



Early Childhood
IMPROVING SCHOOL READINESS

Getting Early Childhood Education Ancillary Programs Off the Ground

Objectives and Agenda

Through this session, EC Ancillary Certificate Programs will:

- Review expectations for how to support successful management and enrollment in EC Ancillary Certificate Programs
- Discuss common challenges encountered by EC Ancillary Certificate Programs
- Brainstorm solutions to shared challenges and learn useful strategies from other EC Ancillary Certificate Programs

Agenda:

1. Review Expectations for EC Ancillary Certificate Programs- Recruitment and Retention of teachers
2. Incorporating Workforce needs into program design
3. Supporting Candidate Completion of the Early Childhood Ancillary Certificate

EC Ancillary Certificate Programs

This session will focus on three key areas that EC Ancillary Certificate Programs are continuing to refine as they launch new cohorts of candidates:

1. **Recruitment and Retention:** *How can programs recruit the right candidates for their program, and maintain enrollment throughout the program?*
2. **Incorporating Workforce Needs:** *How can programs reflect local workforce data into their program design, and effectively engage Early Childhood Community Network Partners?*
3. **Supporting Candidates to Complete the EC Ancillary Certificate Process:** *How can programs support candidates in obtaining scholarships (for program tuition and CDA assessment) and completing the EC Ancillary Certificate Process?*

Recruitment and Retention

Recruitment and Retention

EC Ancillary Certificate Programs

Early Childhood Ancillary Certificate Programs should develop strategies to recruit and retain child care teachers that will benefit from high-quality teacher preparation experiences.

1. What are the expectations for EC Ancillary Certificate Programs?
2. What are the common challenges EC Ancillary Certificate Programs are encountering?
3. What solutions have other EC Ancillary Certificate Programs found to be helpful in addressing recruitment and retention?

Recruitment and Retention

Expectations for EC Ancillary Certificate Programs

EC Ancillary Certificate Programs are expected incorporate information about local workforce needs into their process for recruiting and selecting candidates.

Expectations for Recruitment and Selection:

- EC Ancillary Certificate Programs are expected to recruit and select candidates that are committed to certification in early childhood. They should do this by establishing:
 - Admission Criteria: The admission criteria determines the best candidate for the program.
 - Selection process: The selection process will meet the needs of the local community
 - Incorporate knowledge of workforce need: Identify strategies to determine workforce need with community network partners.

Recruitment and Retention

Expectations for EC Ancillary Certificate Programs

EC Ancillary Certificate Programs developed an initial plan for selection, recruitment, and retention of candidates as part of their Application for Program Approval.

Expectations for Retention:

- Developing a Plan for Retention: Programs should use workforce needs assessment and data to inform and adapt program format and design (online, evening classes, webinars, etc.) for retention of candidates.
- Incorporating Community Partners: Programs should include community partners in developing a plan for retention and problem solving any trends or particular scenarios that are encountered.
- Report and Share Information on Candidate Completion with the Department: At the end of each cohort, programs are expected to share the [Candidate Data Report](#)

Recruitment and Retention

Shared Solutions Brainstorm

Partnering with 1-2 other programs, discuss the following questions, sharing strategies that have worked for your program or planned revisions you will seek to make for future cohorts:

Recruitment and Selection

1. What does your recruitment and selection plan look like?
2. What type of interaction do you have with candidates before they apply or start coursework? How do you determine who might be a good fit?

Retention

3. What has been most helpful in retaining candidates to complete their coursework?
4. How have community partners, such as program directors or EC Lead Agencies, helped to support retention and candidate course completion?

Incorporating Workforce Needs

Incorporating Workforce Needs EC Ancillary Certificate Programs

Early Childhood Ancillary Certificate Programs should routinely evaluate the needs of the local early childhood workforce in their communities, and incorporate that information into coursework.

1. What are the expectations for EC Ancillary Certificate Programs?
2. What are the common challenges EC Ancillary Certificate Programs are encountering?
3. What solutions have other EC Ancillary Certificate Programs found to be helpful in incorporating workforce needs?

Incorporating Workforce Needs - Community Partners

Expectations for EC Ancillary Certificate Programs

EC Ancillary Certificate Programs should incorporate workforce needs by working with local community network partners and reviewing local performance data as part of routine programmatic reviews.

Expectations for Understanding Workforce Needs with Community Partners:

- EC Ancillary Certificate Programs are required to have a formal partnership established with local community partners.
 - These partnerships should guide the development and revision of the coursework, including understanding the local workforce needs.
- EC Ancillary Certificate Programs should work with the Community Partners to understand local workforce needs and review the following:
 - Information on available training options for the local child care workforce
 - Data on child care workforce and classroom turnover
 - Information about what format of training (online, in-person, evening) is needed for the community workforce

Incorporating Workforce Needs - Reviewing Data Expectations for EC Ancillary Certificate Programs

EC Ancillary Certificate Programs should incorporate workforce needs by working with local community network partners, reviewing local performance data, and completing routine programmatic reviews.

Expectations for Understanding Workforce Needs by Reviewing Data:

- Programs should use information and data reports about the local workforce to inform program design and coursework, including instructional needs for candidates based on *CLASS*TM data, child assessment data, and use of curriculum
 - Information can be found on [Performance Profiles](#) and on the [Department Website](#)
 - Data should include information about *CLASS* scores, Tier 1 curriculum, and child assessment
 - Community Network Partners may also be able to provide insights into particular data
- Programs should consider local workforce needs in determining the sequence and format of the program
- Review of Workforce Needs should take place during *annual programmatic reviews* with community network partners.

Incorporating Workforce Needs

Shared Solutions Brainstorm


Partnering with 1-2 other programs, discuss the following questions, sharing strategies that have worked for your program or planned revisions you will seek to make for future cohorts:

Collaborating with Community Network Partners:

1. What recurring structures have you established to work with community network partners? What have you learned from these partnerships?

Reviewing Workforce Data:

2. What data have you routinely reviewed, both from your program and from the community network (or statewide) that has informed your program revisions?
3. How has local workforce needs, determined through data review or other measures, informed your program format?



Supporting Candidate Completion of the Early Childhood Ancillary Certificate

Earning the Certificate

EC Ancillary Certificate Programs

Early Childhood Ancillary Certificate Programs should routinely evaluate the needs of the local early childhood workforce in their communities, and incorporate that information into coursework.

1. What are the expectations for EC Ancillary Certificate Programs?
2. What are the common challenges EC Ancillary Certificate Programs are encountering?
3. What solutions have other EC Ancillary Certificate Programs found to be helpful in supporting candidates to earn the Early Childhood Ancillary Certificate?

Earning the Certificate

Expectations for EC Ancillary Certificate Programs

EC Ancillary Certificate Programs should assist candidates in earning their EC Ancillary Certificate by supporting access to scholarships, and providing necessary program documentation.

1. **Scholarships:** EC Ancillary Certificate Programs should be providing candidates information about two Louisiana Pathways Scholarships that will assist in obtaining the EC Ancillary Certificate:
 1. *EC Ancillary Certificate Program Scholarships/College Tuition Scholarships* - Covers cost of tuition and coursework
 2. *CDA Scholarship* - Covers cost of CDA assessment and portfolio review one completed
2. **Required Documentation for Earning the CDA and Ancillary Certificate:** EC Ancillary Certificate Programs should be providing candidates with a transcript and certificate at the completion of program, details are in the [EC Ancillary Certificate Program Guidelines](#).
 - Programs resulting in a CDA should also support candidates in completing the Professional Portfolio, needed for the CDA award.

EC Ancillary Certificate Scholarships

There are two key types of Louisiana Pathways Scholarships that support Early Childhood Ancillary Certificate Programs with tuition. There is also a scholarship to support the CDA assessment costs.

Scholarships for Tuition:

1. **Early Childhood Ancillary Certificate Program Scholarships**: These scholarships cover the cost of tuition (not supplies) for eligible teachers. These scholarships are for programs that are not currently offering credit-bearing courses, or
2. **College Tuition Scholarships**: These scholarships are for programs that are offering coursework as part of a degree pathway and are offering for-credit courses. These scholarships are used to supplement the existing financial aid students have received and do not cover the cost of supplies.

Scholarship for the cost of the CDA Assessment:

1. There is also a CDA Scholarship that is available to students. The CDA Scholarship covers the cost of the CDA Assessment once they are ready to apply to the Council for Professional Recognition.

Required Support for EC Ancillary Certificate Preparation

EC Ancillary Certificate Programs are responsible for issuing transcripts, completing candidate data report and supporting candidates to complete their CDA with the CDA Council.

Transcript for Candidates:

- Ancillary Program must issue a transcript and certificate upon completion of the program to the candidate .
 - The **(Required)** transcript must include:
 - List of coursework (including hours) completed
 - Grade of coursework completed
 - Name of the ECE Ancillary Certificate Program
 - Name of Candidate
 - Dates of enrollment in program

Required Support for CDA Preparation

EC Ancillary Certificate Programs are responsible for issuing transcripts, completing candidate data report and supporting candidates to complete their CDA with the CDA Council.

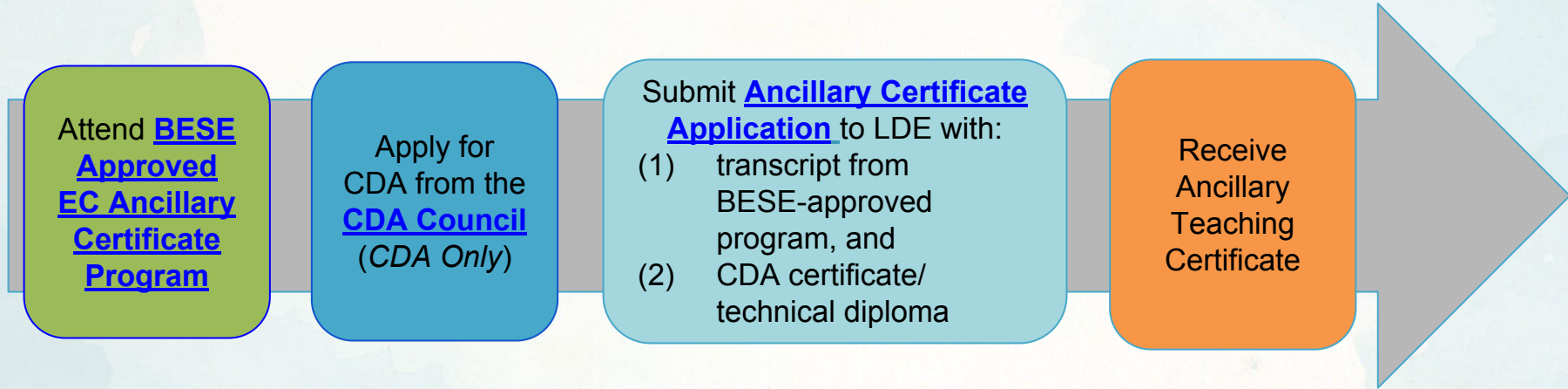
Assisting in Completing the CDA:

- Ancillary Program should assist have candidates complete the Louisiana Pathways CDA Assessment Fee scholarship and submit to Pathways as a group with a copy of the transcript.
- Ancillary programs will assist candidates with CDA support and [Ancillary Certificate](#) processing.

Earning the EC Ancillary Certificate:

- Candidates must submit to LDE the following documents to receive an Ancillary Certificate:
 1. *EC Ancillary Certificate Program Transcript,*
 2. *High School diploma/equivalent and,*
 3. *CDA from CDA Council*

Earning the EC Ancillary Certificate through a CDA or Technical Diploma



Applicants applying with an associate's degree in early childhood or a bachelor degree or higher must submit a transcript documenting their degree with the Ancillary Certificate Application.

Earning the Certificate

Shared Solutions Brainstorm

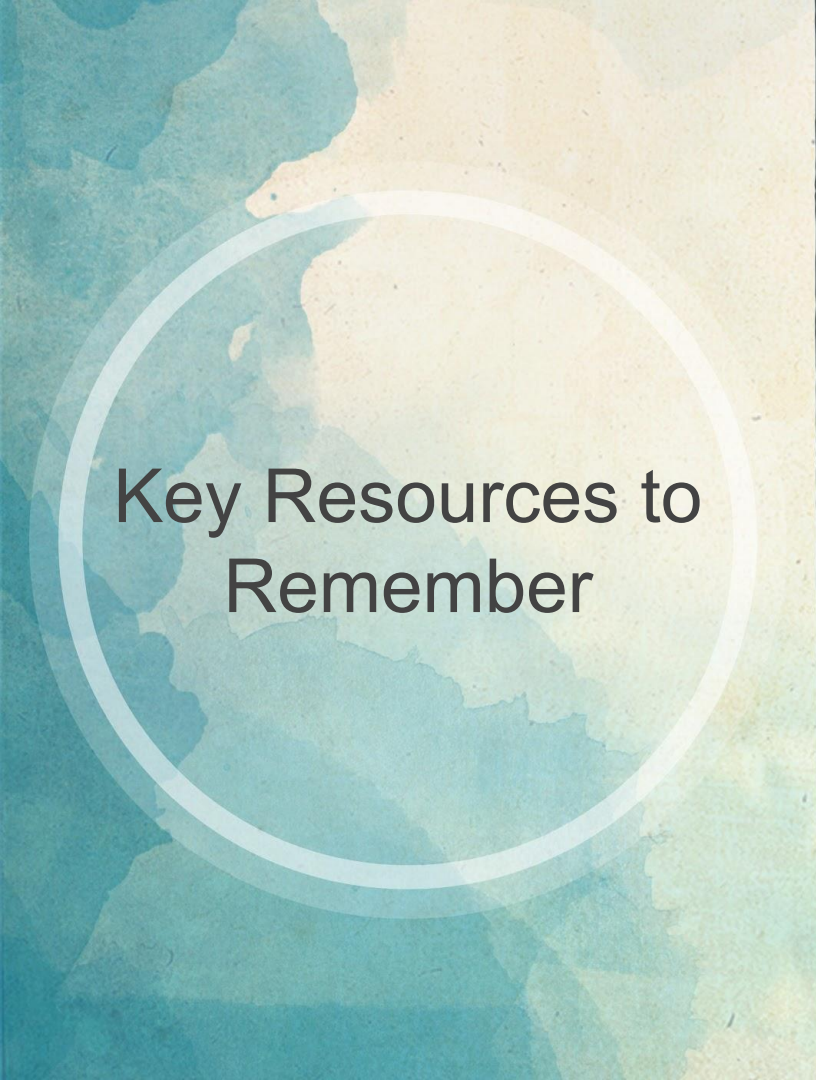
Partnering with 1-2 other programs, discuss the following questions, sharing strategies that have worked for your program or planned revisions you will seek to make for future cohorts:

Supporting Access to Scholarships:

1. What methods have you used to assist candidates with the Louisiana Pathways Scholarship applications?

Supporting Documentation for the CDA and Ancillary Certificate:

2. How do you assist candidates in completing all of the requirements for a CDA (including binder, testing, and application)?
3. How do you assure that all candidates have applied and are eligible for the Ancillary Certificate?



Key Resources to Remember

All Early Childhood Ancillary Certificate Program documents and resources can be found on the [Classroom Support Library](#) at the bottom of the page.

Key Resources:

- [Procedures and Guidelines for BESE-Approved Programs](#)
- [Webinar from November 2018 - Updates for EC Ancillary Certificate Program \(slides\)](#)
 - [Recording](#)
- [Louisiana Pathways Scholarships Webinar - June 2018 \(Slides\)](#)
 - [Recording](#)