management
- School Finder
- Entity Management
- Edlink Search
- Account Settings
- Messages
- Help
- WP Dashboards
- Staff Management
- Financial Management
- Performance Profile
- My Professional Profile

Emergency Preparedness Plan

Dashboard / New Type III Application / Emergency Preparedness Plan

Emergency Preparedness Plan

The Emergency Plan describes the procedures your Early Learning Center uses to provide for the care and well-being of children under care and your staff. This plan addresses circumstances that threaten lives and property.

[Return to Application Home](#)

Section 1: Upload your Plan

Upload your Plan by using the Add File button. If you do not have an existing plan, [download the template below](#).

[Download Plan Template](#)

*File

Section 2: Emergency Plan Requirements

Once your application is submitted, your plan is reviewed and a field inspection is scheduled. The plan must provide the items outlined in the file below. [Emergency Preparedness and Evacuation Planning](#)

Info. If you choose to upload an Emergency Plan not based on the template provided, you must ensure your plan meets the requirements outlined in the file available below. Plans that do not meet the requirements will be rejected and the application will not move forward until all elements are fulfilled. ✕

[Download Emergency Plan Requirements](#)

Samad.Ahmedusa@LA.GOV

Entity
--Select Entity--

Entity with Roles
--Select Entity--

- My Dashboard
- School Systems
- School Management
- School Finder
- Entity Management
- Edlink Search
- Account Settings
- Messages
- Help
- WP Dashboards
- Staff Management
- Financial Management
- Performance Profile
- My Professional Profile

Emergency Preparedness Plan

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Info. If you choose to upload an Emergency Plan not based on the template provided, you must ensure your plan meets the requirements outlined in the file available below. Plans that do not meet the requirements will be rejected and the application will not move forward until all elements are fulfilled. ✕

[Download Emergency Plan Requirements](#)

Section 3: Emergency Contacts

Your plan must have named contacts for Staff in the event of an Emergency. Please review below to confirm that these are your intended Emergency Contacts. At least two on-site contacts and two off-site contacts are required.

Warning! The Center will need two on-site and two off-site emergency contacts. Off-site emergency contacts are individuals who the Department can reach in the event of an emergency should we be unable to reach anyone via the Center, Office, or Director's Home Phone Numbers. ✕

Contact Type	Name	Primary Phone	Secondary Phone
On-Site	Halette B. Goodson	504-347-5437	✕
On-Site	Tracey L. LeBoeuf L. LeBoeuf	504-347-5437	✕

[+Add New](#)

[← Back to Background Check](#)

[Save and Continue →](#)

Emergency Preparedness Plan

The Emergency Plan describes the procedures your Early Learning Center uses to provide for the care and well-being of children under care and your staff. This plan addresses circumstances that threaten lives and property.

Section 1: Upload your Plan

Upload your Plan by using the Add File button. If you do not have an existing plan, [download the template below](#).

[Download Plan Template](#)

*File

Choose File

Emergency Plan	Under Review		
Application Fees and Banking Information 2.JPG			
10/05/2021			

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Your plan must have named contacts for Staff in the event of an Emergency. Please review below to confirm that these are your intended Emergency Contacts. At least two on-site contacts and two off-site contacts are required.

Warning! The Center will need two on-site and two off-site emergency contacts. Off-site emergency contacts are individuals who the Department can reach in the event of an emergency should we be unable to reach anyone via the Center, Office, or Director's Home Phone Numbers.

Contact Type	Name	Primary Phone	Secondary Phone
On-Site	Hallette B. Goodson	504-347-5437	
On-Site	Tracey L LeBoeuf L LeBoeuf	504-347-5437	

[+Add New](#)

[← Back to Background Check](#) [Save and Continue →](#)

In “Emergency Preparedness Plan,” there are 3 sections that require information to be entered, which are:

- Section 1: Upload your Plan
- Section 2: Emergency Plan Requirements
- Section 3: Emergency Contacts

In “Section 1: Upload your Plan,” a Provider may select the option to “upload a file.”

In “Section 2: Emergency Plan Requirements,” Provider may download emergency plan requirements for printing or saving.

In “Section 3: Emergency Contacts,” Provider may add emergency contact information.

DOCUMENT UPLOAD

The screenshot displays the 'Document Upload' page in the edlink system. The page is divided into six sections, each with a title, a brief instruction, and an 'Upload File' button with a 'Choose File' input field and a 'Browse' button.

- Section 1: Commercial and Medical Liability Insurance**
Upload a copy of the declaration page for the Center's Commercial and Medical Liability Insurance. Please reach out to your insurance company if you have questions regarding this document.
*Upload File
Choose File [Browse]
- Section 2: State Fire Marshal Information**
Upload the Center's completed and approved State Fire Marshal Inspection Form. To request a State Fire Marshal Inspection, visit [here](#) for more details.
*Upload File
Choose File [Browse]
- Section 3: Office of Public Health Approval**
Upload the Center's completed and approved Office of Public Health Inspection. To schedule your inspection, complete and submit your Day Care Plans Review Packet to LDH [here](#).
*Upload File
Choose File [Browse]
- Section 4: Center Pictures**
Pictures of the Facility will need to be uploaded as part of the Licensing Application process. Picture should include at a minimum: The center's front entrance, kitchen, direct extL and playground.
*Upload File
Choose File [Browse]
- Section 5: Documentation of Ownership**
A signed, dated, and notarized documentation of ownership of the Early Learning Center will need to be uploaded to your licensing application.
*Upload File
Choose File [Browse]
- Section 6: Vehicle Information**
Upload a current copy of the automobile liability insurance for the vehicle that is used to transport children. If a contract vehicle is used, please upload a copy of the contract.
*Upload File
Choose File [Browse]

At the bottom of the page, there are two buttons: 'Back to Emergency Plan' and 'Save and Continue'.

In "Document Upload," there are 5 sections display, which are:


- Section 1: Commercial and Medical Liability Insurance
- Section 2: State Fire Marshal Information
- Section 3: Office of Public Health Approval
- Section 4: Center Pictures
- Section 5: Documentation of Ownership
- Section 6: Vehicle Information

Note:

- Within each action, the Provider may upload a document.

After clicking "Save and continue," the "Application Fees and Banking Information" page will appear, as shown below:

APPLICATION FEES AND BANKING INFORMATION


Application Fees and Banking Information

Samad.Ahmedusa@LA.GOV
Dashboard / New Type III Application / Application Fees and Banking Information

Entity

--Select Entity--

Entity with Roles

--Select Entity--

- My Dashboard
- School Systems
- School Management
- School Finder
- Entity Management
- Edlink Search
- Account Settings
- Messages
- Help
- WP Dashboards
- Staff Management
- Financial Management
- Performance Profile
- My Professional Profile

Application Fees and Banking Information

License fees are based on the licensed capacity size of your Early Learning Center. An initial \$25 fee will be required to submit the application.

[Return to Application Home](#)

Section 1: License Application Fee


Please review your information below. Click the "Submit Payment" button below to submit your License Application fee.

License Application Fee	\$25	This is the initial fee for a Licensing Application. Note : Additional fees may be required based on the approved capacity of your Early Learning Center. Payments are made through US Bank.
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[Submit Payment](#)

Section 2: Transaction Receipt

Transaction Number	Payment Date	Amount	Status
12381	01-02-2020	1875	success
12382	02-02-2020	1876	success
12383	03-02-2020	1877	success
12384	04-02-2020	1878	success
12385	05-02-2020	1879	success


Application Fees and Banking Information

Samad.Ahmedusa@LA.GOV
Section 2: Transaction Receipt

Entity

--Select Entity--

Entity with Roles

--Select Entity--

- My Dashboard
- School Systems
- School Management
- School Finder
- Entity Management
- Edlink Search
- Account Settings
- Messages
- Help
- WP Dashboards
- Staff Management
- Financial Management
- Performance Profile
- My Professional Profile

Transaction Number	Payment Date	Amount	Status
12381	01-02-2020	1875	success
12382	02-02-2020	1876	success
12383	03-02-2020	1877	success
12384	04-02-2020	1878	success
12385	05-02-2020	1879	success

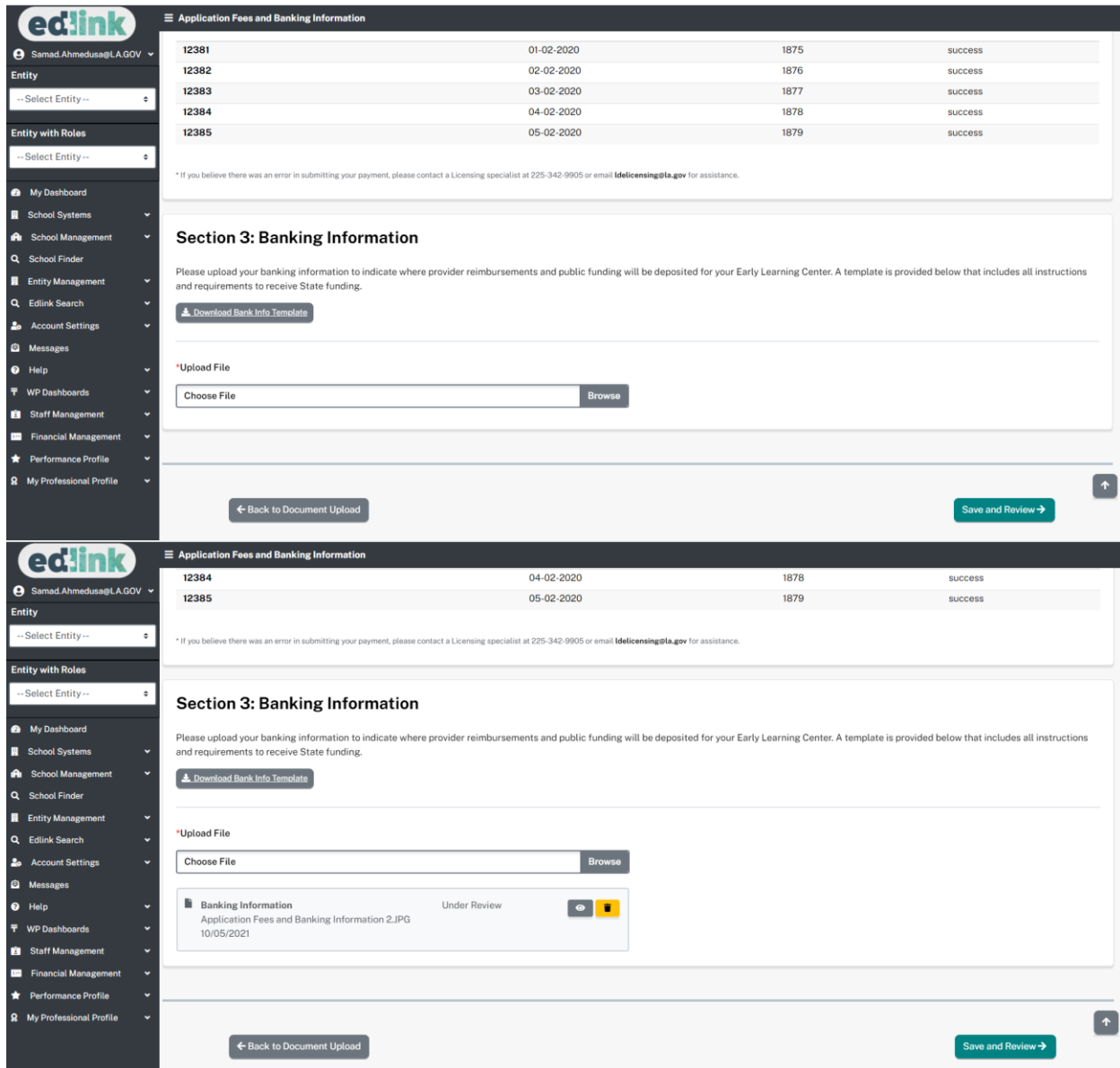
* If you believe there was an error in submitting your payment, please contact a Licensing specialist at 225-342-9905 or email Idelicensing@la.gov for assistance.

Section 3: Banking Information

Please upload your banking information to indicate where provider reimbursements and public funding will be deposited for your Early Learning Center. A template is provided below that includes all instructions and requirements to receive State funding.

[Download Bank Info Template](#)

*Upload File



In “Application Fees and Banking Information,” there are 3 sections displaying specific application information, which are:

- Section 1: License Application Fee
- Section 2: Transaction Receipt
- Section 3: Banking Information

In “Section 1: License Application Fee,” the options of “License Application Fee” and “Submit Payment” are visible.

In “Section 2: Transaction Receipt,” 4 options are visible, which are:

- Transaction Number
- Payment Date
- Amount

- Status

In “Section 3: Banking Information,” Providers may download the “Banking Information” template for printing or saving.

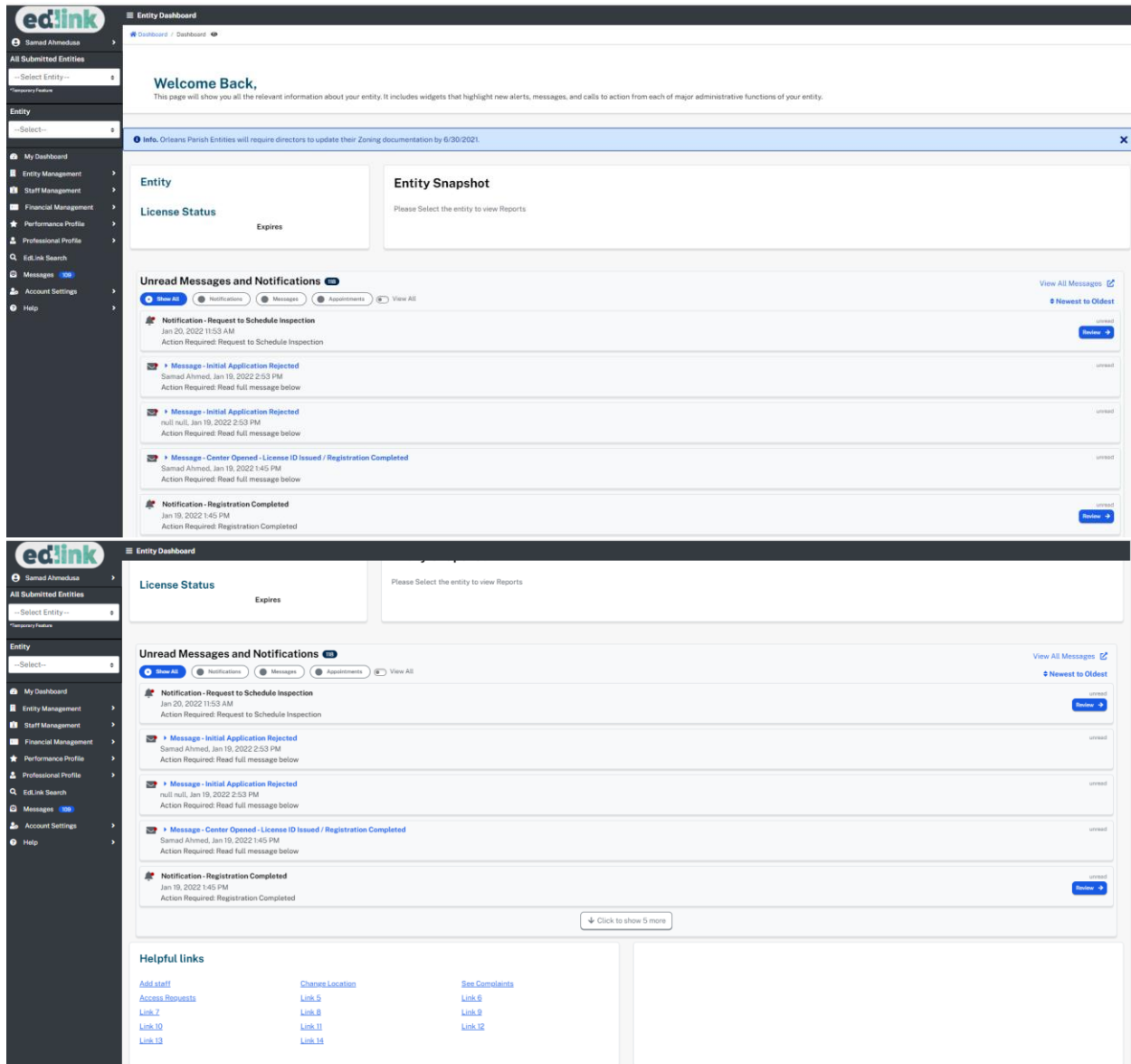
Select the “Save and Review” option to be redirected back to the “Application Home”.

APPLICATION HOME

The screenshot displays the 'Application Home' page in the edlink system. The page is titled 'Application Home' and provides instructions on the required steps for completing a Type III Licensing Application. A 'Return to Application Selector' button is visible at the top. A 'Page Help' box explains the completion status indicators: green for 'Completed' and yellow for 'Incomplete'. The checklist consists of the following steps:

- 1 - Application Instructions**: This page describes the requirements and instructions for completing the licensing application. (Review or Edit 1, Complete)
- 2 - Funding Source**: Enter all the funding sources for your Early Learning Center on this page. (Review or Edit 2, Complete)
- 3 - Early Learning Center Information**: Provide the name, location, and contact information for your Early Learning Center on this page. (Review or Edit 3, Complete)
- 4 - Services and Hours**: This page allows you to enter the Center's hours of operation and list the services offered at your facility. (Review or Edit 4, Complete)
- 5 - Ownership Type**: This page asks for the legal ownership type of your Early Learning Center. (Review or Edit 5, Complete)
- 6 - Center Owner**: List all the legal owners of the Early Learning Centers on this page. (Review or Edit 6, Complete)
- 7 - Center Staff**: Enter in all currently hired Directors, Director Designees and other staff on this page. (Review or Edit 7, Complete)
- 8 - Criminal Background Check**: This page will provide you the status of all owners, directors, and staff who have completed a Criminal Background check. (Review or Edit 8, Complete)
- 9 - Emergency Plan**: The center's Emergency Preparedness Plan and emergency contacts will be completed on this page. (Review or Edit 9, Complete)

After submitting the application, the Provider will be navigated to a “Welcome Back” page, where the status of the application may be viewed.



Once the previous sections and requirements have been completed, completion statuses will be visible for each step, which are:

- 1 - Application Instructions
- 2 - Funding Source
- 3 - Early Learning Center Information
- 4 - Services and Hours
- 5 - Ownership Type
- 6 - Center Owner
- 7 - Center Staff
- 8 - Criminal Background Check
- 9 - Emergency Plan
- 10 - Document Upload
- 11 - Application Fees

Note: Providers may review, edit, and complete any incomplete sections.

Providers may withdraw an application by selecting the “Withdraw Application” option. A confirmation of the withdrawal will be emailed to the email address previously provided by the Provider.
