



## Delaware Licensure and Certification through Alternative Routes to Certification

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A **license** gives you the right to work as an educator in Delaware.

A **certificate** defines what you can teach.

You must hold both a valid and current license and certification(s) to teach in Delaware.

## LICENSE TIERS

**INITIAL LICENSE** – An initial license is a four-year license issued to educators who are new to the profession. While it may be extended under certain circumstances, the initial license is non-renewable.

**CONTINUING LICENSE** – A continuing license is issued after an educator has completed the requirements of an initial license. It may also be issued to an experienced educator from another state with compensatory experience and evaluations. It is a five-year license and may be renewed with approved documentation of 90 clock hours of professional growth.

**ADVANCED LICENSE** – An advanced license is issued to an educator who receives national accreditation through the National Board of Professional Teaching Standards (NBPTS). It is a five-year license and is renewable through fulfillment of NBPTS requirements.

## TYPES OF CERTIFICATION

### STANDARD CERTIFICATION –

- Does not expire
- Requires passing Praxis II score in content area
- Requires coursework in an area if no Praxis II is available
- Requires completion of an NCATE or NASCATEC approved educator preparation program which may include student teaching

OR

- Requires completion of a Delaware approved Alternative Routes to Certification Program

### EMERGENCY CERTIFICATION –

- Temporary certification valid for one year at a time
- Issued for content areas/subjects
- Renewable up to two consecutive years if progress toward completion of Standard Certification or ARTC requirements is shown
- Requested by an LEA for an employee who does not meet the requirements of Standard Certification

### CERTIFICATE OF ELIGIBILITY –

- Requires enrollment and continued progress in an approved ARTC program
- Temporary certification valid for one year at a time
- Issued for Special Education areas and specializations for students with disabilities
- May require a standard or emergency certificate in a content area
- Renewable for up to three consecutive years if progress toward completion of Standard Certification requirements is shown
- Requested by an LEA for an employee who does not meet the requirements for Standard Certification

## WHAT IS AN ARTC PROGRAM?

Alternative Routes to Certification Programs enable prospective Delaware public or charter school educators who did not complete a traditional educator preparation program with student teaching to meet the Delaware requirements for licensure and certification in several content areas.

ARTC Programs offer Emergency Certification and COE programs for teaching students with disabilities. There are three types of COE programs available:

1. Initial Licensure & Certification Programs
2. Paraprofessional to Teacher Programs through a two-year Master's degree in Special Education
3. Add-on Certificate Programs for educators who are currently licensed and certified in at least one content area

## STEPS TO LICENSURE AND CERTIFICATION THROUGH ARTC

### INITIAL LICENSE/CERTIFICATION FOR NEWLY HIRED EDUCATORS

1. Contact a Delaware approved [ARTC program](#) for information on enrollment.
2. Secure employment in your chosen content area, and provide your LEA with an ARTC enrollment approval letter.
3. Create an account in DEEDS via the [DEEDS Registration Page](#).
4. Apply for the appropriate License. Your Human Resources department will request Emergency certification/Certificate of Eligibility on your behalf in the area(s) you are eligible to teach. Your employment placement, ARTC program and requirements must align.
5. You will receive an email and/or text alerting you that a certificate has been requested on your behalf in DEEDS. You will need to log in to **accept** this request. You will be required to check the listed affirmations to finalize the application.
6. If you have applied for an Initial License, you will be required to pay a \$100 fee at this time. This fee is refundable upon verification of your employment in a Delaware public or charter school.

7. Request to send all official documentation to LEA/Human Resources and/or DEEDS mailbox:
  - All official transcripts. A **transcript** of a **Bachelor's degree** is required for acceptance into an ARTC program and for certification.
  - Dated ARTC Program **Welcome Letter** which states
    - Your employer
    - Teaching placement, content, and grade level
    - Coursework requirements
    - Testing requirements
    - Certifications sought
  - **Test Scores**, if applicable
    - Praxis II Content Exam in content area is required within two years of Delaware employment. The Praxis II test must align with the content area of your certification.
    - ACTFL – Foreign Language Written (WPT) and Oral (OPI), if applicable, are required within two years of Delaware employment.
    - A Performance Assessment is required within the first two years of an ARTC program. These include the [edTPA](#) and the [PPAT](#).
8. Update your DEEDS personal information to include your school email.
9. Monitor your application's status by checking DEEDS periodically for updates or requests for additional information.
10. The Licensure and Certification office staff will review your application and documentation. Please attend to requests for further information, documentation, or clarification in a timely manner.
11. You will receive a copy of your Initial License and Certifications through email.

## STEPS TO CERTIFICATE OF ELIGIBILITY CERTIFICATION THROUGH ARTC **ADD-ON PROGRAMS** FOR SPECIAL EDUCATION FOR CURRENTLY LICENSED AND CERTIFIED EDUCATORS

A Certificate of Eligibility Requires enrollment and continued progress in an approved ARTC program. It provides temporary certification valid for one year at a time and is issued for Special Education areas and specializations for students with disabilities.

1. Upon placement in a special education area, contact a Delaware approved [ARTC program](#) for information on enrollment.
2. Your Human Resources department will request a Certificate of Eligibility on your behalf in the area you are eligible to teach. Your employment placement, ARTC program and requirements must align.
3. You will receive an email and/or text alerting you that a certificate has been requested on your behalf in DEEDS. You will need to log in to **accept** this request. You will be required to check the listed affirmations to finalize the application.
4. Request to send all official documentation to LEA/Human Resources and/or DEEDS mailbox:
  - a. All official transcripts. A **transcript** of a **Bachelor's degree** is required for acceptance into an ARTC program and for certification.
  - b. Dated ARTC Program **Welcome Letter** which states
    - i. Your employer
    - ii. Teaching placement content and grade level
    - iii. Coursework requirements
    - iv. Testing requirements
    - v. Certifications sought
  - c. **Test Scores**, if applicable
    - Praxis II Content Exam in content area is required within two years of Delaware employment. The Praxis II test must align with the content area of your certification.

- i. ACTFL – Foreign Language Written (WPT) and Oral (OPI), if applicable, are required within two years of Delaware employment.
  - ii. A Performance Assessment is required within the first two years of an ARTC program. These include the [edTPA](#) and the [PPAT](#).
5. Update your DEEDS personal information to include your school email.
6. Monitor your application's status by checking DEEDS periodically for updates or requests for additional information.
7. Licensure and Certification office staff will review application and documentation. Please attend to requests for further information, documentation, or clarification in a timely manner.
8. You will receive a copy of your Initial License and Certifications through email.

## EXTENSION OF EMERGENCY CERTIFICATION/CERTIFICATE OF ELIGIBILITY

Emergency Certificates and Certificates of Eligibility may be extended for up to three years if the following criteria are met:

1. LEA must request an extension on behalf of the educator through DEEDS.
2. You will receive an email and/or text alerting you that an extension has been requested on your behalf in DEEDS. You will need to log in to **accept** this request. You will be required to check the listed affirmations to finalize the application.
3. You must submit Proof of Progress toward completion of the ARTC and certification requirements *from the most recent school year* to your Human Resources department.  
Proof of Progress includes, but is not limited to
  - a. Passing scores (or attempts) to pass required content assessments
  - b. Passing scores (or attempts) to pass the performance assessment
  - c. Unofficial transcripts (student information system printout) verifying courses taken/enrolled that are required by the program or for the certificate requested
  - d. ARTC Noncredit Course Record
4. Teaching placement for the new school year must align with certification area and ARTC program requirements.

5. All extensions are issued for one school year and expire on June 30, of the new school year.

## UPGRADE OF EMERGENCY/COE TO STANDARD CERTIFICATION

Your Human Resources department will request an upgrade to Standard Certification on your behalf through DEEDS.

Upon Completion of your ARTC program requirements, complete the following:

- Submit an ARTC Letter of Completion to your Human Resources Department.
- Request a Letter or Recommendation from your Human Resources Department. This letter must attest to completion of at least two summative evaluations, with no more than one unsatisfactory rating.
- Request official test scores for Praxis II, edTPA, or PPAT be sent from the testing site to DEEDS.
- Request official transcripts of conferred degree(s) or completed coursework be sent from the college or university to DEEDS.

## FAQ's

### **What happens to my credentials if I leave ARTC?**

- If you withdraw or are withdrawn from an ARTC program, your credentials will be expired. They may be reactivated when you rejoin an ARTC program or meet the qualifications for credentials through an approved educator preparation program.

### **What happens to my credentials if I am not rehired?**

- You may only participate in an ARTC program if you are currently employed at a Delaware public or charter school and are the teacher-of-record for the content of your certifications. Loss of employment will result in withdrawal from an ARTC program until new employment is attained.

### **How do I know if my certification applications, teaching position, and ARTC program align?**



- Your district will enter your employment placement, including content and grade level in PHRST. This is done for all employees as a basis of receiving payment and benefits. PHRST links with your DEEDS account.
- Your placement as teacher-of-record must equate to the certificates you seek/hold.
- Your ARTC program must support all the certificates you seek/hold.
- Delaware law requires that educators must be certified for any and all contents they teach or areas they support.

### **Why haven't I received an email containing my issued Initial License and Emergency Certifications/COE?**

- It may take up to eight weeks for Licensure and Certification to process your pending application for credentials.
- If you have not received your confirmation of issuance of your license and certification(s), please check your email inbox for correspondence from the Certification Office.
- Emails are sent to the educator, Human Resources Department, and ARTC program regarding any missing documentation that prohibits issuance.
- You may contact Licensure and Certification, [deeds@doe.k12.de.us](mailto:deeds@doe.k12.de.us), after you have reached out to your Human Resources department with any questions.

### **What if I do not have Proof of Progress to support my LEA's request for an extension to my certificate(s)?**

- Issuance and renewal of Emergency Certificates and Certificates of Eligibility is dependent upon active participation in the ARTC program and/or progress toward the requirements for Standard certification. Without progress for the period of one school year, your credentials will expire.

## HELPFUL RESOURCES

New Delaware Educators:

<https://www.doe.k12.de.us/Page/3494>

Forms for Licensure and Certification:

<https://www.doe.k12.de.us/Page/3484>

Professional Standards Board (PSB):

<http://www.doe.k12.de.us/domain/172>

PSB Regulations governing licensure and certification:

<http://regulations.delaware.gov/AdminCode/title14/1500>

Join Delaware Schools is the statewide educator recruitment portal. Create an account, find vacancies, and apply for jobs:

<http://www.joindelawareschools.org>

Educational Testing Services (ETS) - Praxis II tests. Use reporting code **R-7065** to send scores to Delaware DOE:

<http://www.ets.org/praxis/de/requirements>

Language Testing International (ACTFL Oral and Written proficiency tests):

<http://www.languagetesting.com>

An official NACES member foreign evaluation report is required for all non-US degree applicants:

<http://www.doe.k12.de.us/Page/3505>

National Association of Credential Evaluation Services (NACES):

<http://www.naces.org/members.html>

Association of Internal Credential Evaluators, Inc. (AICE):

<http://aice-eval.org/members/>

**APPLICATIONS FOR LICENSURE AND CERTIFICATION** are accepted online only through our Delaware Educator Data System (DEEDS). There is a \$100 application fee.

To apply: <https://deeds.doe.k12.de.us>

This information is provided as a summary only. For more detailed and current information for Delaware licensure and certification:

<https://www.doe.k12.de.us/certification>

## ARTC Enrollment and Certification Process

