



## District and Charter School ReviewQ User Guide

This user guide will provide an overview of the ReviewQ, used to review and approve applications.

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### Process Overview

The ReviewQ is used for review and approval of applications that need initial approval by the District or Charter office. Once approved by the District or Charter office, the application is routed to the DDOE L&C team for final review and approval.

Applications that need initial approval by the District or Charter office include:

- Continuing License Renewal
- Paraeducator Permit Renewal
- Adult Education Permit Renewal
- Interpreter Tutor for the Deaf/Hard of Hearing Permit Renewal
- Salary Increment Requests

### DEEDS 3.0 Access

To access DEEDS 3.0, you must have an EdAccess account.

If you do not have an EdAccess account, 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 the **LEA Dashboard**.

### ReviewQ

From the LEA Dashboard, select the **ReviewQ** menu option (indicated with a red arrow below).



Figure RVQ-RVQ-01: ReviewQ Main Menu Option

A list of the applications submitted for review appear at the bottom of the page.

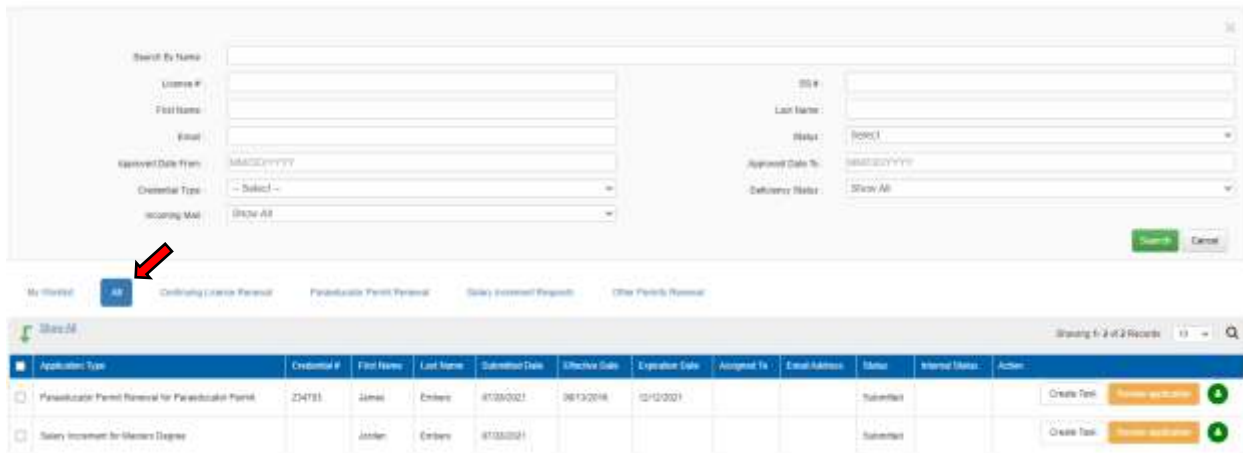


Figure RVQ-RVQ-02: ReviewQ Page Filtered to Show All Applications

The list is showing **All** applications since the **All** filter (indicated with a red arrow above) has been selected. The application types can also be filtered by selecting one of the filtering options above the list of applications. Filtering options include:

- **Continuing License Renewal**
- **Paraeducator Permit Renewal**
- **Salary Increment Requests**
- **Other Permits Renewal**



Figure RVQ-RVQ-02: ReviewQ List of All Applications

Click the **Salary Increment Requests** text (indicated with a red arrow above) to filter the list of applications to **Salary Increment Requests** only.

Credential Type	First Name	Last Name	ID# (last 4 Digits)	Application Date	Application Type	Assigned To	Email Address	Debit	Status	Age	Credential Type	Action
Salary Increment for Master's Degree	Jordan	Emery										<input type="checkbox"/> Create Task <input type="button" value="Review Application"/>

Figure DSI-RVQ-03: ReviewQ List Filtered by Salary Increment Requests

When the **Salary Increment Requests** text is clicked, its appearance changes to a button. The resultant list of applications is filtered to include **Salary Increments Requests** only.

Click the **All** filter again to reset the page to showing all applications.

Application Type	Credential #	First Name	Last Name	Submitted Date	Effective Date	Expiration Date	Assigned To	Email Address	Status	Internal Status	Action
Paraeducator Permit Renewal for Paraeducator Permit	ZH431	Jamal	Emery	4/23/2021	3/13/2018	12/12/2021			Submitted		<input type="checkbox"/> Create Task <input type="button" value="Review Application"/>
Salary Increment for Master's Degree		Jordan	Emery	4/23/2021					Submitted		<input type="checkbox"/> Create Task <input type="button" value="Review Application"/>

Figure RVQ-RVQ-04: ReviewQ Reset to List of All Applications

The top section of the page is for entering specific search criteria to narrow the results. For example, if you were expecting an Paraeducator Permit Renewal request application from a specific educator, then the search criteria can be entered directly into the search fields as shown below.

Figure RVQ-RVQ-05: ReviewQ Search Criteria Entered

In this example, the educator first and last name is entered in the **First Name** and **Last Name** search fields, respectively. Note that the search terms are not case sensitive, so there is no need to enter capitalized letters to find educators. Additionally, **Paraeducator Permit** has been selected from the **Credential Type** dropdown list. Click the **Search** button.

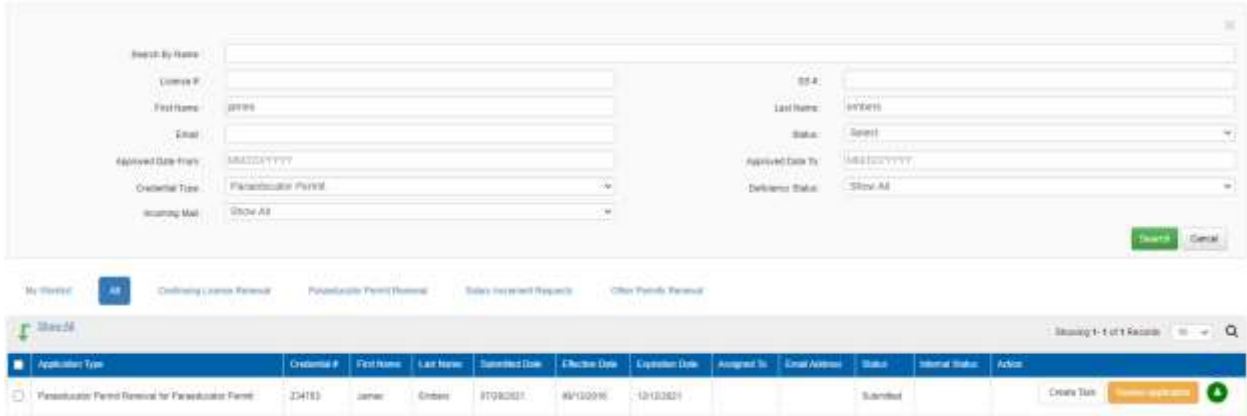


Figure RVQ-RVQ-06: ReviewQ Applications Filtered by Search Criteria

The list of applications is filtered to show only the application that matches the search criteria entered. The search form can be extremely helpful in finding specific applications that are in the ReviewQ for review and approval.

Click the **All** filter again to reset the page to showing all applications. When the **All** filter is selected, all the search criteria information is removed and the fields are reset to blank.

### Renewal Requests

All Renewal applications are handled in the same manner, so instructions for all renewal types are included in this section. Renewal requests that are directed to the District or Charter office for initial review and approval are:

- Continuing License Renewal
- Paraeducator Permit Renewal
- Adult Education Permit Renewal
- Interpreter Tutor for the Deaf/Hard of Hearing Permit Renewal

The review and approval process is limited to verification and acceptance of the Clock Hours. If there are issues that need to be addressed by the educator, then Deficiencies can be raised.

From the LEA Dashboard, select the **ReviewQ** menu option.

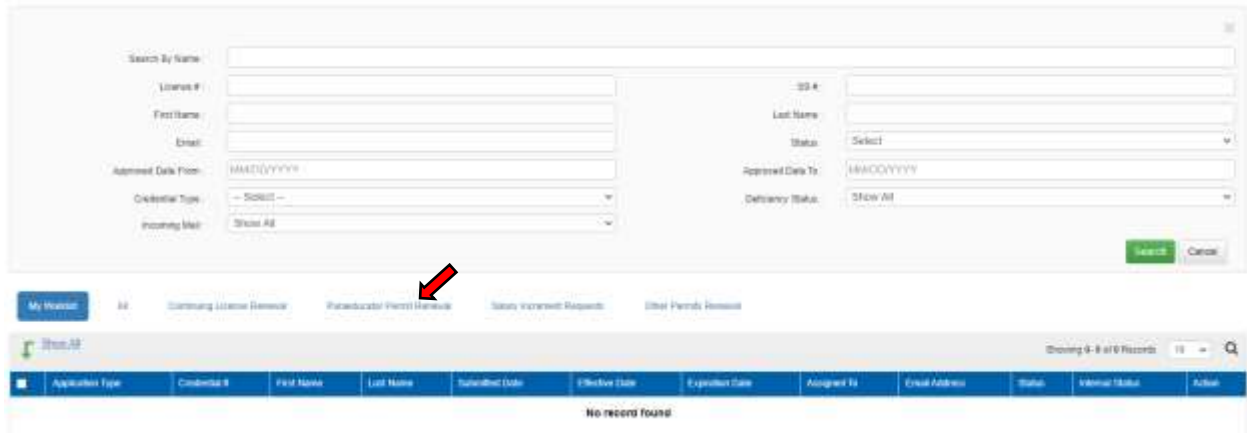


Figure RVQ-RNW-01: ReviewQ Applications Filtered by User Worklist

User is directed to ReviewQ page, showing all the applications in the user’s worklist.

Click the desired Renewal tab to filter the applications. In this example, the **Paraeducator Permit Renewal** tab (indicated with a red arrow above) is selected.



Figure RVQ-RNW-02: ReviewQ Applications Filtered by Paraeducator Permit Renewals

Data is filtered to show only **Paraeducator Permit Renewals**. If the list of applications is long, search terms can be entered in the top section to limit the results. Locate the desired application and click the **Review Application** button in the corresponding row of the table.

The **Renewal Application** is inserted in the page. User may need to scroll down to see the entire application. The top section of the Renewal Application is for **Clock Hours** and the bottom section is for **Deficiencies**. Each of these sections will be reviewed for completeness.

### Clock Hours

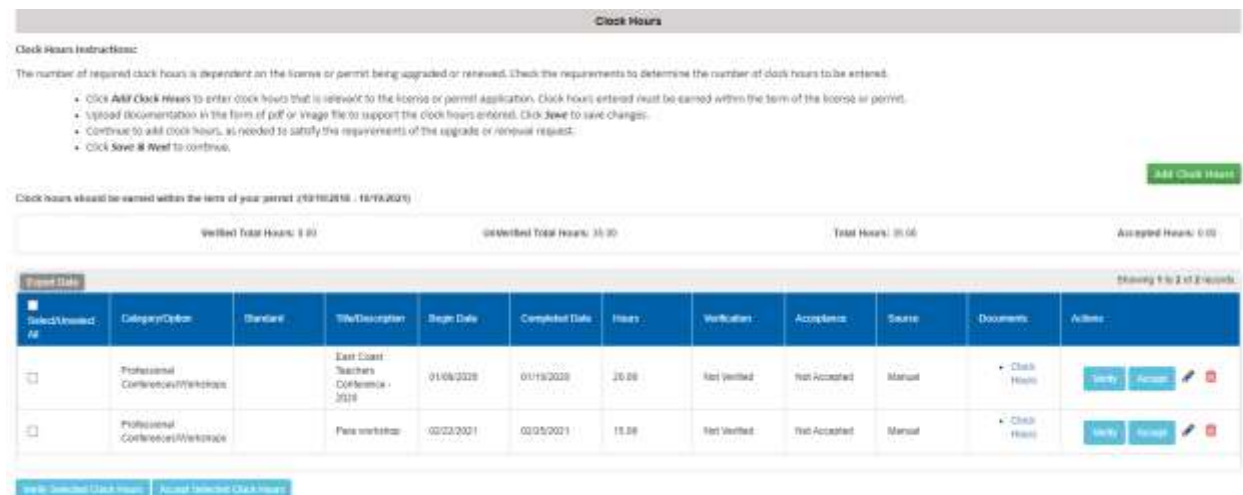


Figure RVQ-CLK-01: Renewal Application Clock Hours Section

There are two ways to **Verify** and **Accept** the clock hours – either individually or in bulk. Instructions for the two options follows.

#### Single Verify / Accept Clock Hours

Use the **Verify** and **Accept** buttons (indicated with red arrows below) in the **Actions** column of the **Clock Hours** table to verify and accept clock hours entries. Focus is directed to the **Clock Hours** table.

Select/Unselect All	Category/Option	Standard	Title/Description	Begin Date	Completed Date	Hours	Verification	Acceptance	Source	Documents	Actions
<input type="checkbox"/>	Professional Conferences/Workshops		East Coast Teachers Conference - 2020	01/06/2020	01/02/2021	20.00	Not Verified	Not Accepted	Manual	• Clock Hours	Verify Accept
<input type="checkbox"/>	Professional Conferences/Workshops		Para workshop	02/22/2021	02/25/2021	15.00	Not Verified	Not Accepted	Manual	• Clock Hours	Verify Accept

Figure RVQ-CLS-01: Renewal Application Clock Hours Table Verify and Accept Buttons

Click the **Verify** button in the first row to verify the clock hours that are listed in the first row.

Select/Unselect All	Category/Option	Standard	Title/Description	Begin Date	Completed Date	Hours	Verification	Acceptance	Source	Documents	Actions
<input type="checkbox"/>	Professional Conferences/Workshops		East Coast Teachers Conference - 2020	01/06/2020	01/02/2021	20.00	Verified By on 07/29/2021	Not Accepted	Manual	• Clock Hours	UnVerify UnAccept
<input type="checkbox"/>	Professional Conferences/Workshops		Para workshop	02/22/2021	02/25/2021	15.00	Not Verified	Not Accepted	Manual	• Clock Hours	Verify Accept

Figure RVQ-CLS-02: Renewal Application Clock Hours Record Verified

When the **Verify** button is clicked, the button text changes to **Unverify** and the **Verification** column is updated to include the user that verified the clock hours and the date that the clock hours were verified. Click the **Accept** button in the first row to accept the clock hours that were verified.

Select/Unselect All	Category/Option	Standard	Title/Description	Begin Date	Completed Date	Hours	Verification	Acceptance	Source	Documents	Actions
<input type="checkbox"/>	Professional Conferences/Workshops		East Coast Teachers Conference - 2020	01/06/2020	01/02/2021	20.00	Verified By on 07/29/2021	Accepted By on 07/29/2021	Manual	• Clock Hours	UnVerify UnAccept
<input type="checkbox"/>	Professional Conferences/Workshops		Para workshop	02/22/2021	02/25/2021	15.00	Not Verified	Not Accepted	Manual	• Clock Hours	Verify Accept

Figure RVQ-CLS-03: Renewal Application Clock Hours Top Record Verified and Accepted

When the **Accept** button is clicked, the button text changes to **Unaccept** and the **Acceptance** column is updated to include the user that accepted the clock hours and the date that the clock hours were accepted.

Click the **Accept** button in the second row.

Select/Unselect All	Category/Option	Standard	Title/Description	Begin Date	Completed Date	Hours	Verification	Acceptance	Source	Documents	Actions
<input type="checkbox"/>	Professional Conferences/Workshops		East Coast Teachers Conference - 2020	01/06/2020	01/02/2021	20.00	Verified By on 07/29/2021	Accepted By on 07/29/2021	Manual	• Clock Hours	UnVerify UnAccept
<input type="checkbox"/>	Professional Conferences/Workshops		Para workshop	02/22/2021	02/25/2021	15.00	Verified By on 07/29/2021	Accepted By on 07/29/2021	Manual	• Clock Hours	UnVerify UnAccept

Figure RVQ-CLS-04: Renewal Application All Clock Hours Verified and Accepted

When the **Accept** button is clicked, the accept action is taken, changing the button text to **Unaccept** and updating the **Acceptance** column with the username and date. Note that this action also forced the verify action, changing the **Verify** button text to **Unverify** and updating the **Verification** column with the username and date. These actions are done in tandem because when the clock hours are accepted, it is implied that the clock hours have also been verified.

In the same way that clock hours were verified and accepted using the Verify and Accept buttons, the clock hours can be unverified and unaccepted using the **Unverify** and **Unaccept** buttons.

Click the **Unaccept** button in the first row. When the **Unaccept** button is clicked, the button text changes to **Accept** and the **Acceptance** column is updated to remove the username and date associated with the previous clock hours acceptance. Click the **Unverify** button in the first row. When the **Unverify** button is



clicked, the button text changes to **Verify** and the **Verification** column is updated to remove the username and date associated with the previous clock hours verification.

Select/Unselect All	Category/Option	Standard	Title/Description	Begin Date	Completed Date	Hours	Verification	Acceptance	Source	Documents	Actions
<input type="checkbox"/>	Professional Conferences/Workshops		East Coast Teachers Conference - 2020	01/06/2020	01/19/2020	20.00	Not Verified	Not Accepted	Manual	+ Clock Hours	Verify Accept
<input type="checkbox"/>	Professional Conferences/Workshops		Para workshop	02/22/2021	02/25/2021	15.00	Verified By: 07/29/2021	Accepted By: 07/29/2021	Manual	+ Clock Hours	UnVerify UnAccept

Figure RVQ-CLS-05: Renewal Application Clock Hours Bottom Record Verified and Accepted

Click the **Unverify** button in the second row. When the **Unverify** button is clicked, the unverify action is taken, changing the button text to **Verify** and updating the **Verification** column to remove the username and date associated with the previous clock hours verification. This action also forced the unaccept action, changing the **Unaccept** button text to **Accept** and updating the **Acceptance** column to remove the username and date linked to the previous clock hours acceptance. These actions are done in tandem because when clock hours are unverified, it is implied that the clock hours have also been unaccepted.

### Multiple Verify / Accept Clock Hours

When there are a number of clock hours records that can be verified and accepted all at once, then it is more efficient to use the multiple select option.

Select/Unselect All	Category/Option	Standard	Title/Description	Begin Date	Completed Date	Hours	Verification	Acceptance	Source	Documents	Actions
<input type="checkbox"/>	Professional Conferences/Workshops		East Coast Teachers Conference - 2020	01/06/2020	01/19/2020	20.00	Not Verified	Not Accepted	Manual	+ Clock Hours	Verify Accept
<input type="checkbox"/>	Professional Conferences/Workshops		Para workshop	02/22/2021	02/25/2021	15.00	Not Verified	Not Accepted	Manual	+ Clock Hours	Verify Accept

Verify Selected Clock Hours    Accept Selected Clock Hours

Figure RVQ-CLM-01: Renewal Application Clock Hours Table

To select multiple clock entries to be verified and/or accepted, select the checkboxes (indicated with a red arrow above) in the first column. Any combination of rows can be selected for action.

Select/Unselect All	Category/Option	Standard	Title/Description	Begin Date	Completed Date	Hours	Verification	Acceptance	Source	Documents	Actions
<input checked="" type="checkbox"/>	Professional Conferences/Workshops		East Coast Teachers Conference - 2020	01/06/2020	01/19/2020	20.00	Not Verified	Not Accepted	Manual	+ Clock Hours	Verify Accept
<input checked="" type="checkbox"/>	Professional Conferences/Workshops		Para workshop	02/22/2021	02/25/2021	15.00	Not Verified	Not Accepted	Manual	+ Clock Hours	Verify Accept

Verify Selected Clock Hours    Accept Selected Clock Hours

Figure RVQ-CLM-02: Renewal Application Clock Hours Multiple Row Selection

Click the **Verify Selected Clock Hours** button.

Select/Unselect All	Category/Option	Standard	Title/Description	Begin Date	Completed Date	Hours	Verification	Acceptance	Source	Documents	Actions
<input type="checkbox"/>	Professional Conferences/Workshops		East Coast Teachers Conference - 2020	01/06/2020	01/19/2020	20.00	Verified By: 07/29/2021	Not Accepted	Manual	+ Clock Hours	UnVerify Accept
<input type="checkbox"/>	Professional Conferences/Workshops		Para workshop	02/22/2021	02/25/2021	15.00	Verified By: 07/29/2021	Not Accepted	Manual	+ Clock Hours	UnVerify Accept

Verify Selected Clock Hours    Accept Selected Clock Hours

Figure RVQ-CLM-03: Renewal Application Clock Hours Table After Multiple Records Verified

When the **Verify Selected Clock Hours** button is clicked, the text of the **Verify** buttons, in the **Actions** column of the selected rows, changes to **Unverify** and the corresponding **Verification** columns are updated to include the username and date that the clock hours were verified.

To verify and accept in one action, select the checkboxes associated with the clock hour record to be verified and accepted. Click the **Accept Selected Clock Hours** button. When the clock hours records are accepted, the **Verify** and **Accept** buttons in the **Actions** column changes to **Unverify** and **Unaccept**, respectively. Additionally, the **Verification** columns and **Acceptance** columns are updated to include the username and date.

If all required clock hours have been verified and accepted, then the application review process is complete and you can skip to the Renewal Approval section. If, however, there are issues that need to be resolved by the educator, then a deficiency can be raised. Refer to the Deficiencies section for instructions on how to raise and resolve a deficiency.

## Deficiencies

If there are issues that need to be resolved when the application is reviewed, then a deficiency can be raised by the District or Charter user. 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](mailto: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**.

The educator will need to address and resolve the deficiencies raised prior to application approval.

Below the **Clock Hours** section is a **Deficiency** section.

**Deficiency**

Read the information in the **What Needs to be Resolved** field, describing what deficiency needs to be resolved. 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, a **Save Changes** button appears and the green bar icon changes to a green x 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.

Missing Supporting Documentation for Clock Hours (Applicant)

Incomplete documentation submitted for Clock Hours (Applicant)

Incorrect documentation submitted for Clock Hours (Applicant)

Submitted documentation for Clock Hours not readable (Applicant)

Other Deficiency for Clock Hours (Applicant)

Other (Applicant)

**Save & Next**

**Cancel** **Verify Clock Hours** **Done Application**

Figure RVQ-DEF-01: Renewal Application Deficiency Section

To raise a deficiency, click the checkbox associated with the desired deficiency category. If the deficiency does not fall into one of the categories provided, select **Other (Applicant)**.



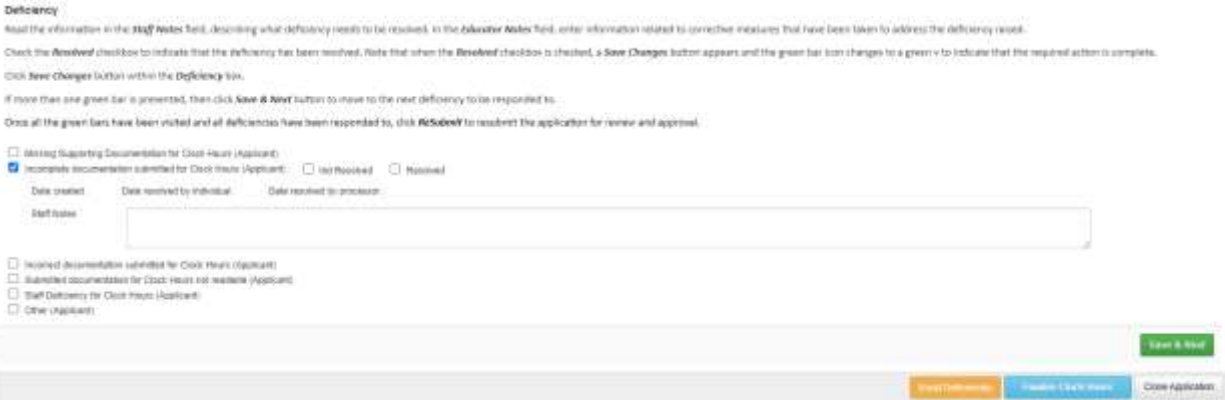


Figure RVQ-DEF-02: Renewal Application Deficiency Category Selected

When the deficiency category is selected, and additional section is inserted in the **Deficiency** section within the category checkboxes. Add a description of the deficiency and what is required to resolve the issue in the **Staff Notes** entry field.



Figure RVQ-DEF-03: Renewal Application Deficiency Defined

Click the **Save & Next** button to save the changes.

Click the **Email Deficiencies** button.

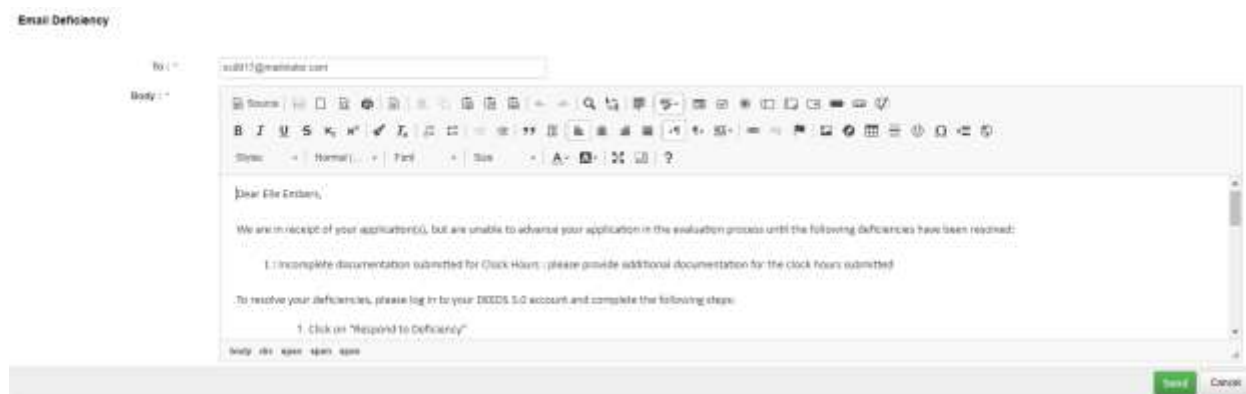


Figure RVQ-DEF-04: Renewal Application Deficiency Email

An Email Deficiency section is added with pre-populated email information. The email **To:** is populated with the educator's primary email address and the contents of the email contain an explanation of the

deficiency raised and how to address the issue. The email information can be edited if desired, but this action is not necessary.

Click the **Send** button.

The **Renewal Application** is dismissed and the **ReviewQ** page is updated.



Figure RVQ-DEF-05: Renewal Application Listing after Deficiency Raised

The renewal application where the deficiency was raised now shows a red circle with a D in the middle (shown with a red arrow above) in the Action column. This is present as an indicator that a deficiency has been raised for this application.

Once the educator has addressed the deficiency and the application is ready for review again, the entry on the ReviewQ page will change to:



Figure RVQ-DEF-06: Renewal Application Listing after Deficiency Addressed

The renewal application where the deficiency was raised now shows a yellow circle with a D in the middle (shown with a red arrow above) in the Action column. This is present as an indicator that the deficiency raised for this application has been addressed by the educator and is ready for review.

Click the Review Application button. The renewal application is inserted in the page for review. Scroll down to the Deficiency section.

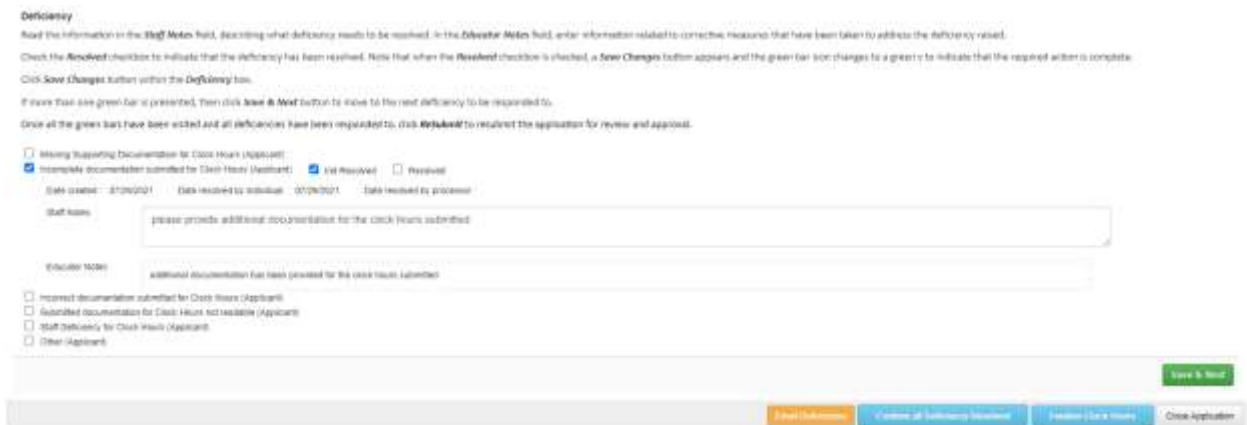


Figure RVQ-DEF-07: Renewal Application after Deficiency Addressed

Note that the **Ind Resolved** checkbox is checked to indicate that the deficiency has been resolved by the individual (educator). Additionally, there is information in the **Educator Notes** describing how the issue was resolved by the educator. If the deficiency has been resolved satisfactorily, then click the **Resolved** checkbox.

When the Resolved checkbox is checked, the **Confirm all Deficiency Resolved** button is enabled. Click the **Confirm all Deficiency Resolved** button.

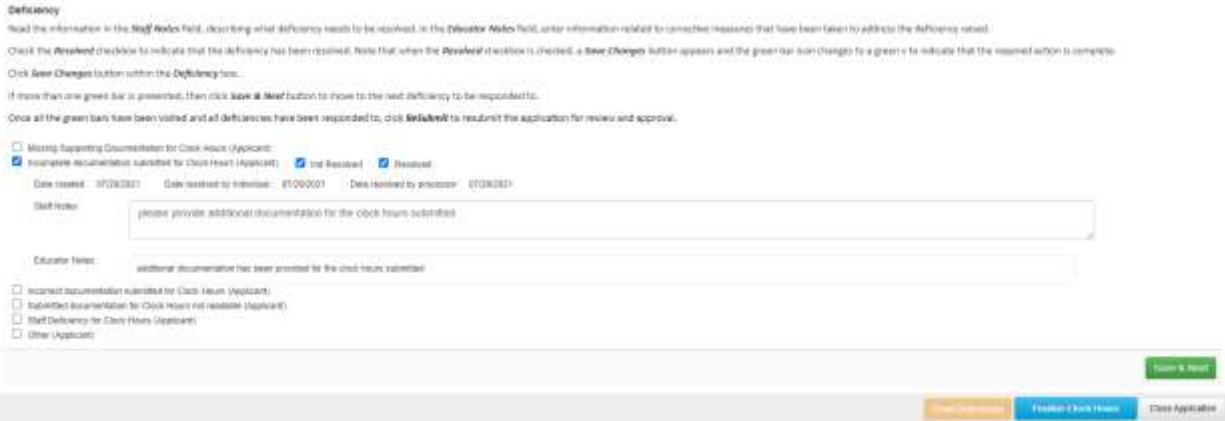


Figure RVQ-DEF-08: Renewal Application Listing after Deficiency Marked Resolved

Once clicked, the **Confirm all Deficiency Resolved** button disappears and the **Finalize Clock Hours** button is enabled.

The renewal application is now ready for approval.

### Renewal Application Request Approval

Once all required clock hours have been accepted and deficiencies, if any, are resolved, then the renewal application is ready for approval.

To approve the renewal application, click the **Finalize Clock Hours** button to complete the approval process.



Figure RVQ-APR-01: Renewal Application Submission Confirmation

Confirmation of the application submission is presented. Click the **Back to Dashboard** button. User is redirected to the **LEA Dashboard**.

The Renewal Application is now routed to the DDOE L&C team for final review and approval. No further action is required by the District or Charter user.

Congratulations! The renewal application request has been reviewed and approved.

## Salary Increment Requests

Salary Increment requests are directed to the District or Charter office for initial review and approval. The District or Charter user is required to review the application data provided by the educator against the requirements of the salary increment request.

## Graduate Salary Increment Requirements

The requirements for each of the graduate salary increment educational levels follows:

- **Two Years of College**
  - Educator must have completed two (2) years of college.
- **Associates Degree**
  - Educator must submit an Associate's Degree with a conferral date.
- **Less than Bachelor's Degree**
  - Educator must be in Skilled & Technical Sciences.
  - Educator must earn at least seventy-five (75) credits toward a Bachelor's Degree.
- **Bachelor's Degree**
  - Educator must submit a Bachelor's Degree with a conferral date.
- **Bachelor's Degree +15**
  - Educator must earn at least fifteen (15) credits towards an eligible Master's Degree.
- **Bachelor's Degree +30**
  - Educator must earn at least thirty (30) credits towards an eligible Master's Degree.
- **Master's Degree**
  - Educator must submit a Master's Degree with a conferral date.
  - Degree must be directly related to an area or specialty in which the educator is employed, or as required by regulation.
- **Master's Degree +15**
  - Educator must earn at least fifteen (15) credits beyond the conferral date of the eligible Master's Degree.
  - Credits must be earned through a graduate level course of study clearly related to the educator's professional responsibilities.
  - Credits must be earned towards a second Master's Degree or matriculated graduate credits earned toward a Doctorate Degree.
- **Master's Degree +30**
  - Educator must earn at least thirty (30) credits beyond the conferral date of the eligible Master's Degree.
  - Credits must be earned through a graduate level course of study clearly related to the educator's professional responsibilities.
  - Credits must be earned towards a second Master's Degree or matriculated graduate credits earned toward a Doctorate Degree.
- **Master's Degree +45**
  - Educator must earn at least forty-five (45) credits beyond the conferral date of the eligible Master's Degree.

- Credits must be earned through a graduate level course of study clearly related to the educator's professional responsibilities.
- Credits must be earned towards a second Master's Degree or matriculated graduate credits earned toward a Doctorate Degree.
- **Doctorate Degree**
  - Educator must submit a Doctorate Degree with a conferral date.
  - Degree must be directly related to an area or specialty in which the educator is employed, or as required by regulation.

From the LEA Dashboard, select the **ReviewQ** menu option.

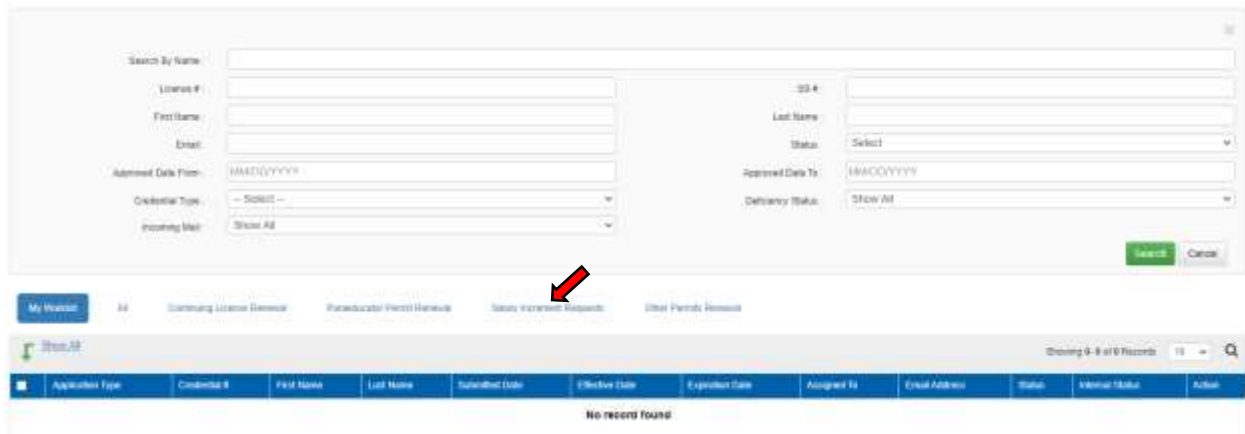


Figure RVQ-GSI-01: ReviewQ Applications Filtered by User Worklist

User is directed to ReviewQ page, showing all the applications in the user's worklist.

Click the **Salary Increment Requests** tab (indicated with a red arrow above) to display only salary increment requests.



Figure RVQ-GSI-02: ReviewQ Applications Filtered by Salary Increment Requests

Data is filtered to show only **Salary Increment Requests**. If the list of applications is long, search terms can be entered in the top section to limit the results. Locate the desired application and click the **Review Application** button in the corresponding row of the table.

The **Salary Increment Application** is inserted in the page. User may need to scroll down to see the entire application.

### Application Data

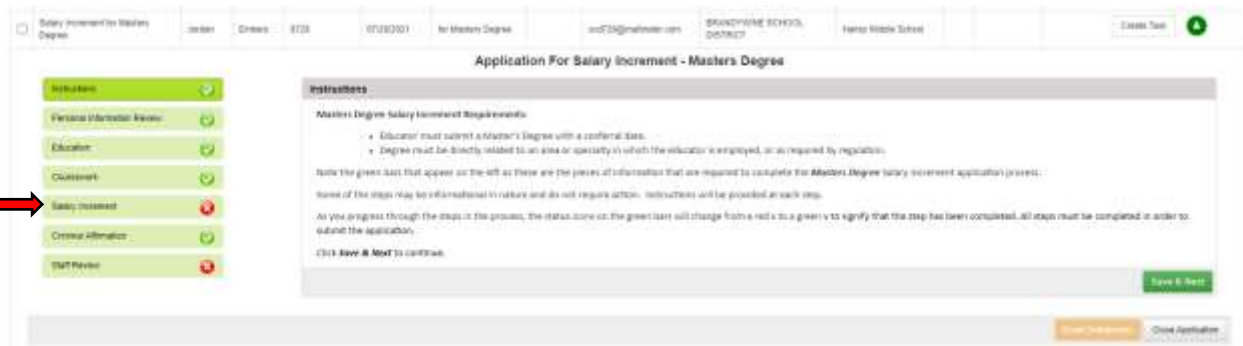


Figure RVQ-GSI-03: ReviewQ Salary Increment Application Data

Note the five (5) bars on the left that are designated with a green v, as these are the pieces of information that the educator was required to provide during the application process. The **Application Data** bars include: **Instructions**, **Personal Information Review**, **Education**, **Coursework** and **Criminal Affirmation**. No action is required for these bars; however, the data on these tabs is available for review, if desired. Simply click on the green bar to review the information that has been provided by the educator for the data categories shown.

The **Salary Increment** and **Staff Review** bars are designated with a red x to signify that action is required by the District or Charter user. Click the **Salary Increment** bar (indicated with a red arrow above).

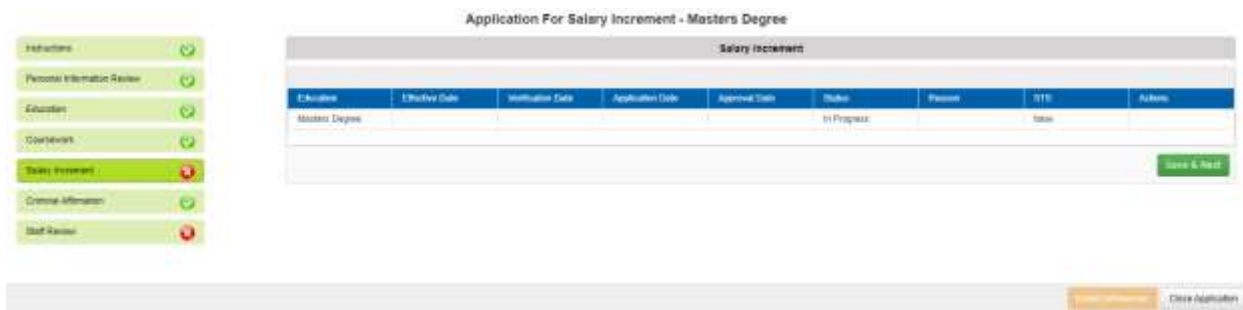


Figure RVQ-GSI-04: ReviewQ Salary Increment Bar

The Salary Increment table shows a new entry with a **Status** of **In Progress**. This bar is for informational purposes only and data cannot be added, edited or deleted.

Click the **Save & Next** button.

The **Salary Increment** bar is designated with a green v to signify that the step has been completed.

Click the **Staff Review** bar.



Figure RVQ-GSI-05: ReviewQ Salary Increment Staff Review Bar



## Salary Increment Request Approval

This is the final step for the District or Charter user in the **Salary Increment** approval process. The entry fields in the **Staff Review** are optional and include **Review Date**, **Review Comment** and **Internal Status**.

To deny the salary increment request, click the **Deny Salary Increment** button. The user is prompted with a confirmation message to confirm denial of the application. Click **OK** to deny the salary increment or **Cancel** to exit the denial process.

To approve the salary increment request, click the **Approve Salary Increment** button.



Figure RVQ-SIA-01: Salary Increment Application Submission Confirmation

In either case, confirmation of the application submission is presented. Click the **Back to Dashboard** button. User is redirected to the **LEA Dashboard**.

If approved, then the Salary Increment Application is routed to the DDOE L&C team for final review and approval. No further action is required by the District or Charter user.

Congratulations! The salary increment application request has been reviewed and approved.