



Edlink Type II Application Instruction Manual 2022

TYPE II APPLICATION INSTRUCTION MANUAL

Contents

MAIN PAGE	3
PROVIDER DASHBOARD	4
APPLICATION HOME	5
APPLICATION INSTRUCTIONS.....	7
FUNDING SOURCE.....	10
EARLY LEARNING CENTER INFORMATION	11
SERVICE HOURS.....	13
FACILITY OWNERSHIP TYPE.....	16
CENTER OWNER.....	23
EARLY LEARNING CENTER STAFF	28
CRIMINAL BACKGROUND CHECK	30
EMERGENCY PREPAREDNESS PLAN	32
DOCUMENT UPLOAD	34
APPLICATION FEES AND BANKING INFORMATION	40
APPLICATION HOME	42

TYPE II APPLICATION INSTRUCTION MANUAL

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

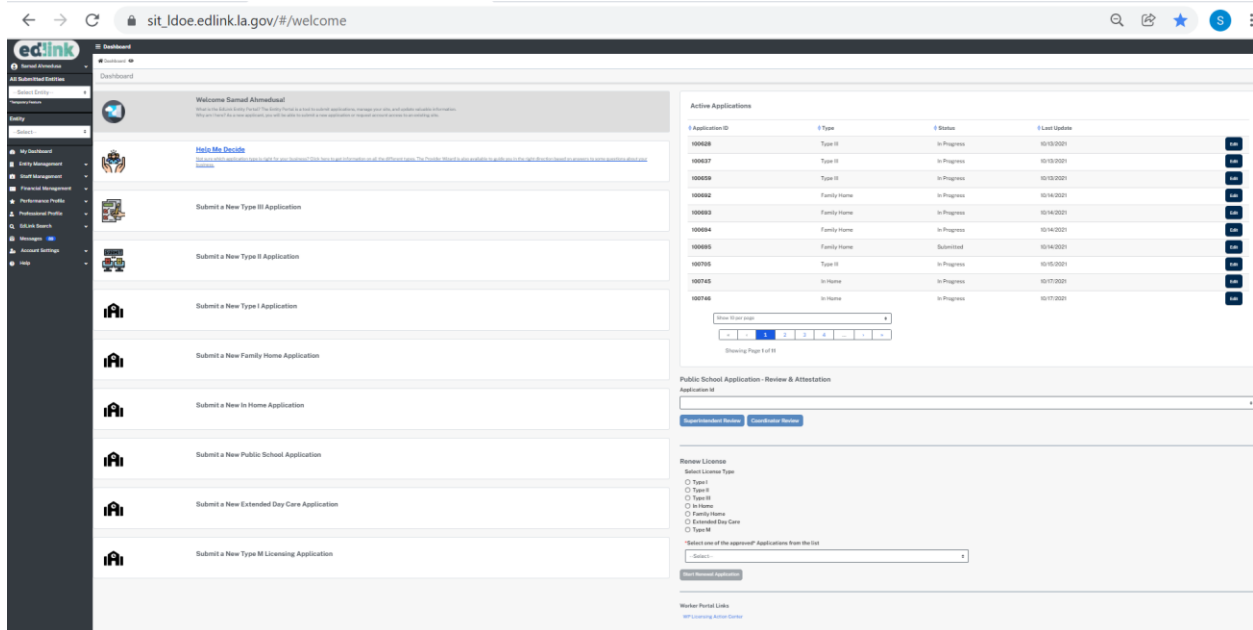
MAIN PAGE

The screenshot displays the EdLink main page. At the top, it identifies itself as an official Louisiana.Gov website with a navigation menu in English, español, français, and Tiếng Việt. The EdLink logo is prominent, along with links for Resources and About. The main content area features a large teal-tinted image of students working at a table. Overlaid on this is a 'Sign In' form with fields for User ID and Password, a 'Show Password' toggle, and a 'Sign In' button. Below the form are links for creating a new account and getting help. The footer contains the Louisiana Department of Education logo, contact buttons for email and phone, social media icons, and three columns of contact information: general department info, complaint reporting, and child abuse reporting.

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.”

TYPE II APPLICATION INSTRUCTION MANUAL

PROVIDER DASHBOARD



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

TYPE II APPLICATION INSTRUCTION MANUAL

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

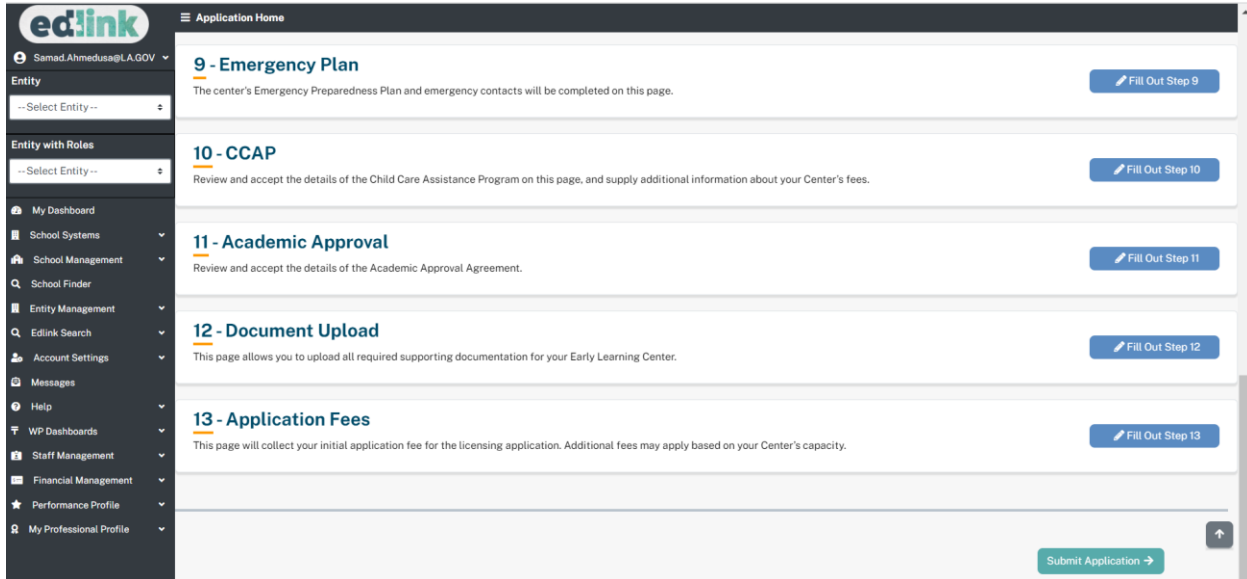
The screenshot shows the 'Application Home' page in the edlink system. The user is logged in as Samad.Ahmedusa@LAGOV. The page title is 'Application Home' and the breadcrumb is 'Dashboard / New Type III Application / Application Home'. A 'Return to Application Selector' button is visible. A blue help box explains the 'Page Help' feature. The main content area lists three steps:

- 1 - Application Instructions**: This page describes all the requirements and instructions for completing the licensing application. [Fill Out Step 1](#)
- 2 - Funding Source**: Enter all the funding sources for your Early Learning Center on this page. [Fill Out Step 2](#)
- 3 - Early Learning Center Information**: Provide the name, location, and contact information for your Early Learning Center on this page. [Fill Out Step 3](#)

The screenshot shows the 'Application Home' page in the edlink system, continuing from the previous page. The user is logged in as Samad.Ahmedusa@LAGOV. The page title is 'Application Home' and the breadcrumb is 'Dashboard / New Type III Application / Application Home'. The main content area lists steps 4 through 9:

- 4 - Services and Hours**: This page allows you to enter the Center's hours of operation and list the services offered at your facility. [Fill Out Step 4](#)
- 5 - Ownership Type**: This page asks for the legal ownership type of your Early Learning Center. [Fill Out Step 5](#)
- 6 - Center Owner**: List all the legal owners of the Early Learning Centers on this page. [Fill Out Step 6](#)
- 7 - Center Staff**: Enter in all currently hired Directors, Director Designees and other staff on this page. [Fill Out Step 7](#)
- 8 - Criminal Background Check**: This page will provide you the status of all owners, directors, and staff who have completed a Criminal Background check. [Fill Out Step 8](#)
- 9 - Emergency Plan**: The center's Emergency Preparedness Plan and emergency contacts will be completed on this page. [Fill Out Step 9](#)

TYPE II APPLICATION INSTRUCTION MANUAL



The “Type II 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.

TYPE II APPLICATION INSTRUCTION MANUAL

APPLICATION INSTRUCTIONS

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

The image displays two screenshots of the 'edlink' application interface, specifically the 'Application Instructions' page. The top screenshot shows the page with a 'Return to Application Home' button and a list of instructions that are collapsed. The bottom screenshot shows the same page with the instructions expanded and a 'Save and Continue' button at the bottom right.

edlink Application Instructions

Dashboard / New Type III Application / Application Instructions

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 Instructions

Initial Application for license to operate an Early Learning Center. A License is required **Prior** to opening your Center.

[Return to Application Home](#)

[Expand All](#)

- List of all Staff Members
- Current State Fire Marshal Inspection
- Documentation of DOD License
- Verification of Rates

***I have read and understand all the application instructions. I'm aware that supporting documentation will need to be uploaded prior to submitting my application.**

Yes, I Agree

[Return to Application Home](#)

[Expand All](#)

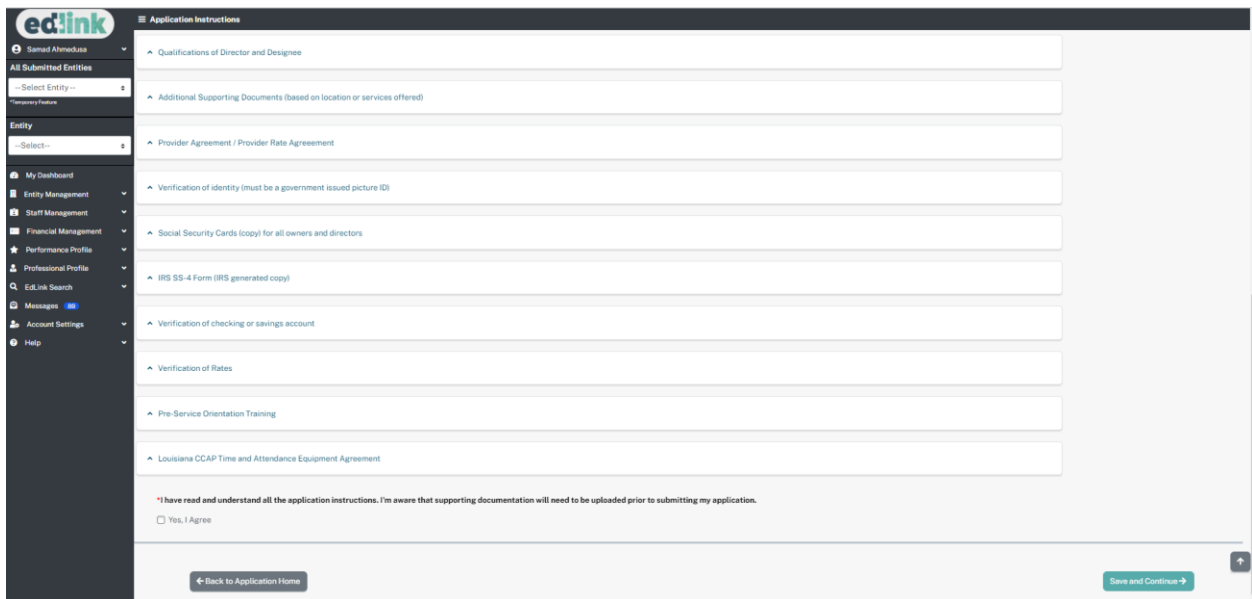
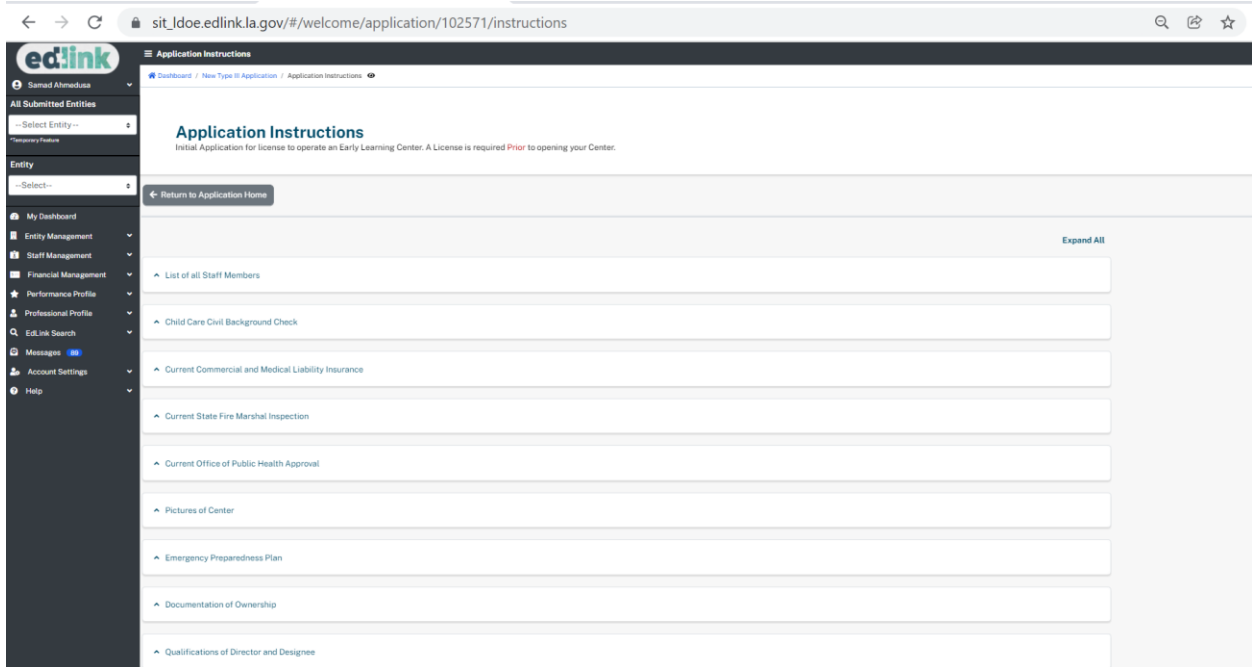
- List of all Staff Members
- Current State Fire Marshal Inspection
- Documentation of DOD License
- Verification of Rates

***I have read and understand all the application instructions. I'm aware that supporting documentation will need to be uploaded prior to submitting my application.**

Yes, I Agree

[Back to Application Home](#) [Save and Continue](#)

TYPE II APPLICATION INSTRUCTION MANUAL



The image below demonstrates how the page will appear when all rows are expanded.

TYPE II APPLICATION INSTRUCTION MANUAL

- Verification of identity (must be a government issued picture ID)
- Social Security Cards (copy) for all owners and directors
- IRS SS-4 Form (IRS generated copy)
- Verification of checking or savings account
- Verification of Rates
- Pre-Service Orientation Training

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

The screenshot shows a web browser window with the URL `sit_ldoe.edlink.la.gov/#/welcome/application/102571/funding`. The page is titled "Funding Source" and contains a section titled "Section 1: Funding Source". The text below the section asks, "How will your Center be Funded? Choose all that apply:". There are five radio button options: "Early Head Start", "Private Pay", "Early Head Start Child Care Partnership", "Head Start", and "Child Nutrition Program". The "Private Pay" option is selected. At the bottom of the page, there are two buttons: "Back to Application Instructions" and "Save and Continue".

On the “Funding Source” page, there is only 1 section titled, “Section 1: Funding Source”. In “Section 1: Funding Source,” there are 5 “check or uncheck” options that Providers may choose, which are:

- Early Head Start
- Private Pay
- Early Head Start Child Care Partnership
- Head Start
- Child Nutrition Program

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

TYPE II APPLICATION INSTRUCTION MANUAL

EARLY LEARNING CENTER INFORMATION

The screenshot shows the 'Early Learning Center Information' form with the following sections:

- 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:
Mailing Address
*Street Name 1:
Street Name 2:
*City: *State:
*Zip: *Parish/County:

The screenshot shows the 'Early Learning Center Information' form with the following data entered:

- 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:
Mailing Address
*Street Name 1:
Street Name 2:
*City: *State:
*Zip: *Parish/County:
- Section 3: Early Learning Center Contacts**
*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?
 No

After entering data and other information:

The screenshot shows the 'Early Learning Center Information' form with the following data entered:

- 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:
Mailing Address
*Street Name 1:
Street Name 2:
*City: *State: Louisiana
*Zip: *Parish/County:

TYPE II APPLICATION INSTRUCTION MANUAL

The screenshot displays the 'Early Learning Center Information' form in the edlink system. The form is organized into three main sections:

- Physical Address:** Includes text boxes for Street Name 1 (620 Avenue A), Street Name 2, City (Marrero), State (Louisiana), and Zip (70072).
- Mailing Address:** Includes text boxes for Street Name 1 (620 Avenue A), Street Name 2, City (Marrero), State (Louisiana), and Zip (70072).
- Section 3: Early Learning Center Contacts:** Includes text boxes for Primary Telephone Number (504-347-5437), Secondary Telephone Number (504-347-5437), Notification Email Address (halletroyce@cs.com), and Center Website Address. It also features fields for Center Facebook Page, Center Twitter Account, and Center Instagram Account, and a radio button for 'Is your Center located in a School?' (Yes).

Navigation buttons at the bottom include '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

TYPE II APPLICATION INSTRUCTION MANUAL

- 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 HOURS

Services and Hours
The information entered on this page will be linked to the provider profile on the LDOE School Finder website.

Section 1: Licensed Capacity
Please provide your home's capacity. Maximum capacity allowed for a Family Home license is six children.

Maximum capacity:

Enter Age: Select Age Range:

Enter Age: Select Age Range:

Section 2: Operating Hours
When: To:

Is this facility open 24 hours a day? No

Day	Open	Open From	Open Until
Monday	<input checked="" type="checkbox"/> Open	<input type="text" value="07:00 AM"/>	<input type="text" value="05:00 PM"/>
Tuesday	<input checked="" type="checkbox"/> Open	<input type="text" value="07:00 AM"/>	<input type="text" value="05:00 PM"/>
Wednesday	<input checked="" type="checkbox"/> Open	<input type="text" value="07:00 AM"/>	<input type="text" value="05:00 PM"/>
Thursday	<input checked="" type="checkbox"/> Open	<input type="text" value="07:00 AM"/>	<input type="text" value="05:00 PM"/>
Friday	<input checked="" type="checkbox"/> Open	<input type="text" value="07:00 AM"/>	<input type="text" value="05:00 PM"/>
Saturday	<input type="checkbox"/> Closed	<input type="text" value=""/>	<input type="text" value=""/>
Sunday	<input type="checkbox"/> Closed	<input type="text" value=""/>	<input type="text" value=""/>

Section 3: Additional Services

Before Care All Day Transportation (To/From Home or School)

After Care Half Day Transportation Field Trip

Summer/Holiday Hours Half Day Only Special Needs

Overnight Care (Open to Bond)

[Back to Facility Details](#) [Save and Continue](#)

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

TYPE II APPLICATION INSTRUCTION MANUAL

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

TYPE II APPLICATION INSTRUCTION MANUAL

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	<input checked="" type="radio"/> Open	07:00 AM	05:00 PM	Copy to all
Tuesday	<input checked="" type="radio"/> Open	07:00 AM	05:00 PM	
Wednesday	<input checked="" type="radio"/> Open	07:00 AM	05:00 PM	
Thursday	<input checked="" type="radio"/> Open	07:00 AM	05:00 PM	

Section 4: Additional Service Hours

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	<input checked="" type="radio"/> Open	07:00 AM	05:00 PM	Copy to all
Tuesday	<input checked="" type="radio"/> Open	07:00 AM	05:00 PM	
Wednesday	<input checked="" type="radio"/> Open	07:00 AM	05:00 PM	
Thursday	<input checked="" type="radio"/> Open	07:00 AM	05:00 PM	
Friday	<input checked="" type="radio"/> Open	07:00 AM	05:00 PM	
Saturday	<input type="radio"/> Closed	--:--	--:--	
Sunday	<input type="radio"/> Closed	--:--	--:--	

← Back to Facility Details | Save and Continue →

TYPE II APPLICATION INSTRUCTION MANUAL

FACILITY OWNERSHIP TYPE

edlink Ownership Type Great Job Services and Hours information saved successfully.

Dashboard / New Type III Application / Ownership Type

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

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

Return to Application Home

Section 1 - Ownership Type

*Select your organization structure type

--Select--

Back to Services and Hours Save and Continue

edlink Ownership Type Great Job Services and Hours information saved successfully.

Dashboard / New Type III Application / Ownership Type

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

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

Return to Application Home

Section 1 - Ownership Type

*Select your organization structure type

Church and/or Religious Organization

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

Business Entity Name is required

Section 3: Address Information

TYPE II APPLICATION INSTRUCTION MANUAL

edlink Ownership Type

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

Section 3: Address Information

Physical Address

*Street Name 1
Street Name 2
*City *State --State--
*Zip *Parish/County
Copy to Mailing

Mailing Address

*Street Name 1
Street Name 2
*City *State --State--
*Zip *Parish/County

Section 4: Tax Information

Is your organization a non-profit organization?
 No

*Federal EIN *State Tax ID Number

edlink Ownership Type

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

Street Name 2

*City *State --State--

*Zip *Parish/County

Copy to Mailing

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 →

TYPE II APPLICATION INSTRUCTION MANUAL

edlink Ownership Type

Dashboard / New Type II Application / Ownership Type

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

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

[Return to Application Home](#)

Section 1 - Ownership Type

*Select your organization structure type

Church and/or Religious Organization

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: Trinity Church

Previous Name:

Section 3: Address Information

edlink Ownership Type

Section 3: Address 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

Section 3: Address Information

Physical Address

*Street Name 1: 626 Avenue A

Street Name 2:

*City: Marrero, *State: Louisiana

*Zip: 70072, *Parish/County: Jefferson Parish

[Copy to Mailing](#)

Mailing Address

*Street Name 1: 626 Avenue A

Street Name 2:

*City: Marrero, *State: Louisiana

*Zip: 70072, *Parish/County: Jefferson Parish

Section 4: Tax Information

Is your organization a non-profit organization?

No

*Federal EIN: 435678908, *State Tax ID Number: 345678756

TYPE II APPLICATION INSTRUCTION MANUAL

The screenshot shows the 'Ownership Type' form in the edlink system. The form is split into two columns for data entry. The top section contains address-related fields: 'Street Name 2', 'City', 'State', 'Zip', and 'Parish/County'. The bottom section, titled 'Section 4: Tax Information', includes a non-profit status question and fields for 'Federal EIN' and 'State Tax ID Number'. Navigation buttons are located at the bottom of the form.

Within the overall “Ownership Type” page, there are 4 sections, each consisting of dropdown options or text boxes requiring that information be entered by the Provider.

In “Section 1: Ownership Type”, the dropdown menu consists of 5 options; select the appropriate option.

- Individual
- Corporation/Limited Liability company
- Partnership
- Church and/or religious organization
- University

If the “Individual” option was selected in “Section 1: Ownership Type”, proceed to “Section 2: Individual Owner”.

In “Section 2: Individual Owner,” enter the tax information into the “Tax Information” subsection text boxes, which are:

- Federal EIN (9 digit number)
- State Tax ID Number (9 digit number)

If the “Corporation/Limited Liability Company” option was selected in “Section 1: Ownership Type”, 3 remaining sections require the entry of information, which are:

- Section 2: Corporation/LLC
- Section 3: Address Information
- Section 4: Tax Information

In “Section 2: Corporation/LLC,” there are 2 text boxes that requires the entry of information, which are:

- Business Entity Name
- Previous Name

In “Section 3: Address Information,” there are 2 subsections that requires the entry of information, which are:

TYPE II APPLICATION INSTRUCTION MANUAL

- Physical Address
- Mailing Address

In “Physical Address,” there are 5 text boxes and one dropdown that requires 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 requires 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 the physical and mailing address is the same.

In “Section 4: Tax Information”, will require a Yes or No response for 1 question and information entered into 2 text boxes, which are:

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

If the “Partnership” option was selected in “Section 1: Ownership Type” 3 remaining sections requires the entry of information, which are:

- Section 2: Partnership
- Section 3: Address Information
- Section 4: Tax Information

In “Section 2: Partnership,” there are 2 text boxes that requires the entry of information, which are:

- Business Entity Name
- Previous Name

In “Section 3: Address Information,” there are 2 subsections that requires the entry of information, 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:

TYPE II APPLICATION INSTRUCTION MANUAL

- 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 days will have the same operational open and close times.

In "Section 4: Tax Information" requires a Yes or No response for 1 question and information entered into 2 text boxes, which are:

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

If the "Church and/or religious organization," option was selected in "Section 1: Ownership Type" 3 remaining sections that require the entry of information, which are:

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

In "Section 2: Church and/or Religious Organization," there are 2 text boxes that require the entry of information, which are:

- Business Entity Name
- Previous Name

In "Section 3: Address Information," there are 2 subsections that require the entry of information, 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

TYPE II APPLICATION INSTRUCTION MANUAL

- 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 mailing addresses are the same.

In "Section 4: Tax Information" requires a Yes or No response for 1 question and information entered into 2 text boxes, which are:

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

If the "University" option was selected from the "Ownership Type," there are 3 remaining sections that require the entry of information, which are:

- Section 2: University
- Section 3: Address Information
- Section 4: Tax Information

In "Section 2: University," there are 2 text boxes that require the entry of information, which are:

- Business Entity Name
- Previous Name

In "Section 3: Address Information," there are 2 subsections that require the entry of information, 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:

TYPE II APPLICATION INSTRUCTION MANUAL

- 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 mailing addresses are the same.

In “Section 4: Tax Information” requires a Yes or No response for 1 question and information entered into 2 text boxes, 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

The screenshot displays the 'Center Owner' interface. On the left is a dark sidebar with the 'edlink' logo and a user profile for 'Samad.Ahmedusa@LA.GOV'. The sidebar contains a list of navigation items: My Dashboard, School Systems, School Management, School Finder, Entity Management, Edlink Search, Account Settings, Messages, Help, WP Dashboards, Staff Management, Financial Management, Performance Profile, and My Professional Profile. The main content area has a breadcrumb trail: Dashboard / New Type III Application / Center Owner. Below the breadcrumb, there are two dropdown menus for 'Entity' and 'Entity with Roles', both currently set to '--Select Entity--'. A 'Return to Application Home' button is visible. The main heading is 'Center Owner', followed by a message: 'The Ownership Type selected was a business entity. You will need to add all listed Officers and Agents of the Business as provided on the Louisiana Secretary of State's website.' Below this is a section titled 'Section 1 - Officers and Agents' with a table. The table has columns for Type, Name, Contact Number, Email Address, and Appointment Date. The table is currently empty, with the text 'There are no records to show'. At the bottom of the page, there are two buttons: 'Back to Ownership Type' and 'Save and Continue'.

TYPE II APPLICATION INSTRUCTION MANUAL

edlink Business Entity

The Ownership Type selected was a business entity. You will need to add all listed Officers and Agents of the Business as provided on the [Louisiana Secretary of State's website](#).

Entity: --Select Entity--

Entity with Roles: --Select Entity--

Section 1: Officers/Agent Designation

*Owner Type	*Title	*Appointment Date
Officer	Director	10/05/2021

Section 2: Name and Contact

Owner Name	Owner Information
Prefix Mrs.	*Primary Phone Number 504-347-5437
*First Name Halette	Secondary Phone Number
Middle Name	*Email Address halletteroyce@cs.com
*Last Name B. Goodson	This employee is an emergency contact for this Center <input checked="" type="checkbox"/> Yes
Suffix	I will be working on-site at this Center <input checked="" type="checkbox"/> Yes

edlink Business Entity

Entity: --Select Entity--

Entity with Roles: --Select Entity--

Have you used another name in the past 5 years?
 No

Section 4: Address Information

Physical Address	Mailing Address
*Street Name 1 626 Avenue A	*Street Name 1 626 Avenue A
Street Name 2	Street Name 2
*City Marrero	*City Marrero
*State Louisiana	*State Louisiana
*Zip 70072	*Zip 70072
*Parish/County Jefferson Parish	*Parish/County Jefferson Parish





Copy to Mailing

TYPE II APPLICATION INSTRUCTION MANUAL

The screenshot shows the 'Business Entity' form in the edlink system. It is divided into two main sections: Section 4: Address Information and Section 5: Personal Identification. Section 4 is further divided into Physical Address and Mailing Address. Both sections have identical input fields for Street Name 1, Street Name 2, City, State, Zip, and Parish/County. The Physical Address section has a 'Copy to Mailing' button. Section 5: Personal Identification includes fields for Date of Birth, SSN, Identification Number, and Issuing State. At the bottom of Section 5 are 'Save' and 'Cancel' buttons.

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

The screenshot shows the 'Center Owner' page. It includes a sub-header 'Center Owner' with a note: 'The Ownership Type selected was a business entity. You will need to add all listed Officers and Agents of the Business as provided on the Louisiana Secretary of State's website.' Below this is a 'Return to Application Home' button. The main section is 'Section 1 - Officers and Agents', which contains a table with the following data:

Type	Name	Contact Number	Email Address	Appointment Date	
Officer	Halette B. Goodson	504-347-5437	samad.ahmedusa@la.gov	01/21/2022	 
Agent	Samad Ahmed	504-347-5437	samad.ahmedusa@la.gov	01/21/2022	 

Below the table is an '+Add New' button. At the bottom of the page are 'Back to Ownership Type' and 'Save and Continue' buttons.

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)

TYPE II APPLICATION INSTRUCTION MANUAL

- 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

TYPE II APPLICATION INSTRUCTION MANUAL

Note:





- Providers may utilize the “Copy to All” selection if all of the physical and mailing 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 providing all of the required information, “Section 1-Officer and Agents” page will appear, as shown below:

The screenshot displays the 'edlink' interface for a 'Center Owner'. The left sidebar contains a navigation menu with items like 'My Dashboard', 'School Systems', 'School Management', 'School Finder', 'Entity Management', 'Edlink Search', 'Account Settings', 'Messages', 'Help', 'WP Dashboards', 'Staff Management', 'Financial Management', 'Performance Profile', and 'My Professional Profile'. The main content area is titled 'Center Owner' and includes a breadcrumb trail: 'Dashboard / New Type III Application / Center Owner'. Below the title, there is a message: 'The Ownership Type selected was a business entity. You will need to add all listed Officers and Agents of the Business as provided on the Louisiana Secretary of State's website.' A 'Return to Application Home' button is present. The main section is 'Section 1 - Officers and Agents', which contains a table with the following data:

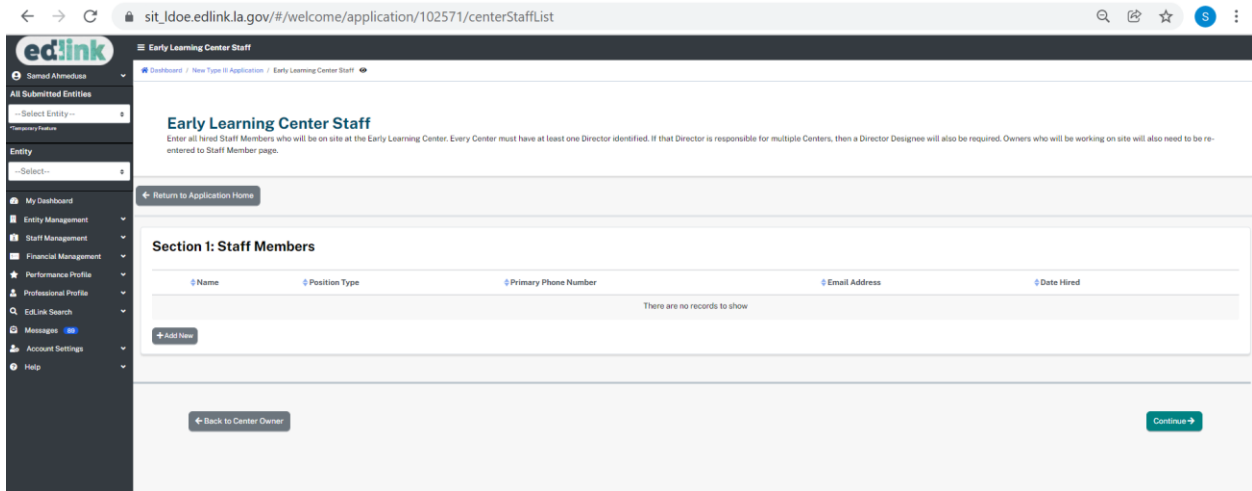
Type	Name	Contact Number	Email Address	Appointment Date	
Officer	Hallette B. Goodson	504-347-5437	halletteroyce@cs.com	10/05/2021	 
Agent	Tracey L. LeBoeuf LeBoeuf	504-347-5437	halletteroyce@cs.com	10/05/2021	 

Below the table is an '+Add New' button. At the bottom of the page, there are two buttons: 'Back to Ownership Type' and 'Save and Continue'.

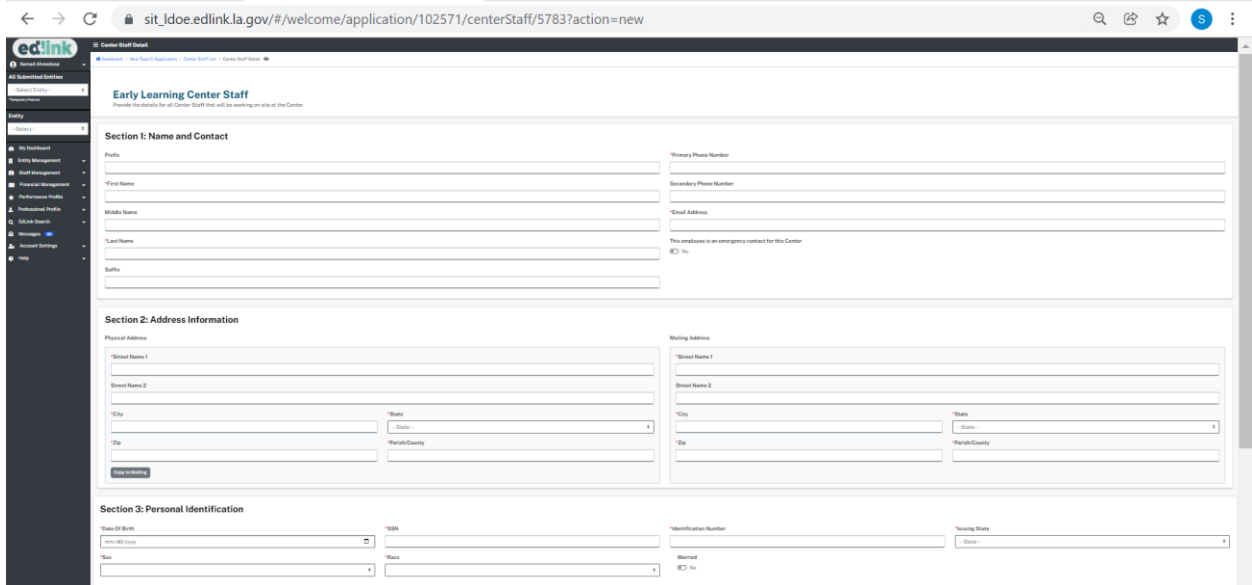
TYPE II APPLICATION INSTRUCTION MANUAL

EARLY LEARNING CENTER STAFF

This image below is an initial view of the “Early Learning Center Staff” page.



Providers may add additional staff by selecting the “Add new” option, which will navigate a Provider to the “Early Learning Center Staff” page, as shown below.



TYPE II APPLICATION INSTRUCTION MANUAL

Section 3: Personal Identification

*Date Of Birth: mm/dd/yyyy

*SSN:

*Identification Number:

*Issuing State: --State--

*Sex:

*Race:

Married: No

Section 4: Employment Details

*Position Type: --Select--

*Date appointed to current role: mm/dd/yyyy

*Date Hired in any Capacity: mm/dd/yyyy

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	

On the “Early Learning Center Staff” there are 5 sections where a Provider must provide all required information if a new “Staff Member” is to be added, which are:

- Section 1: Name and Contact
- Section 2: Address Information
- Section 3: Personal Identification
- Section 4: Employment Details
- Section 5: Degrees and Certifications

After entering data and information in the previous 5 sections, a “Staff Member” may be added on the “Early Learning Center Staff” page, as shown below.

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 re-entered to Staff Member page.

Section 1: Staff Members

Name	Position Type	Primary Phone Number	Email Address	Date Hired	
Mrs Pamela	Director	504-347-5437	samad.ahmedusa@la.gov	12/30/2021	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Samad B. Goodson	Director	504-347-5437	samad.ahmedusa@la.gov	12/30/2021	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

TYPE II APPLICATION INSTRUCTION MANUAL

CRIMINAL BACKGROUND CHECK

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 CCCBC 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](#).

[Click the image below to access the CCCBCS Page](#)

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 CCCBC system and have an "Eligible" or "Provisional" status for their application to be approved.

Filter by Status: --Select--

[Refresh CCCBC Status](#)

Status	Name	Contact Number	Email Address
API ERROR	Hallette B. Goodson	504-347-5437	halletteroyce@cs.com
API ERROR	Tracey L. LeBoeuf L LeBoeuf	504-347-5437	halletteroyce@cs.com

[Back to Center Staff](#) [Save and Continue](#)

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

TYPE II APPLICATION INSTRUCTION MANUAL

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 CCCBC system and have an "Eligible" or "Provisional" status for their application to be approved.


Filter by Status

Refresh CCCBC Status

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

Back to Center Staff

Save and Continue



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

Background Check

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](#).

[Click the image below to access the CCCBCS Page](#)

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 CCCBC system and have an "Eligible" or "Provisional" status for their application to be approved.

Filter by Status

Refresh CCCBC Status

Status	Name	Contact Number	Email Address
API ERROR	Halette B. Goodson	504-347-5437	halletteroyce@cs.com
API ERROR	Tracey L LeBoeuf L LeBoeuf	504-347-5437	halletteroyce@cs.com

Back to Center Staff Save and Continue

TYPE II APPLICATION INSTRUCTION MANUAL

EMERGENCY PREPAREDNESS PLAN

The screenshot displays the 'Emergency Preparedness Plan' application interface. The left sidebar contains navigation options such as 'My Dashboard', 'School Systems', 'School Management', 'School Finder', 'Entity Management', 'Edlink Search', 'Account Settings', 'Messages', 'Help', 'WP Dashboards', 'Staff Management', 'Financial Management', 'Performance Profile', and 'My Professional Profile'. The main content area is divided into sections:

- 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
- 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
- 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.

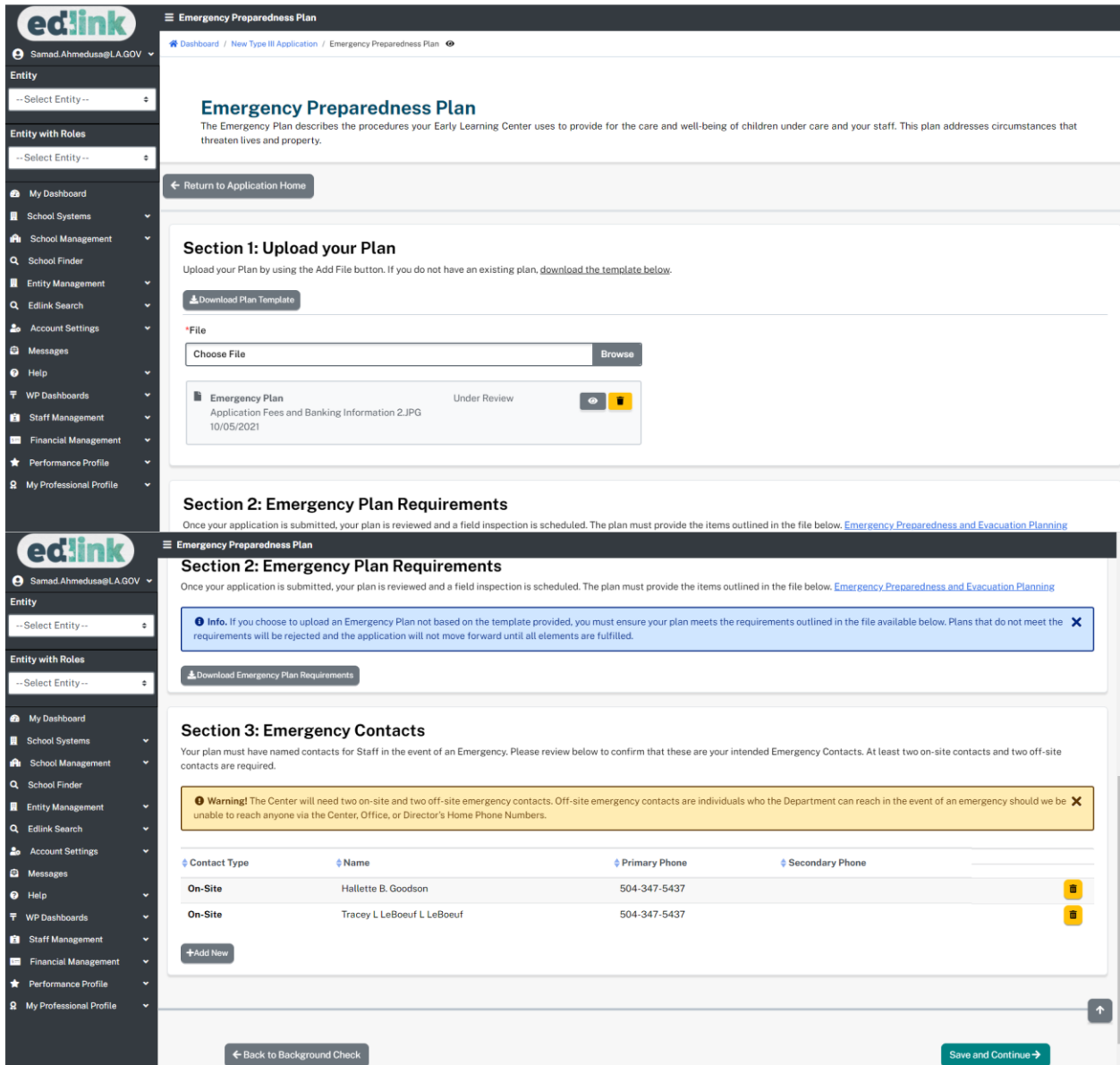
Warning! The Center will need two on-site and two off-site emergency contacts. Off-site emergency contacts are individuals who the Department can reach in the event of an emergency should we be unable to reach anyone via the Center, Office, or Director's Home Phone Numbers.

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

Navigation buttons at the bottom include 'Back to Background Check' and 'Save and Continue'.

TYPE II APPLICATION INSTRUCTION MANUAL



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.

TYPE II APPLICATION INSTRUCTION MANUAL

DOCUMENT UPLOAD

The screenshot displays the 'Document Upload' page in the EdLink system. The page is titled 'Document Upload' and includes a navigation sidebar on the left with options like 'My Dashboard', 'School Systems', 'School Management', 'School Finder', 'Entity Management', 'Edlink Search', 'Account Settings', 'Messages', 'Help', 'WP Dashboards', 'Staff Management', 'Financial Management', 'Performance Profile', and 'My Professional Profile'. The main content area is divided into six sections, each with an 'Upload File' button and a 'Browse' button. A green notification bar at the top indicates 'Great Job Academic Approval information saved successfully.'

Document Upload

The Type III licensing application has several types of documents that are required to be submitted in order for your application to be complete. Based on some of the selections and programs your Early Learning Center is participating, there may be additional documents required.

[Return to Application Home](#)

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

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

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

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 exit, and playground.

*Upload File

Choose File

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

Section 6: Rates Verification

Upload a copy of notice to parents such as newsletter, bulletin, memo, etc.

TYPE II APPLICATION INSTRUCTION MANUAL

The screenshot displays the EdLink 'Document Upload' interface. At the top, a notification bar shows 'Great Job Academic Approval information saved successfully.' The left sidebar contains the user's name 'Samad.Ahmedusa@LA.GOV' and a navigation menu with options like 'My Dashboard', 'School Systems', 'School Management', 'School Finder', 'Entity Management', 'Edlink Search', 'Account Settings', 'Messages', 'Help', 'WP Dashboards', 'Staff Management', 'Financial Management', 'Performance Profile', and 'My Professional Profile'. The main content area is divided into sections for document uploads:

- Section 6: Rates Verification**
Upload a copy of notice to parents such as newsletter, bulletin, memo, etc.
*Upload File
Choose File [Browse]
- Section 7: Verification of Identity**
Upload a copy of a government issued picture ID for all owners, directors, and designees.
*Upload File
Choose File [Browse]
- Section 8: Social Security Cards**
Upload a copy of a government issued social security card for all owners and directors.
*Upload File
Choose File [Browse]
- Section 9: W-9 or IRS SS-Form**
Upload a copy of the most recent W-9 or IRS SS-Form
Choose File [Browse]
- Section 8: Social Security Cards**
Upload a copy of a government issued social security card for all owners and directors.
*Upload File
Choose File [Browse]
- Section 9: W-9 or IRS SS-Form**
Upload a copy of the most recent W-9 or IRS SS-Form
*Upload File
Choose File [Browse]
- Section 10: 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]
- Section 11: Rates Verification**
Upload a copy of notice to parents such as newsletter, bulletin, memo, etc.

TYPE II APPLICATION INSTRUCTION MANUAL

The screenshot shows the 'Document Upload' section of the edlink application. At the top, a green notification bar states 'Great Job Academic Approval information saved successfully.' Below this, there are two sections for document uploads:

- Section 10: 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]
- Section 11: Rates Verification**
Upload a copy of notice to parents such as newsletter, bulletin, memo, etc.
*Upload File
Choose File [Browse]

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

After entering data and information:

The screenshot shows the 'Document Upload' page after a document has been uploaded. The page title is 'Document Upload' and it includes a sub-header: 'The Type III licensing application has several types of documents that are required to be submitted in order for your application to be complete. Based on some of the selections and programs your Early Learning Center is participating, there may be additional documents required.'

A 'Return to Application Home' button is located at the top left of the main content area.

The main content area contains two sections:

- 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

Below the 'Section 1' upload area, a document titled 'Commercial and Medical Liability Insurance' is shown with the filename 'Application Fees and Banking Information 2.JPG' and a date of '10/05/2021'. The document status is 'Under Review' and it has icons for viewing and deleting.

TYPE II APPLICATION INSTRUCTION MANUAL

Document Upload Great Job Academic Approval information saved successfully.

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

State Fire Marshal Information	Under Review	
Application Fees and Banking Information 2.JPG		
10/05/2021		

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 exit, and playground.

*Upload File

Choose File

Center Pictures	Under Review	
Application Fees and Banking Information 2.JPG		
10/05/2021		

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

Documentation of Ownership	Under Review	
Application Fees and Banking Information 2.JPG		
10/05/2021		

Section 6: Rates Verification

Upload a copy of notice to parents such as newsletter, bulletin, memo, etc.

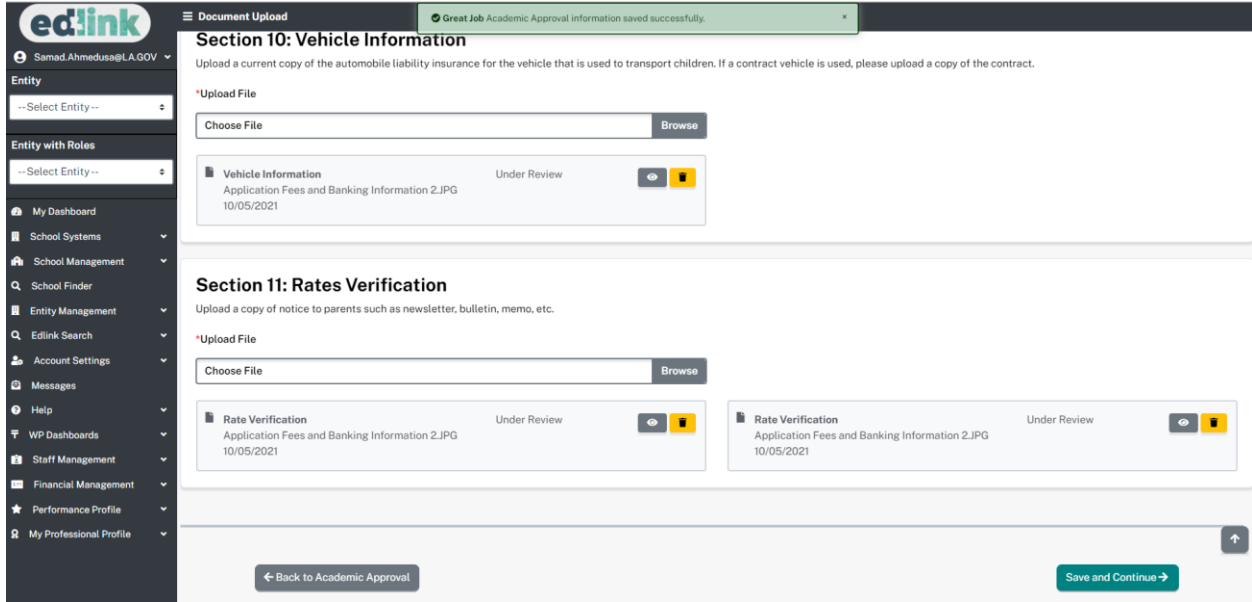
*Upload File

TYPE II APPLICATION INSTRUCTION MANUAL

The screenshot shows the 'Document Upload' section for 'Section 6: Rates Verification'. At the top, a green notification bar states 'Great Job Academic Approval information saved successfully.' The left sidebar contains the user's name 'Samad.Ahmedusa@LA.GOV' and a navigation menu with options like 'My Dashboard', 'School Systems', 'School Management', 'School Finder', 'Entity Management', 'Edlink Search', 'Account Settings', 'Messages', 'Help', 'WP Dashboards', 'Staff Management', 'Financial Management', 'Performance Profile', and 'My Professional Profile'. The main content area includes a dropdown for 'Entity' (set to '--Select Entity--'), another for 'Entity with Roles' (also set to '--Select Entity--'), and a 'Browse' button for file selection. Below this, a card displays 'Rate Verification' with the file name 'Application Fees and Banking Information 2.JPG' and the date '10/05/2021', with a status of 'Under Review' and icons for refresh and delete. A scroll-to-top button is visible in the bottom right corner.

This screenshot displays the 'Document Upload' section for 'Section 8: Social Security Cards'. It features the same top notification bar and left sidebar as the previous screenshot. The main content area shows the 'Entity' and 'Entity with Roles' dropdowns, followed by a 'Browse' button. A card below shows 'Social Security Cards' with the file name 'Application Fees and Banking Information 2.JPG' and the date '10/05/2021', with a status of 'Under Review' and refresh/delete icons. Below this, the 'Section 9: W-9 or IRS SS-Form' section is visible, including its instructions and a 'Browse' button. The 'Section 10: Vehicle Information' section is partially visible at the bottom, including its instructions and a 'Browse' button. A scroll-to-top button is located in the bottom right corner.

TYPE II APPLICATION INSTRUCTION MANUAL



In “Document Upload,” there are 10 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: Rates Verification
- Section 7: Verification of Identity
- Section 8: Social Security Cards
- Section 9: W-9 or IRS SS-Form
- Section 10: Rates Verification

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:

TYPE II APPLICATION INSTRUCTION MANUAL

APPLICATION FEES AND BANKING INFORMATION

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.

[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

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

* 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

Choose File [Browse](#)

TYPE II APPLICATION INSTRUCTION MANUAL

The image displays two screenshots of the edlink application interface, specifically the "Application Fees and Banking Information" section. The top screenshot shows a table of application fees and a "Section 3: Banking Information" form with a file upload field. The bottom screenshot shows the same form with a file named "Application Fees and Banking Information 2.JPG" uploaded and marked as "Under Review".

Application ID	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

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**

Choose File

Banking Information Under Review

Application Fees and Banking Information 2.JPG
10/05/2021

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

TYPE II APPLICATION INSTRUCTION MANUAL

- 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 a list of steps for completing a Type III Licensing Application. A 'Page Help' box is visible, explaining the 'Completed' and 'Incomplete' badges. The steps are as follows:

- 1 - Application Instructions**: This page describes all the requirements and instructions for completing the licensing application. Status: Complete.
- 2 - Funding Source**: Enter all the funding sources for your Early Learning Center on this page. Status: Complete.
- 3 - Early Learning Center Information**: Provide the name, location, and contact information for your Early Learning Center on this page. Status: 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. Status: Complete.
- 5 - Ownership Type**: This page asks for the legal ownership type of your Early Learning Center. Status: Complete.
- 6 - Center Owner**: List all the legal owners of the Early Learning Centers on this page. Status: Complete.
- 7 - Center Staff**: Enter in all currently hired Directors, Director Designees and other staff on this page. Status: 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. Status: Complete.
- 9 - Emergency Plan**: The center's Emergency Preparedness Plan and emergency contacts will be completed on this page. Status: Complete.

TYPE II APPLICATION INSTRUCTION MANUAL

The screenshot shows the 'Application Home' page in the edlink system. The left sidebar contains a navigation menu with options like 'My Dashboard', 'School Systems', 'School Management', 'School Finder', 'Entity Management', 'Edlink Search', 'Account Settings', 'Messages', 'Help', 'WP Dashboards', 'Staff Management', 'Financial Management', 'Performance Profile', and 'My Professional Profile'. The main content area displays five steps:

- 9 - Emergency Plan**: The center's Emergency Preparedness Plan and emergency contacts will be completed on this page. [Review or Edit 9] [Complete]
- 10 - CCAP**: Review and accept the details of the Child Care Assistance Program on this page, and supply additional information about your Center's fees. [Review or Edit 10] [Complete]
- 11 - Academic Approval**: Review and accept the details of the Academic Approval Agreement. [Review or Edit 11] [Complete]
- 12 - Document Upload**: This page allows you to upload all required supporting documentation for your Early Learning Center. [Review or Edit 12] [Complete]
- 13 - Application Fees**: This page will collect your initial application fee for the licensing application. Additional fees may apply based on your Center's capacity. [Review or Edit 13] [Complete]

At the bottom right, there is a 'Submit Application' button and an upward arrow icon.

After selecting "Submit Application," a new page will appear:

The screenshot shows the 'Entity Dashboard' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Welcome Back, Samad.Ahmedusa@LA.GOV' and includes the following information:

- Entity**: My Little Daisies Daycare, 8008 Big Street, Baton Rouge, LA 70802
- License Details**: License Type: Type III, License Number: 123456789012345678, License Status: Open, Expires: 12/30/2021
- Bar Chart**: A bar chart showing four metrics: Visits (651), Staff (42), Deficiencies (377), and Capacity (726).
- Action Buttons**: [Update Entity Information or Services], [Change License Type], [Change of Location], [Start New Application]
- Entity Management Alerts**: A notification for 'Apply for Child Care Assistance Extended Day Care Program' dated Sep 30 2021 3:06PM. The notification text states: 'Action Required: You are potentially eligible for the Extended Day Care program at your school. Start a new application to qualify for Child Care Assistance Funding.' [View All Messages], [Newest to Oldest], [Start Application]

TYPE II APPLICATION INSTRUCTION MANUAL

The screenshot displays the 'Entity Dashboard' interface. At the top, there are four bar charts labeled 'Visits', 'Staff' (with a value of 42), 'Deficiencies', and 'Capacity'. Below these are four buttons: 'Update Entity Information or Services', 'Change License Type', 'Change of Location', and 'Start New Application'. The main section is titled 'Entity Management Alerts' and contains a list of five notifications, each with a 'Start Application' button. The notifications are: 'Notification - Apply for Child Care Assistance Extended Day Care Program' (Step 30, 2021-09-30, 3:06PM), 'Notification - Apply for Child Care Assistance Extended Day Care Program' (Step 30, 2021-09-30, 2:56PM), 'Notification - Apply for Child Care Assistance Extended Day Care Program' (Step 30, 2021-09-30, 2:51PM), 'Notification - Apply for Child Care Assistance Extended Day Care Program' (Step 30, 2021-09-30, 2:47PM), and 'Notification - Initial Application Returned To Provider' (Step 29, 2021-09-29, 11:41PM). A 'Click to show 5 more' button is located below the alerts. At the bottom, there are two sections: 'All Entities' showing 'My Little Daisies Daycare #3' with details like Address (4004 Little Street, Baton Rouge, LA 70804), License # (012943679801), and License Type (Type III); and 'Pending Applications' with columns for Application ID, Last Update, and Expires on, containing 'Edit' and 'Cancel' buttons.

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.