



## RENEWING A DELAWARE CONTINUING LICENSE:

Log into DEEDS <https://deeds.doe.k12.de.us> using your user name and password.

- Check** the accuracy of information, as listed. If something is not accurate, be sure to make the necessary corrections. It is highly recommended that educator's list two email addresses, if available.
- Enter** clock hours - Click on "Input/Print Clock Hours" and be sure that all clock hour activity is recorded. Educators are required to have a minimum of 90 documented clock hours, completed in the five year term of their current Continuing License. **Please see CRITERIA FOR APPROVED PROFESSIONAL DEVELOPMENT HOURS.** Once entered, DEEDS will update the list of completed activities and total the clock hours.
- Print** out a copy of the completed clock hour activity by choosing the "Print" link. The final summary should read "Application for Renewal of Continuing License" at the top and should include signature and date lines at the bottom.
- Submit** the following to the Catholic Schools Office (*in an envelope, clearly labeled with the teacher's name, school, and email address*):
  - A copy of the educator's current Delaware Continuing License;
  - A signed copy of the completed clock hour activity record – "Application for Renewal of Continuing License."
  - A copy of each document (certificates, letters, transcripts, etc.) that corresponds to the clock hours entered on the Application for Renewal. All documents MUST include the date, title of program, number of clock hours, and be signed by the presenter or authorized representative. **To facilitate processing, please attach all documents to the Application for Renewal in the order they are listed on the summary.**

All materials must be submitted to the Catholic Schools Office at least 30 days prior to, but no earlier than 90 days before, the expiration of the educator's current license. The Catholic Schools Office is required to verify and finalize an educator's submission no later than 15 days prior to expiration. The educator will receive an email from the Catholic Schools Office when his/her clock hours have been verified and finalized in DEEDS. The educator will then be responsible to go into DEEDS and complete a "Criminal Affirmation." Details of this step will be included in the email.

The Delaware Department of Education will issue the educator's renewed Continuing License, once all steps have been completed and approved, on the expiration of the current license. All licenses are sent to the educator via email from DEEDS.

### **CRITERIA FOR APPROVED PROFESSIONAL DEVELOPMENT HOURS**

- Only hours completed between the date of issue and 30 days prior to the expiration date of an educator's current license will be accepted as valid clock hours.
- Only hours for which educators have appropriate documentation will be accepted as valid clock hours. Appropriate documentation is typically a letter or a certificate that is signed by the service provider.
- Documentation for conferences which educators attend (for example: NCEA, ASCD, ISTE) must include the registration form and either a certificate from the organization hosting the conference or a letter from the educator's immediate supervisor verifying attendance; conference pamphlets/booklets are not sufficient. Clock hours for conferences are based on the time spent attending/participating in sessions, as well as the preparation time if you were a presenter.
- No one can provide/sign a certificate for him/herself.
- Documentation needs to have the date and number of hours of the professional growth experience typed on the certificate or in the letter; hours may not be handwritten. If a certificate or letter does not state the number of clock hours earned, the maximum which can be entered and approved is 2 hours.
- Each 3 credit undergraduate or graduate class is equivalent to 45 clock hours.
- Religious studies/catechist activities are NOT acceptable to the state; (i.e.: Spirituality Day; *Echoes of Faith* workshops)
- Half (45 hours) of the required hours must be in activities that directly relate to the educator's work with students. Please note that this is a requirement as set forth by the Delaware Department of Education.