



DELAWARE DEPARTMENT OF EDUCATION
LICENSURE & CERTIFICATION

DEEDS 3.0 HELP SHEET – QUICK GUIDE for Human Resources Directors and their Teams

This document was created to offer a fast reference guide to the common functions Human Resources Departments will use most often. It was created as a support document for the existing HR User Guide located on the DOE website with a link in this document.

Table of Contents

For Human Resources Only

To Request a New Emergency or COE	Page 2
To Request an Upgrade to Standard for a completed Emergency or COE	Page 3
To Request an Extension for an Emergency or COE	Page 4
To Request a 91-Day Emergency	Page 5
To Approve Clock Hours for a Continuing License Renewal or Upgrade	Page 6
To Add a Mentee to the Mentoring Center	Page 7

For the Educator Support – Use this section to support your educators when they have questions.

To Apply for an Upgrade from an Initial License to a Continuing License	Page 8
To Apply for a Continuing License Renewal	Page 8
To Apply for Graduate Salary Increments	Page 8
To Apply for a New License and Certification (Non-ARTC) For Educators Who Qualify for a License and Standard Certification (Student Teaching, Bachelor's Degree, and Test Scores, or OOS Credentials)	Page 9
To Apply for an Additional Standard Certificate	Page 9
LEA and Educator User Guide Links	Page 10
LEA Dashboard Site Map	Page 10



DELAWARE DEPARTMENT OF EDUCATION **LICENSURE & CERTIFICATION**

To Request a New Emergency or COE *For a new educator without any current credentials, the educator may not have already completed any applications through DEEDS. The Emergency or COE request must be the first thing done by HR. If there is already any application on file, please direct the educator to withdraw all applications.*

The screenshot shows the DEEDS 3.0 interface. At the top, there's a blue header with the Delaware Department of Education logo and 'DEEDS 3.0 Powering Educator Credentialing'. Below the header is a navigation bar with tabs: 'LEA Dashboard', 'Find Educator', 'ReviewQ', 'Emergencies & COEs', 'LEA Mentoring Center', and 'Reports'. The 'Emergencies & COEs' tab is active. Below the navigation bar, there are two links: 'Recommend New Emergency Certificate' and 'Existing Emergency Certificate Recommendations'. The 'Recommend New Emergency Certificate' link is highlighted with a green arrow. Below these links is a search form titled 'Search Existing Recommendations'. The form has fields for 'First Name', 'Last Name', 'Date Of Birth' (MM/DD/YYYY), 'SSN', and 'Certificate' (a dropdown menu). There are 'Search' and 'Reset' buttons at the bottom right of the form. At the bottom of the page, there's a 'Showing 1-10 of 70 Records' indicator and a 'Show All' link.

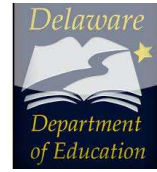
1. Go to the Emergencies and COEs tab at the top of your LEA Dashboard.
2. Select Emergency Recommendation – This applies to Emergencies, COEs, and STS.
3. Select New Recommendation
4. Find the educator
5. Complete the “form” and select the Route: your options are ARTC, COE, STS, Add-on, 91-Days*.
6. Upload ARTC Welcome Letter within the application, if applicable.
7. Add ARTC program information as well by selecting the green ARTC tab.
8. Submit.
9. Repeat the process for additional Emergency Certificates or COEs.

The educator will get an email to accept the request and then will be prompted to complete the license application. At this time, the educator will pay the one-time \$100 dollar application fee and will complete the Criminal Affirmation. Once this is complete and submitted, it will show up on L&C’s work list.



When you select the green person icon next to Select in the educator list, you will be taken to the educator’s file.

DELAWARE DEPARTMENT OF EDUCATION LICENSURE & CERTIFICATION



To Request an Upgrade to Standard for a Completed Emergency or COE

Delaware Department of Education DEEDS 3.0
Powering Educator Credentialing

Dashboard

LEA Dashboard Find Educator ReviewQ **Emergency & COEs** LEA Mentoring Center Reports

Upgrade to Standard Existing Emergency Upgrade Recommendations

Search Existing Recommendations

First Name: Last Name:
 Date Of Birth: SSN:
 Certificate:

[Show All](#)

Showing 1-1 of 1 Records 10 Q

First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
Jackson		Tester	07/22/1962	Out of Area (Additional)	Middle Level Mathematics Teacher (Grades 6-8)	Withdrawn	CAESAR RODNEY SCHOOL DISTRICT	

First Previous **1** Next Last

1. Go to the Emergencies and COEs tab at the top of your LEA Dashboard. Select Emergency Upgrades.
2. Select Upgrade to Standard. This applies to Emergencies, COEs, STS and 91 Day.
3. Find the educator.
4. Upload any completion documents: test scores, ARTC Completion Letters, Official Transcripts.
5. Click the box to verify Summative Evaluations.
6. Submit.

The educator will get an email to accept the request. At this time, the educator will complete the Criminal Affirmation. Once this is complete and submitted, it will show up on L&C's work list.



DELAWARE DEPARTMENT OF EDUCATION LICENSURE & CERTIFICATION

To Request an Extension for an Emergency or COE

Delaware Department of Education DEEDS 3.0
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LEA Dashboard Find Educator ReviewQ Emergencies & COEs LEA Mentoring Center Reports

Emergency Extensions

This **Emergency Extension** process is designed to guide you through the progression of steps required to apply for an Emergency Certificate extension. New sections may be added to the page as you move through the steps. During the process, it may be necessary to scroll down to view newly added sections. The top section of the page, **Search Educators**, is used to locate a specific educator. The bottom section shows all educators with an Emergency Certificate that is due to expire within 60 days.

Emergency Extension Instructions:

- Enter search terms in this **Search Educator** section to find the educator that holds an Emergency Certificate that is due to expire and needs to be extended. Search results are restricted to educators within your school district. Search fields are not case-sensitive. Click **Search** button to find Educator.
- Click **Select** button in the Action column of the desired educator to continue to next step.

Search Educators

First Name: Last Name:
Date Of Birth: SSN:
Certificate:

Search **Cancel**

[Show All](#) Showing 1-10 of 90 Records 10

First Name	Middle Name	Last Name	Date Of Birth	SSN	Certificate	Expiration Date	Action
Morgan	Jade	Ferrick	05/10/1994	XXX-XX-6296	Special Education Teacher of Students with Disabilities (Grades K-12)	06/30/2021	Select
Morgan	Jade	Ferrick	05/10/1994	XXX-XX-6296	Middle Level Mathematics Teacher (Grades 6-8)	06/30/2021	Select

1. Go to the Emergencies and COEs tab at the top of your LEA Dashboard.
2. Select Request an Extension. This applies to Emergencies, COEs, and STS.
3. Find the educator, enter comments, and check the boxes.
4. Upload any proof of progress documents: test scores, unofficial transcripts, course reports in the Other tab.
5. Submit.

The educator will get an email to accept the request. At this time, the educator will complete the Criminal Affirmation. Once this is complete and submitted, it will show up on L&C's work list.



DELAWARE DEPARTMENT OF EDUCATION LICENSURE & CERTIFICATION

To Request a 91-Day Emergency

*** 91 Day applications for Emergency Certificates should occur after the completion of the 91st day the educator has been employed as a long-term substitute in a non-content area.**

The screenshot shows the Delaware Department of Education LEA Dashboard. At the top, there is a blue header with the Delaware Department of Education logo and the text "DEEDS 3.0 Powering Educator Credentialing". Below the header is a navigation bar with tabs: LEA Dashboard, Find Educator, ReviewQ, Emergencies & COEs, LEA Mentoring Center, and Reports. The "91 Day Application" link is highlighted in the sidebar. The main content area is titled "91 Day Application" and contains instructions for the process. It includes a reminder that the 91-day applicant must have a regionally accredited Bachelor degree and be employed as a long-term substitute teacher. It also mentions that the applicant must complete an additional 15 semester credit hours of coursework in the content area. The page includes a "Search Educators" section with fields for First Name, Last Name, Date Of Birth, SSN, and Certificate, and a "Search" button.

1. Go to the Emergencies and COEs tab at the top of your LEA Dashboard.
2. Select 91-Day Application
3. Find the educator, enter comments, and check the boxes.
4. Upload any documentation by clicking the appropriate green box: Official transcripts, test scores, etc.
5. Submit.

The educator will get an email to accept the request and then will be prompted to complete the license application. At this time, the educator will pay the one-time \$100 dollar application fee and will complete the Criminal Affirmation. Once this is complete and submitted, it will show up on L&C's work list.



DELAWARE DEPARTMENT OF EDUCATION **LICENSURE & CERTIFICATION**

To Approve Clock Hours for a Continuing License Renewal or Upgrade

The screenshot shows the Delaware Department of Education LEA Dashboard. A yellow arrow labeled '1' points to the 'Review Q' tab in the top navigation bar. Another yellow arrow labeled '2' points to the 'Continuing License Renewal' tab in the 'My Worklist' section. A third yellow arrow labeled '3' points to the 'Review Application' button in the 'Action' column of the application list.

Search By Name:
License #:
First Name:
Last Name:
Email:
Date From: MM/DD/YYYY
Date To: MM/DD/YYYY
Status:
Approved Date To: MM/DD/YYYY
Deficiency Status:

My Worklist: All **Continuing License Renewal** Paraprofessional Permit Renewal Salary Increment Requests Other Permits Renewal

Show All

Application Type	Credential #	First Name	Last Name	Submitted Date	Effective Date	Expiration Date	Assigned To	Email Address	Status	Internal Status	Action
<input type="checkbox"/> Continuing License Renewal for Continuing License	87726	Ines	Juchem	07/30/2021	10/01/2016	09/30/2021		inesjuchem@gmail.com	Submitted	Submitted	Review application
<input type="checkbox"/> Continuing License Renewal for Continuing License	87764	Sara	Passon	08/03/2021	10/01/2016	09/30/2021		spasson2006@gmail.com	Submitted	Submitted	Review application

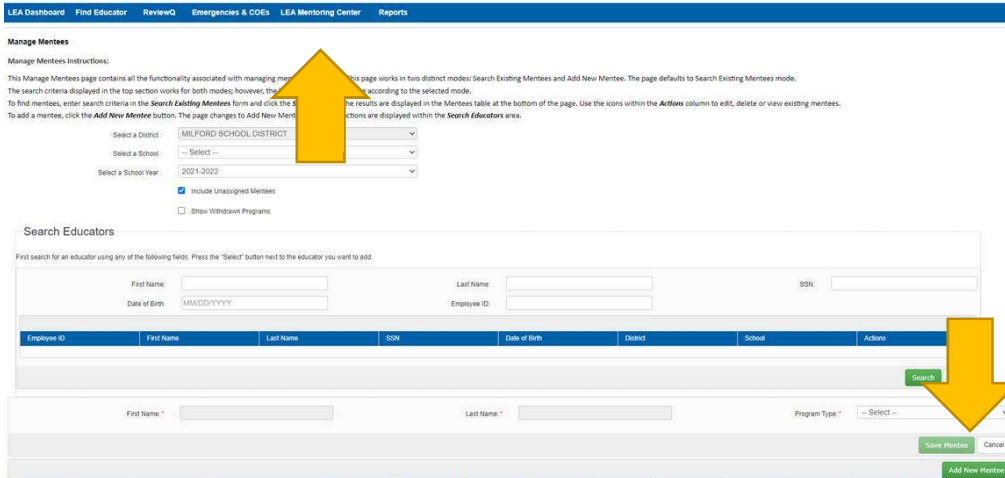
The educator must complete an application before you can review the clock hours.

1. Go to the Review Q, top blue tab.
2. Select Continuing License Renewal
3. Select an educator's application – Review Application
4. You will see the list of clock hours open below the educator's name.
5. Sort the hours by Completed Date to bring the most recent to the top.
6. Select Verify and Accept for hours completed with documentation, if required, or select a deficiency at the bottom. This will send an email to educator of what is missing.
7. Once all hours have been verified, select Finalize Clock Hours.

In the Review Q, Para educator Permits, Salary Increment Requests, and Other Permit Renewals can be reviewed.

DELAWARE DEPARTMENT OF EDUCATION LICENSURE & CERTIFICATION

To Add a Mentee to the Mentoring Center



LEA Dashboard **Find Educator** **ReviewQ** **Emergencies & COEs** **LEA Mentoring Center** **Reports**

Manage Mentees

Manage Mentees Instructions:
This Manage Mentees page contains all the functionality associated with managing mentees. The page works in two distinct modes: Search Existing Mentees and Add New Mentee. The page defaults to Search Existing Mentees mode. The search criteria displayed in the top section works for both modes; however, the results are displayed in the Mentees table at the bottom of the page. To find mentees, enter search criteria in the **Search Existing Mentees** form and click the **Search** button. The results are displayed in the Mentees table at the bottom of the page. Use the icons within the **Actions** column to edit, delete or view existing mentees. To add a mentee, click the **Add New Mentee** button. The page changes to Add New Mentee mode. Search criteria are displayed within the **Search Educators** area.

Select a District: **MILFORD SCHOOL DISTRICT**
Select a School: **-- Select --**
Select a School Year: **2021-2022**
☒ Include Unassigned Mentees
☐ Show Withdrawn Programs

Search Educators

First search for an educator using any of the following fields. Press the "Select" button next to the educator you want to add.

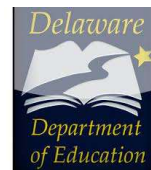
First Name: Last Name: SSN:
Date of Birth: Employee ID:

Employee ID	First Name	Last Name	SSN	Date of Birth	District	School	Actions
<div> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div>							

First Name: Last Name: Program Type: **-- Select --**

Search **Save Mentee** **Cancel** **Add New Mentee**

1. Go to the LEA Mentoring Center in DEEDS and select the Manage Teaching Mentees option.
2. Select the green Add New Mentee button – toward the bottom.
3. Search for the educator and select.
4. Select the program from the dropdown – New to Area.
5. Save Mentee



DELAWARE DEPARTMENT OF EDUCATION
LICENSURE & CERTIFICATION

EDUCATOR FAQs

This section has been provided for the convenience of HR personnel use for educator guidance should they have questions. Educators should continue to use the existing [User Guide](#) for their main source of instruction.

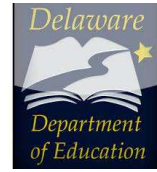
For the Educator: To Apply for an Upgrade from an Initial License to a Continuing License

1. Log into DEEDS 3.0 Educator Dashboard.
2. Approximately three months before the license expiration date, you will see a red box with [Upgrade My License](#). Select this box.
3. Complete the application and submit.
4. In order to be upgraded, Mentoring Program requirements must have been met. Human Resources must mark the educator as Ready for Progression and Ready for Evaluation.

For the Educator: To Apply for a Continuing License Renewal

1. Log into DEEDS 3.0 Educator Dashboard.
2. Approximately three months before the license expiration date, you will see a red box with [Renew My License](#). Select this box.
3. Complete the application and the Criminal Affirmation and submit.
4. Add 90 clock hours.
 - a. Select What Can I Do Today?
 - b. Select Edit My File
 - c. Select the blue Clock Hours (K-12) tab.
 - d. Select Add Clock Hours.
 - e. Add Professional Development and verification documents, if required.
5. The application will go to your district or charter's Review Q for approval of clock hours.
6. The application will go to DOE for review.

DELAWARE DEPARTMENT OF EDUCATION
LICENSURE & CERTIFICATION



For the Educator: To Apply for Graduate Salary Increments



Licensure & Certification
Delaware Department of Education
Attn: Licensure & Certification
Collette Education Resource Center
35 Commerce Way, Suite 1
Dover, DE 19904
302-857-3388
deeds@doe.k12.de.us

DEEDS Early Learning
Delaware Department of Education
Attn: DEEDS Early Learning
John G. Townsend Building
401 Federal Street, Suite #2
Dover, DE 19902-3639
302-735-4236
deeds@doe.k12.de.us

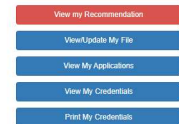


DEEDS 3.0 is the newly integrated certification system for the Delaware Department of Education. This enhanced system is used to store educator data and credential public and charter school teachers, administrators, adult and prison education educators and staff and early childhood and school-age professionals.

1. Log into DEEDS 3.0 Educator Dashboard
2. Select Apply for K-12.
3. Select Graduate Salary Increment
4. Complete application and Criminal Affirmation.
5. Submit.



Click on links to quickly access your account and applications.



**For Educators Who Qualify for a License and Standard Certification:
To Apply for a New License and Certification (Non-ARTC)**

1. Log into DEEDS 3.0 Educator Dashboard
2. Select Apply for K-12.
3. Select Licensure and Certification.
4. Complete application and Criminal Affirmation.
5. Pay the \$100 non-refundable application fee.
6. Submit.
7. Request that official transcripts and test score reports be sent to DOE, deeds@doe.k12.de.us.



DELAWARE DEPARTMENT OF EDUCATION **LICENSURE & CERTIFICATION**

For Educators: To Apply for an Additional Standard Certificate

1. Log into DEEDS 3.0 Educator Dashboard
2. Select Apply for K-12.
3. Select Licensure and Certification.
4. Complete application and Criminal Affirmation.
5. Submit.
6. Request that official transcripts and test score reports be sent to DOE, deeds@doe.k12.de.us.

Additional Information:

LEA Dashboard Site Map

The table below lists all the menu options available in the LEA dashboard. Based on the user role some of the menu options will not be available for the currently logged in user.

ReviewQ	Emergencies & COEs	Mentoring Center	Reports
Continuing License Renewals	Emergency/COE Recommendations	Manage Mentors	
Permit Renewals	Emergency/COE Extensions	Manage Teaching Mentees	
Graduate Salary Increment Approvals	Emergency/COE Upgrades	Add Mentees to Mentors	
	91 Day Application	Mentor Forms	

For additional support, access the [LEA User Guide](#) and [Educator User Guide](#).