Emergency/COE User Guide

This user guide will detail the steps taken by an educator to respond to three types of Emergency Certifications: Recommendations, Extensions and Upgrades.

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Emergency Recommendations

If an educator holds a valid Delaware license (Initial, Continuing or Advanced), but lacks the necessary skills and knowledge to meet certification requirements in a specific content area, then a temporary credential may be granted. This temporary credential is called an Emergency Certificate. Refer to the L&C website for more details on the Emergency Certificate requirements.

Routes for emergency recommendations include Alternate Routes to Certification (ARTC), Out of Area (Additional) Certificates of Eligibility, Skilled & Technical Sciences (STS) and 91-day in lieu of student teaching. The requirements for each of these emergency recommendations routes can be viewed in more detail using the links provided with each type.

For an Emergency Certificate to be recommended, the educator must be employed by a Delaware public or charter school and the emergency must be requested by the employer. The Emergency Certificate is valid for one school year and can be renewed if progress towards certification is being made. Emergency Certificates are not issued for all content areas. Please refer to the specific content area requirements for eligibility.

Emergency Recommendation Initiation

Unlike most Licensure and Certification applications, an Emergency Recommendation application is initiated by the District or Charter office. The details of the application are completed by the District or Charter office on behalf of the educator and then the application is directed to the educator for acceptance, completion and submission.
When an Emergency Recommendation application has been submitted, the educator will be sent an email with notification of the emergency. This email notification will be sent to your primary email on record. The email will be sent from deeds@doe.k12.de.us and will have the Subject **DDOE – Emergency Recommendation**. If you receive this email, then you have been recommended for emergency certification and will need to follow the steps outlined in this user guide.

**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](#).

**Emergency Recommendation Acceptance**

There is a new red **View my Recommendation** button that appears on the right side of the page under the menu icons. This **View my Recommendation** button is an immediate indicator that an emergency recommendation has been raised on behalf of the educator and action is required to move forward with the emergency recommendation application process.

Click the **View my Recommendation** button or click the **View My Applications** button, as either choice will direct the user to the **View My Applications** page. The new **Emergency Certificate Recommendation** is shown:

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**Figure EEM-ERA-01: Emergency Recommendation Notification**

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**Figure EEM-ERA-02: Emergency Recommendation Accept or Reject Options**
Review the high-level details of the recommendation in the table. Details include **Type**, **Route**, **Certificate**, **Status**, **District** and **Actions**. If the details are not correct and you do not wish to accept this emergency recommendation, then click the **Reject** button in the **Actions** column. If the details are correct and you wish to accept this emergency recommendation, then click the **Accept** button in the **Actions** column.

An **Add Recommendation** form is inserted in the **Emergency Certification Recommendations** section displaying the details of the recommendation. User may need to scroll down to view the entire section.

Note that there is a checkbox at the bottom with the text: **I understand and accept the following:;** followed by a list of emergency details to which you are acknowledging acceptance. Read the emergency details carefully prior to accepting the emergency recommendation.

The **I understand and accept the following:** checkbox is a mandatory field and needs to be checked in order to proceed. Check the box by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. If this checkbox is left unchecked when trying to continue, an error message will be displayed in a red banner directly above the **Add Recommendation** section. To dismiss an error message, click the x in the upper right-hand corner of the red banner.

Click the **Accept, Acknowledge and Continue Application** button to proceed.

A confirmation message box is displayed: **Are you sure you want to accept the recommendation?**
Click *Cancel* to deny acceptance of the emergency recommendation and return to the *Emergency Recommendation Acceptance Form*. Click *OK* button to accept and continue.

**Application Data – Emergency Recommendation**

The user is directed to the *Application Data* page for review and completion of the application.

![Application Data](image)

*Figure EEM-RAD-01: Emergency Recommendation Application Data*

Note the green bars on the left, as these are the pieces of information that are required to complete the emergency application request. The green bars that appear on the left are dependent on the route selected for the emergency recommendation. Some of the bars are already marked with a green √ since the Emergency Recommendation application was initiated by the district office. The bars that are marked with a red X indicate that action is required by the educator.

In the step-by-step process, the user may or may not be required to answer questions specific to the following topics: *Education, Experience, Tests, National/Professional Certificate, ARTC Program,* and *Other,* which are designated as optional in the sections below. *Instructions, Personal Information Review* and *Criminal Affirmation* bars are present for every emergency application type. If this is the first license being applied for, then the *Fee and Payment* bar will be shown, and the educator is charged a one-time payment of $100; otherwise, the *Application Submission* bar will be shown.

The *Instructions* bar is highlighted and designated with a red X to signify that the step has not yet been completed. Read the Instructions that appear in the *Instructions* box.

Click *Save & Next* button.

The *Instructions* bar is designated with a green √ to signify that the step has been completed.

**Personal Information Review – Emergency Recommendation**

The *Personal Information Review* bar is highlighted and designated with a red X to signify that the step has not yet been completed.
The **Personal Information** entered previously is displayed. Check the information for accuracy and completeness. Ensure that the **Home/Mailing Address** section is completed with your current address. If you do not wish to receive text messages, uncheck the text message authorization checkbox. Update the information, as appropriate. If changes are made to the information, click **Save/Update**.

Click the **Save & Next** button.

The **Personal Information Review** bar is designated with a green √ to signify that the step has been completed.

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: Education, Experience, Tests, National/Professional Certificate, ARTC Program, Other, Criminal Affirmation.

Educational Information – Emergency Recommendation

If required for the emergency recommendation, the **Education** bar is highlighted and designated with a green √ to signify that the step has been completed, as this information was provided by the District or Charter office.
The *Education* data that has already been entered in DEEDS by the District of Charter office is shown listed in the Education table. Please check the education information for accuracy and completeness.

If no additional education information needs to be added, click **Save & Next** button to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add Education**.

Click **Add Education** button.

*Education* entry form is presented for entering education related information specific to the emergency application request.

Enter the *Institution* where the degree was obtained. Note that while typing, the information is auto-filling with appropriate choices. Select the correct Institution from the list. Enter the remainder of the *Education* information in the entry fields. The required fields are designated with a red * and include: *Institution, City, State, Degree* and *Start Date*.

Click **Save** button to save *Education* data.

New education information entered is displayed at the bottom of the window.
Optionally, the *Used toward Application* checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

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

Click the *Save & Next* button.

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: Experience, National/Professional Certificate, ARTC Program, Other, Criminal Affirmation.

**Experience (optional) – Emergency Recommendation**

If required for the emergency recommendation, the *Experience* bar is highlighted and designated with a green √ to signify that the step has been completed, as this information was provided by the District or Charter office.

The following forms may be used to verify Experience:

- [Form E - Verification of Teaching Experience](#)
- [Form T - Verification of Student Teaching Program](#)
- [Form E/NT - Verification of Non-Teaching Experience](#)
- [Form C - Verification of School Counseling Clinical Experience](#)
The Experience data that has already been entered in DEEDS by the District of Charter office is shown listed in the Experience table. Please check the experience information for accuracy and completeness.

If no additional experience information needs to be added, click the Save & Next button to continue and skip to the end of this section. Otherwise, follow the instructions in this section to Add Experience information.

Click the Add Experience button.

Experience entry form is presented for entering experience related information that is specific to the emergency application request.

Complete the required fields specific to work Experience. The required fields are designated with a red * and include: Work Type, Place, City, State, Begin Date and End Date.

Click the Save button to save Experience data.

New Experience information entered is displayed at the bottom of the window.

Optionally, the Used toward Application checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

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

Click the Save & Next button.
The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: Tests, National/Professional Certificate, ARTC Program, Other, Criminal Affirmation.

Tests (optional) – Emergency Recommendation

If required, the Tests bar is highlighted and designated with a red X to signify that the step has not yet been reviewed. All information on the Tests bar is read-only. If Test data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank.

Click the Save & Next button.

The Tests bar is designated with a green √ to signify that the step has been completed. The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: National/Professional Certificate, ARTC Program, Other, Criminal Affirmation.

National/Professional Certificate (optional) – Emergency Recommendation

If required, the National/Professional Certificate bar is highlighted and designated with a red X to signify that the step has not yet been completed.
National or Professional Certificates are uploaded as proof of national certification status. If National or Professional Certificate data has been added to the system, it will appear here; otherwise, the table will be blank. Please check the certification information for accuracy and completeness. If no additional National or Professional Certificates need to be added, click **Save & Next** button to continue and skip to the end of this section. Otherwise, follow the instructions in this section to add new National/Professional Certification information.

Click **Add New Nat/Pro Certification** button.

![Figure EEM-RNP-02: Emergency Recommendation Add National/Professional Certificate Form](image)

A National/Professional Certification entry form is presented for entering and uploading certification information. The data is used to support qualifications for the emergency application request.

Complete the required fields specific to National/Professional Certification credentials. The required fields are designated with a red * and include: **Type, Content Area, State, Effective Date** and **Expiration Date**. Dropdown lists are provided for selection of **Type, Content Area** and **State**.

Please ensure that the certification is current and valid prior to adding new information. Documents that are uploaded need to be in pdf or image format.

Select **Nat./Pro. Certificate** from the **Document Type** dropdown list.

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 box 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 Nat/Pro Certificate** button to upload document and save **National/Professional Certificate** data.

<table>
<thead>
<tr>
<th>Type</th>
<th>Content Area</th>
<th>State</th>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Description</th>
<th>Status</th>
<th>Used toward Application</th>
<th>Document</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Vocational Certification</td>
<td>Career and Technical Education/Early Childhood</td>
<td>DE</td>
<td>01/01/2023</td>
<td>12/30/2023</td>
<td>Pending</td>
<td></td>
<td></td>
<td>Download</td>
<td></td>
</tr>
</tbody>
</table>

Figure EEM-RNP-03: Emergency Recommendation National/Professional Certificate Table

New **National/Professional Certificate** information entered is displayed in the window.

Optionally, the **Used toward Application** checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

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

Click **Save & Next** button.

The **National/Professional Certificate** bar is designated with a green √ to signify that the step has been completed.

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: **ARTC Program, Other, Criminal Affirmation**.

**ARTC Program (optional) – Emergency Recommendation**

If required for the emergency recommendation, the **ARTC Program** bar is highlighted and designated with a green √ to signify that the step has been completed, as this information was provided by the District or Charter office.
The **ARTC Program** data that has already been entered in DEEDS by the District of Charter office is shown listed in the Education table. Review the information in the **ARTC Program** table for accuracy and completeness. Any information entered by the District or Charter office is not editable, so no action is required.

Click the **Save & Next** button.

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: **Other, Criminal Affirmation**.

**Other (optional) – Emergency Recommendation**

If required for the emergency recommendation, the **Other** bar is highlighted and designated with a green √ to signify that the step has been completed, as this information was provided by the District or Charter office.

![Figure EEM-ROT-01: Emergency Recommendation Other Bar](image)

If the **Other** bar is included in the Application Data, then additional documentation may be required for this Emergency Recommendation application. If supporting documents have already been added, then the information is listed in the document table; otherwise, the table will be blank and **No Record Found** will be displayed in the center.

If no additional documents need to be uploaded, click **Save & Next** button to continue and **skip** to the next step. Otherwise, follow the instructions in this section to add supporting documents.

Click the **Add Other** button.
Other form is presented for entering information specific to the emergency recommendation application request that does not fit nicely into one of the other data categories.

The required fields are designated with a red * and include: Type, Description, State, Received Month/Year, Document Type and Document. Dropdown lists are provided for Type, State and Document Type, offering valid options from which to choose.

Complete the required fields in the top section. The bottom section is for uploading documents related to the Other data. Click the down arrow of the Document Type dropdown list in the bottom section and select the desired document type from the list.

The next step is to upload documentation 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.

There may be instances where documents have 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 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 Other document has not been associated, then follow the next steps to upload the document for the emergency recommendation 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 changes.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>State</th>
<th>Received Month/Year</th>
<th>Exp. Date</th>
<th>Documents</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A valid CPR &amp; First Aid</td>
<td>CPR training certificate</td>
<td>DE</td>
<td>10/2019</td>
<td></td>
<td>A valid CPR &amp; First Aid training</td>
<td></td>
</tr>
<tr>
<td>A valid CPR &amp; First Aid</td>
<td>Training</td>
<td>DE</td>
<td>02/2020</td>
<td></td>
<td>A valid CPR &amp; First Aid training</td>
<td></td>
</tr>
</tbody>
</table>

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.

The newly added document listing will appear in the record table. If the document is not the right one, click the trash can icon in the **Action** column to delete the file.

Click the **Save & Next** button.

**Criminal Affirmation (mandatory) – Emergency Recommendation**

The **Criminal Affirmation** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

**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. The I consent to electronic signature checkbox is a mandatory field and must be checked to continue.

The I consent to electronic signature checkbox is a mandatory field and must be checked in order to proceed. Check the box by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. The Signature field is also enabled and disabled as the consent checkbox is checked and unchecked, respectively.

Check the I consent to electronic signature checkbox and 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.

Click the Save & Next button.

The Criminal Affirmation bar is designated with a green √ to signify that the step has been completed.

The next green bar presented will be dependent on whether the educator has already obtained or applied for a Delaware license. If this is the first license being applied for, then the Fee and Payment bar will be shown, and the educator is charged a one-time payment of $100; otherwise, the Application Submission bar will be shown. Based on the next step, use one of the following links to jump to the appropriate section in this guide: Fee and Payment, Application Submission.

Fee and Payment – Emergency Recommendation

The Fee and Payment bar is highlighted and designated with a red X to signify that the step has not yet been completed.

The Fee and Payment box is presented for entry of payment information.
Enter Payment Information in the fields provided. Click the **Copy details from application** checkbox to copy name and address information from the data entered on the **Personal Information Review** bar. Note the text at the bottom of the **Fee and Payment** box stating that **Delaware Department of Education fees are NON-REFUNDABLE. PLEASE ENSURE THE ACCURACY OF YOUR INFORMATION.**

The **I acknowledge that the $100 fee is non-refundable** checkbox is a mandatory field and must be checked in order to proceed. Check the box by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. The **Pay & Submit** button is also enabled and disabled as the consent checkbox is checked and unchecked, respectively.

Check the **I acknowledge that the $100 fee is non-refundable** checkbox and click the **Pay & Submit** button to complete the application process. An email with the Subject **Transaction Receipt** is sent to the user primary email to confirm payment.

Since the application submission step is embedded in the Fee and Payment step, the next section can be skipped. Jump ahead to the Application Submission Confirmation section of this user guide.

**Application Submission – Emergency Recommendation**

The **Application Submission** bar is highlighted and designated with a red X to signify that the step has not yet been completed.
The **Emergency Recommendation** application process is complete and the application is ready for submission.

Optionally, you can review the information provided within the individual steps by clicking on the corresponding green bars.

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

**Application Submission Confirmation – Emergency Recommendation**

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

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 with the Subject **DE Dept of Education - Important Application Information.**

Click **Back To Dashboard** button.

**Application Tracker – Emergency Recommendation**

Educator is directed to the **View My Applications** page. The **Emergency Recommendation** application is shown:
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 Emergency 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 Emergency application submitted in the previous steps. Emergency Application for… 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.

View Credentials – Emergency Recommendation

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.

There will be a K-12 Licenses section showing the following:

Note that the License appears at the top of the section and shows a status of Application Pending. The K-12 Certificate for this emergency recommendation appears in the Area column and the Class is identified as Emergency. The K-12 Certificate also shows a status of Application Pending. It is important
to understand that there is a one- to-many relationship between the License and the K-12 Certificate(s). The Educator is required to have one License, but can have more than one Certificate. If the Educator had multiple Certificates, they would all appear here in the K-12 Certificates section under the License.

Once the Emergency application has been submitted, the application is directed to the DDOE Licensure & Certification (L&C) team for review and approval.

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 – Emergency Recommendation

When the Emergency 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 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.

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 EEM-RDF-02: Emergency Recommendation 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 **Respond to Deficiency** button.

Educator is directed to the section of the application where there is a deficiency. In this example, there is a deficiency on the ARTC Program bar. The green bar is designated with a red x to indicate that the issue is unresolved. **Attention** will be focused on the **Deficiency** section at the bottom.

![Deficiency Details Table](image)

**Figure EEM-RDF-03: Emergency Recommendation 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. Note that when the **Resolved** checkbox is checked, a **Save Changes** button appears and is enabled at the top of the **Deficiency** section.
Click the **Save Changes** button within the **Deficiency** box.

Note the **Save Changes** button disappears and the icon on the green bar has changed to a green V to indicate that the required action is complete.

Click **Resubmit** button.

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

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

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. The **Action Required** stamp below the Application Tracker has disappeared, but the **Deficiency Details** table remains for reference.

**Emergency Recommendation Complete**
Once the application has been approved by DDOE L&C team, the information on the View My Applications page will change to:

![Image of emergency recommendation tracker](image1.png)

Figure EEM-RAC-01: Emergency Recommendation Application Tracker after Emergency Certificate Issued

An email is also sent to indicate that the Emergency application has been approved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject DDOE – Emergency Application Approval.

Click View My Credentials button on the Educator Dashboard. Locate the K-12 Licenses section.

![Image of emergency certificate credentials](image2.png)

Figure EEM-RAC-02: Emergency Recommendation Credentials after Emergency Certificate Issued

A new Emergency Certificate entry has been added to the K-12 Certificates table. Note the certificate is listed as Emergency in the Class column and there is an Expiration Date in the Expires column. It is important to note that Emergency Certificates will expire, unlike other certificates. The Expiration Date typically defaults to the end of the school year.

Congratulations! The Emergency Certificate Recommendation request has been completed successfully.

Emergency Extensions

The Emergency Certificate is valid for one school year and can be renewed if progress towards certification is being made by the educator. When an Emergency Certificate is within 60 days of expiring, it is eligible for renewal which requires creating and submitting an Emergency Extension application. Similar to an Emergency Recommendation, an Emergency Extension is initiated by the District or Charter office.

The most important part of the emergency extension recommendation application is entering details of Proof of Progress. This proof of progress should include specifics related to how the educator has progressed since being granted an Emergency Certificate and what steps have been taken in moving towards certification. It is important to provide proof of professional growth when applying for an Emergency Certificate extension.

The list of acceptable forms of Proof of Progress include:
• Praxis II Test Attempt, or Praxis II Test Passing Score
• Performance Assessment Attempt, or Performance Assessment Passing Score
• ACTFL Test Attempt, or ACTFL Test Passing Score
• Copy of Test Registration, or Receipt of Test Registration
• Coursework - Official Transcript
• Coursework - Unofficial Transcript, ARTC Non-Credit Course Record, or ARTC Status

Emergency Extension Initiation

In the same way that an Emergency Certificate Recommendation application is initiated, Emergency Extensions are also initiated by the District or Charter Office. The details of the extension request are completed by the District or Charter office on behalf of the educator and then the application is directed to the educator for acceptance, completion and submission.

When an Emergency Extension application has been submitted, the educator will be sent an email with notification of the emergency extension. This email notification will be sent to the educator’s primary email on record. The email will be sent from deeds@doe.k12.de.us and will have the Subject **DDOE – Emergency Extension Recommendation.** If you receive this email, then you have been recommended for an extension on your Emergency Certificate, that is due to expire within 60 days, and will need to follow the steps outlined in this user guide.

Emergency Extension Acceptance

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.**

There is a new red **View my Recommendation** button that appears on the right side of the page under the menu icons. This **View my Recommendation** button is an immediate indicator that an emergency recommendation has been raised on behalf of the educator and action is required to move forward with the emergency recommendation application process.
Click the **View my Recommendation** button or click the **View My Applications** button, as either choice will direct the user to the **View My Applications** page. The new **Emergency Extension Recommendation** is shown:

![Emergency Extension Notification](image)

Figure EEM-EEA-01: Emergency Extension Notification

Review the high-level details of the recommendation in the table. Details include **Type**, **Route**, **Certificate**, **Status**, **District** and **Actions**. Note that the **Type** is specified as **Emergency Extension Recommendation** and the **Status** is **Pending**. If the details are not correct and you do not wish to accept this emergency extension recommendation, then click the **Reject** button in the **Actions** column. If the details are correct and you wish to accept this emergency extension recommendation, then click the **Accept** button in the **Actions** column.

![Emergency Extension Accept or Reject Options](image)

Figure EEM-EEA-02: Emergency Extension Accept or Reject Options

An **Add Recommendation** box is inserted in the **Emergency Certification Recommendations** section displaying the details of the extension. User may need to scroll down to view the entire section.

![Emergency Extension Acceptance Form](image)

Figure EEM-EEA-03: Emergency Extension Acceptance Form
Note that there is a checkbox at the bottom with the text: *I acknowledge and Accept this application.* This checkbox is a mandatory field and needs to be checked in order to proceed. Check the box by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. If this checkbox is left unchecked when trying to continue, an error message will be displayed in a red banner directly above the *Add Recommendation* section. To dismiss an error message, click the x in the upper right-hand corner of the red banner.

Click the *Accept, Acknowledge and Continue Application* button to proceed.

A confirmation message box is displayed: *Are you sure you want to accept the recommendation?*

Click *OK* button to accept and continue.

**Application Data – Emergency Extension**

The user is directed to the *Application Data* page for review and completion of the application.

Note the green bars on the left, as these are the pieces of information that are required to complete the emergency extension application request. Some of the bars are already marked with a green √ since the Emergency Extension application was initiated by the district office. The bars that are marked with a red X indicate that action is required by the educator.

The green bars that appear on the left are dependent on the route selected for the emergency extension recommendation. In the step-by-step process, the user may or may not be required to answer questions specific to the *ARTC Program*, which is designated as optional in the section below. *Instructions, Personal Information Review, Education, Tests, Other, Criminal Affirmation* and *Application Submission* bars are present for every emergency extension application.
Proof of Progress is required to demonstrate that the educator is making progress towards certification. The list of acceptable forms of Proof of Progress include:

- Praxis II Test Attempt, or Praxis II Test Passing Score
- Performance Assessment Attempt, or Performance Assessment Passing Score
- ACTFL Test Attempt, or ACTFL Test Passing Score
- Copy of Test Registration, or Receipt of Test Registration
- Coursework - Official Transcript
- Coursework - Unofficial Transcript, ARTC Non-Credit Course Record, or ARTC Status.

Some of the steps may be informational in nature and do not require action. Information may have already been provided by the district or charter office when the emergency extension application was submitted. Instructions will be provided at each step.

The **Instructions** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Read the Instructions that appear in the **Instructions** box.

Click the **Save & Next** button.

The **Instructions** bar is designated with a green √ to signify that the step has been completed.

**Personal Information Review – Emergency Extension**

The **Personal Information Review** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

The **Personal Information Review** entered previously is displayed. Check the information for accuracy and completeness. Ensure that the **Home/Mailing Address** section is completed with your current address.
If you do not wish to receive text messages, uncheck the text message authorization checkbox. Update the information, as appropriate. If changes are made to the information, click **Save/Update**.

Click the **Save & Next** button.

The **Personal Information Review** bar is designated with a green √ to signify that the step has been completed.

**Education – Emergency Extension**

The **Education** bar is highlighted and designated with a green √ since the information has already been provided by the District or Chart office when the emergency extension recommendation application was raised. Instructions related to **Education** data entry are displayed.

![Application For Emergency ARTC Extension Health Education Teacher (Grades K-12): Emergency Extension Education Bar](image)

The **Education** data that has already been entered in DEEDS will appear here. Please check the education information for accuracy and completeness.

If no additional education information needs to be added, click the **Save & Next** button to continue and **skip** to the next step. Otherwise, follow the instructions in this section to **Add Education** information.

Click the **Add Education** button.
**Education** entry form is presented for entering education related information specific to the emergency extension request.

Enter the **Institution** where the degree was obtained. Note that while typing, the information is auto-filling with appropriate choices. Select the correct Institution from the list. Enter the remainder of the **Education** information in the entry fields. The required fields are designated with a red * and include: **Institution, City, State, Degree** and **Start Date**.

Click the **Save** button to save **Education** data.

New education information entered is displayed at the bottom of the window.

<table>
<thead>
<tr>
<th>Institution</th>
<th>School Id</th>
<th>City</th>
<th>State</th>
<th>Degree</th>
<th>Start Date</th>
<th>End Date</th>
<th>Major</th>
<th>Minor</th>
<th>Graduated</th>
<th>Documents</th>
<th>Used toward Application</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSITY</td>
<td>5811</td>
<td>Newark</td>
<td>DE</td>
<td>Bachelor</td>
<td>1998</td>
<td>2002</td>
<td></td>
<td></td>
<td></td>
<td>College Transcript (HR &amp; DOE Only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OF DELAWARE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY</td>
<td>5811</td>
<td>Newark</td>
<td>DE</td>
<td>Graduate-</td>
<td>2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OF DELAWARE</td>
<td></td>
<td></td>
<td></td>
<td>level Coursework</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY</td>
<td>5811</td>
<td>Newark</td>
<td>DE</td>
<td>Graduate-</td>
<td>2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OF DELAWARE</td>
<td></td>
<td></td>
<td></td>
<td>level Coursework</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure EEM-EED-03: Emergency Extension Education Table

Optionally, the **Used toward Application** checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

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

Click the **Save & Next** button to continue.

**Tests – Emergency Extension**

The **Tests** bar is highlighted and designated with a green v. All information on the Tests bar is read-only. If Test data has been added to the system for the educator, it will appear here; otherwise, the table will be blank.
Click the **Save & Next** button to continue.

The next green bar presented will be dependent on the emergency extension type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: ARTC Program, Other.

**ARTC Program (optional) – Emergency Extension**

If required, the **ARTC Program** bar is highlighted and designated with a green √ since the information has already been provided by the District or Chart office when the emergency extension application was raised. Instructions related to **ARTC Program** data entry are displayed.

If **ARTC Program** information has been previously added for the educator, it will appear in the table; otherwise, the table is blank. If data exists, please check the **ARTC Program** information for accuracy and completeness. Any information entered by the District or Charter office is not editable, so no action is required.

Click the **Save & Next** button.

**Other – Emergency Extension**
If required for the emergency extension, the **Other** bar is highlighted and designated with a green √ to signify that the step has been completed, as this information was provided by the District or Charter office.

![Figure EEM-EOT-01: Emergency Extension Other Bar](image)

The **Other** bar is included to upload additional documentation to support this Emergency Extension application. If documents have already been uploaded, they will appear in the documents table. This step is the perfect place to include proof of progress documentation. **Proof of Progress** is required to demonstrate that steps are being made towards certification. The list of acceptable forms of Proof of Progress include:

- Praxis II Test Attempt, or Praxis II Test Passing Score
- Performance Assessment Attempt, or Performance Assessment Passing Score
- ACTFL Test Attempt, or ACTFL Test Passing Score
- Copy of Test Registration, or Receipt of Test Registration
- Coursework - Official Transcript
- Coursework - Unofficial Transcript, ARTC Non-Credit Course Record, or ARTC Status.

If the **Other** bar is included in the Application Data, then additional documentation may be required for this Emergency Extension application. If supporting documents have already been added, then the information is listed in the document table; otherwise, the table will be blank.

If no additional documents need to be uploaded, click **Save & Next** button to continue and skip to the next step. Otherwise, follow the instructions in this section to add supporting documents.

Click the **Add Other** button.
**Other** form is presented for entering information specific to the emergency extension application request that does not fit nicely into one of the other data categories. The top section is for entering information specific to the data to be added and the bottom section is for uploading supporting documents related to the **Other** data.

Complete the required fields in the top section. The required fields are designated with a red * and include: **Type, Description, State, Received Month/Year, Document Type** and **Document**. Dropdown lists are provided for **Type, State** and **Document Type**, offering valid options from which to choose.

Click the down arrow of the **Document Type** dropdown list in the bottom section and select the desired document type from the list. The next step is to upload documentation 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.

There may be instances where documents have 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 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 **Other** document has not been associated, then follow the next steps to upload the document for the emergency recommendation 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 changes.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>State</th>
<th>Received Month/Year</th>
<th>Exp. Date</th>
<th>Documents</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A valid CPR &amp; First Aid training</td>
<td>CPR training certificate</td>
<td>DE</td>
<td>02/2020</td>
<td>A valid CPR &amp; First Aid training</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure EEM-EOT-03: Emergency Extension Other Table

The newly added document listing will appear in the record table.

Click the **Save & Next** button.

**Criminal Affirmation – Emergency Extension**

The **Criminal Affirmation** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

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. The *I consent to electronic signature* checkbox is a mandatory field and must be checked to continue.

The *I consent to electronic signature* checkbox is a mandatory field and must be checked in order to proceed. Check the box by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. The **Signature** field is also enabled and disabled as the consent checkbox is checked and unchecked, respectively.

Check the *I consent to electronic signature* checkbox and 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.

Click **Save & Next** button.

The **Criminal Affirmation** bar is designated with a green √ to signify that the step has been completed.

**Application Submission – Emergency Extension**

The **Application Submission** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

Figure EEM-ECR-02: Emergency Extension Criminal Affirmation Form Completed

Figure EEM-EAS-01: Emergency Extension Application Submission
The **Emergency Extension** application process is complete and the application is ready for submission.

Optionally, you can review the information provided within the individual steps by clicking on the corresponding green bars.

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

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

![Emergency Extension Application Submission Confirmation](image)

Figure EEM-EAS-02: Emergency Extension 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 with the Subject **DE Dept of Education - Important Application Information**.

Click the **Back To Dashboard** button.

**Application Tracker – Emergency Extension**

User is directed back to the **View My Applications** page. The **Emergency Extension** application is shown:

![Emergency Extension Application Tracker](image)

Figure EEM-EAT-01: Emergency Extension Application Tracker

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 Emergency 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 **Emergency** application submitted in the previous steps. **Emergency Application for Extension**... 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 – Emergency Extension**

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

There will be a **K-12 Licenses** section showing the following:

<table>
<thead>
<tr>
<th>ID</th>
<th>App Complete?</th>
<th>Who</th>
<th>Name</th>
<th>Area</th>
<th>Class</th>
<th>Issued</th>
<th>Effective</th>
<th>Expires</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>24113</td>
<td>Yes</td>
<td>07/14/2021</td>
<td>Application Pending</td>
<td>Health Education Teacher</td>
<td>Emergency</td>
<td>07/14/2021</td>
<td>07/14/2021</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>241110</td>
<td>Yes</td>
<td>07/14/2021</td>
<td>Issued</td>
<td>Health Education Teacher (Grades K-12)</td>
<td>Emergency</td>
<td>07/14/2021</td>
<td>07/14/2021</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

![Figure EEM-EVC-01: Emergency Extension View My Credentials – Application Pending](image)

Note that the **License** appears at the top of the section and shows a status of **Issued**, as the license was issued as part of the **Emergency Certificate Recommendation** process. There are two entries in the **K-12 Certificate** table, both identified with a **Class of Emergency**. The bottom record is for the Emergency Certificate that was previously issued and shows a **Status of Issued**. The top record is for this **Emergency Extension** application and shows a **Status of Application Pending**.

Once the **Emergency** application has been submitted, the application is directed to the DDOE Licensure & Certification (L&C) team for review and approval.

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 – Emergency Extension**

For the **Emergency Extension** application, deficiencies are handled in exactly the same way as they were handled for the **Emergency Recommendation** application. When a deficiency is raised by the DDOE L&C team, the Educator must **Respond to the Deficiency** and **Resubmit** the application for further review and approval. To review the process for responding to deficiencies, refer to the **Deficiencies – Emergency**

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Recommendations section of this document. Within the instructions and screen shots, simply substitute Emergency Extension wherever Emergency Recommendation is referenced.

Emergency Extension Complete

Once the application has been approved by DDOE L&C team, the information on the View My Applications page will change to:

Figure EEM-EAC-01: Emergency Extension Application Tracker after Certificate Extension Issued

An email is also sent to indicate that the Emergency application has been approved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject DDOE – Emergency Extension Approval.

Click View My Credentials button on the Educator Dashboard. Locate the K-12 Licenses section.

Figure EEM-EAC-01: Emergency Extension Credentials after Certificate Extension Issued

A new Emergency Certificate entry has been added to the K-12 Certificates table. Note that there are now two rows in the table listed as Emergency in the Class column. The top-most entry displays a Status of Issued and the entry directly below it displays a Status of Replaced. The Emergency Extension has replaced the previously issued Emergency Certificate. Note the dates in the Expires column, as the extension date has been extended for the newly Issued certificate. It is important to note that Emergency Certificates will expire, unlike other certificates. The Expires date typically defaults to the end of the school year.

Congratulations! The Emergency Certificate Extension request has been completed successfully.

Emergency Upgrades

An educator that has been issued an Emergency Certificate will work towards meeting the requirements of a Standard Certificate. Once all the requirements have been met for the certificate, the educator must apply for an upgrade to a standard certificate. Similar to an Emergency Recommendation and Emergency Extension, an Emergency Upgrade is initiated by the District or Charter office.
The Emergency Upgrade application will need to demonstrate that the educator meets the requirements for an upgrade to a Standard Certificate. Required documents may include:

- Official Passing scores for the required Praxis II tests
- Official Passing Scores for the ACTFL in the target language (World Language Certificates only)
- Official Passing scores for a Performance Assessment – edTPA or PPAT
- ARTC Completion Letter
- District/LEA Letter of Recommendation (attests to the completion of two satisfactory summative evaluations)
- Official Transcript of completed coursework or degree conferred

Emergency Upgrade Initiation

In the same way that Emergency Certificate Recommendations and Emergency Certificate Extensions are initiated, an Emergency Upgrade is also initiated by the District or Charter Office. The details of the upgrade request are completed by the District or Charter office on behalf of the educator and then the application is directed to the educator for acceptance, completion and submission.

When an Emergency Upgrade application has been submitted, the educator will be sent an email with notification of the emergency upgrade request. This email notification will be sent to the educator’s primary email on record. The email will be sent from deeds@doe.k12.de.us and will have the Subject DDOE – Emergency Upgrade Recommendation. If you receive this email, then you have been recommended for an upgrade from an Emergency Certificate to a Standard Certificate, and will need to follow the steps outlined in this user guide.

Emergency Upgrade Acceptance

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.

There is a new red View my Recommendation button that appears on the right side of the page under the menu icons. This View my Recommendation button is an immediate indicator that an emergency recommendation has been raised on behalf of the educator and action is required to move forward with the emergency upgrade recommendation application process.
Click the View my Recommendation button or click the View My Applications button, as either choice will direct the user to the View My Applications page. The new Emergency Certificate Recommendation is shown:

![Figure EEM-EUA-02: Emergency Upgrade Accept or Reject Options](image)

Review the high-level details of the recommendation in the table. Details include Type, Route, Certificate, Status, District and Actions. If the details are not correct and you do not wish to accept this emergency upgrade recommendation, then click the Reject button in the Actions column. If the details are correct and you wish to accept this emergency upgrade recommendation, then click the Accept button in the Actions column.

![Figure EEM-EUA-03: Emergency Upgrade Recommendation Acceptance Form](image)

An Add Recommendation form is inserted in the Emergency Certification Recommendations section displaying the details of the upgrade to standard. User may need to scroll down to view the entire section.

Note that there is a checkbox at the bottom with the text: I acknowledge and Accept this application. This checkbox is a mandatory field and needs to be checked in order to proceed. Check the box by
clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. If this checkbox is left unchecked when trying to continue, an error message will be displayed in a red banner directly above the Add Recommendation section.

Click the Accept, Acknowledge and Continue Application button to proceed.

Figure EEM-EUA-04: Emergency Upgrade Acceptance Confirmation Prompt

A confirmation message box is displayed: Are you sure you want to accept the recommendation?

Click OK button to accept and continue.

Application Data – Emergency Upgrade

The user is directed to the Application Data page for review and completion of the application.

Figure EEM-UAD-01: Emergency Upgrade Application Data

Note the green bars on the left, as these are the pieces of information that are required to complete the emergency application request. The green bars that appear on the left are dependent on the route selected for the emergency upgrade. In the step-by-step process, the user may or may not be required to answer questions specific to the following topics: Tests, ARTC Program, and Other, which are designated as optional in the sections below. Instructions, Personal Information Review, Education, Criminal Affirmation and Application Submission bars are present for every emergency application type.

The Instructions bar is highlighted and designated with a red X to signify that the step has not yet been completed. Read the Instructions that appear in the Instructions box.

Click Save & Next button.

The Instructions bar is designated with a green V to signify that the step has been completed.
Personal Information Review – Emergency Upgrade

The **Personal Information Review** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

![Image](image.png)

Figure EEM-UPI-01: Emergency Upgrade Personal Information Review Bar

The **Personal Information** entered previously is displayed. Check the information for accuracy and completeness. Ensure that the **Home/Mailing Address** section is completed with your current address. If you do not wish to receive text messages, uncheck the text message authorization checkbox. Update the information, as appropriate. If changes are made to the information, click **Save/Update**.

Click **Save & Next** button to continue.

The **Personal Information Review** bar is designated with a green V to signify that the step has been completed.

**Education – Emergency Upgrade**

If required for the emergency upgrade, the **Education** bar is highlighted and designated with a green V to signify that the step has been completed, as this information was provided by the District or Charter office. Instructions related to **Education** data entry are displayed.
The **Education** data that has already been entered in DEEDS will appear here; otherwise, the table will be blank. Please check the education information for accuracy and completeness.

If no additional education information needs to be added, click **Save & Next** button to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add Education** information.

Click the **Add Education** button.

**Education** entry form is presented for entering education related information specific to the emergency extension request.

Enter the **Institution** where the degree was obtained. Note that while typing, the information is auto-filling with appropriate choices. Select the correct Institution from the list. Enter the remainder of the **Education** information in the entry fields. The required fields are designated with a red * and include: **Institution, City, State, Degree** and **Start Date**.

Click the **Save** button to save **Education** data.

New education information entered is displayed in the **Education** table at the bottom of the window.
Optionally, the *Used toward Application* checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

Click the **Save & Next** button to continue.

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: *Tests, ARTC Program, Other, Criminal Affirmation*.

**Tests (optional) – Emergency Upgrade**

The *Tests* bar is highlighted and designated with a green √ to signify that the step has been completed, as this information was provided by the District or Charter office. All information on the Tests bar is read-only. If Test data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank.

Click the **Save & Next** button.

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: *ARTC Program, Other, Criminal Affirmation*.

**ARTC Program (optional) – Emergency Upgrade**

If required for the emergency upgrade, the *ARTC Program* bar is highlighted and designated with a green √ to signify that the step has been completed, as this information was provided by the District or Charter office.
If **ARTC Program** information has been previously added for the educator, it will appear in the table; otherwise, the table is blank. If data exists, please check the **ARTC Program** information for accuracy and completeness. Any information entered by the District or Charter office is not editable, so no action is required.

Click the **Save & Next** button.

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: **Other, Criminal Affirmation**.

**Other (optional)– Emergency Upgrade**

If required for the emergency upgrade, the **Other** bar is highlighted and designated with a green √ to signify that the step has been completed, as this information was provided by the District or Charter office. Instructions related to **Other** data entry are displayed.

The **Other** bar is included to upload additional documentation to support this emergency upgrade application. If documents have already been uploaded, they will appear in the documents table.
This Emergency Upgrade application will need to demonstrate that the requirements for an upgrade to a Standard Certificate have been met. Required documents may include:

- Official Passing scores for the required Praxis II tests
- Official Passing Scores for the ACTFL in the target language (World Language Certificates only)
- Official Passing scores for a Performance Assessment – edTPA or PPAT
- ARTC Completion Letter
- District/LEA Letter of Recommendation (attests to the completion of two satisfactory summative evaluations)
- Official Transcript of completed coursework or degree conferred

Please upload any additional documents to support the upgrade review and approval process.

If there is no additional documentation to provide, click the **Save & Next** button to continue and **skip** to the next step. Otherwise, follow the instructions in this section to upload **Other** documents.

Click the **Add Other** button.

![Emergency Upgrade Add Other Form](image)

**Other** form is presented for entering information specific to the emergency upgrade application request that does not fit nicely into one of the other data categories. The top section is for entering information specific to the data to be added and the bottom section is for uploading supporting documents related to the **Other** data.

Complete the required fields in the top section. The required fields are designated with a red * and include: **Type**, **Description**, **State**, **Received Month/Year**, **Document Type** and **Document**. Dropdown lists are provided for **Type**, **State** and **Document Type**, offering valid options from which to choose.

Click the down arrow of the **Document Type** dropdown list in the bottom section and select the desired document type from the list. The next step is to upload documentation 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.
There may be instances where documents have 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 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 **Other** document has not been associated, then follow the next steps to upload the document for the emergency recommendation 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 changes.

![Table](image)

Figure EEM-UOT-03: Emergency Upgrade Other Table

The newly added document listing will appear in the record table.

Click the **Save & Next** button.

**Criminal Affirmation – Emergency Upgrade**

The **Criminal Affirmation** bar is highlighted and designated with a red X to signify that the step has not yet been completed.
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. The I consent to electronic signature checkbox is a mandatory field and must be checked to continue.

The I consent to electronic signature checkbox is a mandatory field and must be checked in order to proceed. Check the box by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. The Signature field is also enabled and disabled as the consent checkbox is checked and unchecked, respectively.

Check the I consent to electronic signature checkbox and 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.
Click the **Save & Next** button.

The **Criminal Affirmation** bar is designated with a green √ to signify that the step has been completed.

**Application Submission – Emergency Upgrade**

The **Application Submission** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

The **Emergency Upgrade** application process is complete and the application is ready for submission.

Optionally, you can review the information provided within the individual steps by clicking on the corresponding green bars.

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

Confirmation of the application submission is presented along with additional information:
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 with the Subject **DE Dept of Education - Important Application Information**.

Click **Back To Dashboard** button.

**Application Tracker – Emergency Upgrade**

User is directed to the **View My Applications** page. The **Emergency Upgrade** application is shown:

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 Emergency 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 **Emergency** application submitted in the previous steps. **Emergency Application for Upgrade...** 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.
View Credentials – Emergency Upgrade

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

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

There will be a K-12 Licenses section showing the following:

![K-12 Licenses](image)

Figure EEM-UVC-01: Emergency Upgrade View My Credentials – Application Pending

Note that the License appears at the top of the section and shows a status of Issued, as the license was issued as part of the Emergency Certificate Recommendation process. There are now three entries in the K-12 Certificate table, two identified with a Class of Emergency and one identified with a Class of Standard. The bottom record is for the Emergency Certificate that was first issued and shows a Status of Replaced. The middle record is for the Emergency Extension that replaced the original Emergency Certificate and shows a Status of Issued. The top record is for this Upgrade to Standard application request and shows a Status of Application Pending.

Once the Emergency Upgrade application has been submitted, the application is directed to the DDOE Licensure & Certification (L&C) team for review and approval.

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 – Emergency Upgrade

For the Emergency Upgrade application, deficiencies are handled in exactly the same way as they were handled for the Emergency Recommendation application. When a deficiency is raised by the DDOE L&C team, the Educator must Respond to the Deficiency and Resubmit the application for further review and approval. To review the process for responding to deficiencies, refer to the Deficiencies – Emergency Recommendation section of this document. Within the instructions and screen shots, simply substitute Emergency Upgrade wherever Emergency Recommendation is referenced.

Emergency Upgrade Complete

Once the application has been approved by DDOE L&C team, the information on the View My Applications page will change to:
An email is also sent to indicate that the Emergency application has been approved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject DDOE – Emergency Application Approval.

Click View My Credentials button on the Educator Dashboard. Locate the K-12 Licenses section.

The entry at the top of the K-12 Certificates table has been updated such that the certificate is listed as Standard in the Class column and there is no Expiration Date in the Expires column. Directly below the Standard entry is the Emergency entry listed as Emergency in the Class column and with an expiration date in the Expires column. The Status for the Standard Certificate is shown as Issued and the Status for the Emergency Certificate is shown as Replaced. It is important to note that the newly issued Standard Certificate will not expire, unlike the Emergency Certificate that had an expiration date assigned.

Congratulations! The Emergency Upgrade request has been completed successfully.

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.
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**.

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.*