

3rd & 4th YEAR EMERGENCY EXTENSION REQUEST (COVID Only)



This form is to be used to request a 3rd or 4th year Emergency Content Certificate(s) to complete requirements for emergency certificate(s) or ARTC under Gov. John Carney's Modification 16 to the State of Emergency Declaration due to a public health threat, signed on 5/10/20. <https://governor.delaware.gov/health-soe/sixteenth-state-of-emergency/>

L&C Guidance related to Modification 16 is found on the DDOE COVID-19 website under Educator Support here: https://www.doe.k12.de.us/domain/599#updates_by_topic

When to use this form:

- ✓ 3rd or 4th Year_Emergency Certificate - Extension to complete ARTC - 1 year
- ✓ 3rd Year Extension Non-ARTC - Extension to complete Emergency Certificate requirements - 1 year
- ✓ Certificate of Eligibility 3rd year Extension - No Form Needed - Request in DEED's District Center

Requestor Information

District/Charter School _____
Requestor Name _____
Email _____
Phone Number _____
HR Director Signature _____ Date _____

Educator Information

Educator Name _____
Position _____
Hire Date _____

License and Certificate Status

License Type (Initial/Continuing/Advanced)	Status (Active/Expired)
_____	_____
Certificates: Type (Standard/Emergency/COE)	Certificates: Area
_____	_____
_____	_____
_____	_____

Rationale for Requesting Extension

Please upload proof of progress before submitting this request.

-----DEPARTMENT OF EDUCATION USE ONLY -----

_____ Yes, DOE will grant the request.

_____ NO, DOE will NOT grant the request.

_____ OTHER, DOE will

L&C Authorized Reviewer Signature: _____

Date: _____

Reviewer Notes