

**Licensure and Certification COVID Changes**  
**under the**  
**SIXTEENTH MODIFICATION OF THE DECLARATION OF A STATE OF EMERGENCY FOR THE**  
**STATE OF DELAWARE DUE TO A PUBLIC HEALTH THREAT**

<https://governor.delaware.gov/health-soe/sixteenth-state-of-emergency/>

Issued May 10, 2020

Section A. Education – Item #	Guidance on Credentials Issued
<p>1. Any regulation, policy, or statute mandating an applicant, educator, or employee submit official school transcripts for any purpose, including a salary increment, license or certificate application, or job application shall be suspended until 90 days after the State of Emergency is terminated.</p>	<p>Licensure &amp; Certification requirements requiring “an official transcript must be submitted” will be waived and an unofficial transcript will be accepted for:</p> <ul style="list-style-type: none"> <li>○ Licenses</li> <li>○ Certificates</li> <li>○ Permits</li> <li>○ Graduate Salary Increments</li> <li>○ Clock hours toward licensure renewal</li> </ul> <p>Unofficial transcripts <i>must</i> show the conferral of a degree or completed coursework towards certification or clock hours to be acceptable.</p> <p>Ninety (90) calendar days after termination of the State of Emergency, or sooner, educators are required submit an official transcript.</p>
<p>3. The requirements of 14 Del. C. § 1305(e)(1-3) mandating 10-month employees work for a total of 188 full work days, including 180 days or equivalent hours devoted to actual school sessions for pupils, two days devoted to start-up/closing, and six days devoted solely to professional development, shall be suspended so long as all public and charter schools educators continue to offer remote learning through the date indicated on their respective remote learning plans.</p>	<p>For Applicants who have worked as full time educators and are applying for licenses or certificates that require documentation pertaining to hours or days worked during the 2019-2020 SY, L&amp;C will accept hours/days as a complete school year if documented by:</p> <ul style="list-style-type: none"> <li>○ The Delaware district or charter school.</li> <li>○ Another jurisdiction including any U.S. state, including District of Columbia, Guam, or Puerto Rico.</li> <li>○ Another entity outside of the above.</li> </ul> <p>This does not apply to Applicants who have worked part-time during the 2019-2020 SY.</p>

4. The **content-readiness exam** or performance assessment requirements of 14 C. § 1210(a); 14 *Del. Admin. Code* §§ 1510.3.3.2 and 1510.7.1; 14 *Del. C.* §§ 1262(c)(3) and 1262(c)(4); and 14 *Del. C.* § 1280(d) and 14 *Del. Admin. Code* §§ 290.3.4.1.1 and 290.3.4.1.2.1 shall be suspended until six months after the State of Emergency is terminated.

#### **TRADITIONAL EDUCATOR PREPARATION PROGRAMS**

For Applicants who are Graduates of 2020:

**Unable to take or successfully complete a **content-readiness exam in an area other than Special Education.****

#### **EMPLOYED:**

- ACTIVE Initial License for 4 years.
- Emergency Cert in content area with an expiration date of 6/30/2021. A standard certificate will be issued when all other requirements are met.

#### **UNEMPLOYED:**

- INACTIVE Initial License for 4 years
- Emergency Cert in content area with an expiration date of 6/30/2021. A standard certificate will be issued when all other requirements are met.

- CONTINUED

The content-readiness exam or performance assessment requirements of 14 C. § 1210(a); 14 Del. Admin. Code §§ 1510.3.3.2 and 1510.7.1; 14 Del. C. §§ 1262(c)(3) and 1262(c)(4); and 14 Del. C. § 1280(d) and 14 Del. Admin. Code §§ 290.3.4.1.1 and 290.3.4.1.2.1 shall be suspended until six months after the State of Emergency is terminated.

### TRADITIONAL EDUCATOR PREPARATION PROGRAMS

For Applicants who are Graduates of 2020:

Unable to take or successfully complete a content-readiness exam in a Special Education area (governed by Federal Law)

#### EMPLOYED:

- **OPTION #1** - Remain uncertified in Special Education; applicant must hold a content area certificate and will be issued:
  - ACTIVE Initial License for 4 years
  - Applicant must either hold a content area certificate or hold an Emergency Cert in the content area, **AND**
  - The applicant will not be issued a certificate in Special Education until the P2 readiness exam in Spec Ed is completed; **OR**
- **OPTION #2** - Enroll in an ARTC program and will be issued:
  - ACTIVE Initial License for 4 years
  - Certificate of Eligibility (COE) in special education category area with an expiration date of 6/30/2021. A standard certificate will be issued when all other requirements are met.
  - Applicant must either hold a Standard or Emergency certificate in the content area, where applicable.
  - No other requirements for ARTC will be required.

#### UNEMPLOYED:

- Enrollment in an ARTC program is not available as educator is not employed. Applicant will be issued:
  - INACTIVE Initial License
  - Standard or Emergency certificate in the content area, where applicable.
  - No action will be taken on pending Special Education Certificate application.

4. CONTINUED

The content-readiness exam or performance assessment requirements of 14 C. § 1210(a); 14 Del. Admin. Code §§ 1510.3.3.2 and 1510.7.1; 14 Del. C. §§ 1262(c)(3) and 1262(c)(4); and 14 Del. C. § 1280(d) and 14 Del. Admin. Code §§ 290.3.4.1.1 and 290.3.4.1.2.1 shall be suspended until six months after the State of Emergency is terminated.

**TRADITIONAL EDUCATOR PREPARATION PROGRAMS**

For Applicants who are Graduates of 2020:

**EMPLOYED:**

**Unable to successfully complete a Performance Assessment** - Applicant will be issued:

- An Initial License for 4 years and have the duration of the Initial License to complete the Performance Assessment if they have not already done so; preferably in 2 years.
- Appropriate certificate(s): Emergency and/or Standard

**UNEMPLOYED:**

**Unable to successfully complete a Performance Assessment** - Applicant will be issued:

- INACTIVE Initial License and upon activation educator will have the duration of the Initial License to complete the Performance Assessment if they have not already done so; preferably in 2 years.
- Appropriate certificate(s): Emergency and/or Standard.

4. CONTINUED

The content-readiness exam or performance assessment requirements of 14 C. § 1210(a); 14 Del. Admin. Code §§ 1510.3.3.2 and 1510.7.1; 14 Del. C. §§ 1262(c)(3) and 1262(c)(4); and 14 Del. C. § 1280(d) and 14 Del. Admin. Code §§ 290.3.4.1.1 and 290.3.4.1.2.1 shall be suspended until six months after the State of Emergency is terminated.

**ALTERNATIVE ROUTES FOR TEACHER LICENSURE AND CERTIFICATION (ARTC)**

For Applicants who completed an ARTC program in 2020, but are

**Unable to take or successfully complete a content-readiness exam in an area other than Special Education.**

**EMPLOYED: MUST COMPLETE PROGRAM**

- **Emergency Certificate in a Content Area**
  - Upon submission of request and Proof of Progress, LEAs may request up to 3 years for completion of an Emergency Certificate
  - Thereafter, if a 4<sup>th</sup> year is required, a Secretary of Education review must be submitted.
- **Approval Process for Extension** – under COVID only; process will be halted six months after the State of Emergency is terminated.
  - 2 years; approved by L&C
  - 3rd year on request form; approved by L&C
  - 4th year on request form; approved by L&C
  - 5th year - Sec Ed review

**UNEMPLOYED: MUST FIND A NEW EMPLOYER and COMPLETE PROGRAM or License and Certificate will be inactivated.**

4. CONTINUED

The **content-readiness exam** or performance assessment requirements of 14 C. § 1210(a); 14 *Del. Admin. Code* §§ 1510.3.3.2 and 1510.7.1; 14 *Del. C.* §§ 1262(c)(3) and 1262(c)(4); and 14 *Del. C.* § 1280(d) and 14 *Del. Admin. Code* §§ 290.3.4.1.1 and 290.3.4.1.2.1 shall be suspended until six months after the State of Emergency is terminated.

**ALTERNATIVE ROUTES FOR TEACHER LICENSURE AND CERTIFICATION (ARTC)**

For Applicants who completed an ARTC program in 2020, but are

**Unable to take or successfully complete a **content-readiness exam in Special Education.****

**EMPLOYED: MUST COMPLETE PROGRAM**

• **Certificate of Eligibility (COE) in Special Education**

- Upon submission of request and Proof of Progress, LEAs may request up to 3 years for completion of a Certificate of Eligibility. Under federal law, a 4<sup>th</sup> year may not be issued.
- Upon completion of the COE requirements, and if required, **Educator holds a Standard Content Area certificate** where applicable, Educator will be issued an appropriate Standard Certificate in Special Education; **OR**
- Upon completion of the COE requirements, and if required, **Educator holds an Emergency Content Area certificate**, Educator will continue to hold a COE until the Standard Content Area certificate is issued, up to a maximum of 3 years, as allowed by federal law.

- **Approval Process for Extension** – COE under COVID only; process will be halted six months after the State of Emergency is terminated.
  - 2 years; approved by L&C
  - 3rd year on request form; approved by L&C

**UNEMPLOYED:** Applicant MUST FIND A NEW EMPLOYER and COMPLETE PROGRAM or License and Certificate will be inactivated.

4. CONTINUED

The content-readiness exam or **performance assessment** requirements of 14 C. § 1210(a); 14 *Del. Admin.* Code §§ 510.3.3.2 and 1510.7.1; 14 *Del. C.* §§ 1262(c)(3) and 1262(c)(4); and 14 *Del. C.* § 1280(d) and 14 *Del. Admin.* Code §§ 290.3.4.1.1 and 290.3.4.1.2.1 shall be suspended until six months after the State of Emergency is terminated.

**ALTERNATIVE ROUTES FOR TEACHER LICENSURE AND CERTIFICATION (ARTC)**

For Educators who completed an ARTC program in 2020, but

**For Educators who have completed all requirements of the program except for the successful completion of the **Performance Assessment** requirement**

**EMPLOYED:**

- Educator must remain enrolled or re-enroll in ARTC.
  - LEA must request an extension.
- **Approval Process for Extension** – under COVID only; will be halted six months after the State of Emergency is terminated.
  - 2 years; approved by L&C
  - 3rd year on request form; approved by L&C
  - 4th year on request form; approved by L&C
- Applicant holds:
  - An Initial License for 4 years and has the duration of the Initial License to complete the Performance Assessment if they have not already done so; preferably in 2 years.
  - Educator remains on appropriate Emergency certificate(s) until successful completion of the Performance Assessment.

**UNEMPLOYED (e.g. Educator is RIF'd)**

- Upon unemployment:
  - Initial License becomes INACTIVE.
  - Any Emergency Certificates and/or COEs expire.
- Upon re-employment:
  - Educator must re-enroll in ARTC. See above under EMPLOYED.
  - Educator will have the remaining time on the Initial License to complete the Performance Assessment.

<p>4. CONTINUED</p> <p>The content-readiness exam or <b>performance assessment</b> requirements of 14 C. § 1210(a); 14 <i>Del. Admin.</i> Code §§ 510.3.3.2 and 1510.7.1; 14 <i>Del. C.</i> §§ 1262(c)(3) and 1262(c)(4); and 14 <i>Del. C.</i> § 1280(d) and 14 <i>Del. Admin.</i> Code §§ 290.3.4.1.1 and 290.3.4.1.2.1 shall be suspended until six months after the State of Emergency is terminated.</p>	<p><b><u>OTHER</u></b></p> <p>For employed Educators who have completed the requirements for an Initial License <u>except</u> for the Performance Assessment, and whose license will expire by 6/30/2020, the Initial License will be extended until 6/30/21 upon LEA request via email to the DEEDS Mailbox.</p> <p>Upon successful completion of the Performance Assessment, and all other requirements having been met, please email L&amp;C via the DEEDS mailbox and the Continuing License will be issued.</p>
<p>5. The mentoring requirements found in 14 <i>Admin.</i> Code §§ 1503.4.2, 1503.5.2, 1503.6.2, 1503.7.1, and 1503.8.2 shall be suspended for the 2019-20 academic year.</p>	<p>Initial Licensees moving to a Continuing License will be evaluated and processed in accordance with the CIP COVID guidance.</p>
<p>6. The licensure requirements in 14 C. § 1211(b) and 14 <i>Del. Admin.</i> Code § 1511 Tier Two Continuing Licensure shall be suspended for the 2019-20 academic year.</p> <ul style="list-style-type: none"> <li>Novice teachers and specialists will advance to the next year of their initial license regardless of whether they have a completed observation or evaluation for the 2019-2020 school year. Pursuant to 14 C. § 1211(b), upon application, the Department of Education shall issue a <b>continuing license</b> to a teacher or specialist holding an initial license if the teacher or specialist has successfully completed the requirements of 14 <i>Del. C.</i> § 1210 and <b>has not received more than one unsatisfactory annual evaluation</b>, as defined by the State of Delaware approved educator performance system, during the period of initial licensure.</li> </ul>	<p>Initial Licensees moving to a Continuing License will be evaluated and processed in accordance with the Evaluation COVID guidance.</p>



<p>7. Educators holding a continuing license with a renewal date in 2020 who have not completed the 90-hour minimum professional development requirement of 14 C. § 1212 shall have six months from the date the State of Emergency is terminated to complete the requirement.</p>	<p>Upon submission of a request for extension from either the Educator or the LEA, L&amp;C will:</p> <ul style="list-style-type: none"> <li>• Extend the Continuing License to 6/30/2021. <ul style="list-style-type: none"> <li>○ During that time, the educator must complete the 90-hour minimum professional development requirement and submit the application for renewal following license renewal instructions.</li> <li>○ LEA will review and approve hours as required (or DDOE, as applicable).</li> <li>○ Educator will complete the Criminal History Disclosure as required.</li> </ul> </li> <li>• L&amp;C will issue Continuing License with no lapse in licensure.</li> <li>• License will be renewed for five (5) years starting 07/01/2020.</li> </ul> <p>If the Educator does not complete the required 90-hour minimum professional development and submit the application for renewal by 06/30/2021:</p> <ul style="list-style-type: none"> <li>• The Continuing License will expire, <b>AND</b></li> <li>• The Educator must show proof of completion of 90-hour minimum professional development requirement. <ul style="list-style-type: none"> <li>○ The allowable dates for clock hours earned will be adjusted to the 5 years preceding the date the educator requests renewal.</li> </ul> </li> </ul>
<p>8. The requirement under 14 C. §§ 1218(r) and 1218A(b) and 14 <i>Del. Admin.</i> Code § 1514.7.1.1 that communications be sent by certified mail shall be suspended.</p>	<p>Licensure and Certification correspondence will be sent via email with request for response from the recipient.</p>
<p>9. The Praxis Subject Assessment or content area requirements of 14 C. §§ 1220(a) and 14 <i>Del. Admin.</i> Code §§ 1520-22, 1531-34, 1539-45, 1549-51, 1553, 1565, 1570-75, 1580-84, and 1591-94 shall be suspended until six months after the State of Emergency is terminated.</p>	<p><b>For new EPP graduates and ARTC educators, see #4 above.</b></p> <p><b><u>EDUCATORS WHO HOLD AN EMERGENCY CERTIFICATE BUT ARE NOT RECENTLY GRADUATED OR PART OF AN ARTC PROGRAM</u></b></p> <ul style="list-style-type: none"> <li>• Educator is already holding a valid License and at least one (1) Standard certificate and is teaching and pursuing certification in another content area;</li> <li>• LEA must request an extension. <ul style="list-style-type: none"> <li>○ 2 years; approved by L&amp;C</li> <li>○ 3<sup>rd</sup> year &amp; 4<sup>th</sup> year; approved by L&amp;C</li> <li>○ 5<sup>th</sup> year; Sec Ed Review</li> </ul> </li> </ul>

<p>18. The clinical residency requirement of 14 C. § 1280(c)(1), and 14 <i>Del. Admin. Code</i> § 290.3.2 shall be suspended for the 2019-20 academic year.</p>	<p><b>TRADITIONAL EDUCATOR PREPARATION PROGRAMS</b>  For Applicants who are Graduates of 2020:</p> <ul style="list-style-type: none"> <li>• <b>Capstone Clinical Residency</b> <ul style="list-style-type: none"> <li>○ Applicants that submit a transcript that lists Student Teaching as part of an EPP program and meeting all other requirements will be accepted as having met the Clinical Residency or Student Teaching requirement.</li> <li>○ Applicants that submit a transcript that does not list Student Teaching (eg. transcripts from out-of-state IHEs) as part of an EPP program, and meeting all other requirements, will be evaluated upon submission of DOE Form-T related to the status of this requirement.</li> </ul> </li> </ul>
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**OTHER**

<ul style="list-style-type: none"> <li>• National Board Certification – educator is unable to complete renewal during the 2019-2020 SY.</li> </ul>	<ul style="list-style-type: none"> <li>• Educator contacts NBPTS</li> <li>• Educator obtains and submits to DEEDS an NBPTS credential or letter showing an extension [of up to one year].</li> <li>• L&amp;C will extend Educator’s Advanced License with no lapse in NBPTS certification and no lapse in stipend as established in Code.</li> </ul>
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