



# JUNE 2022 YEAR END REMINDERS FROM L&C

This Newsletter will be the only one for June, 2022. Please reach out to L&C or the Workforce Support Team with any questions.

For educators who remain unlicensed and/or uncertified for the current 2021-2022 school year, June marks the last chance to complete the certification process. This includes Emergency Certifications, Standard Certifications, and COEs.

- All recommendations made for new Emergency Certification or COEs that have been accepted by the educator have been reviewed to date.
- Applications for licensure and Standard Certification already submitted have been reviewed through mid-May.
- Educators should address any deficiencies in their applications by submitting the required documentation and by checking, “deficiency cleared,” on their DEEDS Application page.

## DEEDS - Mentor Center Updates

1. LEAs will no longer be able to add a mentee to the Mentor Center in DEEDS. Educators are added to the Mentor Center by Licensure and Certification when an application is processed or when an Inactive Initial License becomes activated. If you encounter any educators who need to be added to the Mentor Center, please email [Tiffany.Green@doe.k12.de.us](mailto:Tiffany.Green@doe.k12.de.us).
2. When marking an educator complete for mentoring so that they may qualify for an upgrade to a Continuing License, please make sure to complete the Evaluations tab. You must select this tab on the left of the Update Progress screen to be able to mark both the Summative Evaluations and Final Evaluations complete. Without these checks, mentoring is not considered complete, and the educator’s application for a license upgrade will not be processed.

See illustration on next page.



First Name	Last Name	Program Type	Mentor Name	School Year	District	School	Verified Years Experience	License Type	Employment Position	Stages Completed	DEPS - Evaluation Complete	Mentor Program Completed	Has Waived Progress?	Actions
		Initial License						Initial License		Year 1	No	No	No	Update Progress

**Program Withdrawal**

Withdrawn from Program

**Summative Evaluations**

Summative Evaluations Complete

**Final Evaluations**

For an Initial License, check this box when the educator has completed all aspects of the required program and successful summative evaluation(s) were completed. For a Continuing or Advanced License, use this option when the educator has satisfied the required mentoring for a returning educator or out-of-state educator new to Delaware.

Mentor Program Complete

### Initial License Extension Requests

If an educator requires an additional year of their Initial License in order to complete mentoring, please request an extension by submitting a letter on official letterhead stating the requests, and have it signed by the Superintendent. Letters can be sent to [deeds@doe.k12.de.us](mailto:deeds@doe.k12.de.us).

### Emergency Certificate Extensions – Sec Ed Review

For Educators who hold an Emergency Certificate in a content area and need an extension past the second year, the LEA must submit a [Secretary of Education Review Request Form](#) in conjunction with the request for the extension submitted through DEEDS. Please send the Secretary of Education Review forms to [Rhonda West](#).

This practice does not affect COEs, as they may be extended up to two times. A recommendation for extension must be submitted through DEEDS for COEs.

### Graduate Salary Increment Applications

June 1, 2022 is the deadline for Plus Applications to be processed for the 2021 Fiscal Year. Applications received and approved after June 1, will be processed in the next Fiscal Year. All documents pertaining to the application must be submitted for final review.



## ON HOLD Applications

Some applications require additional review by L&C of information that was provided to us by the Educator. Until we receive the information still required, we cannot proceed with the pending application. Due to confidentiality, we cannot discuss this further with the LEA. If you would like additional information, please reach out to the Educator. If the Educator still has questions about what is required for the pending application, please have them contact [Rhonda West](#).

## Course Comparability Review Request Forms

If an applicant believes they have satisfied the content specified in a Regulation through coursework, they can submit a Course Comparability Review Request (CCRR). The CCRR form can be found on the Licensing and Certification website under [Forms](#). Please refer to the attached document for guidelines on how the educator should proceed.

## Foreign Language Assessments – ACTFL

Effective July 11, 2022, the ACTFL WPT and OPI requirements for certification will be lowered to Intermediate High. This may affect educators on Emergency Certificates that expire on June 30. L&C will use the new cut score for evaluation of applications for upgrade to Standard Certification.

## Accessing DEEDS Reports

1. Go to Reports/Queries from DEEDS LEA Dashboard.
2. Select the appropriate report. The Employment Report provides the most information of the available reports.
3. Run Report
4. Download Report
5. De-select unnecessary information
6. Submit



As we begin to close out both the current school year and the fiscal year, Licensure and Certification would like to thank all LEAs for their patience and willingness to adapt and learn the new DEEDS system. Working together, we have accomplished so much in a short time, and we've become more efficient and more consistent in our work together. Change is always difficult, but you have all weathered the changes with grace, and we thank you.

Best wishes for a successful close to the year, and we look forward to our continued collaboration moving forward.

- Licensure and Certification Team 6/1/2022