

# Louisiana Pathways Orientation/Updates

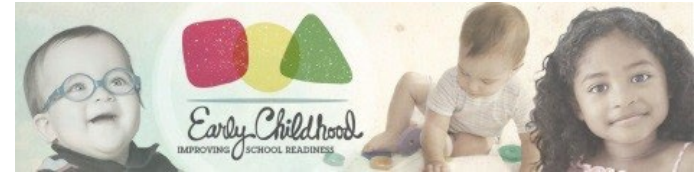
Presented by  
Jenny Cowan  
Program Coordinator



# Louisiana Pathways

**Louisiana Pathways** is a statewide Early Learning Center Career Development System whose goal is to improve quality of child care in Louisiana.

- It is designed to help child care employees receive the recognition they deserve.
- Participation is voluntary and there are no fees for enrolling;
  - Individuals **MUST** be enrolled :
    - to be eligible for the School Readiness Tax Credit for Directors and Staff
    - to be eligible for scholarships



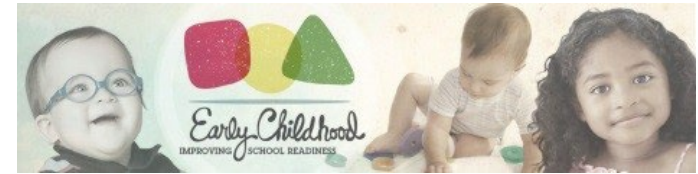
## Pathways promotes

- Creating a quality workforce for early childhood programs by encouraging and supporting early childhood as a career
- Increasing the quality of programs for young children by raising the level of education for all child care staff so children in Louisiana will have quality caregivers
- Reducing turnover in the field



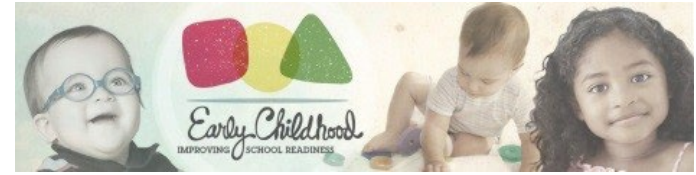
# Pathways....

- ...is not a training agency. We do not provide workshops, CDA training or the NAC (National Administrator Credential) training.
- ...does not award the CDA or the NAC credential.



- Career Development →
- Scholarships →
- Trainer Approval →
- Tax Credit Eligibility →

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» Contact Us
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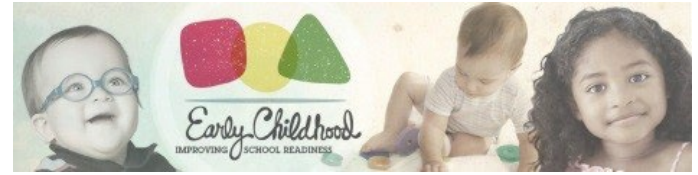
# Career Development

- Maintains file folders and database which includes:
  - Demographics
  - Employment information (past & current)
  - Education
    - Training certificates, diplomas, degrees, transcripts, credentials (CDA, NAC)
    - Placement on career ladder
    - Membership to professional organization and service to the profession



## Enrollment

- Members should send original copies of enrollment form and employment verification forms. Can be scanned and emailed but prefer mail.
- Employment verification form should be signed by someone, other than the member, who has access to employment records.
- Members should send in copies of training records (workshop certificates, transcripts, credentials)



# Enrollment

- Link to Enrollment Form:

<https://www.nsula.edu/documentprovider/docs/941/Enrollment-Form11.4.20.pdf>

- Link to Employment Verification:

<https://www.nsula.edu/documentprovider/docs/941/08Verification-FormEmployment-revised.pdf>





# • Enrollment Form:



## Enrollment Form

Incomplete Forms will not be accepted. Mail or email enrollment information. **DO NOT FAX THIS DOCUMENT** This is not a scholarship application but is required for scholarship eligibility and tax credit eligibility.

Please print all information clearly

Full Legal Name (Last, First and Middle Initial): \_\_\_\_\_

Home Mailing Address (include Apt/Lot if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Parish: \_\_\_\_\_

Primary Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (cell, home, or work - Circle one)

Alternate Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (cell, home, or work - Circle one)

Email Address (required): \_\_\_\_\_

### Information about you:

Birth date: \_\_\_/\_\_\_/\_\_\_ Social Security No: \_\_\_\_\_-\_\_\_\_-\_\_\_\_ Your gender: F M

Your ethnic background: (Check one)

- Acadian American     African American     Asian American
- Caucasian American     European American     Hispanic American
- Native American     Other \_\_\_\_\_

Is English your primary language? Yes No

Do you speak another language fluently? Yes No If yes, what language? \_\_\_\_\_

### Your educational background:

What is your highest level of education: (Circle one) GED High School College

Degree: (circle one) Diploma Associates Bachelors Masters Other: \_\_\_\_\_

Are you currently a college student (circle one)? Freshman Sophomore Junior Senior

What is your major? \_\_\_\_\_

Do you have a current Child Development Associate (CDA)? Yes No

Are you currently enrolled in a CDA Training Program? Yes No Name: \_\_\_\_\_

Do you have a National Administrator's Credential (NAC)? Yes No

Please submit copies of documents verifying your educational background.

\*Include diplomas (high school, college, etc.), transcripts, NAC & CDA credentials, clock hour training certificates and any other documentation of training related to Care and Development of Young Children.

\*If you have no training related to young children, please check here: \_\_\_\_\_

### Information about your early childhood work experience:

Are you currently working in the early childhood field (including family child care)? Yes No

Name of employment facility: \_\_\_\_\_

Work mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Work parish: \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Job Title: \_\_\_ Director \_\_\_ Assistant Director \_\_\_ Lead Teacher \_\_\_ Assistant Teacher

\_\_\_ Other: \_\_\_\_\_

When did you begin working in this job? (Month / Year) \_\_\_/\_\_\_/\_\_\_

What is the total number of verifiable years that you have worked in a child care center, family child care home or early childhood field? \_\_\_\_\_

What age group(s) do you work with now? (Check all that apply)

- Infants (0-12 months)     One year olds     Two year olds
- Three year olds     Four year olds     School age (5-7)
- School age (8-12)

Your signature below verifies this information is accurate and can be documented.

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Please return this two-sided document with your original signature (along with an Employment Verification, and education documentation) to Pathways to complete your Enrollment.**

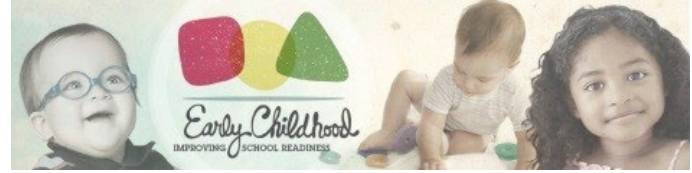
This information will be used to enroll you in the Louisiana Pathways Early Learning Center Career Development System. Pathways is the child care workforce registry for the state of Louisiana and provides a means of documenting your qualifications and achievement in the early childhood field. As you submit additional training, you will receive certificates and other recognition of your commitment to providing quality care and a quality program for young children.

This project is funded by the Louisiana Department of Education as an important step in improving staff qualifications and recognition in the early childhood field. This project will help you to be responsible for your own career and achievement and recognize your important skills and knowledge and the value of the work that you do.

Louisiana Pathways  
1800 Warrington Place  
Shreveport, LA 71101

(800) 245-8925  
http://pathways.nslu.edu

In order for information to be processed in a timely manner for School Readiness Tax Credit eligibility, documentation should be received or postmarked by December 31 of the current tax year.



•Employment Verification:



**EMPLOYMENT VERIFICATION FORM**  
*(To be completed by employer)*

This is to verify \_\_\_\_\_  
(Print Employee Name)

Birth date: \_\_\_/\_\_\_/\_\_\_ Social Security No: \_\_\_\_\_ has worked at  
*(Full Birthday and Social Security number are required for participation in this program)*

Center Name: \_\_\_\_\_  
License #: \_\_\_\_\_ License Type (please circle): I II III

Center Physical Address:	Center Mailing Address: (if different)

Enter the hire date at this facility for the employee named above, in the appropriate column below:

Type of Experience:	administrative	classroom	other
Hire Date:	___/___/___	___/___/___	___/___/___
Termination Date (if any):	___/___/___	___/___/___	___/___/___

Enter the number of current hours per week spent in each job area(s) (not to exceed 40 hours):

___ Director	___ Assistant Director	___ Lead Teacher
___ Assistant Teacher	___ Other	_____

**To meet state requirements an employment verification must be signed/verified by someone other than yourself. A director's employment verification can be signed by the owner of the center, a spouse, an assistant director, a lead teacher, or other administrative personnel in the organization.**

*I certify that the above information is true and correct.*

\_\_\_\_\_  
(Print Director/Center Representative's Name)          \_\_\_\_\_  
(Director/Center Representative's Signature)

Director phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_          \_\_\_/\_\_\_/\_\_\_  
(Date Signed)

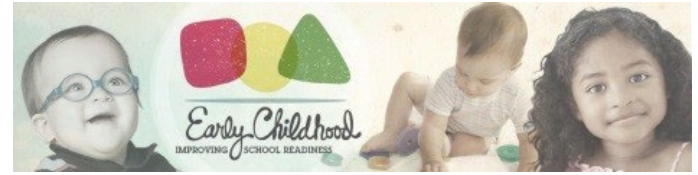
Director Email address \_\_\_\_\_



Your private information is not shared outside the Louisiana Department of Education and its affiliates. This form is required for all LA Pathways members.

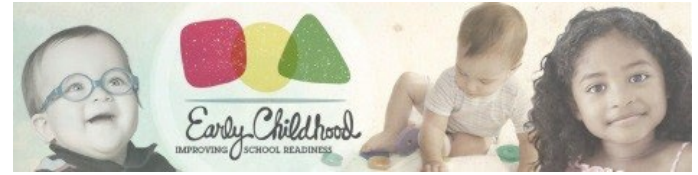
**Return to:**  
Louisiana Pathways  
Attention: Career Development  
1800 Warrington Place  
Shreveport, LA 71101-4425  
(800) 245-8925 318-677-3163

In order for information to be processed in a timely manner for School Readiness Tax Credit eligibility, documentation should be received or postmarked by December 31 of the current tax year.



## After Enrollment

- All correspondence, certificates & requests for additional information are sent to the member's home address, not the center.
  - While directors may submit necessary information, it is ultimately the member's responsibility to make sure their information is submitted for leveling.



# Career Development

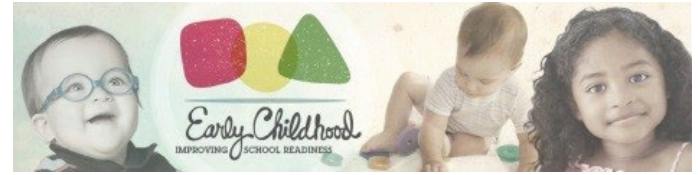
- Career Ladders

- Members are placed on career ladders based on information submitted:

- Classroom Track

- Administrator Track (Directors/Assistant Directors)

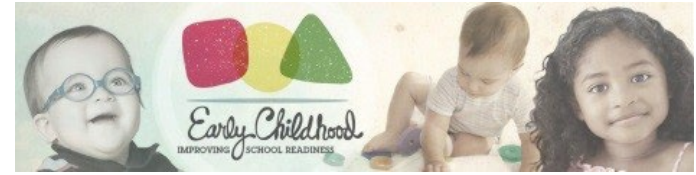
- Family Child Care



# Career Development

## •Current Career Ladders—General Guidelines

- To be placed at a certain level, a member must meet or exceed the requirements in all columns. Members are placed at the highest level where all requirements are met.
- Level is based on the information that is submitted to Pathways. Information received must be verifiable.



- Career Ladders:

- Classroom Track

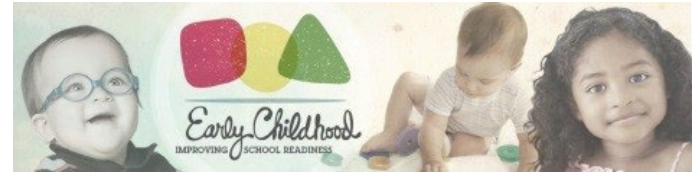
<https://www.nsula.edu/documentprovider/docs/942/Teacher-Track-2019.3.28.pdf>

- Administrator Track (Directors/Assistant Directors)

<https://www.nsula.edu/documentprovider/docs/942/Admin-ladder-2018-final3.pdf>

- Family Child Care

<https://www.nsula.edu/documentprovider/docs/942/5FCC-Ladder-revised-final2.pdf>



# School Readiness Tax Credits for Directors & Staff

- Pathways:

- Places members on the career ladder based on the documentation received.
- Members who are leveled at Early Learning Center Teacher 1, 2, 3, 4, and Master Teacher, or Director 1, 2, 3, and 4 are on tax credit eligible levels.

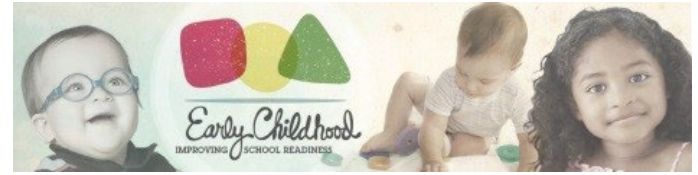


- School Readiness Tax Credits for Directors & Staff

- Pathways:

- Mails SRTC forms to members who have achieved and maintained a tax credit eligible level on January 31<sup>st</sup> of the following year.
- Advises LDOE & the Department of Revenue of all members who are on a tax credit eligible level.





## •Notes about SRTC

- It is ultimately the member's responsibility to make sure their information is submitted
- Members should contact Pathways to update contact information and ensure that their level is current.
- In order to maintain levels--CDA credentials, professional organization membership, and service to the profession must be current. Expired documents could result in moving to a lower level.



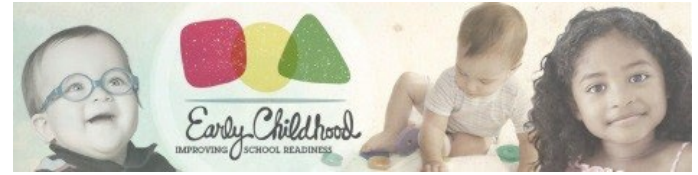
## •Notes about SRTC

- In order to receive your tax form in early February, deadline for submitting information is December 31<sup>st</sup> of the previous year. Mail will be processed for the year that it is postmarked.
- If information is received after December 31st, the member may request evaluation, but tax forms probably won't be sent on January 31<sup>st</sup>.



## •Notes about SRTC

- In addition to being on an eligible level, the member must also work for at least 6 months of the year at a star rated center to claim the tax credit.
- Center must have at least a zero star rating on July 1<sup>st</sup> of the tax year
- Louisiana Pathways does not give out any money. Members use the form provided to file with their Louisiana State Income Taxes.



- **More Information on Director/Staff Credit**
  - Including all centers (even Unsatisfactory) and removing the professional activity requirement for teachers will ensure that all teachers with an ancillary certificate who work full time in a Type III center can receive the credit, making it easier to hire and retain qualified teachers.



# Cover letter:



January 2021

To Whom It May Concern:

Effective in 2008, the Louisiana legislature approved the School Readiness Tax Credits (SRTC) to support parents, providers, and those working in programs participating in the Louisiana Quality Start Child Care Rating System (now Unified Rating System). According to our records, you may be eligible for the Child Care Director and Staff Member credit based upon your training and education, experience, and professional service to the child care field.

**In order to claim this refundable tax credit for 2020, you must have worked in a type III child care center with at least a ZERO to FIVE star rating (effective on 7/1/20) for at least 300 hours during the 2020 calendar year, at the SAME center.** (Note: requirement has been temporarily reduced due to Covid).

If you no longer work in child care and would like to be made inactive in our system, please email a request to: [cowanj@nsula.edu](mailto:cowanj@nsula.edu).

Included with this letter are instructions to help you and your employer complete tax forms R-10615, and file for your credit. The Louisiana Department of Revenue School Readiness Tax Credit for Child Care Director and Staff Member forms (R-10615) have been partially completed by Louisiana Pathways. These are original forms and can only be provided by Louisiana Pathways. If you meet the qualification above, the remaining information must be completed and verified by the Child Care Facility Director for whom you worked in 2020 on each copy of form R-10615.

This year's SRTC for each level are as follows:

Director 1/ Early Learning Center Teacher 1	\$1,788
Director 2/ Early Learning Center Teacher 2	\$2,383
Director 3/ Early Learning Center Teacher 3	\$2,979
Director 4/ Early Learning Center Teacher 4/ Master Teacher	\$3,574

Each eligible director and staff member is receiving two copies of the School Readiness Tax Credit form (R-10615) and will be responsible for completing both versions of this form to claim the SRTC. Each form must be filled out completely and signed by both the employer and taxpayer; these forms may only be photocopied for your records.

Each eligible director and staff member should retain one original complete version of form R-10615 for their tax records and filing. **The second original form must be completed and mailed back to Louisiana Pathways at the following address: Louisiana Pathways, 1800 Warrington Place, Shreveport, LA 71101.** \*\*\*A traceable form of delivery is recommended. (Returning 1 complete form back to Pathways is the only way to "demonstrate evidence of eligibility for SRTC credit" and may help you qualify for additional tax credits in future years. It also helps maintain your active status with Pathways.)

Congratulations on your achievements. We hope you are eligible for this support and that you continue your work with the young children of Louisiana.

Sincerely,  
Louisiana Pathways



# Instructions:



## Instructions for Completing the 2020 Louisiana School Readiness Tax Credit Form R-10615 For Child Care Director and Staff Member

Individuals who work in a Type III child care center may be able to qualify for refundable School Readiness Tax Credits (SRTC), which are designed to recognize their professional accomplishments. This SRTC will be based on the individual's level of education and training, as evaluated by Louisiana Pathways. Each child care director and staff member must file a Louisiana individual income tax return in order to take advantage of this financial benefit unique to Louisiana which recognizes the commitment of the state's child care teachers.

In order to qualify for the Child Care Director and Staff SRTC:

- Individuals must have worked for a participating Type III Child Care Center
  - The center must have been awarded 0-5 stars by July 1, 2020
  - For a complete list of participating Type III centers, visit: <https://tinyurl.com/yypcsl6r>
- Individuals must be registered with Louisiana Pathways, and have presented qualifying credentials
- Individuals must claim the SRTC as part of their Louisiana individual Income Tax Return for 2020
- Each eligible director and staff member is responsible for completing both copies of form R-10615

Attached to this letter you will find two copies of form R-10615. Each form must be filled out completely and signed by both the Child Care Facility's Authorized Representative and the Taxpayer (Director or Staff Member). Please note that these forms may not be copied. The Louisiana Department of Revenue will only accept an original form. The second original version of the form is to be mailed back to Louisiana Pathways to document official tax credit eligibility.

### 1. COMPLETING THE CHILD CARE CENTER'S PORTION OF FORM R-10615

The CENTER DIRECTOR OR OWNER must complete and sign this portion of both copies of form R-10615. \*Do not complete and sign the form if center was not awarded 0-5 stars by July 1, 2020, or if Director or Staff Member did not work in the 2020 calendar year at your facility.

This portion must include the following:

- Facility Name, license number, and complete physical address and mailing address of the child care center
- LA Dept. of Revenue Account Number, also referred to as Louisiana Tax ID Number
- 2020 Star rating, date rating awarded and date of star expiration
  - For a complete list of participating Type III centers which includes star rating information, visit: <https://tinyurl.com/yypcsl6r>
- From and To dates employed at the facility during 2020 (If the staff member had a break in employment, show start and end dates of each employment period. Write in margins as needed) as well as average hours worked per week.
  - If currently employed, write 12/31/2020 as the end date. (From and To dates cannot be left blank)
- Signature and Date of the Child Care Center's Authorized Representative
  - This is the owner or director of the center. The director cannot sign their own form unless they are also the owner.
  - If center is a non-profit, the board Chair must sign as Facility Authorized Representative for the owner/director.


\*ADDITIONAL INSTRUCTIONS ON THE BACK\*



Sample tax credit form:

R-10815 (1/21)

**2020**



**Louisiana School Readiness Tax Credit**  
For Child Care Director and Staff Member

LA PATHWAYS will mail this form by January 31, 2021, to each director and staff member who may be eligible for the School Readiness Tax Credit. Based upon their documentation, LA Pathways will provide the individual's name, the last four digits of the individual's Social Security Number, the LA Pathways level, and the proper authorized signature.

**CHILD CARE CENTER'S PORTION - To be completed by the child care facility's authorized representative (owner or director)**  
When presented with this form by the facility's director or staff member, the owner or the owner's designated responsible party should complete this section and return it to the director or staff member promptly. Each director or staff member must present the original form that was completed by LA Pathways with all of the required information, as referenced above.

**Note:** Eligible child care directors and child care staff members must be qualified according to the criteria established by the Department of Education.


Child Care Facility's Name		Facility License Number	
LA Dept. of Revenue Account Number	2020 Star Rating	Date Rating Awarded (mm/dd/yyyy)	Date of Star Expiration (mm/dd/yyyy)
Location Address			
Location City		State	ZIP
Mailing Address (if different from above address)			
Mailing City		State	ZIP
<b>2020 Employment Certification</b>		LA Pathways Level	
<input type="checkbox"/> By checking this box, I, the authorized representative listed below, certify that the above named employee works at the above named facility.			
<b>2020 Dates Employed (If currently employed, enter 12/31/2020 in the "to" section.)</b>		Average Number of Hours Worked per Week	
From (mm/dd/yyyy)	To (mm/dd/yyyy)		
Signature of Child Care Facility's Authorized Representative (Owner or Director)		Print Name of Authorized Representative	Date (mm/dd/yyyy)

**TAXPAYER QUALIFYING FOR THE CREDIT PORTION - To be completed by the taxpayer**  
Complete this section of the form and attach it to your 2020 Louisiana individual income tax return when filing a return to claim the credit. If using a tax preparer, present the original document to the preparer in order to claim the credit. If filing electronically, complete this section and retain the original form with your records. **IMPORTANT!** The credit amount is variable and the 2020 amount is posted at [www.revenue.louisiana.gov/SchoolReadiness](http://www.revenue.louisiana.gov/SchoolReadiness).

Your First Name	Initial	Last Name	Suffix	Social Security Number
Address				
City		State	ZIP Code	
<b>Sign and Date</b>				
Signature of Taxpayer			Date (mm/dd/yyyy)	

**To be valid, this must be an original form and must have a signature of the authorized representative of the Louisiana Department of Education.**

Authorized Representative of the Louisiana Department of Education	<i>Jenny Cowan</i>	Date (mm/dd/yyyy)	<b>01/01/2021</b>
Print Name of Authorized Representative	<i>Jenny Cowan</i>		



6319



How to find your center's star rating for tax credits:

<https://www.louisianabelieves.com/resources/library/child-care-provider-resources>







## Director's Reports:

Email invitations were sent out to directors on file with licensing.

Please respond to invitation and request your Director's Report if you haven't already (include center's name, license number, and your contact information).



# Scholarships

- College Tuition
- CDA Assessment Fee
- Administrative Training
- NAFCC Accreditation
- BESE approved Ancillary Certificate Programs CDA training





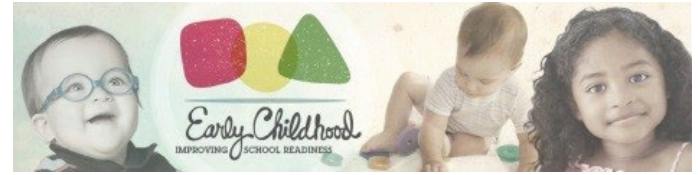
## To be eligible for scholarships:

- Must be enrolled and active in the Louisiana Pathways Career Development System.
- Must have current verified employment at a Type III Early Learning Center as the director, assistant director, lead teacher, or assistant teacher or be a CCAP registered Family Child Care Home provider



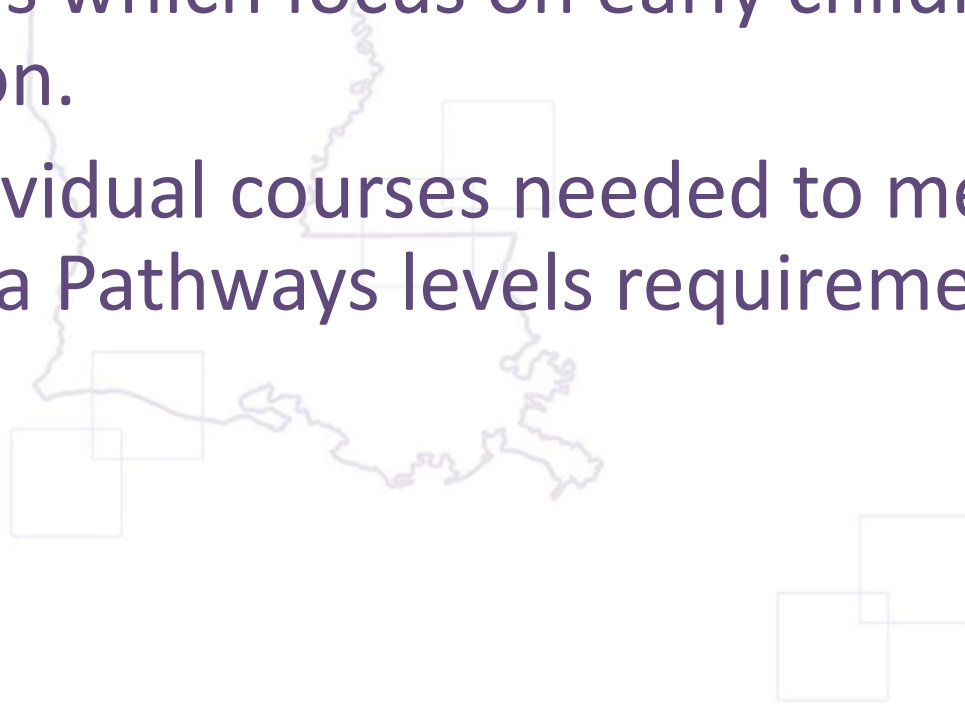
## •College Tuition

- For any Louisiana based accredited technical school, community college, or university that offers early childhood courses
- Applicant must enroll in the school of their choice & complete all entrance requirements
- For on-line or face-to-face classes
- For one class or a full load (must maintain 2.0 GPA & continue your employment)
- Must re-apply each semester/quarter



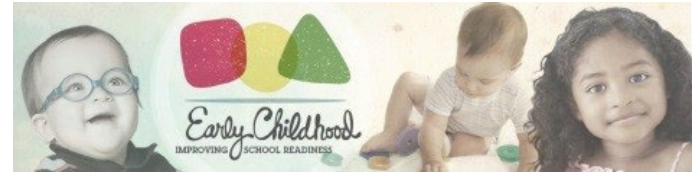
## •College Tuition

- For coursework in Associate or Bachelor programs which focus on early childhood education.
- For individual courses needed to meet Louisiana Pathways levels requirements



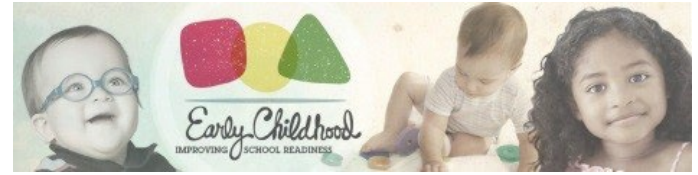


- College Tuition
- Application for financial aid is mandatory for all **undergraduate** students.
- Complete your FAFSA application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- If you are eligible for a Pell Grant, it could pay for tuition, fees, plus additional funds for books etc, and would make a Pathways scholarship unnecessary.



## •College Tuition

- You must submit your confirmation page which shows your financial aid status
- You can receive a scholarship if you are not eligible for a Pell Grant or if you qualify for a partial Pell Grant.
- If it states that you may be eligible for a Pell Grant, contact the financial aid office at your school to determine whether you will be offered a Pell Grant.



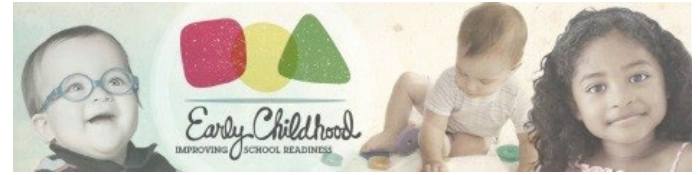
- College Tuition
- Scholarships to colleges and universities only cover tuition.
- Textbooks and required fees are not covered.
- Please refer to the College Tuition Guidelines on our webpage for more details.





## •College Tuition

- An award letter will be mailed to your home address which includes an award agreement that you will need to complete and return in order to complete the process.
- An award notice will also be sent to your school on your behalf.
- If your scholarship application is received incomplete, a checklist requesting additional information will be mailed to you. Contact the scholarship department about the status of your application.



## College Tuition Application Deadlines:

Summer Semester-April 16

Fall Semester – July 17

Spring Semester – Nov 27

For Louisiana Tech University:

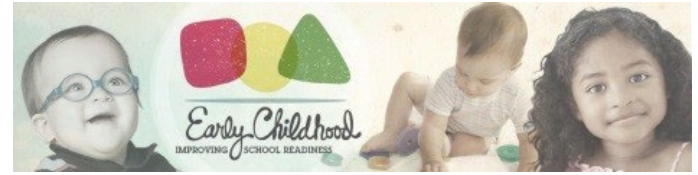
Summer Quarter—May 2

Fall Quarter – Aug 8

Winter Quarter – Oct 30

Spring Quarter – Feb 6

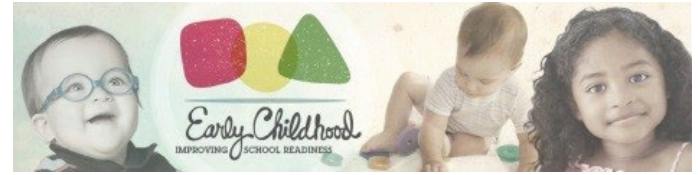
\*These dates do not change. Please make your calendars now for reminders. Late applications will not be processed.



- CDA Assessment Fee Scholarship
- Now pays the entire \$425 CDA Assessment fee
- Paid directly to the CDA Council
- Applicant is responsible for purchasing the CDA Competency Standards book (approx. \$25).



- CDA Assessment Fee Scholarship
  - Submit the Scholarship Application
  - Return the CDA credential Application Check List (completed & signed by your director, instructor, or CDA mentor)
  - Return your transcript or letter from a training institute verifying the completion of 120 clock hours of training (at least 10 hours in each of the 8 CDA subject areas)
  - Training must come from BESE approved **training provider** (unless you can document having already earned at least 37 hours of CDA training prior to 7/1/18)



- CDA Assessment Fee Scholarship

- If awarded a scholarship, you will receive an *award letter* along with *instructions* on how to apply for your official CDA as a scholarship recipient.

- Award letter also include an *Award Agreement* that you will have to fill out and return to Pathways (will need your CDA Candidate ID number to complete.... Begins with the number 2)



- CDA Assessment Fee Scholarship

- Wait for the CDA Council to review your application and send you the **Ready to Schedule Notice**.
- Once you receive it by email, you may proceed to schedule your **CDA Exam with Pearson Vue** and your **Verification Visit with your Professional Development (PD) Specialist**.
- Continue to check **“YourCDA”** for status updates.
- Send Louisiana Pathways a copy of your CDA Credential once it has been awarded.



## • Administrative Training

- Provides financial assistance for directors, assistant directors and aspiring directors to pursue specialized administrative training
- Most administrative scholarships are for the National Administrator Credential (NAC) offered by National Early Childhood Program Accreditation (NECPA)
- Others will be considered if cost is more than \$200



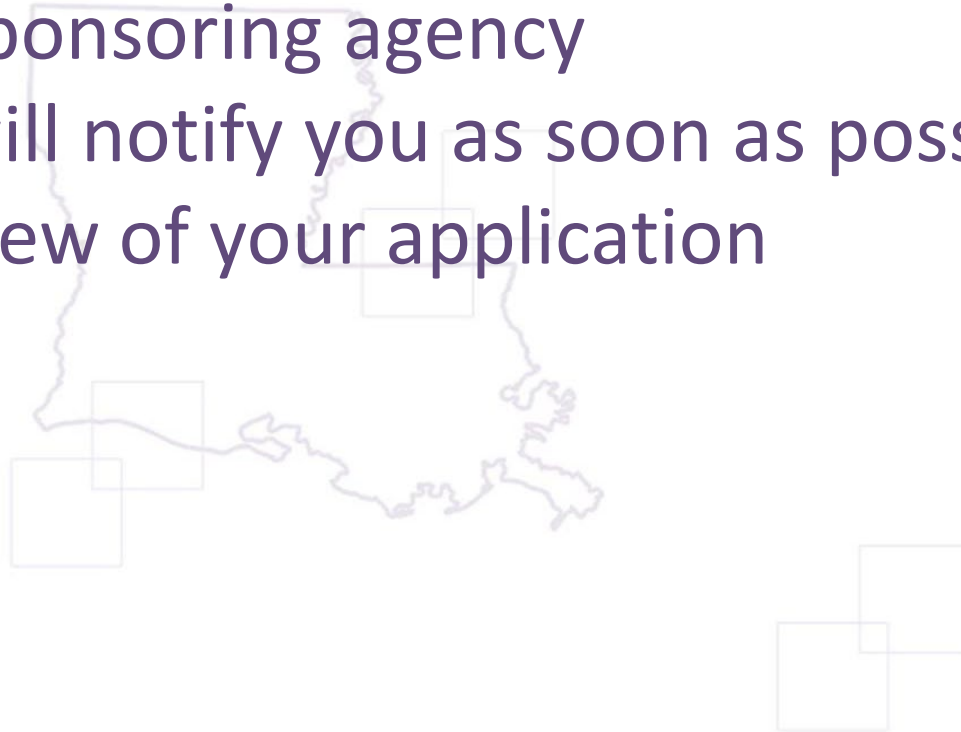
- Administrative Training
- Pathways processes the scholarship only. Contact the sponsoring agency to register for the course.
- Submit proof of enrollment along with your scholarship application.
- Also include a **letter of intent** explaining how the course will help you reach your goals for providing quality care for young children.
- Aspiring directors will also need to send a letter of recommendation.

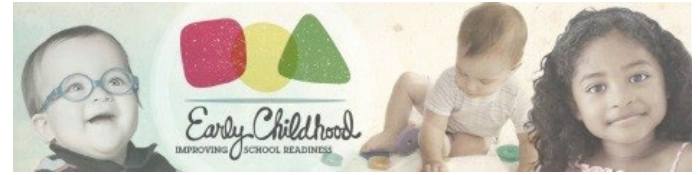




## • Administrative Training

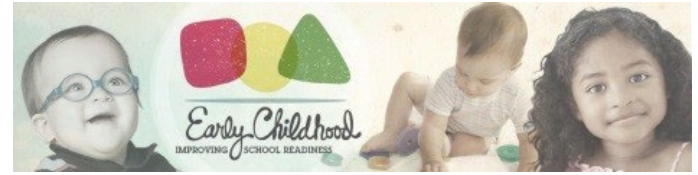
- The scholarship payment will go directly to the sponsoring agency
- We will notify you as soon as possible after a review of your application





- NAFCC Accreditation
  - For Family Child Care providers wishing to become an accredited home.
  - Application is on the website





## Trainer Approval

- All training used for annual training through licensing must be provided by a Pathways approved trainer.
- Qualifications and Application Process has been revised. New system went into effect September 1, 2015.

## Louisiana Pathways Early Learning Center Career Development System

### Qualifications for Trainer Approval

	Education	Experience	Training
<b>Level I</b>	Current <b>CDA credential</b> or equivalent (meets Early Learning Center Teacher I requirements on Louisiana Pathways Career Ladder) <b>OR</b> <b>Associate degree</b> in early care and education, child development or early childhood.	Two years full-time classroom and/or current relevant experience working with programs for children under six or supervising staff or programs for children <b>OR</b> two years of experience applying related discipline to the field of Early Care and Education. <sup>1</sup>	Documentation of completion of “Pathways Trainer Orientation” and “Louisiana’s Birth to Five Early Learning and Development Standards” <sup>2</sup> FastTrack Trainer applicants see note below. <sup>3</sup>
<b>Level II</b>	<b>Baccalaureate degree</b> in early care and education, child development, early childhood education, or related field (i.e. child and family studies, child life, elementary education psychology, social work, special education, or other focusing on areas of study related to children and families) <b>OR</b> in another discipline related to a specialized knowledge category such as sanitation, nutrition, business, or others relative to the operation of programs for young children.		
<b>Level III</b>	<b>Graduate degree (masters or doctorate)</b> in child development, early childhood education or related field (i.e. child and family studies, child life, elementary education psychology, social work, special education, or other focusing on areas of study related to children and families) <b>OR</b> in another discipline related to a specialized knowledge category such as sanitation, nutrition, business, or others relative to the operation of programs for young children.		

<sup>1</sup> Trainers are expected to maintain a current connection to the field of practice in early care and education. If not employed or regularly involved with a program for children under six, trainers are encouraged to stay abreast of current best practice in the field by attending conferences or training workshops, obtaining further education, working or training with local Child Care Resource & Referral agencies or making site visits to programs within the 3 year certification period. For FastTrack applicants who do not meet the experience requirement, a waiver may be requested by their supervisor/administrator.

<sup>2</sup> This requirement must be met prior to approval. “Pathways Trainer Orientation” can be found at <http://pathways.nsula.edu>. “Louisiana’s Birth to Five Early Learning and Development Standards” can be found at <https://www.udemy.com/louisianas-birth-to-five-elds/>

<sup>3</sup> Training requirement is waived for FastTrack applicants; however, applicants must review “Louisiana Pathways Trainer Procedure Manual.” prior to approval.

**Approval Period:** 3 years

**Renewal Requirements:**

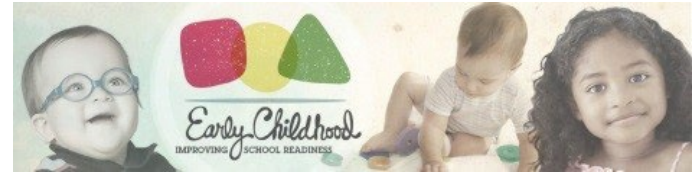
*LDE Early Learning System FastTrack trainers:* One hour “Trainer Orientation/LDE Overview” update.

*Independent Trainers:* “Trainer Orientation/LDE Overview” update and 9 clock hours of training on adult learning/teaching strategies appropriate for training child care personnel and successful evaluation surveys administered by Pathways.



In order to become a part of the Trainer Registry, an individual may register through :

- LDE System FastTrack application process (if eligible)
- Independent trainer application process



The following individuals are eligible for the FastTrack application process:

- School Board Staff or Teachers
- LA Department of Education Staff
- Early Steps Staff/Contractor
- Community Network Lead Agency Staff
- Trainer/TA for Resource and Referral Agency
- Head Start Staff
- Mental Health Consultant with LDE Contractor



- Director or Assistant Director of a licensed Type III Early Learning Center at Pathways Director I level or higher (subject to verification)
- Lead Teacher at a licensed Type III Early Learning Center at Pathways Teacher I or higher (subject to verification & recommendation of Director).

All others should complete the Independent Trainer application process.

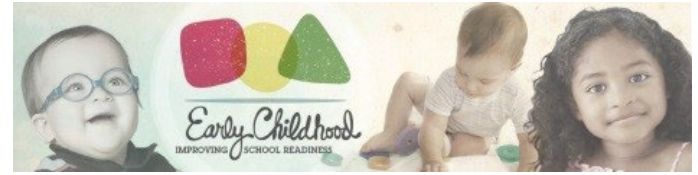


## LDE System FastTrack Trainer Initial Application Process

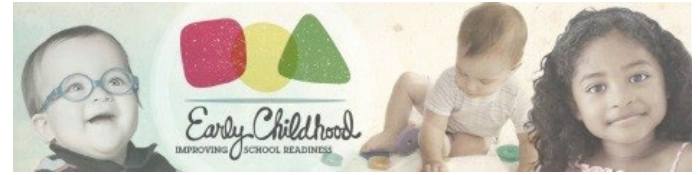
The following information should be submitted to Louisiana Pathways:

- FastTrack Trainer Approval Application. Application includes agency verification that trainer meets qualifications and has reviewed “Louisiana Pathways Trainer Procedure Manual.”
- Trainer Agreement and Release Form
- CLASS reliability certificates or CLASS Trainer certificates, if applicable.
- TS Gold Trainer or Inter-rater reliability certificates, if applicable.





- If approved, the trainer will receive a certificate from the Louisiana Pathways certifying them as Trainer I, II or III based on their documented education and experience as verified by their administrator/supervisor. Subject areas taught are determined by supervising agency.
- Initial approval and each renewal will be effective for a period of 3 years.



## FastTrack Trainer Renewal Requirements

- Completion of “Trainer Orientation/LDE Overview Update” offered at various conferences and available at no cost on the Louisiana Pathways website--  
<http://pathways.nsula.edu/trainer-renewal-information/>
- Continued employment in a FastTrack eligible category as verified by Supervisor/Administrator



## FastTrack Trainer Renewal Process

In order to renew trainer certification, an individual should submit the following information to Louisiana Pathways as least one month prior to their expiration date:

- Trainer Renewal Application
- Trainer Agreement and Release form.
- Documentation of “Trainer Orientation/LDE Overview Update” if not taken on website
- Current certifications (CLASS reliability, CLASS trainer, TS Gold Trainer, TS Gold Inter-rater reliability)



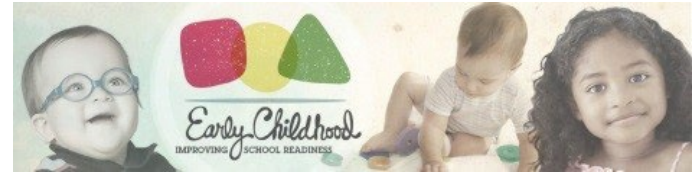
## Independent Trainer Initial Application Process

The following information should be submitted to Louisiana Pathways:

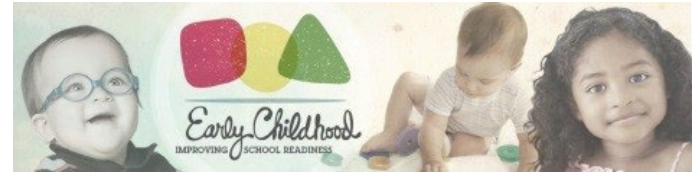
- Trainer Approval Application
- Trainer Agreement and Release Form
- Current Resume'
- Documentation of Educational Background (transcripts, copies of credentials, licenses)
- Two Trainer Skills Surveys completed by people who have observed them training.
- And.....



- Documentation of completion of “Pathways Trainer Orientation” (<http://pathways.nsula.edu>) and “Foundations-Including CONNECT-Standards, Instruction and Assessment” ([www.louisianabeleives.com/resources/library/early-childhood](http://www.louisianabeleives.com/resources/library/early-childhood)).
- Current CLASS reliability, CLASS trainer, TS Gold Trainer, TS Gold Inter-rater reliability certificates, if applicable.



- If approved, the trainer will receive a certificate from the Louisiana Pathways recognizing the trainer level and approved areas for training (CDA Subject areas). Individuals will be certified as Trainer I, II or III based on their documented education and experience.
- Initial approval and each renewal will be effective for a period of 3 years.



## Independent Trainer Renewal Requirements

- During each 3-year renewal period an individual should:
  - Complete “Trainer Orientation/LDE Overview Update” offered at various conferences and available at no cost on the Louisiana Pathways website--  
<http://pathways.nsula.edu/trainer-renewal-information/>
  - Complete 9 clock hours of training in adult learning/presentation skills appropriate for training child care personnel (Train the Trainer)



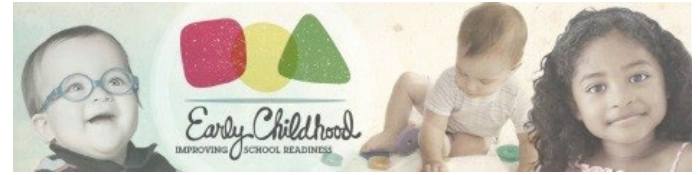
## Independent Trainer Renewal Process

- In order to renew trainer certification, an individual should submit the following information to Louisiana Pathways as least one month prior to their expiration date:
  - Trainer Renewal Application
  - Trainer Agreement and Release form.
  - Documentation of “Trainer Orientation/LDE Overview Update”
  - Documentation of 9 clock hours of training in adult learning/presentation skills appropriate for training child care personnel (Train the Trainer)

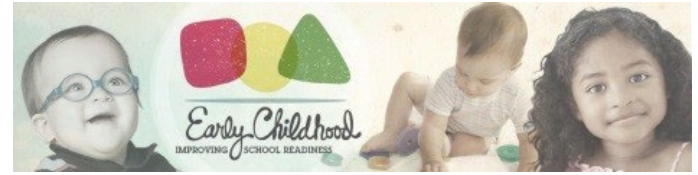




- Train the Trainer Topics must be relevant to adult learning/presentation skills (i.e.—things that will improve training skills such as how to use audio visual aids, training activities, icebreakers, facilitation skills, how to plan training, implementing new techniques...)
- Train the trainer sessions used to teach director skills or how to teach children would not count.
- Training to teach content of a particular curriculum or program would not receive full credit—only those hours relevant to adult learning /presentation skills.

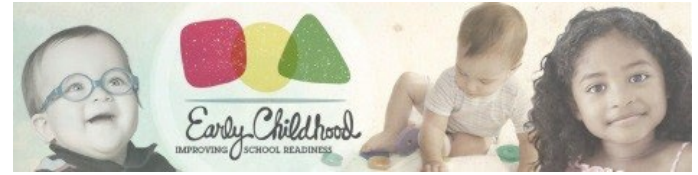


- Sources of Adult Education training
  - Conferences
  - ASTD (American Society for Training & Development) Meetings
  - College Classes
  - Toastmasters
  - Workshops & seminars
  - Article Summaries—1 clock hr (maximum of 3 per renewal period)



## Websites for Train the Trainer hours:

- <http://www.nsu-cfn.org/online-workshops/> There are 15 clock hours available on this link.
- <http://www.carecourses.com/Ecommerce/CourseDetail.aspx?ItemID=95> *Facilitating Staff Skill Development* is 14 hours.
- <http://www.cceionline.com/courseCatalog.cfm?&viewCourseDesc=0&language=1&subCat=7> The course entitled “Adult Learning: Theories & Strategies” counts for 1 clock hour
- <http://www.childcareexchange.com> “Training Early Childhood Staff” 10 clock hour (1 CEU)
- <http://www.ed2go.com/online-courses/teaching-adult-learners> “Teaching Adult Learners” 24 clock hours



- Contact Information

- Phone number: 1-800-245-8925

- Website: <http://pathways.nsula.edu>

- Email: Jenny Cowan [cowanj@nsula.edu](mailto:cowanj@nsula.edu)

- Facebook: [facebook.com/lapathways](https://www.facebook.com/lapathways)