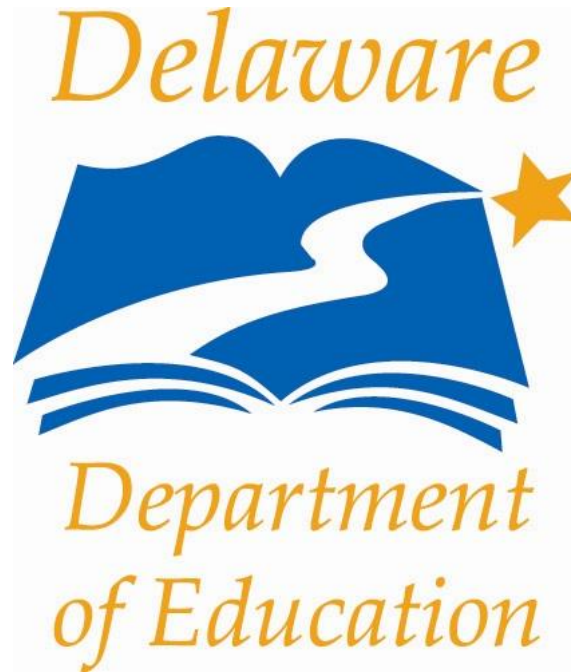


**GUIDELINE  
FOR THE RENEWAL OF  
A CONTINUING LICENSE**



**Delaware Department of Education**  
**Teacher and Administrator Quality Development**  
[www.doe.k12.de.us](http://www.doe.k12.de.us)

**Delaware Professional Standards Board**  
[www.doe.k12.de.us/psb](http://www.doe.k12.de.us/psb)

## **Overview**

Pursuant to 14 **Del. Code**, Chapter 12, a three-tiered licensure system has been established for Delaware educators. In accordance with statute, regulations governing the educator licensure system are promulgated by the Professional Standards Board and approved by the State Board of Education. The Department of Education is responsible for the implementation of the licensure system. A Continuing License will be issued to all Delaware educators who have successfully completed the requirements within the three (3) year Initial Licensure period, or who hold a Professional Status Certificate. A Continuing License is valid for five (5) years and is renewable.

The purpose of this Guideline is to provide educators with accurate assistance for renewing their Continuing License.

The State of Delaware requires every educator to complete ninety (90) clock hours of professional development over the five (5) year renewal cycle of a Continuing License. For teachers, such activities will be aligned with the *Delaware Professional Teaching Standards*. For administrators, activities for renewal of the Continuing License will be aligned with the *Delaware Administrator Standards*. Specialists may select activities aligned with the *Delaware Professional Teaching Standards*, specialty organization national standards and, when available, specialist domains of the Delaware Performance Appraisal System (DPAS).

The ninety (90) clock hours accumulated for renewal of the Continuing License may be earned through a variety of professional development activities which enhance the educator's work with his/her students, school, district, or profession and which reflect the state performance standards for educators. A wide variety of options are available for these activities. These options are explained within the **CHARTS** on pages 9-15 of this Guideline.

## **FREQUENTLY ASKED QUESTIONS**

### **1. What is a Continuing License?**

A Continuing License is part of Delaware’s three-tiered licensure system which consists of Initial Licenses, Continuing Licenses and Advanced Licenses. A majority of Delaware educators hold Continuing Licenses. In addition to a License, Delaware educators must also apply for and be issued a Standard Certificate upon meeting the specific requirements for that Certificate.

### **2. When will an educator receive their original Continuing License?**

An educator will receive their original Continuing License upon successful completion of the requirements under the Initial License. The district or charter school will submit the necessary documentation if the educator is employed. An educator may also receive their original Continuing License when their Professional Status Certificate expires and they have applied for their original Continuing License. A Continuing License is valid for five (5) years, at which time it must be renewed in order to continue employment in a Delaware public school.

### **3. What is the Professional Standards Board’s definition of professional development?**

As quoted from DE **Admin Code 1511 Issuance and Renewal of Continuing License**: *“Professional Development means a combination of focused, in-depth learning, practice, feedback, reflection, and expert support experiences designed to change participants’ attitudes, insights, and/or perspectives; and ultimately results in improved professional practice. Effective professional development programs include ample opportunities for knowledge acquisition, skill mastery, descriptive feedback, and refinement of practice in the work setting.”*

### **4. What professional development experiences will count for the renewal of a Continuing License?**

Multiple professional development options may be used for the renewal of a Continuing License. They are defined in the Renewal Options shown within the **CHARTS** on pages 9-15 of this Guideline. Experiences must enhance an educator’s knowledge/skills in their job or help them contribute to their school or profession. Professional development activities submitted for license renewal must be aligned with the Delaware Teaching Standards, the Delaware Administrator Standards or national specialist standards.

**NOTE:** *Be sure to read the validity dates on page 8 for professional development options found in Charts One and Two.*

**5. How can an educator determine if the activity will be acceptable for credit?**

Answering “yes” to the following questions can help determine its acceptance. Does the activity:

- meet the approved definition of professional development?
- enhance my knowledge/skills in my job?
- contribute to my school or profession?
- meet one of the renewal options?
- address one of the standards of my area of the profession?
- in limited instances, have the approval of my immediate supervisor?
- provide documentation of my participation?

**6. What is the difference between a clock hour and a semester or quarter hour?**

For the purpose of licensure renewal, a clock hour is the time spent by an educator participating in a professional development activity. Semester or quarter hours are accumulations of clock hours used by colleges, universities, and some professional development providers to document courses and related experiences completed by students. It is generally accepted that one semester hour is made up of fifteen (15) clock hours and one quarter hour is made up of ten (10) clock hours. Some Higher Education Institutions and professional development providers also offer courses and/or experiences which award continuing education unit (CEU) credits. A continuing education unit (CEU) is also made up of ten (10) clock hours. All experiences must be recorded as clock hours.

**7. What does an educator need to do in preparation for documenting the renewal of their Continuing License?**

An educator must provide evidence, as set forth in the Verification Section of the renewal options found within the **CHARTS** on pages 9-15 of this Guideline. As the educator completes appropriate activities, they should enter the Professional Development activities on the online form within DEEDS (*Delaware Educator Data System*) website at <https://deeds.doe.k12.de.us> . (See the renewal directions beginning on page 15.)

**8. What are the deadlines for submitting the Application for Renewal of a Continuing License?**

The school district or charter school may verify an educator’s professional development at any time, but each employing authority most likely has a policy for this process. Delaware educators will be notified six (6) months prior to their expiration date via a DEEDS-generated email, provided they have a current email address in the DEEDS My Profile. The Criminal Affirmation on DEEDS will not be available until ninety (90) days prior to the expiration date.

**9. What can an educator check on in DEEDS?**

An educator can check on the progress of their ongoing professional development entered into DEEDS by accessing <https://deeds.doe.k12.de.us> . Once the employing authority has verified and completed the renewal process, the list of the educator’s professional development will be hidden from view on DEEDS and the educator will shown a page on DEEDS that the district or charter school verifying process has been completed.

**10. How does an educator apply for renewal of their Continuing License?**

The educator will print the completed application from the DEEDS website <https://deeds.doe.k12.de.us> . The educator will then submit the completed application along with supporting documentation to the district or charter school Personnel Office. The educator is encouraged to make copies of their documentation and to make an appointment with the school district or charter school Personnel Office for the verification process.

**11. When must activities be completed to count for renewal of a Continuing License?**

Professional development activities must be completed within the five (5) year term of the license. Educators are encouraged to complete their professional development and have their employing authority verify the professional development and complete the process a minimum of six (6) months prior to the expiration date.

**12. What happens if an educator changes assignments during the five-year term of their continuing license?**

Educators who change assignments within the term of the license (*i.e., teacher to administrator; special education teacher to elementary teacher, middle school math to middle school science teacher, etc.*) must verify with their current school district or charter school Personnel Office that the activities presented for renewal of the license were relevant to the assignment held at the time the activities were taken.

**13. May an educator use the same professional development experience for a salary increase and for renewal of their Continuing License?**

Professional Development activities used for salary increases may be used for renewal of the Continuing License provided they fulfill all other requirements for renewal options.

**14. How does an educator apply for an original Continuing License if they hold a previous Delaware Certificate?**

An educator who previously held a valid Delaware Professional Status Certificate which has expired may be issued a Continuing License, valid for five (5) years, upon employment, application in DEEDS and evidence of previous Delaware certification. These educators are required to disclose their criminal conviction history and successfully complete in their first year of employment, a year of Mentoring required of educators on an Initial License.

**15. What if an educator has an expired Continuing License and has been out of the profession for less than three (3) years?**

An educator who holds a Continuing License which has expired and who has been out of the profession for less than three (3) years may be issued a Continuing License upon verification of ninety (90) clock hours of appropriate professional development taken within the last five (5) years. This educator must disclose their criminal conviction history, and within the first year of employment, successfully complete an approved mentoring program which focuses on current best practices in curriculum, instruction and assessment aligned to state and national standards

**16. What if an educator has an expired Continuing License and has been out of the profession between three (3) and five (5) years?**

An educator who holds a Continuing License which has expired and who has been out of the profession between three (3) and five (5) years may be issued a Continuing License upon verification of ninety (90) clock hours of appropriate professional development taken within the last five (5) years. This educator must disclose their criminal conviction history, and within the first year of employment, successfully complete a year of the mentoring program required of those educators on an Initial License, based on the educator's needs and experience.

**17. What if an educator has an expired Delaware Continuing License or an expired license/certificate from another jurisdiction and has been out of the profession for more than five (5) years?**

This educator is not eligible to receive or renew a Continuing License. This educator will need to apply for an Initial License and meet the Initial License requirements in effect at the time of application.

**18. Can an experienced educator from another jurisdiction (*state*) apply for a Continuing License?**

An educator who has completed three (3) or more years of successful teaching may be considered an experienced educator. This educator may apply for and receive an original Continuing License. This educator shall disclose their criminal conviction history, and within the first year of employment, successfully complete an approved mentoring program which focuses on current best practices in curriculum, instruction and assessment aligned to state and national standards.

**19. Will an educator be notified about the upcoming expiration of their Continuing License?**

If an educator has a current and valid email address registered in DEEDS, the educator will receive, six (6) months prior to the expiration date, an automated monthly email reminder to complete their professional development and complete the verification process at the school district or charter school. Once the school district or charter school has logged into DEEDS and has verified and completed the educator's application, these emails will cease. Ninety (90) days prior to the expiration date, the educator will be electronically reminded to log into DEEDS to complete the Criminal Affirmation.

**20. How long will it take to process the application for renewal of a Continuing License?**

DEEDS will process Continuing License applications in the early morning hours on the 28<sup>th</sup> of the month a Continuing License expires. If all is well with the verification, approval and Criminal Affirmation, DEEDS will automatically renew a Continuing License. The educator will then promptly receive an email from DEEDS with a new License attached. If an educator is currently employed, their school district or charter school Personnel Office will receive notification as well. For those educators who also have an Emergency Certificate, be aware that it will take several more days for the processing.

**21. How can an educator access their new Continuing License?**

Upon logging into DEEDS, <https://deeds.doe.k12.de.us/default.aspx>, under **My Profile**, the educator would select **Print Credential**, and their License will appear ready to print, complete with current certifications, dates of validity, the Secretary of Education's signature, the State Board of Education seal and a State of Delaware watermark!

**22. May an educator receive an 'extension' on their Continuing License?**

An educator should see their school district or charter school Personnel Director if they feel that Exigent Circumstances or an Authorized Leave of Absence has prevented them from completing professional development activities and/or completing the renewal process on DEEDS. (see <http://regulations.delaware.gov/AdminCode/title14/1500/1511.shtml#TopOfPage> for definitions and application of these.)

**23. Who does an educator call or contact if they need help in completing the *Application for Renewal of Continuing License* or in documenting their professional development experiences for renewal?**

Questions about the application process and documentation should be directed to their school district or charter school Personnel Office.

**NOTE** It is critical that all educators maintain a current email within DEEDS, or the processing and/or notifications become moot.

## VALIDITY DATES FOR CONTINUING LICENSE RENEWAL OPTIONS:

- TEACHERS
- SPECIALISTS
- ADMINISTRATORS

 Please read the following 4 sentences....

Options listed within **CHART ONE** on pages 8 - 10 of this Guideline shall be valid for educators holding a Continuing License whose expiration date does not exceed February 10, 2015.

Educators holding a Continuing License whose expiration date does not exceed February 10, 2015 may also use the Continuing License options listed within **CHART TWO** on pages 11 – 14.

Options listed within **CHART ONE** on pages 8 - 10 for the renewal of a Continuing License shall expire on February 10, 2015.

Educators either receiving their original Continuing License after February 11, 2010 or upon renewing their Continuing License on or after February 11, 2010 shall only use the options listed within **CHART TWO** on pages 11 – 14.

# CHART ONE

OPTION	HOUR VALUE	VERIFICATION	CRITERIA
College Credit	1 semester hour = 15 clock hours. 1 quarter hr./CEU = 10 clock hours.	Official Transcripts. Original Grade Slips. Original Certificate of Completion for CEUs.	Shall be completed at a regionally accredited college or other approved provider. College Credit shall be taken for credit with grade of "C" or better or a "P" in a pass or fail course.
"Clusters" of skills and knowledge.	Verified clock hours in completion of cluster activities.	Approval Slip or Form Verifying Completion.	Cluster shall be prior-approved by Professional Development and Associated Compensation Committee, the Professional Standards Board and the State Board of Education.
Planned School professional development day	Verified clock hours actively involved in professional development activities	Certificate of Attendance provided by school district or school sponsoring the professional development	Shall focus on district or school identified curriculum, instruction, assessment, school climate, or other need identified in district or school improvement plan, or be related to the educator's position.
Professional Conference or Workshop or Institute or Academy	Verified clock hours actively involved in workshop or conference sessions	Original Certificate of Attendance or Completion OR Letter from Supervisor and Conference Staff. Copies and Exhibits of products developed by Applicant. Course Attendance Slip	Shall include only time spent in those portions of the workshop or conference program that contribute to the participant's knowledge, competence, performance, or effectiveness in education. Includes workshops offered by districts or other employing authorities either as part of professional development day or after school hours.
Required recertification to retain DE Professional License	Verified clock hours involved in recertification activities.	Certificate of Attendance. Original Certificate of Completion for CEUs.	Shall be required to renew DE professional license.

Mentoring	Verified clock hours involved in mentoring activities	Activity Documentation Form. (No prior approval required)	Shall be mentoring of teacher, specialist or administrator. Shall be part of a formal state or local program.
Cooperating Teacher or Intern Supervisor	Verified clock hours involved in support of student teacher or intern	Activity Documentation Form completed by higher education director of field based clinical studies. (No prior approval required)	Shall be supervision of graduate or undergraduate intern or student teacher in a state approved educator preparation program.
Presentation	Verified clock hours preparing and presenting	Activity Documentation Form* (Prior approval required)	Shall include only actual time preparing and presenting a course, workshop, or presentation. (Clock hours limited to first preparation and presentation of individual course, workshop, or presentation.)
Educational Project	Verified clock hours completing project. Minimum of 15 clock hours	Activity Documentation Form* (Prior approval required)	Project shall have been prior approved by the Professional Development and Associated Compensation Committee. Shall have obtained final approval after completion and verification by PDAC
Curriculum/ Assessment Development	Verified clock hours of service; Minimum of 3 clock hours	Original documentation from committee chair verifying actual clock hours of participation	Shall be service on formal committee organized by local, state, national, or international education agency or organization.
Educational Travel	Verified clock hours of experience. Minimum of 15 clock hours per travel activity. Final Project.	Activity Documentation Form* (Prior approval required)	Shall be prior approved by Professional Development and Associated Compensation Committee. Shall have obtained final approval after completion and verification by PCAC.
Professional Programs or	Verified clock hours of service or	Original documentation from committee chair or	Shall be a formal activity provided through a recognized local, state, national, or international

Committees	experience.	activity leader verifying actual clock hours of participation.	education agency or organization
Peer Coaching	Verified clock hours of service or experience.	Activity Documentation Form. (No prior approval required)	Shall be part of a formal program.
Publication	30 clock hours for book. Up to 15 clock hours per other publication.	Copy of Publication or Document.	Shall contribute to the education profession or add to the body of knowledge in the individual's specific field. Shall be commercially published or a formally approved document or formally published in a medium sanctioned by a recognized state or national agency or organization. If a grant, shall be approved for funding.
Professional Portfolio (to be developed by Standards Board).	45 clock hours for completed and approved portfolio.	The Completed or Approved Portfolio.	Shall satisfy the standards established for teaching portfolios. Shall be submitted to DOE by December 31 of the final year of the certificate for assessment and approval.
NBPTS Certification or similar National Certification	45 clock hours for attaining national certification Not complete, then use verified clock hours completing portfolio activities.	A Valid Copy of the National Certificate. For candidate not completing certificate, use the Activity Documentation Form. (No prior approval required)	Holds a certificate indicated by NBPTS as related to an individual's work or assignment. Certificate or participation as a candidate shall be completed and verified by the expiration date of the Delaware certificate.
Formal Study Groups	Verified clock hours working as a member of a study group.	Activity Documentation Form and The Product of the Study.* (Prior approval required)	Shall relate to the individual's work or assignment. Shall include a product.

✚ Educators either receiving their original Continuing License after February 11, 2010 or upon renewing their Continuing License on or after February 11, 2010 shall only use the options listed within **CHART TWO** on pages 11 – 14.

## CHART TWO

OPTIONS	CRITERIA	VERIFICATION
Action Research as an individual or by participating in Action Research as a member of a Professional Learning Community	The verified hours shall be accrued during the Action Research as an individual or within a Professional Learning Community. The documented goal for the participant(s) shall be a product and a new set of educator knowledge and skills. These shall complement the school, district or charter school's Success Plan or State's initiative and shall be focused on student learning. A product shall be available for verification.	A certificate of participation or the completed <i>Activity Documentation Form</i> shall be presented which documents the goals and results of the Action Research as an individual or as a member of a Professional Learning Community.
Certification required to retain a State of Delaware Professional License	The certification to maintain the State of Delaware Professional License shall be required within the Standards Board's regulation.	A Certificate of Attendance and the original Certificate of Completion for CEUs shall be presented.
College Course	The course shall be completed within a matriculated Masters, Doctoral program, a graduate level course of study or may be an undergraduate course as seen by the educator as necessary to acquire new knowledge and skills related to their position. Courses shall be taken at a regionally accredited College or University. College or University Credit shall be taken for credit and the educator shall attain a grade of "B" or better in the course, or a "P" in Pass / Fail course.	Official transcripts, original grade slips or an original certificate of completion for CEUs shall be presented.  Hours may be accrued where 1 semester hour equals 15 hours and 1 quarter semester hour/CEU equals 10 hours.
Cooperating Teacher or Intern Supervisor	The supervision shall be of a graduate or undergraduate intern or of a student teacher in a state-approved educator preparation program	The <i>Activity Documentation Form</i> shall be completed by the Higher Education Director of field-based studies.

<p>Curriculum/Assessment Development as an individual or as a result of work within a Professional Learning Community</p>	<p>The educator may work individually or as a contributing member of a Professional Learning Community. The documented goal is a curricular component and/or an encompassing assessment. A product shall be available for verification.</p>	<p>The educator shall present documentation from the school, district, charter school or state Professional Learning Community verifying the actual hours of participation and creation of a product. A certificate of participation or the completed <i>Activity Documentation Form</i> shall be presented.</p>
<p>Educational Travel</p>	<p>The request shall be approved by the Professional Standards Board's Professional Development and Associated Compensation Committee (PDAC). The educator shall subsequently obtain the PDAC's final approval upon submission of the required post-travel documents.</p>	<p>The completed <i>Educational Travel Activity Documentation Form*</i> is required in addition to the required post-travel documents and subsequent PDAC approval letter. Hours may be accrued for Travel components that will directly impact the educator's delivery of new instruction. (*Prior approval required)</p>
<p>Mentoring</p>	<p>The mentor or lead mentor may use hours accrued during the initial training sessions, during subsequent refresher training sessions, or during the actual mentoring of a novice educator.</p>	<p>The completed <i>Activity Documentation Form</i> is required.</p>
<p>NBPTS Certification or a National Certification as specified in 14 Del.C. §1305(l)</p>	<p>If the educator does not attain the national certification or become re-certified within their 5 year Continuing License time frame, they may use the hours accrued while completing the required professional development activities toward their relicensure. The <i>Activity Documentation Form</i> and a certificate attesting to their application as a candidate by the national certification agency shall be completed and verified.</p>	<p>Educators will use the <i>Activity Documentation Form</i> for the hours accrued in addition to the certificate attesting to their application to the national certification agency.</p>
<p>Planned Professional Development Program</p>	<p>The Planned Professional Development Program shall focus on the school, district or charter school's Success Plan which may be targeting curriculum, instruction, assessment, school climate, other identified need or shall be related to the educator's work with students or staff.</p>	<p>A certificate of participation or a completed <i>Activity Documentation Form</i> shall be presented.</p>

Presentation and/or Publication as a result of Action Research or similar work as an individual or within a Professional Learning Community	The hours shall be accrued during the Action Research or similar work within a Professional Learning Community that the presentation and/or publication is based upon. A product shall be available for verification.	The completed <i>Activity Documentation Form*</i> is required.  (*Prior approval required)
Professional Development “Cluster” of skills and knowledge	The cluster shall be approved by the Professional Development and Associated Compensation Committee, the Professional Standards Board and the State Board of Education.	The approval slip or documentation verifying the successful completion of a cluster shall be presented. The successful completion of a cluster equates to 90 hours.
Professional Committee, Conference, Workshop, Institute or Academy	The educator may include time spent in those portions of the Committee, Conference, Workshop, Institute or Academy that contribute to the participant's knowledge and skills, competence, performance or effectiveness in education that are directly connected to the school, district or charter school's Success Plan or State initiative. This option includes workshops offered by districts or other employing authorities either as part of a professional development day or during after school hours. Examples of expected student or educator outcomes are anticipated.	The original certificate of attendance or completion, a letter from the Professional Committee, Conference, Workshop, Institute or Academy staff certificate and the completed <i>Activity Documentation Form with</i> examples of expected outcomes shall be presented.
Professional Learning Community	The educator shall be a contributing member of a formal or informal Professional Learning Community whose documented goal for participants is a product or new set of knowledge and skills which are focused on student learning.	The educator shall present documentation from the school, district, charter school or state Professional Learning Community verifying the actual hours of participation and creation of a product. A certificate of participation or the completed <i>Activity Documentation Form</i> shall be presented.
Skilled and Technical Sciences specific career area program certification or Career and Technical	Skilled and Technical Sciences or Certified Career and Technical Education teachers may use hours they have accrued in acquiring the specific knowledge and skills necessary for their program or	A valid copy of the certificate attesting to the successful completion of the activity required for the Career and Technical program area or the Skilled and Technical

program certification	specific career area program approval.	Sciences specific career area program certification shall be presented.
Teacher Leader Professional Development	The hours shall be accrued during a Teacher Leader professional development activity that contributes to the participant's knowledge and skills, competence, performance or effectiveness in teacher leadership that directly impact the productiveness of the school. Examples of expected outcomes are anticipated.	The original certificate of attendance or completion and the completed <i>Activity Documentation Form with</i> examples of expected outcomes shall be presented.

## Application Procedures for the Renewal of a Continuing License

~ You might print this page in color to facilitate your renewal process ~

1. To record your Professional Development experiences online, you must enter <https://deeds.doe.k12.de.us> to begin.
2. Under **Community Access**, Login using your **Username** and **Password**. If you are unsure of either of these, there are prompts to help.
3. Select: **My Profile**
4. On the right side of the screen under **What Can I Do Today?** select [Input/Print Clock Hour Activities...](#)
5. Under **Clock Hour Activities:** select [Click here to add a new clock hour activity](#) ...
6. Now you can begin to input the Professional Development activities you have acquired. You are encouraged to do this as you complete various activities.
7. Now Scroll down the **Option:** menu and select the appropriate type of Professional Development activity you have successfully completed.
8. Scroll down the **Primary Standard:** menu and select the appropriate Standard.
9. Complete the data entry by adding the required **Title, Dates** and **Hours**  
\*\*\*\* The **Optional Secondary Standard** is indeed optional, but you are encouraged to make a selection.
10. Be sure to read the concluding paragraph and select **Add** when complete.
11. Upon selecting **Add**, you will be brought back to the initial **Clock Hour Activities:** screen where you may continue to add activities (previous steps 5-10), or select [Click here to print your clock hour activities...](#) If you are done with the session, underneath the **Community Access** drop-down, select [Logout](#)
12. You are encouraged to print the pop-up screen for your records if you access the page showing your professional development. This page is also the renewal application.

13. When you have accumulated the ninety (90) hours of Professional Development, print the renewal application.
- \*\*\*\*\* Although many educators accumulate considerably more than ninety (90) hours of Professional Development within their five (5) year cycle, entering these hours in DEEDS is not necessary. Educators are encouraged, however, to keep that documentation for DPAS and other professional conversations.*
14. Make an appointment with your school district or charter school Personnel Office for review and verification.
- \*\*\*\*\* You are encouraged to make copies of your documentation prior to the visit!*
- \*\*\*\*\* Be sure that each activity requiring the prior approval of your immediate supervisor includes an **Activity Documentation Form** with the original signature of that supervisor. **Activity Documentation Forms** are available on: [https://deeds.doe.k12.de.us/forms/pgs\\_approval\\_form.pdf](https://deeds.doe.k12.de.us/forms/pgs_approval_form.pdf) .*
15. Gather the appropriate documentation for each successfully completed activity and proceed to the Office for the final steps.
- \*\*\*\*\* You are encouraged to have your documentation in the order it is printed on the application*
- \*\*\*\*\* Educators not employed in Delaware who wish to renew their license should send all materials to:*
- The Office of Teacher and Administrator Quality Development  
c/o the DE Department of Education  
401 Federal Street, Suite 2  
Dover, DE 19901*
16. Your school district or charter school Personnel Office / HR Director will review the application to ensure that it is complete and that the documentation is in order and accurate.
17. Your school district or charter school Personnel Office / HR Director must then both **Verify** the professional development activities **AND Approve** your application for renewal.
- \*\*\*\*\* Your list of professional development activities will disappear from your page upon the school district or charter school's completion of the process.*
18. Your **final step**, as required in the Continuing License regulation, is to affirm that you have not be convicted of a criminal offense (excluding moving violations), during the validity period of the license. This is the Criminal Affirmation.

**NOTE:** *Your Affirmation will not be available until 90 days prior to the expiration date.*

19. Within ninety (90) days prior to expiration, after logging into DEEDs and within **My Profile**, then under **What Can I Do Today?**, the top choice should now be: [Renew my License](#).

*\*\*\*\*\* If this is not the case, check with your school district or charter school Personnel Office, as they may not have completed their required steps.*

20. Select the [Renew my License](#) option and affirm the information.
21. Upon your Affirmation, the subsequent screen will indicate the completion of the renewal process!
22. The application may not be submitted earlier than twenty-four (24) months prior to the expiration date.
23. After a successful electronic review of the application, DEEDS will renew the Continuing License on the 28<sup>th</sup> of the month prior to the date of expiration. DEEDS will then send an email and attach the applicant's renewed Continuing License to the email address listed under **My Profile** in DEEDS.

**FINAL NOTE:** For any of these notifications to occur, you absolutely need to have a current email address listed in DEEDS !!!

**NOTE: This form is accessed when 'print' is selected.**

DELAWARE DEPARTMENT OF EDUCATION

**APPLICATION FOR RENEWAL OF CONTINUING LICENSE**

INSTRUCTIONS: This form is to be completed, signed and submitted to your school district personnel office for renewal of your Continuing License\*. Verification for each activity claimed on this Application must be attached. *Applicants are encouraged to retain copies of all documentation for their records.*

*\*Note, if this is a Continuing License Renewal application, at least 45 clock hours must be from courses/activities directly related to the enhancement of your work with students and/or staff.*

NAME: \_\_\_\_\_

SCHOOL/DISTRICT \_\_\_\_\_

PRIMARY ROLE:

SS #

Administrator \_\_\_\_\_  
(Assignment)

VALIDITY PERIOD:

Teacher/  
Specialist \_\_\_\_\_  
(Grade Level/Content Area/Assignment)

Paraeducator

Option	Standard	Title	Completed	Hours

Total Clock Hours: \_\_\_\_\_

I do solemnly swear or affirm that the preceding information and the information contained in any attachments hereto is complete, true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Renewal Options

AR	Action Research	NC	National Certification
CS	Clusters of Skills/Knowledge	PO	Peer Coaching
CC	College Credit	PD	Planned Professional Development Program
CT	Cooperating Teacher/Supervisor	PN	Presentation or Publication
CD	Curriculum Assessment/Development	PC	Professional Conferences
DE	DE Professional Licensure	PL	Professional Learning Community (PLC)
EP	Educational Project	PP	Professional Programs/Committee
ET	Educational Travel	SP	School Professional Development Day
FS	Formal Study Groups	CP	STS / C&T Certification for Programs
ME	Mentoring	TL	Teacher Leader Professional Development

## Delaware Professional Teaching and Administrator Standards

AS	Assessment	IS	Instructional Strategies
CO	Communication	LE	Learning Environment
CK	Content Knowledge	PI	Planning for Instruction
DL	Diverse Learners	PC	Professional Conduct
ET	Educational Technology	PG	Professional Growth
HD	Human Development/Learning	PR	Professional Relationships
SC	Positive School Culture and Rigorous Instructional Program		
IF	Acting with Integrity and Fairness in an Ethical Manner		
CC	Collaboration with the Education Community		
ML	Management of a Safe, Efficient and Effective Learning Environment		
PS	Political, Social, Economic, Legal and Cultural Contexts		
VL	Vision of Learning		

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