K-12 Licensure and Certification User Guide

This user guide will detail the steps involved in applying for K-12 Licensure and Certification.

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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**.

**Apply for K-12 Certification**

Click the **Apply for K-12** menu icon in the upper right-hand portion of the dashboard. List of options is displayed:

![K-12 Licensure and Certification Menu Selection](#)

Select **Licensure and Certification** from the dropdown menu options.

Educator is redirected to **Application Type Selection** page:

![Application Type Selection Options](#)

Select **Apply for an Educator License and/or Certificate** radio button.

![Apply for an Educator License and/or Certificate Option Selection](#)
When the **Apply for an Educator License and/or Certificate** option is selected, the following arrows are added across the top: **Certificate Selection**, **License Questions**, **License Results**, **Certificate Questions**, **Certificate Results** and **Application Data**. These arrows represent the progression of steps required to define the Licensure and Certification application.

Note that steps (3) **License Questions** and (4) **License Results** are inserted into the process because every educator is required to have a *License* before getting a Certificate. An educator is required to have one License, but can more than one Certificate. The **License Questions** and **License Results** arrows will always be shown; however, these steps will be skipped if the educator has already obtained a License or has applied for one.

The arrows are displayed to show progress throughout the application process; however, these are not clickable, meaning that they have no associated action if they are clicked.

Click the **Next** button to continue.

**Certificate Selection**

Educator is redirected to **Certificate Selection / Area** page:

![Figure K12-CTS-01: K-12 Area of Expertise Selection Step](image)

Applying for a K-12 Certificate is designed to guide the user through the series of steps that need to be completed in order to submit the application. Note the numbered arrows that are displayed across the top of the data entry area, as these are the pieces of information that are required to complete the application request.

The **Certificate Selection** arrow is highlighted blue to signify that the user is currently on this step in the process. There will be three sub-steps within this **Certificate Selection** step. The first step is selection of the **Area** of expertise; the second step is selection of the **Certificate Area** (Sub-Area) within the area of expertise first selected; the third step is selection of the desired **Certificate** based on the area of expertise and sub-area selected in the first and second steps. It is important to understand the relationship between the Areas of Expertise and Certificates. A detailed description of each category follows.

**Area of Expertise / Sub-Area / Certificate**

The **Areas** of expertise are listed below along with their sub-areas. The primary bulleted item is the **Area** of expertise for selection in **Certificate Selection** Step 1 and the secondary bulleted item is the **Certificate Area** (Sub-Area) for selection in **Certificate Selection** Step 2:

- Administration
  - Certified Central Office Personnel
  - Director of Special Ed
  - Principal / Assistant Principal
- Superintendent / Assistant Superintendent
- Library Specialist
  - School Library Media Specialist (Grades K-12)
- Nurse
  - School Nurse
- Psychologist
  - School Psychologist
- Reading Specialist
  - School Reading Specialist
- School Counselor
  - Elementary School Counselor (Grades K-5, also valid 6-8 in a Middle School)
  - Secondary School Counselor (Grades 9-12, also valid 6-8 in a Middle School)
- School to Work Transition
  - School to Work Transition Teacher (Grades 9-12, also valid 6-8 in a Middle School)
- Social Worker
  - School Social Worker (Grades K-12)
- Teacher
  - Early Care (Birth to Grade 2)
  - Exceptional (Birth-Grade 2 Spec Ed, Gifted & Talented, Spec Ed K-12)
  - Elementary K-6
  - Languages K-12 (Bilingual, English Learners, English, World Languages)
  - Middle Level 6-8 (Math, Science, ELA & Social Studies)
  - Special Areas (Art, Health, Music, PE)
  - Mathematics 9-12 (Valid 6-8 in a Middle School)
  - Secondary Other Areas (Dance, Theatre, Drivers Ed)
  - Science 9-12 (Valid 6-8 in a Middle School)
  - Social Studies 9-12
  - Secondary Vocational (CTS, Ag, Bus Ed, FCS, Marketing, Tech Ed)

Once the **Area** and **Certificate Area** have been selected, the user selects the desired **Certificate** from the options listed in the dropdown list. Again, these **Certificate** selections are based on the **Area** and **Certificate Area** selected in the first two steps. Please review the **Certificate** options carefully to ensure that the correct **Certificate** is being applied for. The Teacher Certificates are by far the most comprehensive category. For a detailed list of the Teacher Certificates, refer to Teacher K-12 Certification Regulations.

Click the down arrow to the right of the dropdown list to view the **Area** options:

![Figure K12-ASC-01: K-12 Area of Expertise Options](image)

A list of areas options is presented. Select the desired area of expertise from **Area** dropdown list.
Click the **Next** button.

Another level of selection is required for **Certificate Area**. Click the down arrow to the right of the dropdown list to view the **Certificate Sub-Area** options:

The options presented are based on the previous **Area** selection. Select desired sub-area from the **Certificate Sub-Area** dropdown list. To move back and make a different selection for **Area**, simply click the **Previous** button. The **Previous** and **Next** buttons can be used to change the path for the **Area** / **Certificate Sub-Area** / **Certificate** selection.

Click the **Next** button.
Another level of selection is required for Certificate. Click the down arrow to the right of the Choose Certificate dropdown list to view the Certificate options:

Select the desired Certificate from the Choose Certificate dropdown list. To move back and make a different selection for Area or Certificate Sub-Area, simply click the Previous button. The Previous and Next buttons can be used to change the path for the Area / Certificate Sub-Area / Certificate selection.

Click the Next button.

User is presented with Requirement Options for Licensure and Requirement Options for the Certificate selected.
Note that the **Requirement Options for Licensure** will only appear if this is the first Certificate being applied for. Once an educator has obtained a License or successfully applied for a License, the **Requirement Options for Licensure** will not appear in the K-12 Certificate Application process. The **Requirement Options for Licensure** are always the same and are not specific to the Certificate selected. However, the **Requirement Options for the Certificate** are specific to the Certificate that is being applied for.

**Requirement Options for Licensure**

There are four (4) options for meeting the requirements of obtaining a License. The requirements for each Option are listed in the **Requirement Options for Licensure** box. If the information does not fit on the screen, scroll to the bottom of the box to see the complete list of Options. Read the list of Options to ensure that you meet ALL the requirements in ONE of the options.

An overview of the individual **Requirement Options for Licensure** follows:

- **Option 1**
  - Do you hold a Bachelor’s or Graduate degree from a regionally accredited college or university?
  - Have you completed the Delaware student teaching requirement or a specialty area alternative (i.e., School Counselor, School Nurse, School Library Media, School Psychologist or School Social Worker)?

- **Option 2**
  - Do you have at least four years fully credentialed teaching or administrator experience?
  - Do you hold a full, current, and valid credential in the area for which you are applying from a state other than Delaware?
  - Have you completed the Delaware student teaching requirement or a specialty area alternative (i.e., School Counselor, School Nurse, School Library Media, School Psychologist or School Social Worker)?
  - Do you hold a Bachelor’s or Graduate degree or higher in any area from a regionally accredited college or university?

- **Option 3**
  - Do you currently hold a National Board for Professional Teaching Standards (NBPTS) Certification?

- **Option 4**
  - Do you have six years of work training experience in career area?
  - Do you have two years of study in career area?

**Requirement Options for Certificate**

The options for meeting the requirements of obtaining the desired Certificate are listed in the **Requirement Options for <Certificate>** box, where <Certificate> is replaced with the title of the specific Certificate. If the information does not fit on the screen, scroll to the bottom of the box to see the complete list of Options. Read the list of Options to ensure that you meet all the requirements in one of the options. The requirement options will vary with each Certificate according to Delaware regulations and are therefore not listed in detail here.

These requirements are listed prior to initiating the application process to ensure that the user is informed of what is required to obtain a License and Certificate. The next steps will take the user...
through a series of questions specific to the requirements listed. It is not necessary to select an Option in advance, as the Option will be determined based on how the questions are answered in the License Questions and Certificate Questions steps.

License Questions

If the requirements for Licensure and Certification are met, then proceed with the application process by clicking the Create New Application button.

Instructions are presented as in introduction to the License Questions to follow. The Certificate Selection arrow that was previously highlighted is now disabled (gray) and the License Questions arrow is highlighted blue to signify that the user is currently on this step in the process. If the educator has obtained a License or successfully applied for a License, then the License Questions and subsequent License Results will be skipped and the user will move forward to the Certificate Questions.

Once the application has been created, the application process can be paused at any time by clicking Save Application For Later button in the upper right hand side of the page. To resume editing of the application, select My Applications tab on the Educator Dashboard, find the Certificate Title in the Application Type column and click Continue Application button. Likewise, the application can be withdrawn at any time by clicking the Withdraw Application button in the upper right-hand side of the page.

Click the Next button to continue the application process.

The License Questions step consists of a series of questions used to determine License eligibility. The first question is displayed within the Question 1 of 8 box. There are eight (8) License Questions in total; however, not all of these questions will be presented. The series of questions posed to the educator are based on the answers given at each step and there are four (4) possible paths that can be followed. These four (4) paths align with the options described in the Requirement Options for Licensure section above.

Click the Yes or No radio button to answer Question 1.
Click the **Next** button to move to next question.

Continue to answer **License Questions** in the same manner until the last question is reached.

Click the **See Results** button.

**License Results**

If the answers provided do not meet the Licensure requirements, then a message is displayed: **Based on the answers you provided, you do not qualify.** If the answers provided do meet the Licensure requirements, then the following is displayed:

![License Eligibility Results](image)

Based on the **License Questions** answered, the **License Results** summarizes the qualifications that may make the educator eligible for a Delaware License. The **License Results** table lists the individual **Requirements** and the **Evidence** that will be required as proof of eligibility.

The **License Questions** arrow that was previously highlighted is now disabled (gray) and the **License Results** arrow is highlighted blue to signify that the user is currently on this step in the process. Note that all the icons in the **Received** column are designated with a red x to signify that the evidence for this **Requirement** has not been **Received**. Review the **License Results** presented.

Click the **Continue** button.

**Certificate Questions**

![Certificate Questions](image)

The **License Results** arrow that was previously highlighted is now disabled (gray) and the **Certificate Questions** arrow is highlighted blue to signify that the user is currently on this step in the process. Note that the **Requirements for License** are now listed in the **Application Details** section

The **Certificate Questions** step consists of a series of questions related to the requirements for the selected Certificate. The number of questions and the specific content of the questions will vary,
depending on the Certificate which is being applied for. An *Introduction* is presented to explain the *Certificate Questions* step. Read the Instructions that appear in the *Instructions* box.

Click the *Next* button to move to first question.

Click the *Yes* or *No* radio button to answer *Question 1*.

Click the *Next* button to move to next question.

Continue to answer *Certificate Questions* in the same manner until the last question is reached.

Click the *See Results* button.

**Certificate Results**

If the answers provided do not meet the Certificate requirements, then a message is displayed to indicate which requirement has not been met. If the answers provided do meet the Certificate requirements, then the following is displayed:

[Figure K12-CR-01: K-12 Certificate Eligibility Results]

Based on the *Certificate Questions* answered, the *Certificate Results* summarizes the qualifications that may make the educator eligible for a K-12 Certificate. The *Certificate Results* table lists the individual *Requirements* and the *Evidence* that will be required as proof of eligibility.

The *Certificate Questions* arrow that was previously highlighted is now disabled (gray) and the *Certificate Results* arrow is highlighted blue to signify that the user is currently on this step in the process. Note that all the icons in the *Received* column are designated with a red x to signify that the evidence for this *Requirement* has not been *Received*. Review the *Certificate Results* presented.

Click the *Continue* button.

**Application Data**

The *Application Data* window is presented:
The **Certificate Results** arrow that was previously highlighted is now disabled (gray) and the **Application Data** arrow is highlighted blue to signify that the user is currently on this step in the process. Note that the **Requirements** for the Certificate are now listed in the **Application Details** section.

Note the green bars on the left, as these are the pieces of information that are required to complete the application request. The green bars that appear on the left are dependent on how the questions were answered when prompted on the **License Questions** and **Certificate Questions**. **Instructions, Personal Information Review, Education** and **Criminal Affirmation** will always be included. In the step-by-step process, the user may or may not be required to answer questions specific to the following topics: **Experience, Student Teaching, OOS (Out of State) Credentials** and **Tests**, which are designated as optional in the sections below. 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 the **Save & Next** button.

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

**Personal Information Review (mandatory)**

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 to continue.

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

**Education (mandatory)**

The **Education** bar is highlighted and designated with a red X to signify that the step has not yet been completed. If Education data has been added to the system for the educator, it will appear here; otherwise, the table will be blank. Instructions related to **Education** data entry are displayed.
If *Education* data has already been entered in DEEDS and is shown listed in the Education table, then adding additional information is optional. However, if the *Education* table is blank, then the user is required to add *Education* information. Any data that can be entered as proof of *Education* is encouraged and will support the subsequent review and approval process. If additional education information is not needed, click **Save & Next** 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.

![Add Education Form](image)

*Education* form is presented below the instructions, for entering education related information specific to the License and Certificate application request. The required fields are designated with a red * and include: *Institution, City, State, Degree* and *Start Date*. Dropdown lists are provided for *State* and *Degree*, offering valid options to choose from. The *Start Date* entry field requires YYYY format.

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.

Click the **Save** button to save the new *Education* data or click the **Cancel** button to dismiss any changes. Either option will exit edit mode. Validation is performed with the **Save** operation to ensure that all required fields have been populated. If data is not entered for required fields, then an error is displayed in a red banner at the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the banner.

If data is saved, a new record is added to the *Education* table at the bottom of the window.

![Education Table](image)

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 Education bar is designated with a green v to signify that the step has been completed.

The next green bar presented will be dependent on the License and Certificate requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: National/Professional Certificate, Experience, Student Teaching, OOS Credentials, Tests, Criminal Affirmation.

National/Professional Certificate (optional)

The National/Professional Certificate bar is highlighted and designated with a red X to signify that the step has not yet been completed.

This step is where the National/Professional Certificate is uploaded as proof of national certification status. If National or Professional Certificate data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank.

Click the Add New Nat/Pro Certification button.
**National/Professional Certificates** entry form is presented for entering certification related information specific to the K-12 Certification application request. The top section is for entering descriptive data specific to the certification earned and the bottom section is for uploading supporting documentation.

Complete the required fields specific to the **National/Professional Certificate** in the top section. The required fields are designated with a red * and include: **Type, Effective Date, Expiration Date, Document Type** and **Document**. Dropdown lists are provided for **Type, Content Area, State** and **Document Type**, offering valid options from which to choose. **Effective Date** and **Expiration Date** needs to be entered in **MM/DD/YYYY** format.

The next step is to upload certificate documentation in the form of a pdf or image document. Please ensure that certificate is current and valid. Click the down arrow of the **Document Type** dropdown list in the bottom section and select **Nat./Pro. Certificate** from the **Document Type** dropdown list. Provision of documentation 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 the **National/Professional Certification** 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 certification 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 **Save** button to upload the document and save the **Nat/Pro Certificate** data or click Cancel to cancel the add operation. Either option will exit edit mode.

If data is saved, a new record is added to the **Nat/Pro Certificate** 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 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 **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 License and Certificate requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: **Experience**, **Student Teaching**, **OOS Credentials**, **Tests**, **Criminal Affirmation**.

**Experience (optional)**

If required, the **Experience** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Instructions related to **Experience** data entry and form submission are displayed.

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

If **Experience** data has been added to the system for the educator, it will appear in the **Experience** table; otherwise, the table will be blank. If **Experience** data is listed in the table, then adding additional information is optional. However, if the **Experience** table is blank, then the user is required to add **Experience** information. Any data that can be entered as proof of **Experience** is encouraged and will support the subsequent review and approval process. If additional experience data is not needed, click **Save & Next** 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** form is presented below the instructions, for entering experience related information specific to the License and Certificate application request. The required fields are designated with a red * and include: **Work Type**, **Place**, **City**, **State**, **Begin Date** and **End Date**. Dropdown lists are provided for...
**Work Type, School Type, and State**, offering valid options to choose from. The **Begin Date** and **End Date** entry fields require **MM/DD/YYYY** format.

Complete the required fields specific to work **Experience**. Click the **Save** button to save the new **Experience** data or click the **Cancel** button to dismiss any changes. Either option will exit edit mode. Validation is performed with the **Save** operation to ensure that all required fields have been populated. If data is not entered for required fields, then an error is displayed in a red banner at the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the banner.

If data is saved, a new record is added to the **Experience** table at the bottom of the window.

![Experience Table](image)

*Figure K12-EXP-03: K-12 Licensure and Certification Experience 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 **Experience** information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.

Click **Save & Next** button.

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

The next green bar presented will be dependent on the License and Certificate requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: **Student Teaching**, **OOS Credentials**, **Tests**, **Criminal Affirmation**.

**Student Teaching (optional)**

If required, the **Student Teaching** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Instructions related to **Student Teaching** data entry and form submission are displayed. **Form T** may be required to verify **Student Teaching**.
Entering information in this step is optional; however, any data that can be entered as proof of **Student Teaching** is encouraged and will support the subsequent review and approval process. If additional student teaching information is not needed, click **Save & Next** to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add Student Teaching** information.

Click the **Add Student Teaching** button.

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**Student Teaching** form is presented directly below the instructions, for entering student teaching related information specific to the License and Certificate application request. The required fields are designated with a red * and include: **Subject**, and **District**. Dropdown lists are provided for **Grade** and **District**, offering valid options from which to choose. Complete the required fields specific to student teaching.

Click the **Save** button to save the new **Student Teaching** data or click the **Cancel** button to dismiss any changes. Either option will exit edit mode. Validation is performed with the **Save** operation to ensure that all required fields have been populated. If data is not entered for required fields, then an error is displayed in a red banner at the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the banner.

If data is saved, a new record is added to the **Student Teaching** 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.

If the 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 Student Teaching bar is designated with a green √ to signify that the step has been completed.

The next green bar presented will be dependent on the License and Certificate requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: OOS Credentials, Tests, Criminal Affirmation.

**OOS Credentials (optional)**

If required, the OOS Credentials bar is highlighted and designated with a red X to signify that the step has not yet been completed.

![Figure K12-OOS-01: K-12 Licensure and Certification OOS Credentials Bar](image)

Entering information in this step is optional; however, any data that can be entered as proof of out of state credentials is encouraged and will support the subsequent review and approval process. If additional OOS information is not needed, click Save & Next to continue and skip to the end of this section. Otherwise, follow the instructions in this section to Add OOS Credential information.

Click the Add OOS Credential button.
User is presented entry form for entering out of state related information specific to the License and Certificate application request. The required fields are designated with a red * and include: **Application Type, State, Category, Effective Date, Subject, Content Area, Level, Document Type** and **Document**. Dropdown lists are provided for selection of **Application Type, State, Category** and **Subject**, offering a valid list of options from which to choose. **Effective Date** and **Expiration Date** are required in MM/DD/YYYY format.

Complete the required fields specific to **OOS Credentials**. All of the entry fields have standard controls; however, the **Level** control allows the user to select multiple options. Use of the **Level** control will be detailed in the next few steps.

Click the **Level** button.

**A Select Level** box is presented to select all of the levels that apply to the credential. Note that multiple levels may be selected using this control. Scroll down to see all of the **Level** options. Click inside the
checkbox next to the grade that applies, and a checkmark appears in the box. Check all grades that apply to the credential being added. To deselect a level, simply click inside the checkbox again. The checkbox acts as a toggle, turning the selection on (checked) and off (unchecked).

![Figure K12-OOS-04: K-12 Licensure and Certification OOS Credentials Level(s) Selection](image)

Once the appropriate selections are made, click on the Level box again to dismiss the Select Level box. The Level box is shaded light blue to indicate that data has been entered.

Complete the required fields specific to Out of State Credentials in the top section. Click the down arrow of the Document Type dropdown list in the bottom section. Select OOS Credential from the Document Type dropdown list. The next step is to provide proof of out of state credentials in pdf or image document format. Provision of documentation 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 the OOS Credential 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 click 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 OOS credentials 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 new **OOS Credentials** data or click the **Cancel** button to dismiss any changes. Either option will exit edit mode. Validation is performed with the **Save** operation to ensure that all required fields have been populated. If data is not entered for required fields, then an error is displayed in a red banner at the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the banner.

If data is saved, a new record is added to the **OOS Credentials** table at the bottom of the window.

![Figure K12-OOS-05: K-12 Licensure and Certification OOS Credentials Table](image)

If the 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 **OOS Credentials** bar is designated with a green V to signify that the step has been completed.

The next green bar presented will be dependent on the License and Certificate requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: Tests, Criminal Affirmation.

**Tests (optional)**

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.

![Figure K12-TST-01: K-12 Licensure and Certification Tests Bar](image)
Click the **Save & Next** button.

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

**Criminal Affirmation (mandatory)**

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

![Figure K12-CRI-01: K-12 Licensure and Certification Criminal Affirmation Bar](image)

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.

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 (mandatory for License only)**

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. For convenience, click the **Copy details from application** checkbox to fill in the educator contact details in the required name and address fields.

Note the text at the bottom of the **Fee and Payment** box stating that **The 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 for the **Pay & Submit** button to enabled.

Click the **Pay & Submit** button. An email with the Subject **Transaction Receipt** is sent to the educator as confirmation of 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**

The **Application Submission** bar is highlighted and designated with a red X to signify that the step has not yet been completed.
The **Licensure and Certification** 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 the **Submit Application** button to complete the application process.

**Application Submission Confirmation**

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 containing information regarding the **K-12 Certification** application.

Click the **Back To Dashboard** button.

**Application Tracker**

User is directed to the **View My Applications** page, showing the **Application Tracker**. The new License and Certificate 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 from this **View My Applications** page. 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 License and Certificate Application progress can be monitored through this page.

The **View My Applications** page 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 **K-12 Licensure and Certification** application submitted in the previous steps. The **Certificate Title** 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 Educator 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. It is important to note that if payment has been made for a **License** when this application was submitted, the funds are not automatically refunded to the credit card used.

The **Requirements** table(s) are displayed below the application details table. If the **K-12 Licensure and Certification** application includes both **License** and **Certificate**, then two (2) tables are shown — one for the **License** Results and one for the **Certificate** Results. If the **K-12 Licensure and Certification** application applies only to a new **Certificate**, then only the **Certificate** Results table is shown. The **License Requirements** is the same table that was shown in the **License Results** step and the **Certificate Requirements** is the same table that was shown in the **Certificate Results** step. The icons in the **Received** and **Accepted** columns all appear as a red x; however, these will change as the application moves through the review and approval process. For example, an official transcript needs to be **Received** and **Accepted** by the L&C team in order for the icons to change to a green √ in the **Do you hold a Bachelor’s or Graduate degree from a regionally accredited college or university?** row. To view the evidence required for a particular requirement, click the blue question mark icon in the **Evidence** column.

**View Credentials**

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:

Note that the License appears at the top of the section and shows a status of Application Pending. The K-12 Certificate applied for appears in the K-12 Certificates area under the License entry. 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 K-12 Licensure and Certification 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 the 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

More often than not, the application will contain deficiencies when reviewed by the DDOE L&C team. 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.

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.

Review the description of the deficiency in the **Deficiency Details** box and determine how to fix the problem. The user will need to supply additional information specific to the issue raised within the deficiency. Read the **Notes** to ensure that the required action can be achieved at the current time.

Click the **Respond to Deficiency** button directly above the **Deficiency Details** table and below the Application Tracker banners.

Educator is directed to the section of the application where there is a deficiency. The green bar is designated with a red x to indicate that the issue is unresolved. In this example, there was a deficiency raised in the **Education** information provided with the application, so the educator is directed to the Education bar. Attention will be focused on the **Deficiency** section at the bottom.
In the **Educator Notes** field, enter information related to corrective measures that have been taken to address the deficiency raised. Check the **Resolved** checkbox to indicate that the deficiency has been resolved. Note that when the **Resolved** checkbox is checked, the green bar icon changes to a green √ to indicate that the required action is complete.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Click **Save & Next** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

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If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

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Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

Click **Save Changes** button within the **Deficiency** box.

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to. Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.
Confirmation message is displayed thanking Educator for resubmitting the application. Click Back to Dashboard button.

Note that the red Respond to Deficiency button is gone from the Educator Dashboard.

Click View My Applications button to review the current status of the resubmitted application.

Figure K12-DEF-06: K-12 Licensure and Certification Application Tracker after Deficiency Addressed

The Intake banner has changed to yellow and the status has changed to In Progress. Additionally, the Action Required stamp below the Application Tracker is gone. This status indicates that the application has now been directed back to the DDOE L&C team for further review and approval. There is no further action required at this time.

Application Complete

Once the deficiencies, if raised, have been resolved and the application has been approved by the DDOE L&C team, the information on the View My Applications page will change to:

Figure K12-CMP-01: K-12 Licensure and Certification Application Tracker after License and Certificate Issued

An email will be sent to the Educator primary email address to notify that the application has been approved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with information regarding the approval of your K-12 Certification Application.

Click View My Credentials button on the Educator Dashboard and locate the K-12 Licenses Section.
Note that the License appears at the top of the section and shows a status of Issued. The K-12 Certificate applied for appears in the K-12 Certificates area under the License entry and also shows a status of Issued. One of the most important things to note in the K-12 Licenses section is the Expiration Dates. There is a date listed in the Expiration Date column for the License; however, the Expires column for the K-12 Certificate is blank. Licenses expire, but Certificates do not.

Congratulations! The K-12 License and Certificate has been successfully issued.

Print Credentials

Once a License has been issued, it can be printed. From the Educator Dashboard, click either the Print My Credentials button or the View My Credentials button on the right side of the page. Either option will direct you to the Credentials tab of the educator data. At the top of the page is a Print and Download Credentials section:

Click the down arrow of the Select a License dropdown list.

The list of options displayed is limited to the credentials that have been issued to the educator. Select the License option corresponding to the license that has been issued. License options include: Initial License, Continuing License and Advanced License. Click the down arrow to the right of the Select a Document Type dropdown list.
The list of **Document Type** options displayed is limited to the certificates that can be printed for the License credential selected in the **Select a License** list. Select the **Wall Certificate for L&C** option from the list.

![Print and Download Credentials](image1)

Figure K12-PC-04: K-12 License Print Credentials Selection

When both options have been specified, the **Generate** button is enabled. Click the **Generate** button. A pdf version of the certificate is downloaded to the **Downloads** folder of the educator’s computer. Go to the Downloads folder and locate newly generated credential file. Open pdf file to view contents:

![K-12 License Wall Certificate](image2)

Figure K12-PC-05: K-12 License Wall Certificate

A wall certificate of the **Initial License**, suitable for framing, has been downloaded to the educator computer.

During the credential selection process described above, a number appeared in the **Select a License** dropdown list next to the license name, in this example: **Initial License – 234728**

![K-12 Licenses](image3)

Figure K12-PC-06: K-12 License Identification Number
This number associated with the license is the identification number of the credential issued to the educator. Note that the **K-12 Licenses** table on the View My Credentials page lists **234728** in the **Credential No** column, which corresponds with the credential selected for printing.

**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.

![Associate Documents](image)

**Figure DEM-GAD-01: Associate Document Window**

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**.