

## K-12 Licensure and Certification User Guide

This user guide will detail the steps involved in applying for K-12 Licensure and Certification.

### Sections:

- [DEEDS 3.0 Access](#)
- [Apply for K-12 Certification](#)
- [Certification Selection](#)
- [Area of Expertise / Sub-Area / Certificate](#)
- [Requirement Options for Licensure](#)
- [Requirement Options for Certificate](#)
- [License Questions](#)
- [License Results](#)
- [Certificate Questions](#)
- [Certificate Results](#)
- [Application Data](#)
- [Personal Information Review](#)
- [Education](#)
- [National/Professional Certificate](#)
- [Experience](#)
- [Tests](#)
- [Student Teaching](#)
- [OOS Credentials](#)
- [Criminal Affirmation](#)
- [Fee and Payment](#)
- [Application Submission](#)
- [Application Submission Confirmation](#)
- [Application Tracker](#)
- [View Credentials](#)
- [Deficiencies](#)
- [Application Complete](#)
- [Print Credentials](#)
- [General Instructions](#)
  - [Associate Document](#)
  - [Upload Document](#)

### DEEDS 3.0 Access

To access DEEDS 3.0, you must have an EdAccess account.

If you are new to Early Learning, new to K-12 or non-state employee or unemployed K-12, then you will need to [Register an EdAccess Account](#).

If you already have an EdAccess Account, [Login to EdAccess Account](#)

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

User is directed to **Educator Dashboard**.

### Apply for K-12 Certification

Click the **Apply for K-12** menu icon in the upper right-hand portion of the dashboard. List of options is displayed:



Figure K12-MNU-01: K-12 Licensure and Certification Menu Selection

Select **Licensure and Certification** from the dropdown menu options.

Educator is redirected to **Application Type Selection** page:

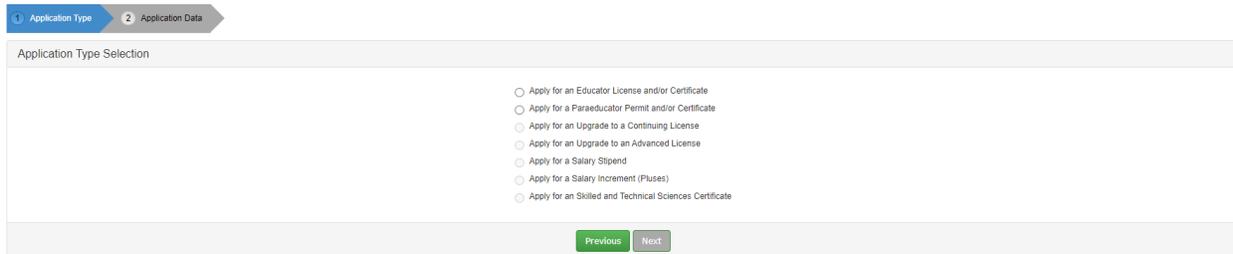


Figure K12-ATS-01: Application Type Selection Options

Select **Apply for an Educator License and/or Certificate** radio button.

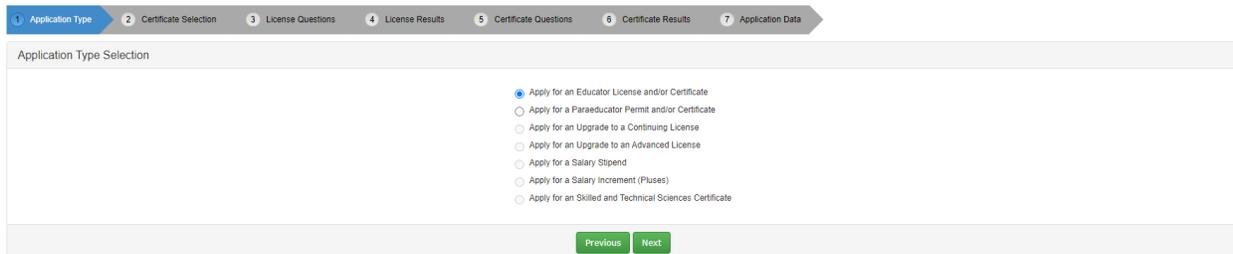


Figure K12-ATS-02: Apply for an Educator License and/or Certificate Option Selection

When the **Apply for an Educator License and/or Certificate** option is selected, the following arrows are added across the top: **Certificate Selection**, **License Questions**, **License Results**, **Certificate Questions**, **Certificate Results** and **Application Data**. These arrows represent the progression of steps required to define the Licensure and Certification application.

Note that steps **(3) License Questions** and **(4) License Results** are inserted into the process because every educator is required to have a **License** before getting a Certificate. An educator is required to have one License, but can more than one Certificate. The **License Questions** and **License Results** arrows will always be shown; however, these steps will be skipped if the educator has already obtained a License or has applied for one.

The arrows are displayed to show progress throughout the application process; however, these are not clickable, meaning that they have no associated action if they are clicked.

Click the **Next** button to continue.

### Certificate Selection

Educator is redirected to **Certificate Selection / Area** page:

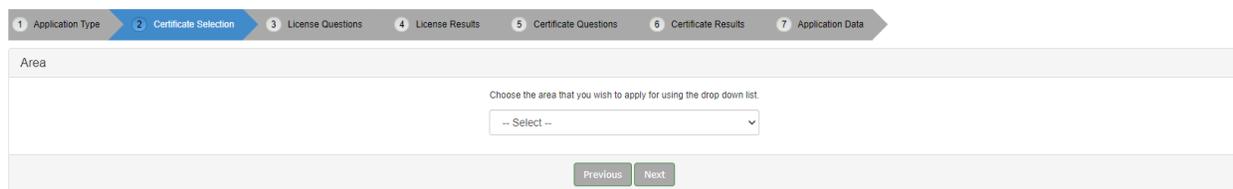


Figure K12-CTS-01: K-12 Area of Expertise Selection Step

Applying for a K-12 Certificate is designed to guide the user through the series of steps that need to be completed in order to submit the application. Note the numbered arrows that are displayed across the top of the data entry area, as these are the pieces of information that are required to complete the application request.

The **Certificate Selection** arrow is highlighted blue to signify that the user is currently on this step in the process. There will be three sub-steps within this **Certificate Selection** step. The first step is selection of the **Area** of expertise; the second step is selection of the **Certificate Area** (Sub-Area) within the area of expertise first selected; the third step is selection of the desired **Certificate** based on the area of expertise and sub-area selected in the first and second steps. It is important to understand the relationship between the Areas of Expertise and Certificates. A detailed description of each category follows.

### Area of Expertise / Sub-Area / Certificate

The **Areas** of expertise are listed below along with their sub-areas. The primary bulleted item is the **Area** of expertise for selection in **Certificate Selection** Step 1 and the secondary bulleted item is the **Certificate Area** (Sub-Area) for selection in **Certificate Selection** Step 2:

- Administration
  - Certified Central Office Personnel
  - Director of Special Ed
  - Principal / Assistant Principal

- Superintendent / Assistant Superintendent
- Library Specialist
  - School Library Media Specialist (Grades K-12)
- Nurse
  - School Nurse
- Psychologist
  - School Psychologist
- Reading Specialist
  - School Reading Specialist
- School Counselor
  - Elementary School Counselor (Grades K-5, also valid 6-8 in a Middle School)
  - Secondary School Counselor (Grades 9-12, also valid 6-8 in a Middle School)
- School to Work Transition
  - School to Work Transition Teacher (Grades 9-12, also valid 6-8 in a Middle School)
- Social Worker
  - School Social Worker (Grades K-12)
- Teacher
  - Early Care (Birth to Grade 2)
  - Exceptional (Birth-Grade 2 Spec Ed, Gifted & Talented, Spec Ed K-12)
  - Elementary K-6
  - Languages K-12 (Bilingual, English Learners, English, World Languages)
  - Middle Level 6-8 (Math, Science, ELA & Social Studies)
  - Special Areas (Art, Health, Music, PE)
  - Mathematics 9-12 (Valid 6-8 in a Middle School)
  - Secondary Other Areas (Dance, Theatre, Drivers Ed)
  - Science 9-12 (Valid 6-8 in a Middle School)
  - Social Studies 9-12
  - Secondary Vocational (CTS, Ag, Bus Ed, FCS, Marketing, Tech Ed)

Once the **Area** and **Certificate Area** have been selected, the user selects the desired **Certificate** from the options listed the dropdown list. Again, these **Certificate** selections are based on the **Area** and **Certificate Area** selected in the first two steps. Please review the **Certificate** options carefully to ensure that the correct **Certificate** is being applied for. The Teacher Certificates are by far the most comprehensive category. For a detailed list of the Teacher Certificates, refer to [Teacher K-12 Certification Regulations](#).

Click the down arrow to the right of the dropdown list to view the **Area** options:

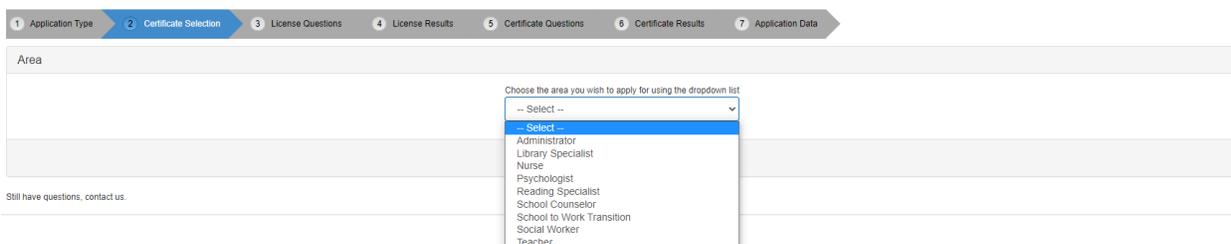


Figure K12-ASC-01: K-12 Area of Expertise Options

A list of areas options is presented. Select the desired area of expertise from **Area** dropdown list.

Figure K12-ASC-02: K-12 Area of Expertise Option Selection

Click the **Next** button.

Figure K12-ASC-03: K-12 Certificate Area (Sub-Area) Selection Step

Another level of selection is required for **Certificate Area**. Click the down arrow to the right of the dropdown list to view the **Certificate Sub-Area** options:

Figure K12-ASC-04: K-12 Certificate Area (Sub-Area) Options

The options presented are based on the previous **Area** selection. Select desired sub-area from the **Certificate Sub-Area** dropdown list. To move back and make a different selection for **Area**, simply click the **Previous** button. The **Previous** and **Next** buttons can be used to change the path for the **Area / Certificate Sub-Area / Certificate** selection.

Figure K12-ASC-05: K-12 Certificate Area (Sub-Area) Option Selection

Click the **Next** button.

Figure K12-ASC-06: K-12 Certificate Selection Step

Another level of selection is required for **Certificate**. Click the down arrow to the right of the **Choose Certificate** dropdown list to view the **Certificate** options:

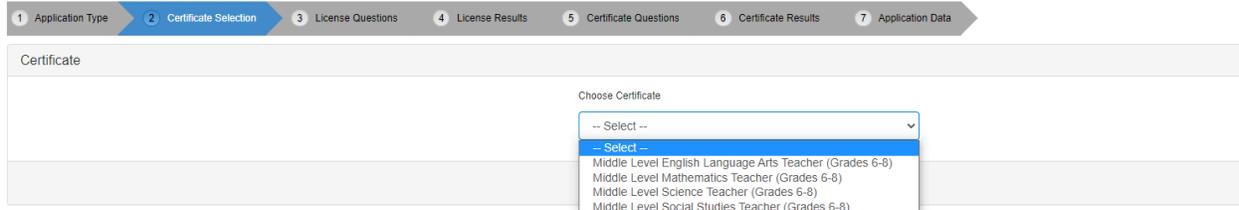


Figure K12-ASC-07: K-12 Certificate Options

Select the desired Certificate from the **Choose Certificate** dropdown list. To move back and make a different selection for **Area** or **Certificate Sub-Area**, simply click the **Previous** button. The **Previous** and **Next** buttons can be used to change the path for the **Area / Certificate Sub-Area / Certificate** selection.

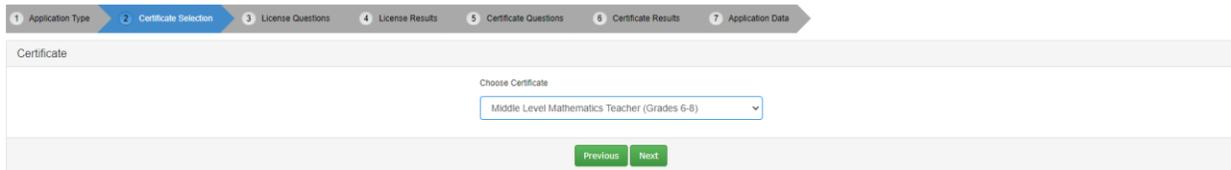


Figure K12-ASC-08: K-12 Certificate Option Selection

Click the **Next** button.

User is presented with **Requirement Options for Licensure** and **Requirement Options for the Certificate** selected.

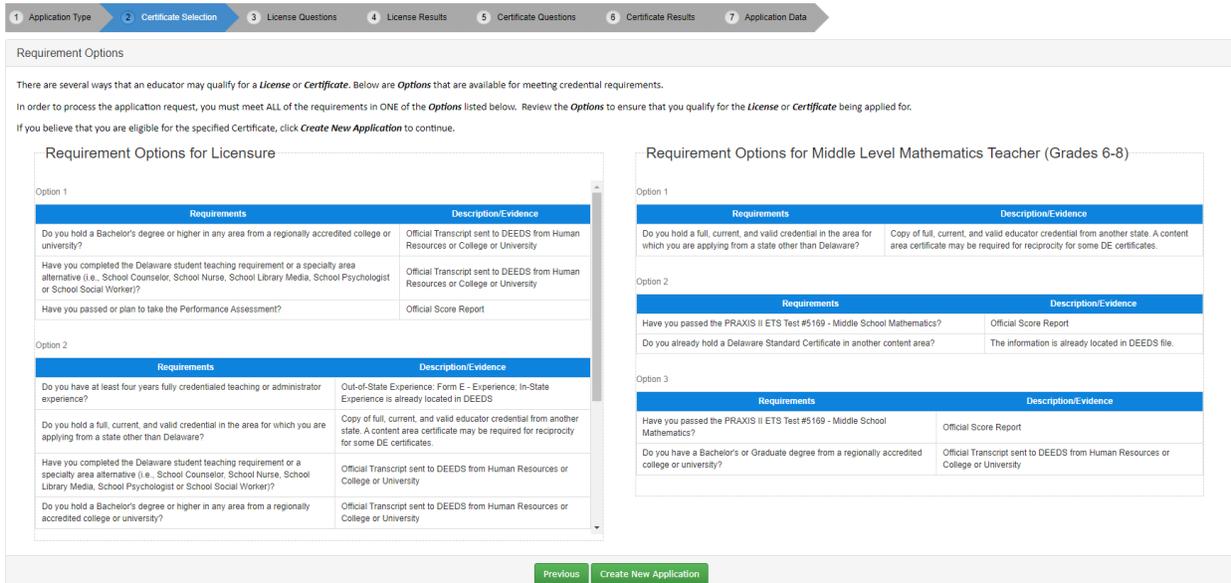


Figure K12-RQO-01: Requirement Options for K-12 Licensure and Certification

Note that the **Requirement Options for Licensure** will only appear if this is the first Certificate being applied for. Once an educator has obtained a License or successfully applied for a License, the **Requirement Options for Licensure** will not appear in the K-12 Certificate Application process. The **Requirement Options for Licensure** are always the same and are not specific to the Certificate selected. However, the **Requirement Options for the Certificate** are specific to the Certificate that is being applied for.

### Requirement Options for Licensure

There are four (4) options for meeting the requirements of obtaining a License. The requirements for each Option are listed in the **Requirement Options for Licensure** box. If the information does not fit on the screen, scroll to the bottom of the box to see the complete list of Options. Read the list of Options to ensure that you meet ALL the requirements in ONE of the options.

An overview of the individual **Requirement Options for Licensure** follows:

- Option 1
  - Do you hold a Bachelor's or Graduate degree from a regionally accredited college or university?
  - Have you completed the Delaware student teaching requirement or a specialty area alternative (i.e., School Counselor, School Nurse, School Library Media, School Psychologist or School Social Worker)?
- Option 2
  - Do you have at least four years fully credentialed teaching or administrator experience?
  - Do you hold a full, current, and valid credential in the area for which you are applying from a state other than Delaware?
  - Have you completed the Delaware student teaching requirement or a specialty area alternative (i.e., School Counselor, School Nurse, School Library Media, School Psychologist or School Social Worker)?
  - Do you hold a Bachelor's or Graduate degree or higher in any area from a regionally accredited college or university?
- Option 3
  - Do you currently hold a National Board for Professional Teaching Standards (NBPTS) Certification?
- Option 4
  - Do you have six years of work training experience in career area?
  - Do you have two years of study in career area?

### Requirement Options for Certificate

The options for meeting the requirements of obtaining the desired Certificate are listed in the **Requirement Options for <Certificate>** box, where **<Certificate>** is replaced with the title of the specific **Certificate**. If the information does not fit on the screen, scroll to the bottom of the box to see the complete list of Options. Read the list of Options to ensure that you meet all the requirements in one of the options. The requirement options will vary with each **Certificate** according to [Delaware regulations](#) and are therefore not listed in detail here.

These requirements are listed prior to initiating the application process to ensure that the user is informed of what is required to obtain a **License** and **Certificate**. The next steps will take the user

through a series of questions specific to the requirements listed. It is not necessary to select an Option in advance, as the Option will be determined based on how the questions are answered in the **License Questions** and **Certificate Questions** steps.

## License Questions

If the requirements for Licensure and Certification are met, then proceed with the application process by clicking the **Create New Application** button.

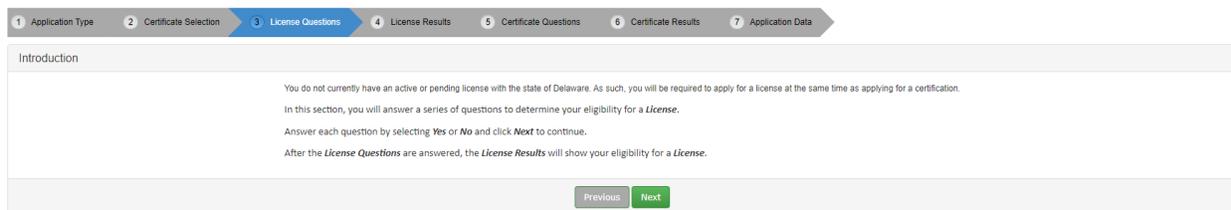


Figure K12-LQ-01: K-12 License Questions Introduction and Instructions

Instructions are presented as in introduction to the **License Questions** to follow. The **Certificate Selection** arrow that was previously highlighted is now disabled (gray) and the **License Questions** arrow is highlighted blue to signify that the user is currently on this step in the process. If the educator has obtained a License or successfully applied for a License, then the **License Questions** and subsequent **License Results** will be skipped and the user will move forward to the [Certificate Questions](#).

Once the application has been created, the application process can be paused at any time by clicking **Save Application For Later** button in the upper right hand side of the page. To resume editing of the application, select **My Applications** tab on the **Educator Dashboard**, find the Certificate Title in the **Application Type** column and click **Continue Application** button. Likewise, the application can be withdrawn at any time by clicking the **Withdraw Application** button in the upper right-hand side of the page.

Click the **Next** button to continue the application process.

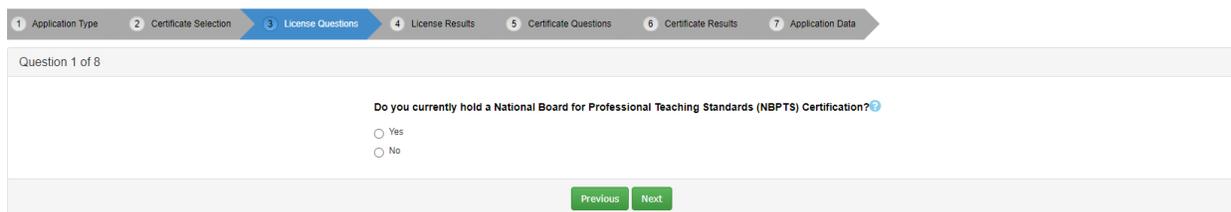


Figure K12-LQ-02: K-12 License Question 1

The **License Questions** step consists of a series of questions used to determine **License** eligibility. The first question is displayed within the **Question 1 of 8** box. There are eight (8) **License Questions** in total; however, not all of these questions will be presented. The series of questions posed to the educator are based on the answers given at each step and there are four (4) possible paths that can be followed. These four (4) paths align with the options described in the [Requirement Options for Licensure](#) section above.

Click the **Yes** or **No** radio button to answer **Question 1**.

Click the **Next** button to move to next question.

Continue to answer **License Questions** in the same manner until the last question is reached.

Click the **See Results** button.

## License Results

If the answers provided do not meet the Licensure requirements, then a message is displayed: **Based on the answers you provided, you do not qualify.** If the answers provided do meet the Licensure requirements, then the following is displayed:

The screenshot shows a progress bar at the top with seven steps: 1 Application Type, 2 Certificate Selection, 3 License Questions, 4 License Results (highlighted in blue), 5 Certificate Questions, 6 Certificate Results, and 7 Application Data. Below the progress bar is a section titled "Results".

Based on the answers you provided, you may qualify via the requirements listed below:

Requirements	Description/Evidence	Received
Do you have a Bachelor's or a Master's degree in any area from a regionally accredited college or university?	Official Transcript sent to DEEDS from Human Resources or College or University	<input type="checkbox"/>
Have you completed the Delaware student teaching requirement for licensure?	Official Transcript sent to DEEDS from Human Resources or College or University	<input type="checkbox"/>
Have you passed or plan to take the Performance Assessment?	Official Score Report	<input type="checkbox"/>

To continue the recording process, click the "Continue" button below.

At the bottom of the results section are two buttons: "Previous" and "Continue".

Figure K12-LR-01: K-12 License Eligibility Results

Based on the **License Questions** answered, the **License Results** summarizes the qualifications that may make the educator eligible for a Delaware License. The **License Results** table lists the individual **Requirements** and the **Evidence** that will be required as proof of eligibility.

The **License Questions** arrow that was previously highlighted is now disabled (gray) and the **License Results** arrow is highlighted blue to signify that the user is currently on this step in the process. Note that all the icons in the **Received** column are designated with a red x to signify that the evidence for this **Requirement** has not been **Received**. Review the **License Results** presented.

Click the **Continue** button.

## Certificate Questions

The screenshot shows a progress bar at the top with seven steps: 1 Application Type, 2 Certificate Selection, 3 License Questions, 4 License Results, 5 Certificate Questions (highlighted in blue), 6 Certificate Results, and 7 Application Data. Below the progress bar is a section titled "Introduction".

In this section, you will answer a series of questions to determine your eligibility for the **Certificate** for which you are applying. Answer each question by selecting **Yes** or **No** and click **Next** to continue. After the **Certificate Questions** are answered, the **Certificate Results** will show your eligibility for the desired **Certificate**.

At the bottom of the introduction section are two buttons: "Previous" and "Next".

Figure K12-CQ-01: K-12 Certificate Questions Introduction and Instructions

The **License Results** arrow that was previously highlighted is now disabled (gray) and the **Certificate Questions** arrow is highlighted blue to signify that the user is currently on this step in the process. Note that the **Requirements for License** are now listed in the **Application Details** section

The **Certificate Questions** step consists of a series of questions related to the requirements for the selected Certificate. The number of questions and the specific content of the questions will vary,

depending on the Certificate which is being applied for. An **Introduction** is presented to explain the **Certificate Questions** step. Read the Instructions that appear in the **Instructions** box.

Click the **Next** button to move to first question.

Click the **Yes** or **No** radio button to answer **Question 1**.

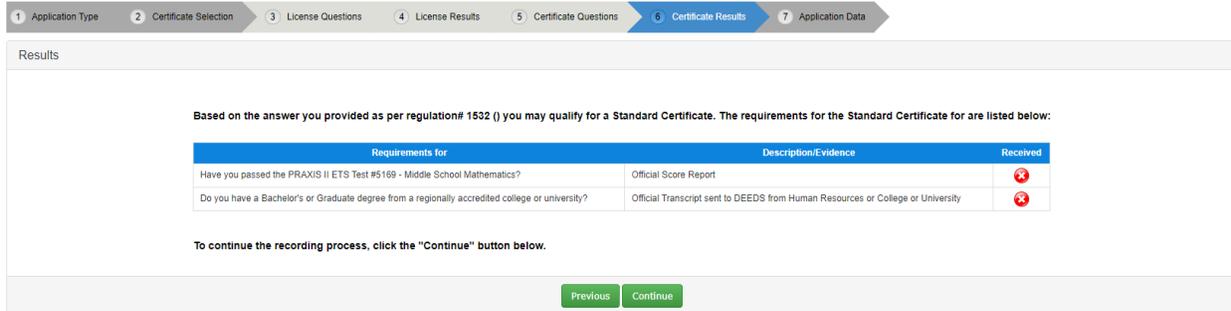
Click the **Next** button to move to next question.

Continue to answer **Certificate Questions** in the same manner until the last question is reached.

Click the **See Results** button.

### Certificate Results

If the answers provided do not meet the Certificate requirements, then a message is displayed to indicate which requirement has not been met. If the answers provided do meet the Certificate requirements, then the following is displayed:



The screenshot shows a navigation bar with seven steps: 1 Application Type, 2 Certificate Selection, 3 License Questions, 4 License Results, 5 Certificate Questions, 6 Certificate Results (highlighted in blue), and 7 Application Data. Below the navigation bar, the page title is "Results". A message states: "Based on the answer you provided as per regulation# 1532 (j) you may qualify for a Standard Certificate. The requirements for the Standard Certificate for are listed below:". A table follows with three columns: "Requirements for", "Description/Evidence", and "Received".

Requirements for	Description/Evidence	Received
Have you passed the PRAXIS II ETS Test #5169 - Middle School Mathematics?	Official Score Report	<input type="checkbox"/>
Do you have a Bachelor's or Graduate degree from a regionally accredited college or university?	Official Transcript sent to DEEDS from Human Resources or College or University	<input type="checkbox"/>

To continue the recording process, click the "Continue" button below.

At the bottom of the page, there are two buttons: "Previous" and "Continue".

Figure K12-CR-01: K-12 Certificate Eligibility Results

Based on the **Certificate Questions** answered, the **Certificate Results** summarizes the qualifications that may make the educator eligible for a K-12 Certificate. The **Certificate Results** table lists the individual **Requirements** and the **Evidence** that will be required as proof of eligibility

The **Certificate Questions** arrow that was previously highlighted is now disabled (gray) and the **Certificate Results** arrow is highlighted blue to signify that the user is currently on this step in the process. Note that all the icons in the **Received** column are designated with a red x to signify that the evidence for this **Requirement** has not been **Received**. Review the **Certificate Results** presented.

Click the **Continue** button.

### Application Data

The **Application Data** window is presented:

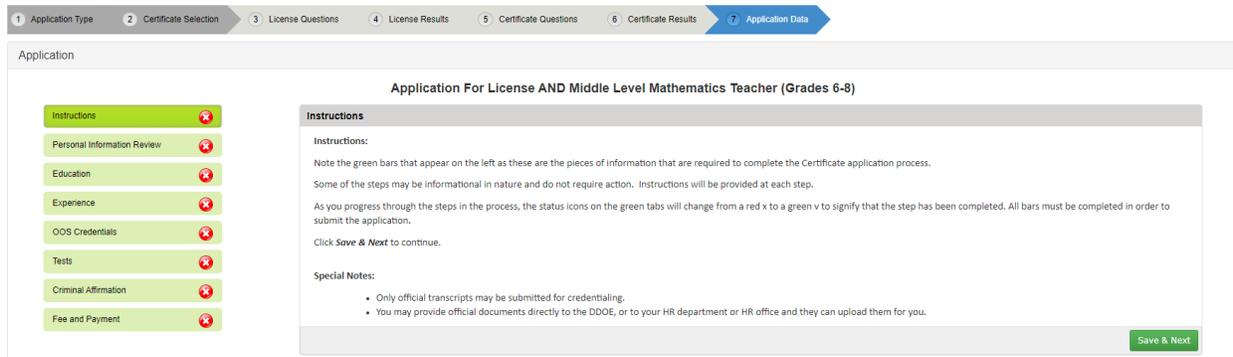


Figure K12-AD-01: K-12 Licensure and Certification Application Data Instructions

The **Certificate Results** arrow that was previously highlighted is now disabled (gray) and the **Application Data** arrow is highlighted blue to signify that the user is currently on this step in the process. Note that the **Requirements** for the Certificate are now listed in the **Application Details** section.

Note the green bars on the left, as these are the pieces of information that are required to complete the application request. The green bars that appear on the left are dependent on how the questions were answered when prompted on the **License Questions** and **Certificate Questions**. **Instructions, Personal Information Review, Education** and **Criminal Affirmation** will always be included. In the step-by-step process, the user may or may not be required to answer questions specific to the following topics: **Experience, Student Teaching, OOS (Out of State) Credentials** and **Tests**, which are designated as optional in the sections below. If this is the first license being applied for, then the **Fee and Payment** bar will be shown, and the educator is charged a one-time payment of \$100; otherwise, the **Application Submission** bar will be shown.

The **Instructions** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Read the Instructions that appear in the **Instructions** box.

Click the **Save & Next** button.

The **Instructions** bar is designated with a green v to signify that the step has been completed.

### Personal Information Review (mandatory)

The **Personal Information Review** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

- Instructions ✓
- Personal Information Review ✓
- Education ✗
- Experience ✗
- OOS Credentials ✗
- Tests ✗
- Criminal Affirmation ✗
- Fee and Payment ✗

**Application For License AND Middle Level Mathematics Teacher (Grades 6-8)**

**Personal Information Review**

**Personal Information Instructions:**  
The Personal Information that you entered previously is displayed below.

- Please check the information for accuracy and completeness. Update the information as appropriate.
- Ensure the **Home/Mailing Address** section is completed with your current address.
- If you do not wish to receive text messages, uncheck the text message authorization checkbox.
- If changes are made to the information, click **Save/Update**.
- Click **Save & Next** to continue.

First Name:       Prefix:   
 Middle Name:       Suffix:   
 Last Name:       Professional Title:   
 SSN:       Gender:  Male  Female  Other  
 DOB:       Age:

**Home/Mailing Address**

Attn:   
 Street Line 1:   
 Street Line 2:   
 City:       State:       Zip:   
 County/Parish:       Country:   
 Work Phone:       Primary User Email:   
 Cell:       Secondary Email:

I authorize the Delaware Department of Education to send text messages to the listed cell phone.

[Save/Update](#)

[Save & Next](#)

Figure K12-PIR-01: K-12 Licensure and Certification Personal Information Review Bar

The **Personal Information** entered previously is displayed. Check the information for accuracy and completeness. Ensure that the **Home/Mailing Address** section is completed with your current address. If you do not wish to receive text messages, uncheck the text message authorization checkbox. Update the information, as appropriate. If changes are made to the information, click **Save/Update**.

Click the **Save & Next** button to continue.

The **Personal Information Review** bar is designated with a green ✓ to signify that the step has been completed.

### Education (mandatory)

The **Education** bar is highlighted and designated with a red X to signify that the step has not yet been completed. If Education data has been added to the system for the educator, it will appear here; otherwise, the table will be blank. Instructions related to **Education** data entry are displayed.

**Application For License AND Middle Level Mathematics Teacher (Grades 6-8)**

**Education**

**Education Instructions:**

- Click **Add Education** to enter your high school and/or college education. Click **Save** to save the changes.
- The new Education data will appear in the Education record table below. If the information in the table is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.
- If you submitted the documents previously and wish to use them for this application, check the box under "Use Toward Application".
- Only official transcripts may be submitted for credentialing.
- Document submission:
  - **Early Learning**
    - If entering high school, you must upload a high school diploma or high school student transcript.
    - Early Learning must submit their official college transcripts either electronically or via mail directly from the institution to the Department of Education. College transcripts uploaded into the application are not considered official and will not be accepted toward certification.
  - **K-12 Educators**
    - K-12 Educators must submit their official transcript through their HR office, or send it directly to Licensure & Certification.
- Click **Save & Next** to continue.

[Add Education](#)

Showing 1 to 0 of 0 records.

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
Showing 1 to 0 of 0 records.												

[Save & Next](#)

Figure K12-EDU-01: K-12 Licensure and Certification Education Bar

If **Education** data has already been entered in DEEDS and is shown listed in the Education table, then adding additional information is optional. However, if the **Education** table is blank, then the user is required to add **Education** information. Any data that can be entered as proof of **Education** is encouraged and will support the subsequent review and approval process. If additional education information is not needed, click **Save & Next** to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add Education** information.

Click the **Add Education** button.

Figure K12-EDU-02: K-12 Licensure and Certification Add Education Form

**Education** form is presented below the instructions, for entering education related information specific to the License and Certificate application request. The required fields are designated with a red \* and include: **Institution**, **City**, **State**, **Degree** and **Start Date**. Dropdown lists are provided for **State** and **Degree**, offering valid options to choose from. The **Start Date** entry field requires **YYYY** format.

Enter the **Institution** where the degree was obtained. Note that while typing, the information is auto-filling with appropriate choices. Select the correct Institution from the list. Enter the remainder of the **Education** information in the entry fields.

Click the **Save** button to save the new **Education** data or click the **Cancel** button to dismiss any changes. Either option will exit edit mode. Validation is performed with the **Save** operation to ensure that all required fields have been populated. If data is not entered for required fields, then an error is displayed in a red banner at the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the banner.

If data is saved, a new record is added to the **Education** table at the bottom of the window.

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	2003	2007					<input type="checkbox"/>	

Figure K12-EDU-03: K-12 Licensure and Certification Education Table

Optionally, the **Used toward Application** checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

If the Education information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.

Click the **Save & Next** button.

The **Education** bar is designated with a green V to signify that the step has been completed.

The next green bar presented will be dependent on the License and Certificate requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [National/Professional Certificate](#), [Experience](#), [Student Teaching](#), [OOS Credentials](#), [Tests](#), [Criminal Affirmation](#).

### National/Professional Certificate (optional)

The **National/Professional Certificate** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

Application

Application For License AND Middle Level Mathematics Teacher (Grades 6-8)

**National/Professional Certificate**

National/Professional Certificate Instructions:

- Click **Add New Nat/Pro Certificate** button to enter your certification information and upload your new National Board Certificate or letter.
- Documents that are uploaded need to be in pdf or image format.
- Click **Save** to save the changes.

Special Notes:

- Only official transcripts may be submitted for credentialing.
- You may provide official documents directly to the DDOE, or to your HR department or HR office and they can upload them for you.

**Add New Nat/Pro Certificate**

Type	Content Area	State	Effective Date	Expiration Date	Description	Status	Used toward Application	Document	Actions
------	--------------	-------	----------------	-----------------	-------------	--------	-------------------------	----------	---------

**Save & Next**

Figure K12-NPC-01: K-12 Licensure and Certification National/Professional Certificate Bar

This step is where the National/Professional Certificate is uploaded as proof of national certification status. If National or Professional Certificate data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank.

Click the **Add New Nat/Pro Certification** button.

Figure K12-NPC-02: K-12 Licensure and Certification Add National/Professional Certificate Form

**National/Professional Certificates** entry form is presented for entering certification related information specific to the K-12 Certification application request. The top section is for entering descriptive data specific to the certification earned and the bottom section is for uploading supporting documentation.

Complete the required fields specific to the **National/Professional Certificate** in the top section. The required fields are designated with a red \* and include: **Type**, **Effective Date**, **Expiration Date**, **Document Type** and **Document**. Dropdown lists are provided for **Type**, **Content Area**, **State** and **Document Type**, offering valid options from which to choose. **Effective Date** and **Expiration Date** needs to be entered in **MM/DD/YYYY** format.

The next step is to upload certificate documentation in the form of a pdf or image document. Please ensure that certificate is current and valid. Click the down arrow of the **Document Type** dropdown list in the bottom section and select **Nat./Pro. Certificate** from the **Document Type** dropdown list. Provision of documentation can be done by uploading a new document or associating a document that has already been uploaded to the system.

There may be instances where the **National/Professional Certification** documents have already been uploaded to the system. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to **Associate** the document, meaning that the pre-loaded document will be used.

To Associate a document, click the **Associate Existing Documents** button. An **Associate Documents** popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. Click the **Select Documents to Associate** button to save the information or the **Cancel** button to exit the operation without saving data. If necessary, refer to the [Associate Document](#) section for a detailed description of the how to associate a document.

If the certification document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

Select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
- Click inside the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click **Open**.

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click **Save** button to upload the document and save the **Nat/Pro Certificate** data or click Cancel to cancel the add operation. Either option will exit edit mode.

If data is saved, a new record is added to the **Nat/Pro Certificate** table.

Type	Content Area	State	Effective Date	Expiration Date	Description	Status	Used toward Application	Document	Actions
National Board Certified Teacher (NBCT) Certificate (stipend eligible)	Mathematics/Adolescence and Young Adulthood	DE	01/01/2019	12/30/2024		Pending	<input type="checkbox"/>	Download	 

Figure K12-NPC-03: K-12 Licensure and Certification National/Professional Certificate Table

Optionally, the **Used toward Application** checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

If the information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.

Click the **Save & Next** button.

The **National/Professional Certificate** bar is designated with a green v to signify that the step has been completed.

The next green bar presented will be dependent on the License and Certificate requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [Experience](#), [Student Teaching](#), [OOS Credentials](#), [Tests](#), [Criminal Affirmation](#).

### Experience (optional)

If required, the **Experience** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Instructions related to **Experience** data entry and form submission are displayed.

The following forms may be used to verify **Experience**:

- [Form E - Verification of Teaching Experience](#)

- [Form T - Verification of Student Teaching Program](#)
- [Form E/NT - Verification of Non-Teaching Experience](#)
- [Form C - Verification of School Counseling Clinical Experience](#)

**Application For License AND Middle Level Mathematics Teacher (Grades 6-8)**

- Instructions ✔
- Personal Information Review ✔
- Education ✔
- Experience ✘
- OOS Credentials ✘
- Tests ✘
- Criminal Affirmation ✘
- Fee and Payment ✘

**Experience**

**Experience Instructions:**

- Click **Add Experience** to enter information that is relevant to your background and the Certificate requested. Click **Save** to save changes.
- The new Experience data will appear in the Experience record table below. If the information in the table is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.
- Document submission:
  - **Educator Only**
    - If you submitted the documents previously and wish to use them for this application, check the box under "Use Toward Application".
    - All newly submitted documents must be an official, original copy submitted directly to your HR department or to License & Certification and then uploaded. You may expedite this process by choosing the appropriate form from the list in **Special Notes** and forwarding it to the appropriate organization.
  - **District or Charter School Only**
    - If you submitted the documents previously and wish to use them for this application, check the box under "Use Toward Application".
    - Alternately, you can upload a new Experience document. Select the desired **Document Type** from the dropdown list and click inside the document upload area to select a file from your computer.
- Click **Save & Next** to continue.

**Special Notes:**

The following forms may be used to verify **Experience**:

- [Form E - Verification of Teaching Experience](#)
- [Form E/NT - Verification of Non-Teaching Experience Form](#)
- [Form T - Verification of Student Teaching Program](#)
- [Form C - Verification of School Counseling Clinical Experience](#)

**Add Experience**

Received Date	Work Type	School Type	State	Place	City	Begin Date	End Date	Years	Months	Grade and Subjects	Full Time	Satisfactory Evals	Used toward Application	Documents	Actions
Showing 1 to 0 of 0 records															

**Save & Next**

Figure K12-EXP-01: K-12 Licensure and Certification Experience Bar

If **Experience** data has been added to the system for the educator, it will appear in the **Experience** table; otherwise, the table will be blank. If **Experience** data is listed in the table, then adding additional information is optional. However, if the **Experience** table is blank, then the user is required to add **Experience** information. Any data that can be entered as proof of **Experience** is encouraged and will support the subsequent review and approval process. If additional experience data is not needed, click **Save & Next** to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add Experience** information.

Click the **Add Experience** button.

Work Type : \*

School Type :

State : \*

Begin Date : \*

Years :

Grade and Subjects :

Satisfactory Evals :

Place : \*

City : \*

End Date : \*

Months :

Full Time :

Comments :

**Save**

Figure K12-EXP-02: K-12 Licensure and Certification Add Experience Form

**Experience** form is presented below the instructions, for entering experience related information specific to the License and Certificate application request. The required fields are designated with a red \* and include: **Work Type, Place, City, State, Begin Date** and **End Date**. Dropdown lists are provided for

**Work Type**, **School Type**, and **State**, offering valid options to choose from. The **Begin Date** and **End Date** entry fields require **MM/DD/YYYY** format.

Complete the required fields specific to work **Experience**. Click the **Save** button to save the new **Experience** data or click the **Cancel** button to dismiss any changes. Either option will exit edit mode. Validation is performed with the **Save** operation to ensure that all required fields have been populated. If data is not entered for required fields, then an error is displayed in a red banner at the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the banner.

If data is saved, a new record is added to the **Experience** table at the bottom of the window.

Received Date	Work Type	School Type	State	Place	City	Begin Date	End Date	Years	Months	Grade and Subjects	Full Time	Satisfactory Evals	Used toward Application	Documents	Actions
	Out-of-State Teaching	Private	VA	Alexandria Academy	Alexandria	09/01/2018	06/01/2020	0			Yes	No	<input type="checkbox"/>		 

Figure K12-EXP-03: K-12 Licensure and Certification Experience Table

Optionally, the **Used toward Application** checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

If the **Experience** information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.

Click **Save & Next** button.

The **Experience** bar is designated with a green ✓ to signify that the step has been completed.

The next green bar presented will be dependent on the License and Certificate requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [Student Teaching](#), [OOS Credentials](#), [Tests](#), [Criminal Affirmation](#).

### Student Teaching (optional)

If required, the **Student Teaching** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Instructions related to **Student Teaching** data entry and form submission are displayed. [Form T](#) may be required to verify **Student Teaching**.

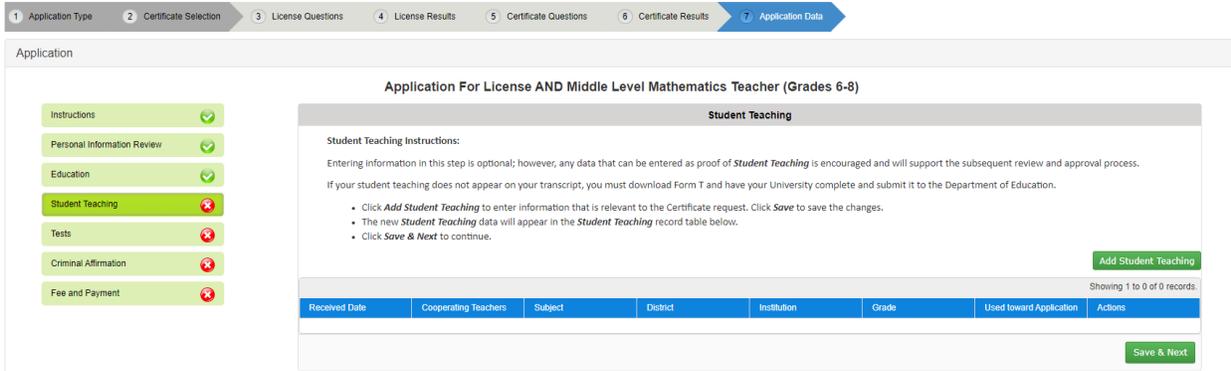


Figure K12-TCH-01: K-12 Licensure and Certification Student Teaching Bar

Entering information in this step is optional; however, any data that can be entered as proof of **Student Teaching** is encouraged and will support the subsequent review and approval process. If additional student teaching information is not needed, click **Save & Next** to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add Student Teaching** information. Click the **Add Student Teaching** button.

Figure K12-TCH-02: K-12 Licensure and Certification Add Student Teaching Form

**Student Teaching** form is presented directly below the instructions, for entering student teaching related information specific to the License and Certificate application request. The required fields are designated with a red \* and include: **Subject**, and **District**. Dropdown lists are provided for **Grade** and **District**, offering valid options from which to choose. Complete the required fields specific to student teaching.

Click the **Save** button to save the new **Student Teaching** data or click the **Cancel** button to dismiss any changes. Either option will exit edit mode. Validation is performed with the **Save** operation to ensure that all required fields have been populated. If data is not entered for required fields, then an error is displayed in a red banner at the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the banner.

If data is saved, a new record is added to the **Student Teaching** table at the bottom of the window.

Received Date	Cooperating Teachers	Subject	District	Institution	Grade	Used toward Application	Actions
	Thomas Washington	Trigonometry	CAPE HENLOPEN SCHOOL DISTRICT		Seventh	<input type="checkbox"/>	

Figure K12-TCH-03: K-12 Licensure and Certification Student Teaching Table

Optionally, the **Used toward Application** checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

If the information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.

Click the **Save & Next** button.

The **Student Teaching** bar is designated with a green ✓ to signify that the step has been completed.

The next green bar presented will be dependent on the License and Certificate requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [OOS Credentials](#), [Tests](#), [Criminal Affirmation](#).

### OOS Credentials (optional)

If required, the **OOS Credentials** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

Application

Application For License AND Middle Level Mathematics Teacher (Grades 6-8)

Out of State (OOS) Credentials Instructions:

Entering OOS information is optional; however, any data that can be entered as proof of *Out of State Credentials* is encouraged and will support any subsequent review and approval process.

- Click **Add OOS Credential** to enter information that is relevant to the Certificate request. Click **Save** to save the changes.
- The new *OOS Credential* data will appear in the *OOS Credentials* record table below. If the information in the table is incorrect or incomplete, click the pencil icon in the *Actions* column to edit the information, as appropriate.
- Click **Save & Next** to continue.

Showing 1 to 0 of 0 records.

Application Type	State	Category	Effective Date	Expiration Date	Subject	Content Area	Level	Reciprocal	Documents	Actions
------------------	-------	----------	----------------	-----------------	---------	--------------	-------	------------	-----------	---------

Save & Next

Figure K12-OOS-01: K-12 Licensure and Certification OOS Credentials Bar

Entering information in this step is optional; however, any data that can be entered as proof of out of state credentials is encouraged and will support the subsequent review and approval process. If additional OOS information is not needed, click **Save & Next** to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add OOS Credential** information.

Click the **Add OOS Credential** button.

Figure K12-OOS-02: K-12 Licensure and Certification Add OOS Credentials Form

User is presented entry form for entering out of state related information specific to the License and Certificate application request. The required fields are designated with a red \* and include: **Application Type, State, Category, Effective Date, Subject, Content Area, Level, Document Type** and **Document**. Dropdown lists are provided for selection of **Application Type, State, Category** and **Subject**, offering a valid list of options from which to choose. **Effective Date** and **Expiration Date** are required in MM/DD/YYYY format.

Complete the required fields specific to **OOS Credentials**. All of the entry fields have standard controls; however, the **Level** control allows the user to select multiple options. Use of the **Level** control will be detailed in the next few steps.

Click the **Level** button.

Figure K12-OOS-03: K-12 Licensure and Certification Add OOS Credentials Level Control

A **Select Level** box is presented to select all of the levels that apply to the credential. Note that multiple levels may be selected using this control. Scroll down to see all of the **Level** options. Click inside the

checkbox next to the grade that applies, and a checkmark appears in the box. Check all grades that apply to the credential being added. To deselect a level, simply click inside the checkbox again. The checkbox acts as a toggle, turning the selection on (checked) and off (unchecked).

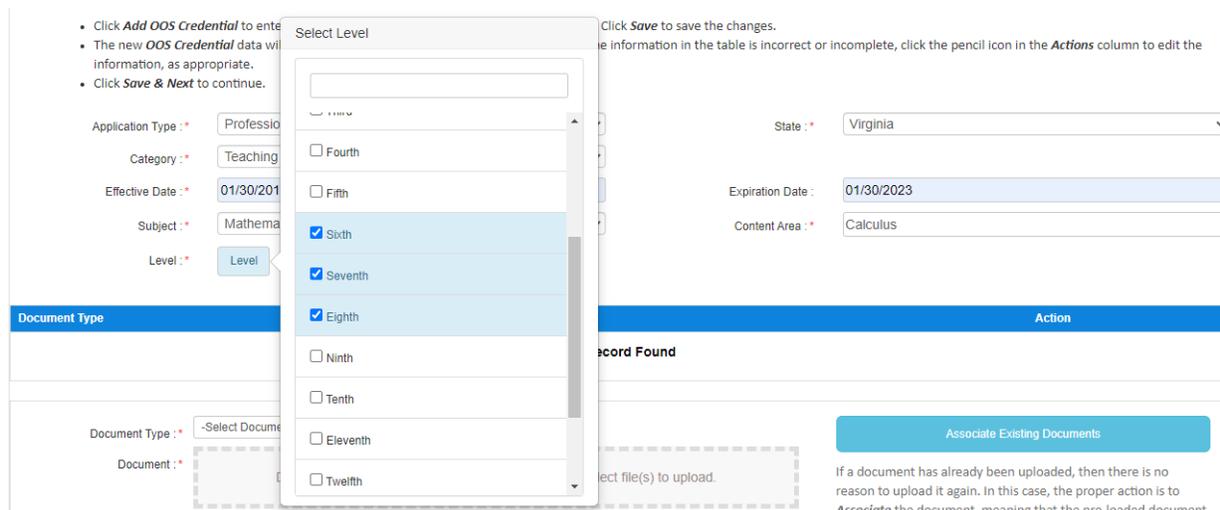


Figure K12-OOS-04: K-12 Licensure and Certification OOS Credentials Level(s) Selection

Once the appropriate selections are made, click on the **Level** box again to dismiss the **Select Level** box. The **Level** box is shaded light blue to indicate that data has been entered.

Complete the required fields specific to **Out of State Credentials** in the top section. Click the down arrow of the **Document Type** dropdown list in the bottom section. Select **OOS Credential** from the **Document Type** dropdown list. The next step is to provide proof of out of state credentials in pdf or image document format. Provision of documentation can be done by uploading a new document or associating a document that has already been uploaded to the system.

There may be instances where the **OOS Credential** documents have already been uploaded to the system. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to **Associate** the document, meaning that the pre-loaded document will be used.

To Associate a document, click the **Associate Existing Documents** button. An **Associate Documents** popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. Click the **Select Documents to Associate** button to save the information or click the **Cancel** button to exit the operation without saving data. If necessary, refer to the [Associate Document](#) section for a detailed description of the how to associate a document.

If the OOS credentials document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

Select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**

- Click inside the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click **Open**.

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click the **Save** button to save the new **OOS Credentials** data or click the **Cancel** button to dismiss any changes. Either option will exit edit mode. Validation is performed with the **Save** operation to ensure that all required fields have been populated. If data is not entered for required fields, then an error is displayed in a red banner at the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the banner.

If data is saved, a new record is added to the **OOS Credentials** table at the bottom of the window

Application Type	State	Category	Effective Date	Expiration Date	Subject	Content Area	Level	Reciprocal	Documents	Actions
Professional Certificate	Virginia	Teaching	01/30/2018	01/30/2023	Mathematics - Middle Level	Calculus	Sixth,Seventh,Eighth		OOS Credential	

Figure K12-OOS-05: K-12 Licensure and Certification OOS Credentials Table

If the information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.

Click the **Save & Next** button.

The **OOS Credentials** bar is designated with a green ✓ to signify that the step has been completed.

The next green bar presented will be dependent on the License and Certificate requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [Tests](#), [Criminal Affirmation](#).

## Tests (optional)

If required, the **Tests** bar is highlighted and designated with a red X to signify that the step has not yet been reviewed. All information on the **Tests** bar is read-only. If Test data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank.

The screenshot shows a progress bar at the top with seven steps: 1 Application Type, 2 Certificate Selection, 3 License Questions, 4 License Results, 5 Certificate Questions, 6 Certificate Results, and 7 Application Data (highlighted). Below the progress bar is the 'Application' section for 'Application For License AND Middle Level Mathematics Teacher (Grades 6-8)'. On the left, a vertical list of steps shows 'Instructions', 'Personal Information Review', 'Education', 'Experience', 'OOS Credentials', 'Tests', 'Criminal Affirmation', and 'Fee and Payment'. 'Tests' is highlighted in red with a red X icon. The main content area is titled 'Tests' and contains 'Test Instructions: All information on the Tests bar is read-only. If Test data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank. Click Save & Next to continue.' Below the instructions is a table with columns: Test Type, Test Date, Test Subject Type Name, Test Score Type, Score, Pass?, Entry Method, Load Date, All Test Scoring, ACTFL, Documents, and Actions. The table is currently empty. A 'Save & Next' button is located at the bottom right of the 'Tests' section.

Figure K12-TST-01: K-12 Licensure and Certification Tests Bar

Click the **Save & Next** button.

The **Tests** bar is designated with a green ✓ to signify that the step has been completed.

### Criminal Affirmation (mandatory)

The **Criminal Affirmation** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

The screenshot shows a web application interface for 'Application For License AND Middle Level Mathematics Teacher (Grades 6-8)'. At the top, a progress bar indicates seven steps: 1. Application Type, 2. Certificate Selection, 3. License Questions, 4. License Results, 5. Certificate Questions, 6. Certificate Results, and 7. Application Data (highlighted). On the left, a vertical sidebar lists steps with status icons: Instructions (✓), Personal Information Review (✓), Education (✓), Experience (✓), OOS Credentials (✓), Tests (✓), Criminal Affirmation (✗), and Fee and Payment (✗). The main content area is titled 'Criminal Affirmation' and contains the following text:

**Criminal Affirmation Instructions:**

- Answer the **Criminal Affirmation** question by selecting either the **Yes** or **No** radio button.
- Read the **Affirmation Affidavit** carefully to ensure that you are aware of what you are signing. The electronic signature, which is legally binding, signifies that the Educator acknowledges and affirms the affidavit, which is made under penalty of perjury.
- Click the **I consent to electronic signature** checkbox.
- Sign the affirmation by typing your name in the **Signature** field. This electronic signature is legally binding.
- Click **Save & Next** to continue.

1 \* Have you ever been convicted of or entered a plea of guilty or nolo contendere (no contest) to any felony, misdemeanor or any other criminal offense (excluding moving violations), including any offense for which you have received a pardon, in any jurisdiction?  Yes  No

**Affirmation Affidavit** The undersigned, according to law, is the person who completed and signed this application, that the statements contained in this application are true, that the undersigned has not suppressed any information that might affect this application, that the undersigned understands that participating or cooperating in fraud or material deception in order to be credentialed could result in the denial or revocation of the application or credential and mandatory reporting of such actions to the Attorney General for further action, and that the undersigned has read and understands this affidavit.

I consent to electronic signature \*

Signature \*  Date \*\* 07/07/2021

**Save & Next**

Figure K12-CRI-01: K-12 Licensure and Certification Criminal Affirmation Bar

One question related to criminal background is displayed. Answer the question by selecting either the **Yes** or **No** radio button. The question is a mandatory field and must be answered to move forward.

The Affirmation Affidavit states: ***The undersigned, according to law, is the person who completed and signed this application, that the statements contained in this application are true, that the undersigned has not suppressed any information that might affect this application, that the undersigned understands that participating or cooperating in fraud or material deception in order to be credentialed could result in the denial or revocation of the application or credential and mandatory reporting of such actions to the Attorney General for further action, and that the undersigned has read and understands this affidavit.***

The electronic signature, which is legally binding, signifies that the Educator acknowledges and affirms the above statement which is made under penalty of perjury. The ***I consent to electronic signature*** checkbox is a mandatory field and must be checked to continue.

Sign the affirmation by typing your name in the **Signature** field. The **Date** field is auto-populated with the current date and is a read-only field.

**Criminal Affirmation**

**Criminal Affirmation Instructions:**

- Answer the **Criminal Affirmation** question by selecting either the **Yes** or **No** radio button.
- Read the **Affirmation Affidavit** carefully to ensure that you are aware of what you are signing. The electronic signature, which is legally binding, signifies that the Educator acknowledges and affirms the affidavit, which is made under penalty of perjury.
- Click the **I consent to electronic signature** checkbox.
- Sign the affirmation by typing your name in the **Signature** field. This electronic signature is legally binding.
- Click **Save & Next** to continue.

1. \* Have you ever been convicted of or entered a plea of guilty or nolo contendere (no contest) to any felony, misdemeanor or any other criminal offense (excluding moving violations), including any offense for which you have received a pardon, in any jurisdiction?  Yes  No

**Affirmation Affidavit** The undersigned, according to law, is the person who completed and signed this application, that the statements contained in this application are true, that the undersigned has not suppressed any information that might affect this application, that the undersigned understands that participating or cooperating in fraud or material deception in order to be credentialed could result in the denial or revocation of the application or credential and mandatory reporting of such actions to the Attorney General for further action, and that the undersigned has read and understands this affidavit.

I consent to electronic signature \*

Signature : \*  Date : \*

Save & Next

Figure K12-CRI-02: K-12 Licensure and Certification Criminal Affirmation Form Completed

Click the **Save & Next** button.

The **Criminal Affirmation** bar is designated with a green V to signify that the step has been completed.

The next green bar presented will be dependent on whether the educator has already obtained or applied for a Delaware license. If this is the first license being applied for, then the **Fee and Payment** bar will be shown, and the educator is charged a one-time payment of \$100; otherwise, the **Application Submission** bar will be shown. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [Fee and Payment](#), [Application Submission](#).

### Fee and Payment (mandatory for License only)

The **Fee and Payment** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

The **Fee and Payment** box is presented for entry of payment information.

- Instructions
- Personal Information Review
- Education
- Experience
- OOS Credentials
- Tests
- Criminal Affirmation
- Fee and Payment

Application For License AND Middle Level Mathematics Teacher (Grades 6-8)

**Fee and Payment**

Payment Method :

New License Fee :

Total Fees :

---

**SECURE PAYMENT PORTAL**

Application Name : New Application Application Id : 6379

Invoice Number : 10007250

Order Information	Billing Information <span style="float: right;">* Required Fields</span>
Total : US \$100.00	
<b>Payment Information</b>	
<input type="checkbox"/> Copy details from application	
<b>Credit Card Information</b> 	
Card Number : *	First Name : *
<small>(no dash or space accepted)</small>	Last Name : *
CVV : *	Street :
Expiration Date : * <input type="text" value="Month"/> <input type="text" value="Year"/>	City : *
	State/Province : *
	Zip/Postal Code : *
	Country : * <input type="text" value="USA"/>
Your credit/debit card will be charged by Delaware Department of Education. The Delaware Department of Education fees are NON REFUNDABLE; PLEASE ENSURE THE ACCURACY OF YOUR INFORMATION.	
Credit Card Processing	
<input type="checkbox"/> I acknowledge that the \$100 fee is non-refundable.	
<input type="button" value="Pay &amp; Submit"/> <input type="button" value="Cancel"/>	

Figure K12-FEE-01: K-12 Licensure and Certification Fee and Payment Bar

Enter Payment Information in the fields provided. For convenience, click the **Copy details from application** checkbox to fill in the educator contact details in the required name and address fields.

Note the text at the bottom of the **Fee and Payment** box stating that **The Delaware Department of Education fees are NON-REFUNDABLE. PLEASE ENSURE THE ACCURACY OF YOUR INFORMATION.** The **I acknowledge that the \$100 fee is non-refundable** checkbox is a mandatory field and must be checked in order for the **Pay & Submit** button to be enabled.

Click the **Pay & Submit** button. An email with the Subject **Transaction Receipt** is sent to the educator as confirmation of payment.

Since the application submission step is embedded in the Fee and Payment step, the next section can be skipped. Jump ahead to the [Application Submission Confirmation](#) section of this user guide.

### Application Submission

The **Application Submission** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

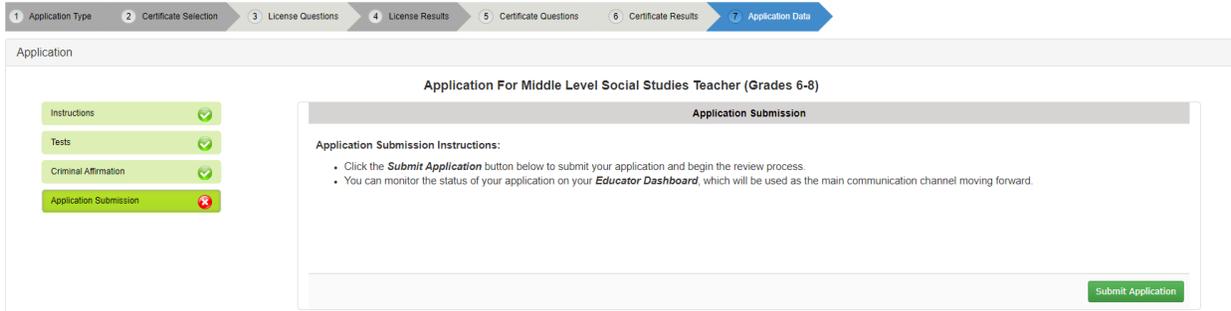


Figure K12-APS-01: K-12 Licensure and Certification Application Submission

The **Licensure and Certification** application process is complete and the application is ready for submission.

Optionally, you can review the information provided within the individual steps by clicking on the corresponding green bars.

Click the **Submit Application** button to complete the application process.

### Application Submission Confirmation

Confirmation of the application submission is presented along with additional information:

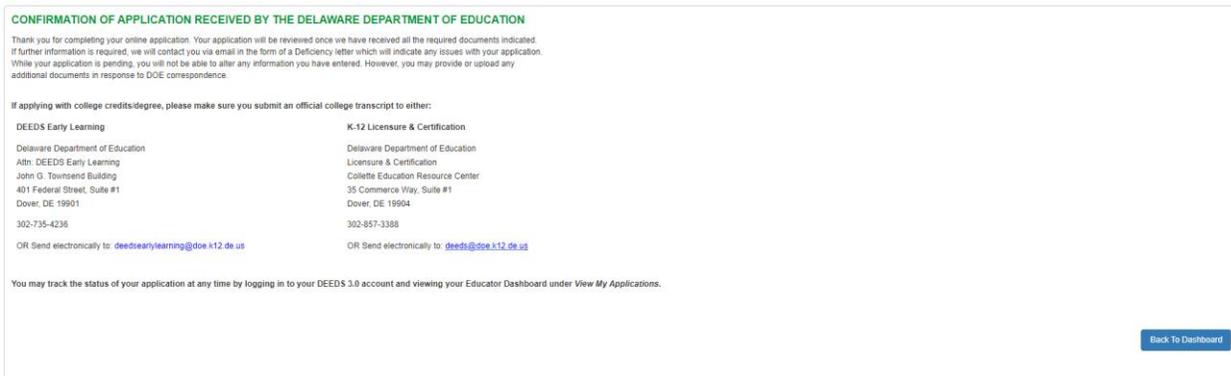


Figure K12-APC-01: K-12 Licensure and Certification Application Submission Confirmation

In addition to the on-screen confirmation, an email is sent to the user. Go to your email provider mailbox and find the email sent from [deeds@doe.k12.de.us](mailto:deeds@doe.k12.de.us) containing information regarding the **K-12 Certification** application.

Click the **Back To Dashboard** button.

### Application Tracker

User is directed to the **View My Applications** page, showing the **Application Tracker**. The new License and Certificate application is shown:



Application Type	Submitted Date	View PDF		
Initial License AND Middle Level Mathematics Teacher (Grades 6-8)	04/17/2021	View Application	<a href="#">Withdraw</a>	

Requirements for License	Received	Accepted	Evidence
Do you have a Bachelor's or a Master's degree in any area from a regionally accredited college or university?	✘	✘	?
Have you completed the Delaware student teaching requirement for licensure?	✘	✘	?
Have you passed or plan to take the Performance Assessment?	✘	✘	?

Requirements for Middle Level Mathematics Teacher (Grades 6-8)	Received	Accepted	Evidence
Have you passed the PRAXIS II ETS Test #5169 - Middle School Mathematics?	✘	✘	?
Do you have a Bachelor's or Graduate degree from a regionally accredited college or university?	✘	✘	?

Figure K12-APT-01: K-12 Licensure and Certification Application Tracker – In Progress Status

Note that the **Application** banner is green to signify that this step has been completed and the status appears as **Completed**. The **Intake** banner is yellow to signify that this step is in progress and the status appears as **In Progress**. From this point forward, status can be monitored from this **View My Applications** page. The Application Tracker is comprised of five banners: **Application**, **Intake**, **Quality Review**, **Analyst Review**, and **Finalize**. These banners are used to represent the various stages that an application may go through. Not all application types will be required to go through each of the stages, but all of the banners will always be present for completeness. It is important to note that the progression will always move from left to right and will never move backwards. The License and Certificate Application progress can be monitored through this page.

The **View My Applications** page will show the last three (3) applications that have been submitted. In the event that there are more than three, click the **More** button to see more applications.

To the right of the Application Tracker are the details of the **K-12 Licensure and Certification** application submitted in the previous steps. The **Certificate Title** is displayed in the **Application Type** column along with the **Submitted Date**. A **View Application** link is provided in the **View PDF** column, allowing the Educator to view and print a pdf version of the application details that were submitted. Although this is not necessary, it can be useful for reference. Additionally, a **Withdraw** button is provided so that the application can be withdrawn at any time. It is important to note that if payment has been made for a **License** when this application was submitted, the funds are not automatically refunded to the credit card used.

The **Requirements** table(s) are displayed below the application details table. If the **K-12 Licensure and Certification** application includes both **License** and **Certificate**, then two (2) tables are shown – one for the **License Results** and one for the **Certificate Results**. If the **K-12 Licensure and Certification** application applies only to a new **Certificate**, then only the **Certificate Results** table is shown. The **License Requirements** is the same table that was shown in the [License Results](#) step and the **Certificate Requirements** is the same table that was shown in the [Certificate Results](#) step. The icons in the **Received** and **Accepted** columns all appear as a red x; however, these will change as the application moves through the review and approval process. For example, an official transcript needs to be **Received** and **Accepted** by the L&C team in order for the icons to change to a green V in the **Do you hold a Bachelor's or Graduate degree from a regionally accredited college or university?** row. To view the evidence required for a particular requirement, click the blue question mark icon in the **Evidence** column.

### View Credentials

Click the **Home** button to move back to the **Educator Dashboard** home page.

From the **Educator Dashboard**, click the **View My Credentials** button on the right.

There will be a **K-12 Licenses** section showing the following:

The screenshot displays the 'K-12 Licenses' section. At the top, there is a 'Show All' checkbox. Below it is a table with columns: Credential Definition, Credential No, First Issuance Date, Effective Date, Expiration Date, PA Due Date, and Credential Status. A row is shown with 'License' in the first column and 'Application Pending' in the last. Below this is a section for 'K-12 Certificates' with a minus sign icon. Underneath is another table with columns: ID, App. Complete?, When, Status, Area, Class, Issued, Effective, Expires, and Replaced. A single row is shown with ID 264482, App. Complete? Yes, When 07/25/2021, Status Application Pending, Area Middle Level Mathematics Teacher (Grades 6-8), Class Standard, Issued, Effective, Expires, and Replaced No.

Figure K12-VMC-01: K-12 Licensure and Certification Credentials - Application Pending

Note that the **License** appears at the top of the section and shows a status of **Application Pending**. The **K-12 Certificate** applied for appears in the **K-12 Certificates** area under the **License** entry. The **K-12 Certificate** also shows a status of **Application Pending**. It is important to understand that there is a one-to-many relationship between the **License** and the **K-12 Certificate(s)**. The Educator is required to have one **License**, but can have more than one **Certificate**. If the Educator had multiple **Certificates**, they would all appear here in the **K-12 Certificates** section under the **License**.

Once the **K-12 Licensure and Certification** application has been submitted, the application is directed to the DDOE Licensure & Certification (L&C) team for review and approval. From this point forward, all communication is done through the **View My Applications** page on the **Educator Dashboard**. The Educator can monitor status and respond to deficiencies, as raised by the DDOE L&C team.

## Deficiencies

More often than not, the application will contain deficiencies when reviewed by the DDOE L&C team. The important thing is to respond to these deficiencies as quickly and completely as possible. When a deficiency is raised, the Educator will be informed in three ways:

- An email will be sent to the Educator primary email address to notify that there is a deficiency in the application that needs to be resolved. Go to your email provider mailbox and find the email sent from [deeds@doe.k12.de.us](mailto:deeds@doe.k12.de.us) with the Subject **DDOE – Deficiencies in Application**.
- A **Respond to Deficiency** button appears on the **Educator Dashboard** home page.
- A Deficiency is listed on the **View My Applications** page of the **Educator Dashboard**.

On the **Educator Dashboard**, there is a new red **Respond to Deficiency** button that appears on the right side of the page under the menu options. This **Respond to Deficiency** button is an immediate indicator that a deficiency has been raised and action is required by the Educator in order to move forward with the application process.



Click on links to quickly access your account and applications.

- Respond to Deficiency
- View/Update My File
- View My Applications
- View My Credentials
- Print My Credentials

Figure K12-DEF-01: K-12 Licensure and Certification Dashboard Respond to Deficiency Button

Click **Respond to Deficiency** button or Click **View My Applications** button, as either choice will direct the user to the **View My Applications** page.



**ACTION REQUIRED**

Please read below information on deficiency area that requires your response. You can respond to the deficiency by clicking the button below:

Respond to Deficiency

Application Type	Submitted Date	View PDF	
License AND Middle Level Mathematics Teacher (Grades 6-8)	07/08/2021	View Application	Withdraw

Requirements for License	Received	Accepted	Evidence
Do you hold a Bachelor's degree or higher in any area from a regionally accredited college or university?	✗	✗	?
Have you completed the Delaware student teaching requirement or a specialty area alternative (i.e., School Counselor, School Nurse, School Library Media, School Psychologist or School Social Worker)?	✗	✗	?

Requirements for Middle Level Mathematics Teacher (Grades 6-8)	Received	Accepted	Evidence
Have you passed the PRAXIS II ETS Test #5169 - Middle School Mathematics?	✗	✗	?
Do you have a Bachelor's or Graduate degree from a regionally accredited college or university?	✗	✗	?

Deficiency Details		
Deficiency Name	Notes	Date
Missing degree conferral date or incomplete coursework	college transcript is missing conferral date, please provide transcript with conferral date.	07/08/2021

Figure K12-DEF-02: K-12 Licensure and Certification Application Tracker with Deficiency Raised

Note that the color of the **Intake** banner has changed to red and the status has changed to **Deficient**. Additionally, there is an **Action Required** stamp below the Application Tracker as an alert that action is required. Refer to the **Deficiency Details** table below the Application Tracker for details regarding the deficiency raised. A brief description of the deficiency is listed in the **Deficiency Name** column and a brief description of the required action is listed in the **Notes** column. The date that the deficiency was raised is shown in the **Date** column.

Review the description of the deficiency in the **Deficiency Details** box and determine how to fix the problem. The user will need to supply additional information specific to the issue raised within the deficiency. Read the **Notes** to ensure that the required action can be achieved at the current time.

Click the **Respond to Deficiency** button directly above the **Deficiency Details** table and below the Application Tracker banners.

Educator is directed to the section of the application where there is a deficiency. The green bar is designated with a red x to indicate that the issue is unresolved. In this example, there was a deficiency raised in the **Education** information provided with the application, so the educator is directed to the Education bar. Attention will be focused on the **Deficiency** section at the bottom.

**Deficiency**

Read the information in the **Staff Notes** field, describing what deficiency needs to be resolved. In the **Educator Notes** field, enter information related to corrective measures that have been taken to address the deficiency raised.

Check the **Resolved** checkbox to indicate that the deficiency has been resolved. Note that when the **Resolved** checkbox is checked, a **Save Changes** button appears and the green bar icon changes to a green v to indicate that the required action is complete.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to.

Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Missing degree conferral date or incomplete coursework (Applicant)  Resolved

Staff Notes: college transcript is missing conferral date. please provide transcript with conferral date.

Educator Notes:

[Save & Next](#)

[ReSubmit](#)

Figure K12-DEF-03: K-12 Licensure and Certification Respond to Deficiency Action

In the **Educator Notes** field, enter information related to corrective measures that have been taken to address the deficiency raised. Check the **Resolved** checkbox to indicate that the deficiency has been resolved. Note that when the **Resolved** checkbox is checked, the green bar icon changes to a green V to indicate that the required action is complete.

**Deficiency** [Save Changes](#)

Read the information in the **Staff Notes** field, describing what deficiency needs to be resolved. In the **Educator Notes** field, enter information related to corrective measures that have been taken to address the deficiency raised.

Check the **Resolved** checkbox to indicate that the deficiency has been resolved. Note that when the **Resolved** checkbox is checked, a **Save Changes** button appears and the green bar icon changes to a green v to indicate that the required action is complete.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to.

Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Missing degree conferral date or incomplete coursework (Applicant)  Resolved

Staff Notes: college transcript is missing conferral date. please provide transcript with conferral date.

Educator Notes: UD transcript with conferral date has been provided to HR office |

[Save & Next](#)

[ReSubmit](#)

Figure K12-DEF-04: K-12 Licensure and Certification Respond to Deficiency Resolution

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and educator has responded to all the deficiencies, click the **ReSubmit** button.

Thank you for resubmitting your application.

To monitor the status of your application, go to [View My Applications](#) on the **Educator Dashboard**.

Click the [Back to Dashboard](#) button to continue.

[Back to Dashboard](#)

Figure K12-DEF-05: K-12 Licensure and Certification Resubmit Application Confirmation

Confirmation message is displayed thanking Educator for resubmitting the application. Click **Back to Dashboard** button.

Note that the red **Respond to Deficiency** button is gone from the **Educator Dashboard**.

Click **View My Applications** button to review the current status of the resubmitted application.



Application Type	Submitted Date	View PDF		
License AND Middle Level Mathematics Teacher (Grades 6-8)	07/08/2021	View Application	Withdraw	

Requirements for License	Received	Accepted	Evidence
Do you hold a Bachelor's degree or higher in any area from a regionally accredited college or university?	✖	✖	?
Have you completed the Delaware student teaching requirement or a specialty area alternative (i.e., School Counselor, School Nurse, School Library Media, School Psychologist or School Social Worker)?	✖	✖	?

Requirements for Middle Level Mathematics Teacher (Grades 6-8)	Received	Accepted	Evidence
Have you passed the PRAXIS II ETS Test #5169 - Middle School Mathematics?	✖	✖	?
Do you have a Bachelor's or Graduate degree from a regionally accredited college or university?	✖	✖	?

Deficiency Details		
Deficiency Name	Notes	Date
Missing degree conferral date or incomplete coursework	college transcript is missing conferral date, please provide transcript with conferral date	07/08/2021

Figure K12-DEF-06: K-12 Licensure and Certification Application Tracker after Deficiency Addressed

The **Intake** banner has changed to yellow and the status has changed to **In Progress**. Additionally, the **Action Required** stamp below the Application Tracker is gone. This status indicates that the application has now been directed back to the DDOE L&C team for further review and approval. There is no further action required at this time.

### Application Complete

Once the deficiencies, if raised, have been resolved and the application has been approved by the DDOE L&C team, the information on the **View My Applications** page will change to:



Application Type	Submitted Date	View PDF		
License AND Middle Level Mathematics Teacher (Grades 6-8)	07/07/2021	View Application		

Requirements for License	Received	Accepted	Evidence
Do you have six years of work/training experience in career area?	✔	✔	?
Do you have two years of study in career area?	✔	✔	?

Requirements for Middle Level Mathematics Teacher (Grades 6-8)	Received	Accepted	Evidence
Do you hold a full, current, and valid credential in the area for which you are applying from a state other than Delaware?	✔	✔	?

Figure K12-CMP-01: K-12 Licensure and Certification Application Tracker after License and Certificate Issued

An email will be sent to the Educator primary email address to notify that the application has been approved. Go to your email provider mailbox and find the email sent from [deeds@doe.k12.de.us](mailto:deeds@doe.k12.de.us) with information regarding the approval of your **K-12 Certification Application**.

Click **View My Credentials** button on the **Educator Dashboard** and locate the K-12 Licenses Section.

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	PA Due Date	Credential Status
Initial License	234728	07/25/2021	07/25/2021	07/25/2025		Issued

ID	App. Complete?	When	Status	Area	Class	Issued	Effective	Expires	Replaced
264492	Yes	07/25/2021	Issued	Middle Level Mathematics Teacher (Grades 6-8)	Standard	07/25/2021	07/25/2021		No

Figure K12-CMP-02: K-12 Licensure and Certification Credentials after License and Certificate Issued

Note that the **License** appears at the top of the section and shows a status of **Issued**. The **K-12 Certificate** applied for appears in the **K-12 Certificates** area under the **License** entry and also shows a status of **Issued**. One of the most important things to note in the **K-12 Licenses** section is the **Expiration Dates**. There is a date listed in the **Expiration Date** column for the **License**; however, the **Expires** column for the **K-12 Certificate** is blank. Licenses expire, but Certificates do not.

Congratulations! The K-12 License and Certificate has been successfully issued.

### Print Credentials

Once a License has been issued, it can be printed. From the **Educator Dashboard**, click either the **Print My Credentials** button or the **View My Credentials** button on the right side of the page. Either option will direct you to the **Credentials** tab of the educator data. At the top of the page is a **Print and Download Credentials** section:

Figure K12-PC-01: K-12 License Print Credentials Form

Click the down arrow of the **Select a License** dropdown list.

Figure K12-PC-02: K-12 License Print Credentials License Options

The list of options displayed is limited to the credentials that have been issued to the educator. Select the **License** option corresponding to the license that has been issued. License options include: **Initial License**, **Continuing License** and **Advanced License**. Click the down arrow to the right of the **Select a Document Type** dropdown list.

Figure K12-PC-03: K-12 License Print Credentials Document Type Options

The list of **Document Type** options displayed is limited to the certificates that can be printed for the License credential selected in the **Select a License** list. Select the **Wall Certificate for L&C** option from the list.

Figure K12-PC-04: K-12 License Print Credentials Selection

When both options have been specified, the **Generate** button is enabled. Click the **Generate** button. A pdf version of the certificate is downloaded to the **Downloads** folder of the educator’s computer. Go to the Downloads folder and locate newly generated credential file. Open pdf file to view contents:

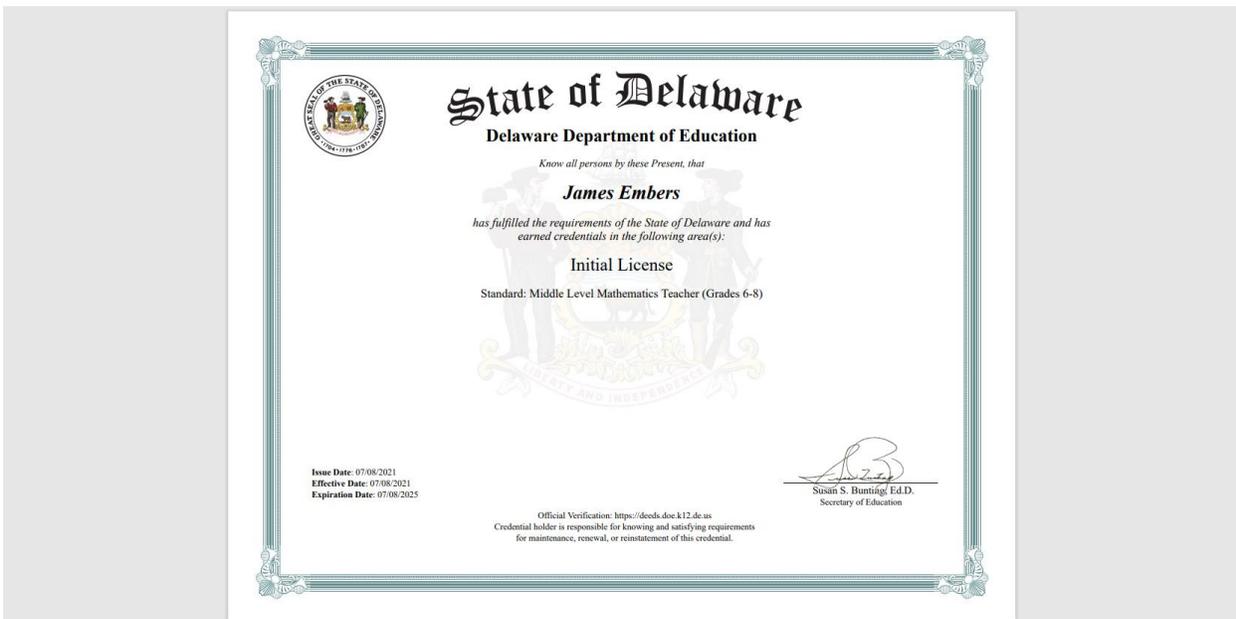


Figure K12-PC-05: K-12 License Wall Certificate

A wall certificate of the **Initial License**, suitable for framing, has been downloaded to the educator computer.

During the credential selection process described above, a number appeared in the **Select a License** dropdown list next to the license name, in this example: **Initial License – 234728**

K-12 Licenses

Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	PA Due Date	Credential Status
Initial License	234728	07/25/2021	07/25/2021	07/25/2025		Issued

Figure K12-PC-06: K-12 License Identification Number

This number associated with the license is the identification number of the credential issued to the educator. Note that the **K-12 Licenses** table on the **View My Credentials** page lists **234728** in the **Credential No** column, which corresponds with the credential selected for printing.

### General Instructions

This section contains detailed instructions for functionality that is shared across screens. The individual application data sections contain high-level descriptions of the operations, but here the instructions are provided in more details, including screen shots, if applicable.

### Associate Document

When a document needs to be provided, the document can either be uploaded or associated. There may be instances where documents have already been uploaded to the system for the educator. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to **Associate** the document, meaning that the pre-loaded document will be used. To Associate a document, click the **Associate Existing Documents** button.

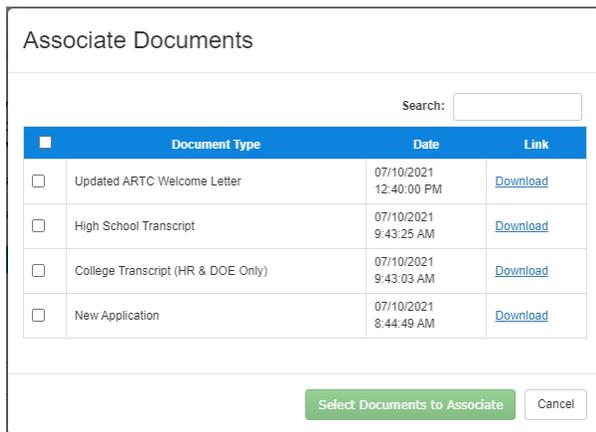


Figure DEM-GAD-01: Associate Document Window

An **Associate Documents** popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Note that the **Select Documents to Associate** button is disabled because nothing has been selected.

Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. The field acts as a toggle and will check and uncheck each time it is clicked. As soon as a document is selected, the **Select Documents to Associate** button is enabled. If the desired document does not appear in the table of documents, simply click the **Cancel** button to dismiss the **Associate Documents** window and follow steps to [Upload Document](#).

Associate Documents

Search:

<input type="checkbox"/>	Document Type	Date	Link
<input checked="" type="checkbox"/>	Updated ARTC Welcome Letter	07/10/2021 12:40:00 PM	<a href="#">Download</a>
<input type="checkbox"/>	High School Transcript	07/10/2021 9:43:25 AM	<a href="#">Download</a>
<input type="checkbox"/>	College Transcript (HR & DOE Only)	07/10/2021 9:43:03 AM	<a href="#">Download</a>
<input type="checkbox"/>	New Application	07/10/2021 8:44:49 AM	<a href="#">Download</a>

Figure DEM-GAD-02: Associate Document Selection

Click the **Select Documents to Associate** button to save the information or the **Cancel** button to exit the operation without saving data. Either will dismiss the **Associate Documents** popup window. If the **Select Documents to Associate** button is selected, then the document appears in the document upload area.

## Upload Document

When a document needs to be provided, the document can either be uploaded or associated. If the document has already been loaded in DEEDS, then the correct action is to associate the document. If the document has not been loaded in DEEDS, then the document is uploaded. The following steps outline the way to upload a document.

Select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
- Click inside the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click **Open**.