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) Page 9
  For Educators Who Qualify for a License and Standard Certification
  (Student Teaching, Bachelor’s Degree, and Test Scores, or OOS Credentials
  To Apply for an Additional Standard Certificate Page 9

LEA and Educator User Guide Links Page 10

LEA Dashboard Site Map Page 10

Last Updated 10/25/2021
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.

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

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.
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.
To Request an Extension for an Emergency or COE

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.
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.

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.
To Approve Clock Hours for a Continuing License Renewal or Upgrade

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.
To Add a Mentee to the Mentoring Center

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
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.
For the Educator: To Apply for Graduate Salary Increments

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.

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.
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.

<table>
<thead>
<tr>
<th>ReviewQ</th>
<th>Emergencies &amp; COEs</th>
<th>Mentoring Center</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing License Renewals</td>
<td>Emergency/COE Recommendations</td>
<td>Manage Mentors</td>
<td></td>
</tr>
<tr>
<td>Permit Renewals</td>
<td>Emergency/COE Extensions</td>
<td>Manage Teaching Mentees</td>
<td></td>
</tr>
<tr>
<td>Graduate Salary Increment Approvals</td>
<td>Emergency/COE Upgrades</td>
<td>Add Mentees to Mentors</td>
<td></td>
</tr>
<tr>
<td>91 Day Application</td>
<td></td>
<td>Mentor Forms</td>
<td></td>
</tr>
</tbody>
</table>

For additional support, access the LEA User Guide and Educator User Guide.