



## Renewals User Guide

This user guide will detail the steps involved in applying for a License or Permit Renewal.

### Sections:

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- [Criminal Affirmation](#)
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### Renewal Requirements

Renewals apply to Licenses and Permits, as these credentials have an expiration date. Requirements for renewal are based on the License or Permit type. A brief overview of the License and Permit renewal rules are outlined below. For each License or Permit, the detailed requirements are outlined on the [Licensure & Certification](#) website and can be viewed via the provided links.

- [License Renewals](#)
  - [Initial License Renewal](#)  
no renewal – need to upgrade to Continuing License
  - [Continuing License Renewal](#)  
renewal at 5 years – 90 clock hours required

- [Advanced License Renewal](#)  
renewal at 5 years – complete [National Board Renewal](#) process and submit documentation
- [Permit Renewals](#)
  - [Paraeducator Permit Renewal](#)  
renewal at 5 years – 15 clock hours required
  - [Adult Education Permit Renewal](#)
    - Adult Basic Education, Level 1 Permit  
no renewal – need to upgrade to Level 2
    - Adult Basic Education, Level 2 Permit  
renewal at 5 years – 45 clock hours required
    - James H. Groves Adult High School, Level 1 Permit  
no renewal – need to upgrade to Level 2
    - James H. Groves Adult High School, Level 2 Permit  
renewal at 5 years – 45 clock hours required
    - James H. Groves Adult High School Administrator Level 3 Permit  
no renewal – never expires
  - [Interpreter Tutor for the Deaf/Hard of Hearing Permit Renewal](#)  
renewal at 5 years – proof of current RID or EIPA credentials
  - Resident Advisor for Autism and for the Deaf/Hard of Hearing Permit  
no renewal – never expires

### Renewal Reminders

When a license or permit is within six (6) months of expiration, the Educator will be alerted within the DEEDS system in two places: the **Educator Dashboard** and the **View My Applications** page. The reminders and associated screen shots are described in this section.

On the **Educator Dashboard**, there is a new red **Renew My <License/Permit>** button (where <License/Permit> is replaced with the name of the license or permit that needs to be renewed) on the right-hand side of the page. In the example below, the Advanced License needs to be renewed and therefore a red **Renew My Advanced License** button appears:

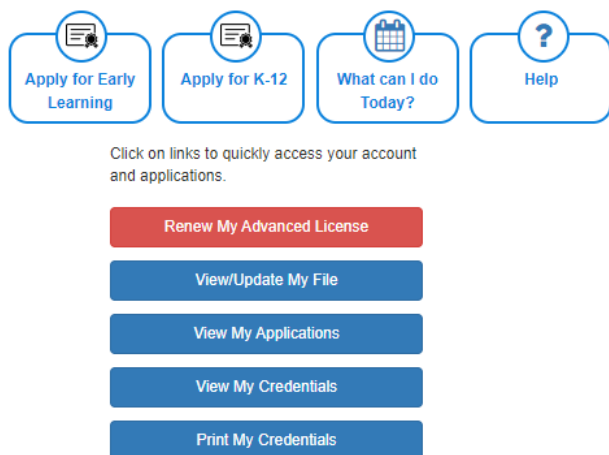


Figure RNW-REM-01: Renewal Button Reminder – Educator Dashboard

Click the **View My Applications** button.

User is directed to **View My Applications** page. The same red button that was shown on the Educator Dashboard is shown in the upper right-hand corner of the page under the menu options.

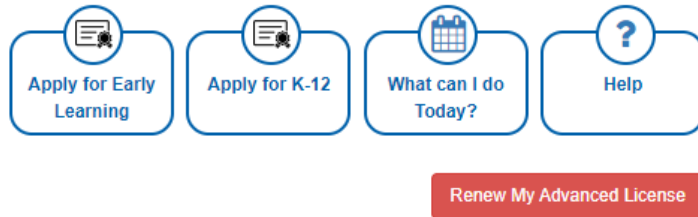


Figure RNW-REM-01: Renewal Button Reminder - View My Applications Page

### 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**.

### Renewal Application

When it is time to renew a credential, a red button will appear on the right-hand side of the **Educator Dashboard** and at the top of the **View My Applications** page. The button text will be **Renew My <License/Permit>** button, where <License/Permit> is replaced with the name of the license or permit that needs to be renewed. In this example, the user is required to renew an Advanced License and the button appears as:

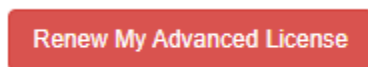


Figure RNW-REM-03: Renewal Button Reminder

Click the red **Renew** button.

User is directed to the **Renewal Application** page.

The **Renewal Application** page is comprised of three sections:

- [Instructions](#)
- [Clock Hours](#) or [National/Professional Certificate](#)
- [Criminal Affirmation](#)

These renewal sections are described in detail in the individual sections of this user guide.

## Instructions

The **Instructions** section is at the top of the **Renewal Application** page and details the requirements for renewal. The requirements will be based on the license or permit type that is being renewed.



Figure RNW-APP-01: Renewal Application Instructions Section

Read the **Instructions** carefully to ensure that the requirements are met before proceeding with the **Renewal Application**.

## Clock Hours

If **Clock Hours** are required to be entered as part of the renewal application process, then the **Clock Hours** section will appear directly below the **Instructions** section.

As a general rule, educators are encouraged to keep their clock hours current in the DEEDS system throughout the term of their license or permit. In this way the educator’s data is always up to date and everything is complete and ready to go at renewal application time.

If no **Clock Hours** data has been added to the system, then the **Clock Hours** table will be blank and a warning of **No record found** will be displayed in a red banner across the top of the section as shown below.



Figure RNW-CLK-01: Renewal Application Clock Hours Section – Empty Table

If **Clock Hours** data has been added to the system by the Educator, the information will appear in the **Clock Hours** table as shown below.



Figure RNW-CLK-02: Renewal Application Clock Hours Section –Populated Table

One of the most important things to note is the date range for valid clock hours. Clock hours need to be earned within the terms of the license or permit. In the example above, note the date range displayed in parentheses after the text ***Clock hours should be earned within the term of your license:***. This is the period of time that the clock hours needed to be accrued. If clock hours are either before or after these dates, then they are not considered valid for the renewal application.

The summation of clock hours is shown above the table in four categories: ***Verified Total Hours, UnVerified Total Hours, Total Hours*** and ***Accepted Hours***.

If enough valid clock hours have already been entered into the system, then there is no need to add additional data. Click the ***Save & Next*** button to continue. Jump ahead to [Criminal Affirmation](#) section. If there are not enough clock hours logged to satisfy the renewal requirements, then follow the next steps to add clock hours.

### Add Clock Hours

Click the ***Add Clock Hours*** button.

Figure RNW-CLK-03: Renewal Application Add Clock Hours Form

***Clock Hours*** entry form is presented for entering clock hours related to the renewal application request. The top section is for entering information related to identification of the clock hours earned and the bottom section is for uploading supporting documentation.

Complete the required ***Clock Hours*** entry fields in the top section. The required fields are designated with a red \* and include: ***Category/Option, Title/Description, Begin Date, Complete Date*** and ***Hours***. A dropdown list is provided for ***Category/Option***, offering valid predefined options from which to choose. ***Begin Date*** and ***Completed Date*** need to be entered in ***MM/DD/YYYY*** format.

The next requirement is to provide proof of clock hours in the form of a pdf or image document. This can be done by uploading a new document or associating a document that has already been uploaded to the system. Please ensure that the documentation reflects clock hours earned within the terms of the license or permit. Select ***Clock Hours*** from the ***Document Type*** dropdown list.

There may be instances where the clock hours document has 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 **Clock Hours** 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 clock hours document has not been associated, then follow the next steps to upload the document as proof of clock hours for the renewal 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 document and save **Clock Hours** data.

New **Clock Hours** information entered is displayed in the table at the bottom of the **Clock Hours** section.



Category/Status	What/Description	Begin Date	Completed Date	Hours	Verification	Status	Documents	Actions
Professional Certificate/Professionalism	Early Childhood Teachers Conference	8/23/2019	8/23/2019	12.00	Not Verified	Missing	• Clock Hours	 

Figure RNW-CLK-04: Renewal Application Clock Hours Table

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

Continue to [Add Clock Hours](#) until the clock hours requirement for the renewal application has been satisfied.

Click the **Save & Next** button.

### National/Professional Certificate

If a National/Professional Certificate is required to be uploaded as part of the renewal application process, then the **National/Professional Certificate** section will appear directly below the **Instructions** section. If there is no National/Professional Certificate section shown, then jump ahead to the [Criminal Affirmation](#) section.

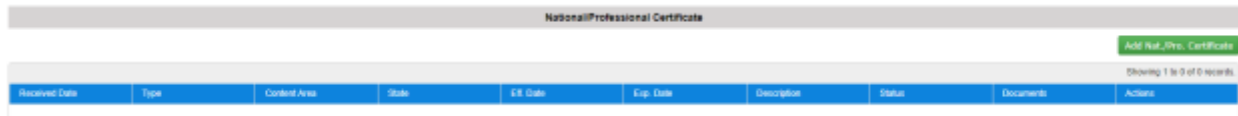


Figure RNW-NPC-01: Renewal Application National/Professional Certificate Section

The **National/Professional Certificate** section is provided to allow the educator to enter and upload National/Professional certification documentation that is required for some renewal applications.

### Add National/Professional Certificate

Click the **Add Nat./Pro. Certificate** button.

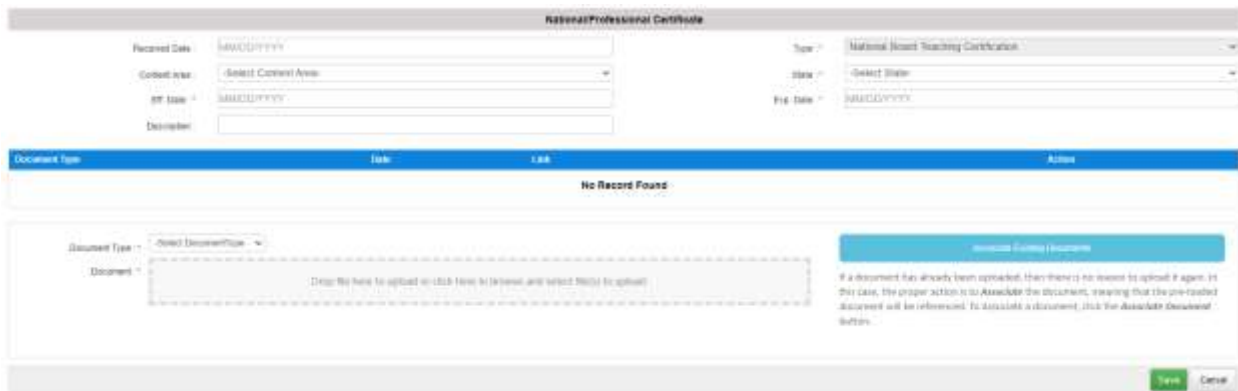


Figure RNW-NPC-02: Renewal Application Add National/Professional Certificate Form

**National/Professional Certificate** entry form is presented for entering certification related information specific to the renewal application request. The top section is for entering information related to national or professional certification and the bottom section is for uploading supporting documentation.

Complete the required fields in the top section. The required fields are designated with a red \* and include: **Type**, **State**, **Effective Date** and **Expiration Date**. Dropdown lists are provided for **Content Area** and **State**, offering valid options from which to choose. The **Type** field is pre-populated with the correct certificate type based on the license or permit being renewed, and is a read-only field. Note also that the **Type** field is gray in color to indicate that it has been disabled.

The next requirement is to provide proof of national or professional certification in the form of a pdf or image document. This can be done by uploading a new document or associating a document that has already been uploaded to the system. Please ensure that the certification is current and valid prior to adding new information or associating exiting documents.

There may be instances where the certification document has 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 **National/Professional Certificate** 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 National/Professional Certificate has not been associated, then follow the next steps to upload the document as proof of national certification for the renewal 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 **National/Professional Certificate** 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, then the newly entered certification information is displayed in the table at the bottom of the **National/ Professional Certificate** section.

Renewal Task	Type	Classified Area	Plan	ET Date	Exp. Date	Description	Status	Document	Actions
	National Board Training Certification	Mathematics/Science/Arts and Young Adulthood	Distance	01/01/2023	12/31/2026		Pending	Nat. Pro Certificate	 

Figure RNW-NPC-05: Renewal Application National/Professional Certificate Table

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

### Criminal Affirmation

The last part of the renewal application process is the criminal affirmation. If the **Criminal Affirmation** section is not visible, scroll down to see the section in its entirety.



**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 **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 (including 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.

Consent to electronic signature \*

Signature

Date

[Save For Later](#) [Submit Application](#)

Figure RNW-CRI-01: Renewal Criminal Affirmation Section

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.

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 **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 (including 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.

Consent to electronic signature \*

Signature

Date

[Save For Later](#) [Submit Application](#)

Figure RNW-CRI-02: Renewal Criminal Affirmation Section Completed

## Application Submission

After all the renewal sections have been completed and the **Criminal Affirmation** question has been answered and signed, the renewal application is ready for submission.

You can monitor the status of your application by clicking **View My Applications** button on the **Educator Dashboard**. The **View My Applications** page will be used as the communication channel going forward.

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

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



Figure RNW-APS-01: Renewal 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 renewal application.

Click **Back To Dashboard** button.

## Application Tracker

User is directed to the **View My Applications** page. The new **Renewal** application is shown:



Figure RNW-APT-01: Renewal Application Tracker – Application Pending

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 via the **View My Applications** button on the **Educator Dashboard**. 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 Paraeducator Permit Application progress can be monitored through this tab.

The **View My Applications** tab 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 **Renewal** application submitted in the previous steps. The type of **Renewal** 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 user 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.

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

### View Credentials

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

For **License Renewals**, scroll down to the **K-12 Licenses** section. There will be a new entry with a status of **Pending Approval**. The example below is specific to an **Advanced License** renewal.

Credential Definition	Credential No.	First Issuance Date	Effective Date	Expiration Date	PK Date	Credential Status
Advanced License	234717	09/12/2016	09/12/2021	09/12/2026		Pending Approval
Advanced License	234717	09/12/2016	09/12/2016	09/12/2021		Issued

Figure RNW-VMC-01: Renewal View My Credentials – License Application Pending

Note that the current **Advanced License** shows a status of **Issued** with the associated **Expiration Date** and the new **Advanced License** renewal entry directly above shows an **Expiration Date** five (5) years out.

For **Permit Renewals**, scroll down to the **Paraeducator Permits** or **Other Permits** section. There will be a new entry with a status of **Pending Approval**. The example below is specific to an **Paraeducator Permit** renewal.

Paraeducator Permits

Credential Definition	Credential No.	First Issuance Date	Effective Date	Expiration Date	Credential Status
Permit	234712	09/12/2016	09/12/2021	09/12/2026	Pending Approval
Paraeducator Permit	234712	09/12/2016	09/12/2016	09/12/2021	Issued

Figure RNW-VMC-02: Renewal View My Credentials – Permit Application Pending

Once the **Renewal** application has been submitted, the application is directed to the appropriate team for review and approval. For Paraeducator Permits, Adult Education Permits, Interpreter Tutor and Continuing License renewals, if the educator is employed, then the applications are directed to their District or Charter Office for initial review and approval. After the District or Charter Office has approved the renewal, the application is directed to the DDOE Licensure & Certification (L&C) team for final review and approval. For all other renewals, the application is directed to the DDOE Licensure & Certification (L&C) team for review and approval. The renewal application will be reviewed and verified against the requirements of the credential being renewed.

From this point forward, all communication is done through this **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

When the **Renewal** application is reviewed by the DDOE L&C team, there may be deficiencies identified that need to be resolved. 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.

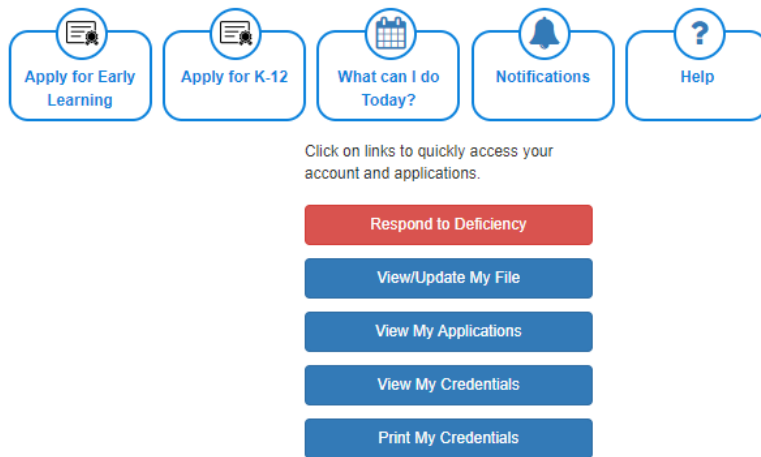


Figure RNW-DEF-01: Renewal Dashboard Respond to Deficiency Button

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



Figure RNW-DEF-02: Renewal 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. Read the **Notes** to determine how to fix the problem and ensure

that the required action can be achieved at the current time. The user will need to supply additional information and/or evidence specific to the issue raised within the deficiency.

Click the **Respond to Deficiency** button.

Educator is directed to the **Renewal Application** page and the deficiency is listed in the section where the deficiency has been raised. In most cases, the deficiency will be raised in the **Clock Hours** section, which is used for this example.

**Clock Hours**

Click hours should be earned within the term of your license (06/01/2016 - 06/01/2021)

Verified Total Hours: 34.00      Unverified Total Hours: 12.00      Total Hours: 46.00      Accepted Hours: 34.00

Category/Title	Description	Request Date	Completed Date	Hours	Verification	Source	Documents	Action
Presentation or Publication	Keynote Speaker - NASH	03/11/2021	01/12/2021	12.00	Not Verified		• Clock Hours	
Professional Conference/Workshop	NASH Conference	02/06/2018	01/12/2019	18.00	Verified By Sherrone Subramanian on 03/18/2021		• Clock Hours	
Professional Conference/Workshop	NASH Conference	02/08/2018	02/12/2019	16.00	Verified By Sherrone Subramanian on 03/18/2021		• Clock Hours	
Professional Conference/Workshop	Delaware Nurses' WorkShop	12/12/2018	12/18/2019	24.00	Verified By Sherrone Subramanian on 03/18/2021	Manual	• Clock Hours	

**Deficiency**

Submitted documentation for Clock Hours not readable (Applicable)     Resolved

**Staff Notes:** The supporting documentation for the NASH keynote speaker clock hour entry is not readable. Please reupload.

**Educator Notes:**

**Save & Next**

Figure RNW-DEF-03: Renewal Respond to Deficiency Action

In the **Educator Notes** field, enter information related to how the deficiency described in the **Staff Notes** has been resolved. Check the **Resolved** checkbox to indicate that the deficiency has been resolved.

**Clock Hours**

Click hours should be earned within the term of your license (06/01/2016 - 06/01/2021)

Verified Total Hours: 34.00      Unverified Total Hours: 12.00      Total Hours: 46.00      Accepted Hours: 34.00

Category/Title	Description	Request Date	Completed Date	Hours	Verification	Source	Documents	Action
Presentation or Publication	Keynote Speaker - NASH	03/11/2021	01/12/2021	12.00	Not Verified		• Clock Hours	
Professional Conference/Workshop	NASH Conference	02/06/2018	01/12/2019	18.00	Verified By Sherrone Subramanian on 03/18/2021		• Clock Hours	
Professional Conference/Workshop	NASH Conference	02/08/2018	02/12/2019	16.00	Verified By Sherrone Subramanian on 03/18/2021		• Clock Hours	
Professional Conference/Workshop	Delaware Nurses' WorkShop	12/12/2018	12/18/2019	24.00	Verified By Sherrone Subramanian on 03/18/2021	Manual	• Clock Hours	

**Deficiency**

Submitted documentation for Clock Hours not readable (Applicable)     Resolved

**Staff Notes:** The supporting documentation for the NASH keynote speaker clock hour entry is not readable. Please reupload.

**Educator Notes:** The NASH keynote speaker document has been reuploaded and resubmitted.

**Save & Next**

Figure RNW-DEF-04: Renewal Respond to Deficiency Resolution

Click the **Save & Next** button within the **Deficiency** section.

Click the **ReSubmit** button at the bottom of the page (may need to scroll down to see it).

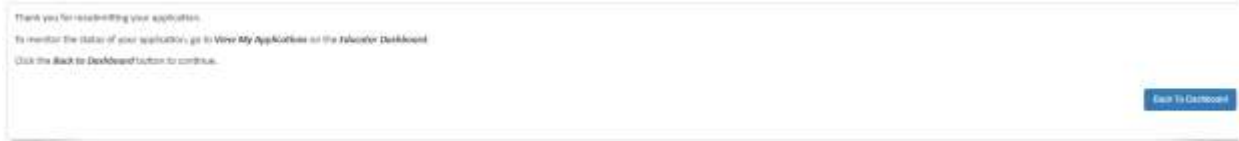


Figure RNW-DEF-05: Renewal Resubmit Application Confirmation

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

Click **View My Applications** button to view Application Tracker.



Figure RNW-DEF-06: Renewal Application Tracker after Deficiency Addressed

Note that the color of the **Intake** banner has changed to yellow and the status has changed to **In Progress**. This status has changed because the deficiency has been addressed and the application has been put back into the Intake queue for review by the DDOE L&C team.

### Renewal Application Complete

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



Figure RNW-CMP-01: Renewal Application Tracker after Renewal 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 the **Renewal Application Approval**.

Click **View My Credentials** button on the **Educator Dashboard** and locate section that aligns with the credential that is being renewed (in this example, K-12 Licenses)



Figure RNW-CMP-02: Renewal Credentials after Renewal Issued

The Advance License entry has been updated and the Expiration Date is extended five (5) years from the previous Expiration Date. The Advanced License will need to be renewed again in five (5) years using the same process as outlined in this user guide. Refer to the [Renewal Requirements](#) Section for specific renewal requirements for other licenses and permit.

Congratulations! The renewal process has been completed successfully.

## Print Certificate

Once the license or permit has been renewed, a certificate 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:

A screenshot of a web form titled "Print and Download Credentials". It features two dropdown menus: "Select a License" and "Select a Document Type". Both menus currently show "Select" as the selected option. To the right of the "Select a Document Type" menu is a green "Generate" button and a "Print" button.

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

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

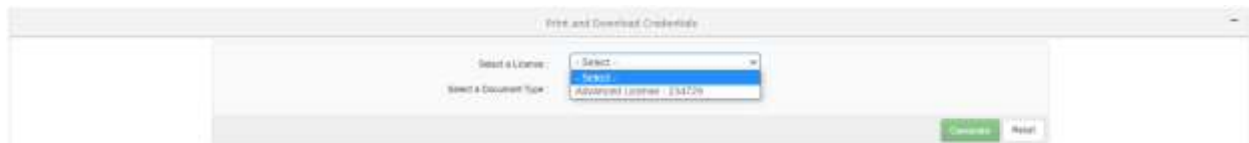
A screenshot of the same web form, but the "Select a License" dropdown menu is open. It shows a list of options: "Select", "L&C", and "Advanced License - 234729". The "L&C" option is highlighted in blue. The "Select a Document Type" menu remains closed with "Select" chosen.

Figure RNW-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 option corresponding to the renewal that has been issued. Click the down arrow to the right of the **Select a Document Type** dropdown list.

A screenshot of the web form with both dropdown menus open. The "Select a License" menu shows "Advanced License - 234729" selected. The "Select a Document Type" menu shows "Wall Certificate for L&C" selected. The green "Generate" button is now enabled.

Figure RNW-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 credential selected in the **Select a License** list. Select the **Wall Certificate for L&C** option from the list.

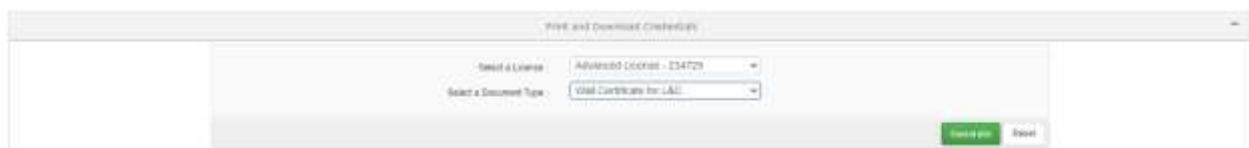
A screenshot of the web form with both dropdown menus closed. The "Select a License" menu shows "Advanced License - 234729" and the "Select a Document Type" menu shows "Wall Certificate for L&C". The green "Generate" button is still enabled.

Figure RNW-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 RNW-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 – 234729**.

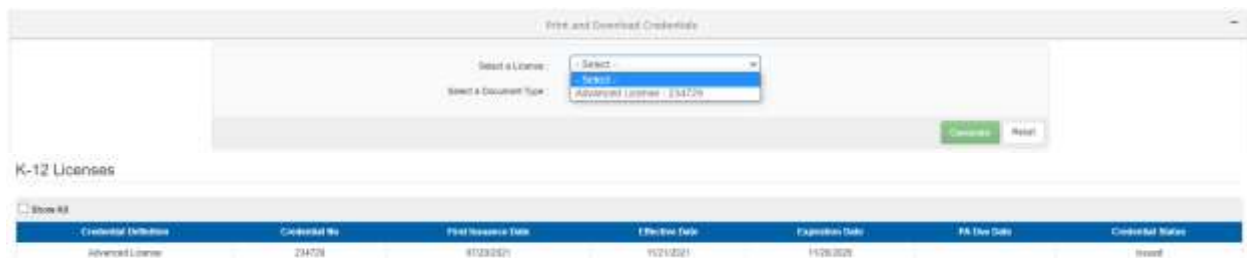


Figure RNW-PC-06: K-12 License Identification Number

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 **234729** 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.

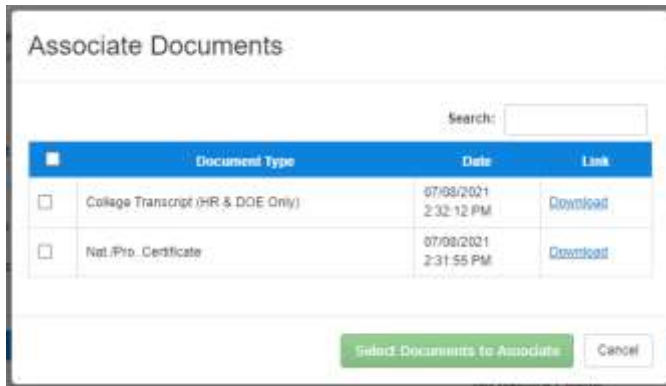


Figure RNW-GAD-01: Associate Document Window

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](#).

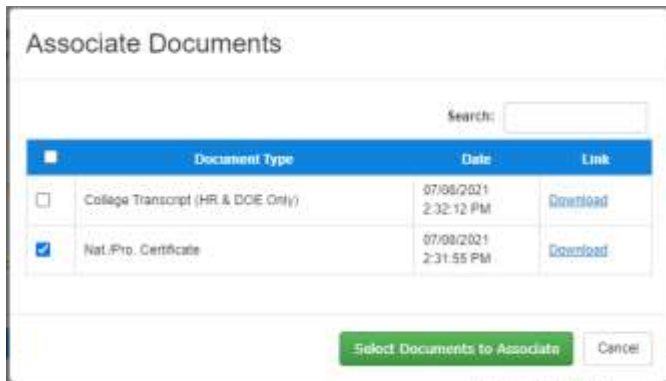


Figure RNW-GAD-02: Associate Document Selection

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.***