



Educator Dashboard User Guide

This user guide will provide an overview of the functionality contained within the Educator Dashboard.

Delaware Department of Education

Educator Dashboard
 Welcome **Victoria Embers** |

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 Delaware Department of Education
 Attn: Licensure & Certification
 Collette Education Resource Center
 35 Commerce Way, Suite 1
 Dover, DE 19904
 302-857-3388
deeds@doe.k12.de.us

DEEDS Early Learning
 Delaware Department of Education
 Attn: DEEDS Early Learning
 John G. Townsend Building
 401 Federal Street, Suite #2
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DEEDS 3.0 is the newly integrated certification system for the Delaware Department of Education. This enhanced system is used to store educator data and credential public and charter school teachers, administrators, adult and prison education educators and staff and early childhood and school-age professionals.

Still have questions, contact us.

Apply for Early Learning
 Apply for K-12
 What can I do Today?
 Help

Click on links to quickly access your account and applications.

[View/Update My File](#)
[View My Applications](#)
[View My Credentials](#)
[Print My Credentials](#)

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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**.

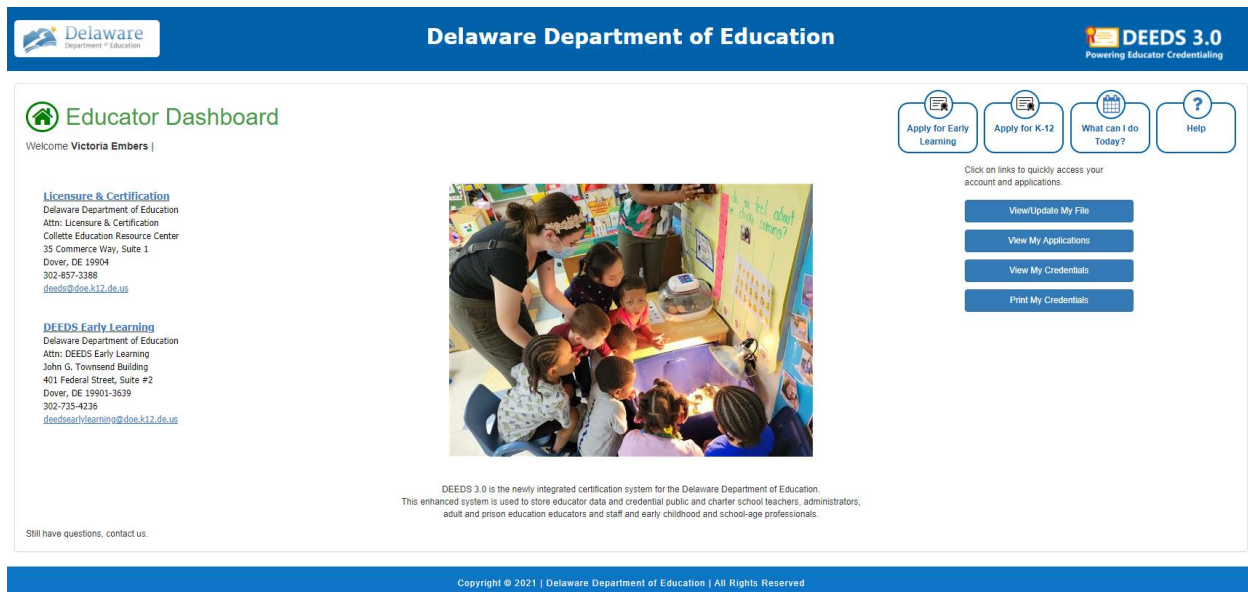


Figure EDB-INT-01: Delaware Department of Education DEEDS 3.0 Educator Dashboard

The Educator Dashboard consists of a number of sections, namely [Header](#), [Contact Information](#), [Bulletin Board](#), [Menu Icons](#), [Quick Link Buttons](#) and [Footer](#). The sections and their contents will be described in this user guide.

Header

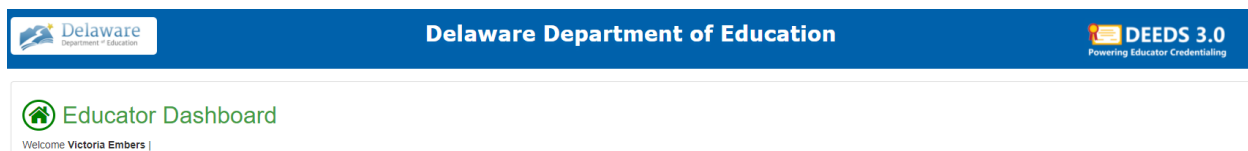


Figure EDB-HDR-01: Educator Dashboard Header

The header information appears at the top of the **Educator Dashboard** and contains elements that are both active and inactive. A brief description of the two types follows.

Inactive Items: These items include titles, logos, and headers that are not clickable. These elements are informational in nature and do not offer any action. Inactive items in the header include objects such as the **Delaware Department of Education** logo, **DEEDS 3.0** logo and **Delaware Department of Education** header text. To confirm that an item is inactive, move the mouse over the item and the pointer does not appear as a hand.

Active Items: These items are available to provide functionality within the system and are clickable. The only active item in the header is the **Home** button. To confirm that an item is active, move the mouse over the item and the pointer changes to a hand to indicate that the item can be selected.

Home

Arguably the most important button on the **Educator Dashboard** is the **Home** button.



Figure EDB-HOM-01: Educator Dashboard Home Button

This button appears to the left of the **Educator Dashboard** header text and looks like a house within a green circle. The **Home** button will always bring the user back “home” to this page. If navigating through pages, and not sure how to get back, simply click the **Home** button to get back to the dashboard.

Contact Information

Licensure & Certification

Delaware Department of Education
Attn: Licensure & Certification
Collette Education Resource Center
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Dover, DE 19904
302-857-3388
deeds@doe.k12.de.us

DEEDS Early Learning

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John G. Townsend Building
401 Federal Street, Suite #2
Dover, DE 19901-3639
302-735-4236
deedsearlylearning@doe.k12.de.us

Figure EDB-CTI-01: Delaware Department of Education Contact Information

Contact information is listed on the left side of the **Educator Dashboard**. There are two sections: **Licensure & Certification** and **DEEDS Early Learning**, as these are the two major categories of educators that the DEEDS system supports. The contact information includes address information, telephone number and email address.

Bulletin Board



DEEDS 3.0 is the newly integrated certification system for the Delaware Department of Education. This enhanced system is used to store educator data and credential public and charter school teachers, administrators, adult and prison education educators and staff and early childhood and school-age professionals.

Figure EDB-BB-01: Educator Dashboard Bulletin Board

The **Bulletin Board** section appears in the middle of the **Educator Dashboard**. The bulletin board is for announcements and general information that is important to all educators.

Menu Icons

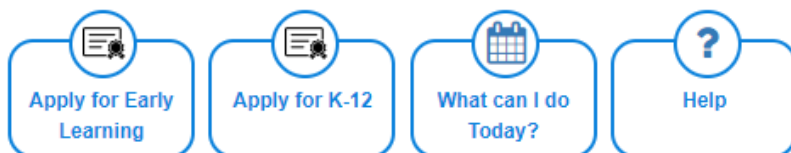


Figure EDB-MI-01: Educator Dashboard Menu Icons

The icons that appear in the upper right-hand corner of the dashboard directly under the header are referred to as menu icons, as they look like icons, but behave like menus. There are four (4) menu icons: **Apply for Early Learning**, **Apply for K-12**, **What can I do Today** and **Help**. These menu icons represent the high-level categories of functionality contained within DEEDS for the educator.

To see the options associated with a menu icon option, click on the menu icon. A dropdown list of options, or sub-menu options, will appear below the menu icon. A sub-menu option must be selected in order to initiate any action for performing the selected function.

An overview of each of the menus and sub-menus follows along with links to specific user guides, if applicable.

Apply for Early Learning

The **Apply for Early Learning** menu icon presents all the options related to early learning applications. Click the **Apply for Early Learning** menu icon.

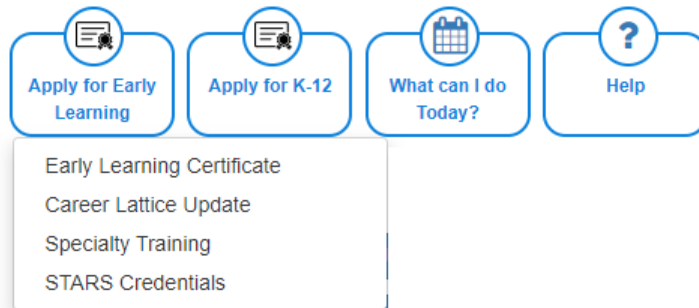


Figure EDB-EL-01: Apply for Early Learning Menu Icon Options

A dropdown list of sub-menu options is presented. One of the sub-menu items must be selected in order to initiate action toward one of the options. The ***Apply for Early Learning*** sub-menu options are detailed in the following sections, along with links to specific guides and resources, if applicable.

Early Learning Certificate

The ***Apply for Early Learning / Early Learning Certificate*** sub-menu is used to apply for an Early Childhood or School Age Qualification certificate.

Click the ***Apply for Early Learning*** menu icon. A list of sub-menu options is displayed.

Move the mouse over the ***Early Learning Certificate*** menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.

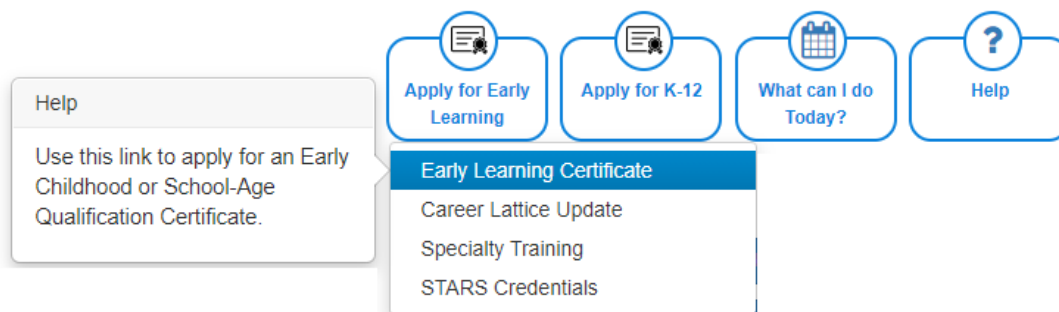


Figure EDB-ELC-01: Early Learning Certificate Menu Selection

Select ***Early Learning Certificate*** from the dropdown menu options.

Educator is redirected to ***Certificate Group*** selection page:

 The screenshot shows a web application interface. At the top is a progress bar with five steps: '1 Application Type', '2 Certificate Application' (highlighted in blue), '3 Certificate Questions', '4 Certificate Results', and '5 Application Data'. Below the progress bar, the heading 'Certificate Group' is shown. A text instruction reads: 'Choose the Group you wish to apply for using the dropdown list and then click Next.' Below this instruction is a dropdown menu currently showing '-- Select --'. At the bottom of the form area are two buttons: 'Previous' (green) and 'Next' (grey).

Figure EDB-ELC-02: Early Learning Certificate Group Selection

A dropdown list is presented to specify the Certificate Group being applied for. Click the down arrow of the ***Certificate Group*** dropdown list

1 Application Type 2 Certificate Application 3 Certificate Questions 4 Certificate Results 5 Application Data

Certificate Group

Choose the Group you wish to apply for using the dropdown list and then click **Next**.

-- Select --
 -- Select --
 Early Childhood
 School-Age

Figure EDB-ELC-03: Early Learning Certificate Group Options

Select the option that is being used as basis for movement to the next educational stop on the career lattice. The **Create New Application** button is enabled to continue the application process. Refer to the Early Learning User Guide for a detailed description of how to apply for an **Early Learning Certificate**.

Career Lattice Update

The **Apply for Early Learning / Career Lattice Update** sub-menu is used when you are able to provide additional training or education to advance to the next step level on the Career Lattice. This application is not required if also applying for a qualification certificate.

Click **Apply for Early Learning** menu icon. A list of sub-menu options is displayed.

Move the mouse over the **Career Lattice Update** menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.

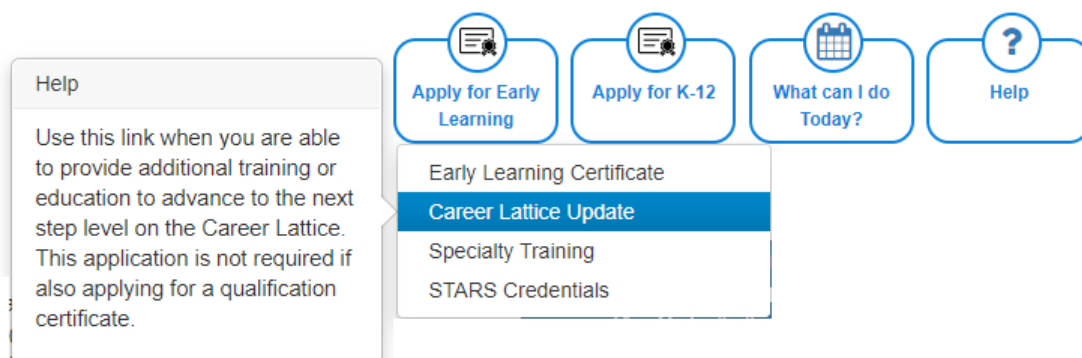


Figure EDB-ECL-01: Early Learning Career Lattice Update Menu Selection

Select **Career Lattice Update** from the dropdown menu options.

Educator is redirected to **Career Lattice Update Requirements** selection page:

1 Application Type 2 Career Lattice Application 3 Application Data

Requirements

To qualify for a **Career Lattice** update (movement from one educational step to the next), submit additional education in support of the option chosen.

Apply for Career Lattice Review Using:

Previous Create New Application

Figure EDB-ECL-02: Early Learning Career Lattice Update Requirements Selection

A dropdown list is presented to specify the additional education that has been achieved to support the movement from one educational step to the next on the career lattice. Click the down arrow of the **Apply for Career Lattice Review using** dropdown list

1 Application Type 2 Career Lattice Application 3 Application Data

Requirements

To qualify for a **Career Lattice** update (movement from one educational step to the next), submit additional education in support of the option chosen.

Apply for Career Lattice Review Using:

- Degree
- PD Training
- Coursework

Previous Create

Figure EDB-ECL-03: Early Learning Career Lattice Update Options

Select the option that is being used as basis for movement to the next educational stop on the career lattice. The **Create New Application** button is enabled to continue the application process. Refer to the Early Learning User Guide for a detailed description of how to apply for a **Career Lattice Update**.

Specialty Training

The **Apply for Early Learning / Specialty Training** sub-menu is used to apply for an Office of Child Care Licensing specialty that will be added to a qualification certificate.

Click **Apply for Early Learning** menu icon. A list of sub-menu options is displayed.

Move the mouse over the **Specialty Training** menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.

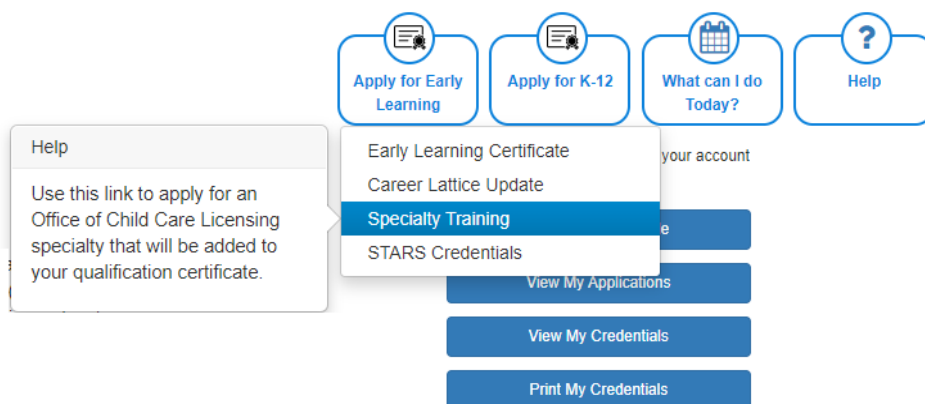


Figure EDB-EST-01: Early Learning Specialty Training Menu Selection

Select **Specialty Training** from the dropdown menu options.

Educator is redirected to the **Specialty Training Type** selection page:

1 Application Type 2 Specialized Training Application 3 Application Data

Select a Type

To qualify for **Specialized Training** you must have completed one of the following:

- Fifteen (15) clock hours of training specific to the content area requested
- One 3-credit college course specific to the content area requested

Specialty Training Type: -- Select --

Apply for Specialized Training Using: -- Select --

Previous Create New Application

Figure EDB-EST-02: Early Learning Specialty Training Type Selection

Two dropdown lists are presented to specify the specialty training type category and the manner in which the training was achieved. Click the down arrow of the **Specialty Training Type** dropdown list.

1 Application Type 2 Specialized Training Application 3 Application Data

Select a Type

To qualify for **Specialized Training** you must have completed one of the following:

- Fifteen (15) clock hours of training specific to the content area requested
- One 3-credit college course specific to the content area requested

Specialty Training Type: -- Select --

Apply for Specialized Training Using: -- Select --

Previous Create New Application

Figure EDB-EST-03: Early Learning Specialty Training Area Options

Select the option that represents the area that the specialty training was achieved. Options include: **Administration**, **Infant/Toddler** and **School Age**. Once the **Specialty Training Type** selection has been made, click the down arrow of the **Apply for Specialized Training Using** dropdown list.

1 Application Type 2 Specialized Training Application 3 Application Data

Select a Type

To qualify for **Specialized Training** you must have completed one of the following:

- Fifteen (15) clock hours of training specific to the content area requested
- One 3-credit college course specific to the content area requested

Specialty Training Type: -- Select --

Apply for Specialized Training Using: -- Select --

Previous Create

Figure EDB-EST-04: Early Learning Specialty Training Attained Options

Select the manner in which the specialized training was attained. Options include: **PD Training** and **Coursework**. Once both options have been selected, The **Create New Application** button is enabled to continue the application process. Refer to the Early Learning User Guide for a detailed description of how to apply for an Office of Child Care Licensing specialty.

STARS Credentials

Use this link when applying for professional credentials that recognize a level of achievement and expertise that reflects current research and best practice.

The **Apply for Early Learning / STARS Credentials** sub-menu is used to apply for professional credentials that recognize a level of achievement and expertise that reflects current research and best practice.

Click **Apply for Early Learning** menu icon. A list of sub-menu options is displayed.

Move the mouse over the **STARS Credentials** menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.

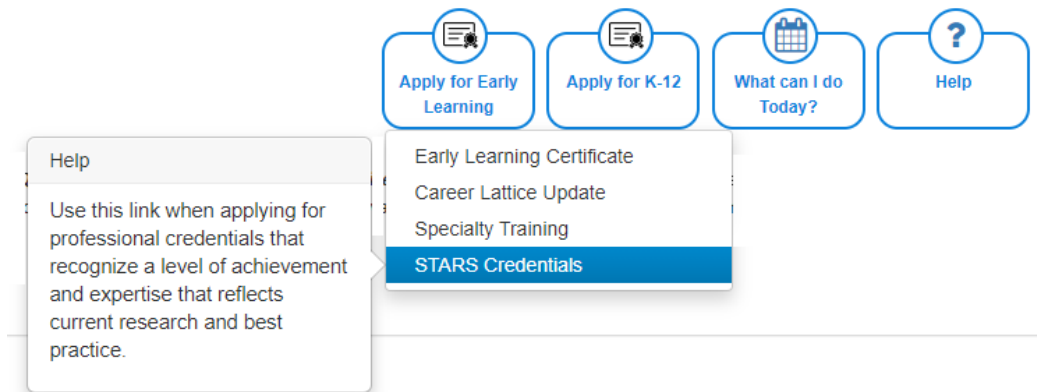


Figure EDB-ESC-01: Early Learning STARS Credentials Menu Selection

Select **STARS Credentials** from the dropdown menu options.

Educator is redirected to the **STARS Credential** selection page:

Figure EDB-EST-02: Early Learning STARS Credential Type Selection

A dropdown list is presented to specify the **STARS Credential** that is being applied for. Click the down arrow of the **Select the STARS Credential** dropdown list.

Figure EDB-EST-03: Early Learning STARS Credentials Options

A list of STARS Credential options are displayed. Select the option that represents the STARS Credential being applied for. The **Create New Application** button is enabled to continue the application process. Refer to the Early Learning User Guide for a detailed description of how to apply for a STARS Credential.

Apply for K-12

The **Apply for K-12** menu icon presents all the options related to K-12 applications. Click the **Apply for K-12** menu icon.



Figure EDB-K12-01: Apply for K-12 Menu Icon Options

A dropdown list of sub-menu options is presented. One of the sub-menu items must be selected in order to initiate action toward one of the options. The ***Apply for K-12*** sub-menu options are detailed in the following sections, along with links to specific guides and resources, if applicable.

Licensure and Certification

The ***Apply for K-12/ Licensure and Certification*** sub-menu is used to apply for licensure and certification.

Click ***Apply for K-12*** menu icon. A list of sub-menu options is displayed.

Move the mouse over the ***Licensure and Certification*** menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.

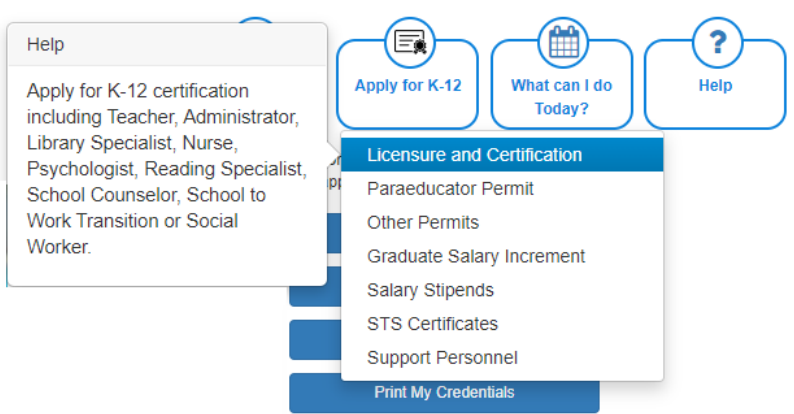


Figure EDB-LC-01: K-12 Licensure and Certification Menu Selection

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

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

Figure EDB-LC-02: K-12 Licensure and Certification Application Type Options

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

Figure EDB-LC-03: K-12 Licensure and Certification Application Type 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 included in 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 red ***Cancel Application*** button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

Click the ***Next*** button to continue.

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

Figure EDB-LC-04: K-12 Licensure and Certification Area Selection Step

For a K-12 Certificate, the **Certificate Selection** step is broken into three parts: **Area**, **Sub-Area** and **Certificate**. For each of these steps the educator will need to select from a dropdown list of options based on selection in the previous step. An example of the step-by-step process for **Certificate Selection** follows.

A dropdown list is presented to specify the **Area** of the K-12 certificate. Click the down arrow of the **Choose the area you wish to apply for using the dropdown list** dropdown list.

Figure EDB-LC-05: K-12 Licensure and Certification Area Options

List of options is presented for selection of the **Area** for the K-12 Certificate. Select the desired area of expertise from the **Choose the area you wish to apply for** dropdown list.

Figure EDB-LC-06: K-12 Licensure and Certification Area Selection

Click the **Next** button to continue.

Figure EDB-LC-07: K-12 Licensure and Certification Sub-Area Selection Step

A dropdown list is presented to specify the **Certificate Sub-Area** of the K-12 certificate. Click the down arrow of the **Choose the certificate sub-area from the dropdown list** dropdown list.

Figure EDB-LC-08: K-12 Licensure and Certification Sub-Area Options

List of options is presented for selection of the **Sub-Area** for the K-12 Certificate. The options presented are based on the **Area** selected in the previous step. Select an option from the **Choose the certificate sub-area** dropdown list.

The screenshot shows a progress bar at the top with seven steps: 1 Application Type, 2 Certificate Selection, 3 License Questions, 4 License Results, 5 Certificate Questions, 6 Certificate Results, and 7 Application Data. Step 2 is highlighted. Below the progress bar, the section is titled "Certificate Area". There is a dropdown menu with the text "Choose the certificate sub-area from the dropdown list below" and the selected option "Middle Level 6-8 (Math, Science, ELA & Social Studies)". At the bottom of the form are two green buttons: "Previous" and "Next".

Figure EDB-LC-09: K-12 Licensure and Certification Sub-Area Selection

Click the **Next** button to continue.

The screenshot shows the same progress bar as Figure EDB-LC-09, with step 2 highlighted. The section is titled "Certificate". There is a dropdown menu with the text "Choose Certificate" and the selected option "-- Select --". At the bottom of the form are two green buttons: "Previous" and "Next".

Figure EDB-LC-10: K-12 Licensure and Certification Certificate Selection Step

A dropdown list is presented to specify the K-12 **Certificate**. Click the down arrow of the **Choose Certificate** dropdown list.

The screenshot shows the same progress bar as Figure EDB-LC-10, with step 2 highlighted. The section is titled "Certificate". The dropdown menu "Choose Certificate" is open, showing a list of options: "-- Select --", "-- Select --", "Middle Level English Language Arts Teacher (Grades 6-8)", "Middle Level Mathematics Teacher (Grades 6-8)", "Middle Level Science Teacher (Grades 6-8)", and "Middle Level Social Studies Teacher (Grades 6-8)".

Figure EDB-LC-11: K-12 Licensure and Certification Certificate Options

List of options is presented for selection of the K-12 **Certificate**. The options presented are based on the **Area** and **Sub-Area** selected in the previous two steps. Select desired K-12 Certificate from the **Choose Certificate** dropdown list.

The screenshot shows the same progress bar as Figure EDB-LC-10, with step 2 highlighted. The section is titled "Certificate". The dropdown menu "Choose Certificate" is open, showing the selected option "Middle Level Mathematics Teacher (Grades 6-8)". At the bottom of the form are two green buttons: "Previous" and "Next".

Figure EDB-LC-12: K-12 Licensure and Certification Certificate Selection

Click the **Next** button to continue.

User is presented with **Requirement Options for Licensure** and **Requirement Options for the Certificate** selected.

1 Application Type 2 Certificate Selection 3 License Questions 4 License Results 5 Certificate Questions 6 Certificate Results 7 Application Data

Requirement Options

INSTRUCTIONS:
There are several ways that an educator may qualify for a **License** or **Certificate**. Below are **Options** that are available for meeting credential requirements.
In order to process the application request, you must meet ALL of the requirements in ONE of the **Options** listed below. Review the **Options** to ensure that you qualify for the **License** or **Certificate** being applied for.
If you believe that you are eligible for the specified Certificate, click **Create New Application** to continue.

Requirement Options for Licensure

Option 1

Requirements	Description/Evidence
Do you have a Bachelor's or a Master's degree in any area from a regionally accredited college or university?	Official Transcript sent to DEEDS from Human Resources or College or University
Have you completed the Delaware student teaching requirement for licensure?	Official Transcript sent to DEEDS from Human Resources or College or University
Have you passed or plan to take the Performance Assessment?	Official Score Report

Option 2

Requirements	Description/Evidence
Do you have at least four years fully credentialed teaching or administrator experience?	Out-of-State Experience: Form E - Experience. In-State Experience is already located in DEEDS
Do you have a Bachelor's or a Master's degree in any area from a regionally accredited college or university?	Official Transcript sent to DEEDS from Human Resources or College or University
Have you completed the Delaware student teaching requirement for licensure?	Official Transcript sent to DEEDS from Human Resources or College or University
Do you hold a full, current, and valid credential in the area for which you are applying from a state other than Delaware?	Visit the Licensure and Certification website for Out-of-State Applicant Certification for additional information. https://www.doe.k12.de.us/Page/3504

Option 3

Requirement Options for Middle Level Mathematics Teacher (Grades 6-8)

Option 1

Requirements	Description/Evidence
Do you hold a full, current, and valid credential in the area for which you are applying from a state other than Delaware?	Visit the Licensure and Certification website for Out-of-State Applicant Certification for additional information. https://www.doe.k12.de.us/Page/3504

Option 2

Requirements	Description/Evidence
Have you passed the PRAXIS II ETS Test #5169 - Middle School Mathematics?	Official Score Report
Do you already hold a Delaware Standard Certificate in another content area?	Official Transcript sent to DEEDS from Human Resources or College or University

Option 3

Requirements	Description/Evidence
Have you passed the PRAXIS II ETS Test #5169 - Middle School Mathematics?	Official Score Report
Do you have a Bachelor's or Graduate degree from a regionally accredited college or university?	Official Transcript sent to DEEDS from Human Resources or College or University

Previous Create New Application

Figure EDB-LC-13: K-12 Licensure and Certification Requirement Options

Once the K-12 Certificate has been specified, **Requirements Options** are displayed. 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.

The **Create New Application** button is enabled to continue the application process. Refer to the K-12 Certificates User Guide for a detailed description of how to apply for **K-12 Licensure and Certification**.

Paraeducator Permit

The **Apply for K-12 / Paraeducator Permit** sub-menu is used to apply for a Paraeducator Permit. There are three Paraeducator Permit types in Delaware:

- Service Paraeducator Permit
- Instructional Paraeducator Permit
- Title I Paraeducator Permit

An educator can be issued any or all of the permit types, depending on the individual qualifications.

Click **Apply for K-12** menu icon. List of options is displayed.

Select **Paraeducator Permit** from the dropdown menu options.

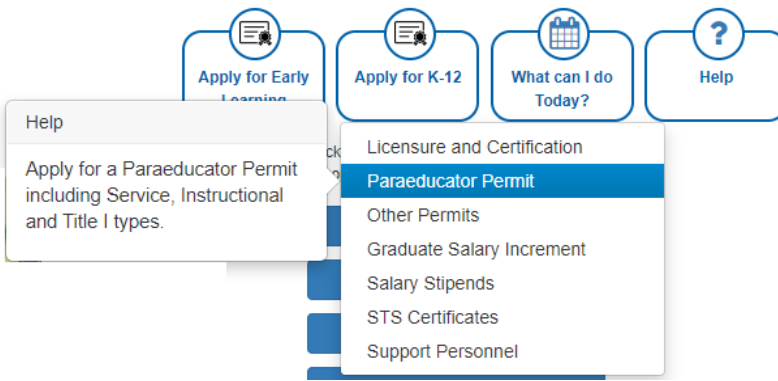


Figure EDB-PP-01: Paraeducator Permit Menu Selection

Educator is redirected to **Paraeducator Permit Application** page. Educator is redirected to **Application Type Selection** page.

Figure EDB-PP-02: Paraeducator Permit Application Type Options

Select **Apply for Paraeducator Permit and/or Certificate** radio button.

Figure EDB-PP-03: Paraeducator Permit Application Type Selection

When the **Apply for Paraeducator Permit and/or Certificate** option is selected, a **Paraeducator Permit Application** arrow is inserted at the top. Click the **Next** button to continue.

Figure EDB-PP-04: Paraeducator Permit Requirements

Note the arrows that appear above the Requirements section, as these represent the progression of steps required in the Paraeducator Permit application process. The **(1) Application Type** step is skipped since the Application Type of Paraeducator Permit has already been selected. The **(2) Paraeducator Permit Application** arrow is highlighted blue to indicate that the educator is currently on this step. **Paraeducator Permit Requirements** are presented for review.

The **Create New Application** button is enabled to continue the application process. Refer to the Paraeducator Permit User Guide for a detailed description of how to apply for a Paraeducator Permit.

Other Permits

The **Apply for K-12 / Other Permits** sub-menu is used to apply for one of the following permits:

- Adult Basic Education, Level 1 Permit
- Adult Basic Education, Level 2 Permit
- James H. Groves Adult High School, Level 1 Permit
- James H. Groves Adult High School, Level 2 Permit
- James H. Groves Adult High School, Level 3 (Administration) Permit
- Interpreter Tutor for the Deaf/Hard of Hearing Permit
- Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing Permit

Click **Apply for K-12** menu icon. List of options is displayed.

Select **Other Permits** from the dropdown menu options.

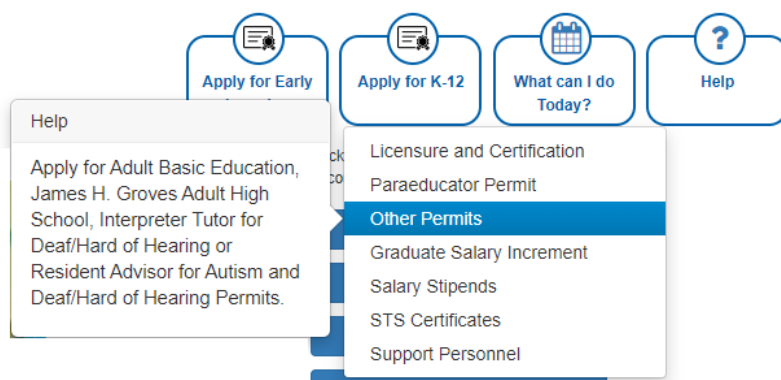


Figure EDB-OP-01: Other Permits Menu Selection

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

 A screenshot of the 'Application Type Selection' page. At the top, there are two tabs: 'Application Type' (active) and 'Application Data'. Below the tabs, the page title is 'Application Type Selection'. The main content area contains a message: 'Select the Permit type that you are applying for from the list of options. Options that you are not eligible for are disabled.' Below this message is a list of seven radio button options:

- ☐ Apply for a Paraeducator Permit and/or Certificate
- ☐ Apply for an Adult Education Permit
- ☐ Apply for a Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing Permit
- ☐ Apply for an Interpreter Tutor for the Deaf/Hard of Hearing Permit
- ☐ Apply for an Upgrade to a Adult Basic Education (ABE), Level 2 Permit
- ☐ Apply for an Upgrade to a James H. Groves Adult High School, Level 2 Permit

 At the bottom of the page, there are two buttons: 'Previous' (green) and 'Next' (grey).

Figure EDB-OP-02: Other Permits Application Type Options

Note the arrows that appear above the **Application Type Selection** section, as these represent the progression of steps required in the application process. The **Application Type** arrow is highlighted blue to indicate that the educator is currently on this step.

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 red **Cancel Application** button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

The **Apply for a Interpreter Tutor for the Deaf/Hard of Hearing Permit** and **Apply for a Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing Permit** radio buttons direct the educator directly to the application start step.

The last two options: **Apply for an Upgrade to an Adult Basic Education, Level 2 Permit** and **Apply for an Upgrade to a James H. Grove Adult High School, Level 2 Permit** are only enabled if the educator has obtained a corresponding Level 1 Permit first.

The **Apply for an Adult Education Permit** radio button requires an extra step, as it represents all of the following permits:

- Adult Basic Education, Level 1 Permit
- James H. Groves Adult High School, Level 1 Permit
- James H. Groves Adult High School, Level 3 (Administrator) Permit.

Click the radio button associated with the permit that is being applied for.

1 Application Type 2 Adult Education Permit Application 3 Application Data

Application Type Selection

Other Permits Instructions Here

- ☐ Apply for a Paraeducator Permit and/or Certificate
- ☒ Apply for an Adult Education Permit
- ☐ Apply for a Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing Permit
- ☐ Apply for a Interpreter Tutor for the Deaf/Hard of Hearing Permit
- ☐ Apply for an Upgrade to a Adult Basic Education, Level 2 Permit
- ☐ Apply for an Upgrade to a James H. Groves Adult High School, Level 2 Permit

Previous Next

Figure EDB-OP-03: Other Permits Adult Education Application Type Selection

When a radio button option is selected, a second arrow is inserted after **(1) Application Type** and the text of the newly inserted arrow reflects the permit type selected. In this example, the **Apply for an Adult Education Permit** radio button is selected and a new arrow **(2) Adult Education Permit Application** is added.

Click the **Next** button to continue.

1 Application Type 2 Adult Education Permit Application 3 Application Data

Requirements

Select the desired **Adult Education Permit** type from the **Select an Adult Education Permit to Apply For** dropdown list.

Click **Create New Application** to start the application process.

Select an Adult Education Permit to Apply For: -- Select --

Previous Create New Application

Figure EDB-OP-04: Adult Education Application Type Selection Step

Permit application Instructions are presented to the educator. If the ***Apply for an Adult Education Permit*** option was selected, then an additional level of selection is required. If any other permit option is selected, then no selection is required. If present, click the down arrow of the ***Select an Adult Education Permit to Apply For*** dropdown list.

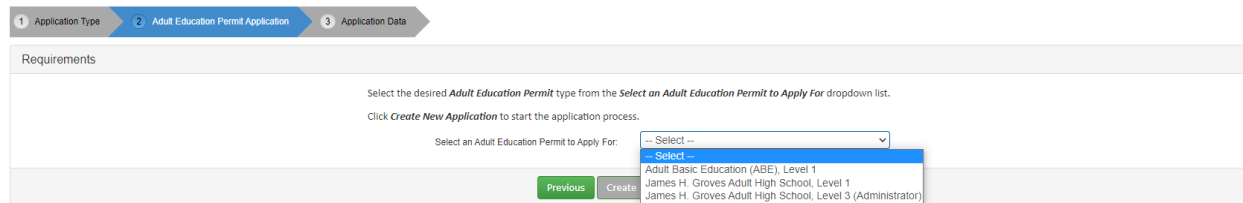
The screenshot shows a web application interface with three tabs: '1 Application Type', '2 Adult Education Permit Application' (active), and '3 Application Data'. Below the tabs is a 'Requirements' section. It contains instructions: 'Select the desired Adult Education Permit type from the Select an Adult Education Permit to Apply For dropdown list.' and 'Click Create New Application to start the application process.' Below this is a dropdown menu labeled 'Select an Adult Education Permit to Apply For:'. The dropdown is open, showing options: '-- Select --', 'Adult Basic Education (ABE), Level 1', 'James H. Groves Adult High School, Level 1', and 'James H. Groves Adult High School, Level 3 (Administrator)'. At the bottom of the form are two buttons: 'Previous' and 'Create'.

Figure EDB-OP-05: Adult Education Application Type Options

Adult Education Permit options are presented in the dropdown list. Select the desired permit.

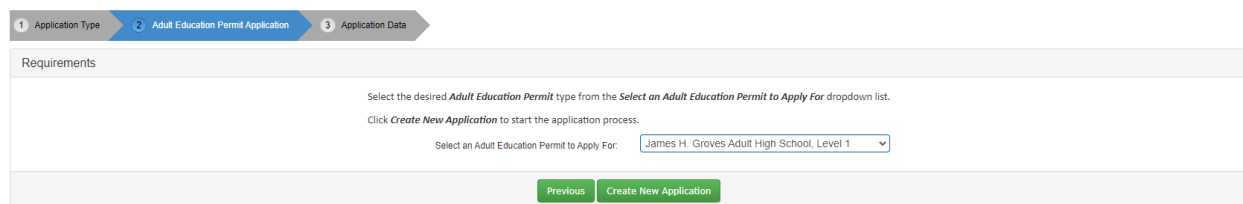
This screenshot is similar to the previous one, showing the same 'Requirements' section. However, the dropdown menu 'Select an Adult Education Permit to Apply For:' now has 'James H. Groves Adult High School, Level 1' selected. The 'Create' button has been replaced by 'Create New Application'.

Figure EDB-OP-06: Adult Education Application Type Selection

Once the permit has been specified, the ***Create New Application*** button is enabled to continue the application process. The remainder of the application process steps are detailed in the individual user guides.

For a detailed description of how to apply for any ***Adult Basic Education Permit***, refer to the Adult Basic Education Permit User Guide.

For a detailed description of how to apply for any ***James H. Groves Adult High School Permit***, refer to the Groves Adult High School Permit User Guide.

For a detailed description of how to apply for an ***Interpreter Tutor for the Deaf/Hard of Hearing Permit***, refer to the Interpreter Tutor Permit User Guide.

For a detailed description of how to apply for a ***Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing Permit***, refer to the Resident Advisor User Guide.

Graduate Salary Increment

The ***Apply for K-12 / Graduate Salary Increment*** sub-menu is used to apply for a salary increment. Some educators who have obtained additional credentials and meet the eligibility requirements for a salary increment may apply. The details of these requirements are outlined on the [Graduate Level Salary Increments](#) page of the [Licensure & Certification](#) website.

Click ***Apply for K-12*** menu icon. List of options is displayed.

Select ***Graduate Salary Increment*** from the dropdown menu options.

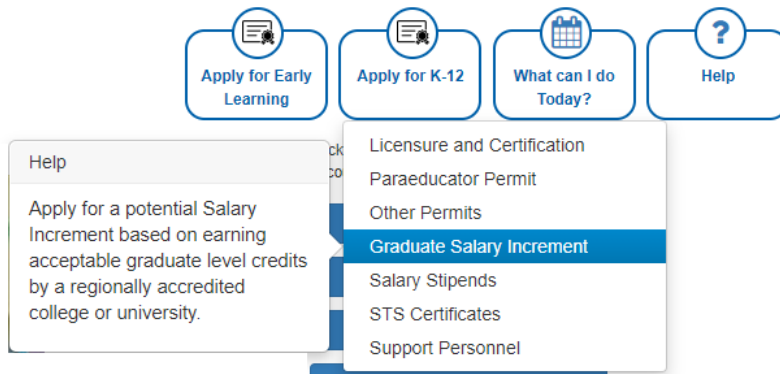


Figure EDB-SI-01: Graduate Salary Increment Menu Selection

Educator is redirected to **Salary Increment Application** page.

Figure EDB-SI-02: Graduate Salary Increment Basis Selection Step

Note the arrows that appear above the **Requirements** section, as these represent the progression of steps required in the application process. The **Salary Increment Application** arrow is highlighted blue to indicate that the educator is currently on this step.

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 red **Cancel Application** button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

Salary Increment Instructions are presented along with a dropdown control to specify the credentials used to support the salary increment application request. Click the down arrow of the **Apply for Salary Increment Using** dropdown list.

Figure EDB-SI-03: Graduate Salary Increment Basis Options

List of options is presented for selection of the credential being used to apply for a salary increment. Select an option from the **Apply for Salary Increment Using** dropdown list.

Figure EDB-SI-04: Graduate Salary Increment Basis Selection

Once the salary increment basis has been specified, the **Create New Application** button is enabled to continue the application process. Refer to the Salary Increments User Guide for a detailed description of how to apply for a **Graduate Salary Increment**.

Salary Stipends

The **Apply for K-12/ Salary Stipends** sub-menu is used to apply for a salary stipend. Some educators who hold national certifications may apply for and earn a salary stipend. The details of these requirements are outlined on the [National Certification & Stipends](#) page of the [Licensure & Certification](#) website.

Click **Apply for K-12** menu icon. List of options is displayed.

Select **Salary Stipends** from the dropdown menu options.

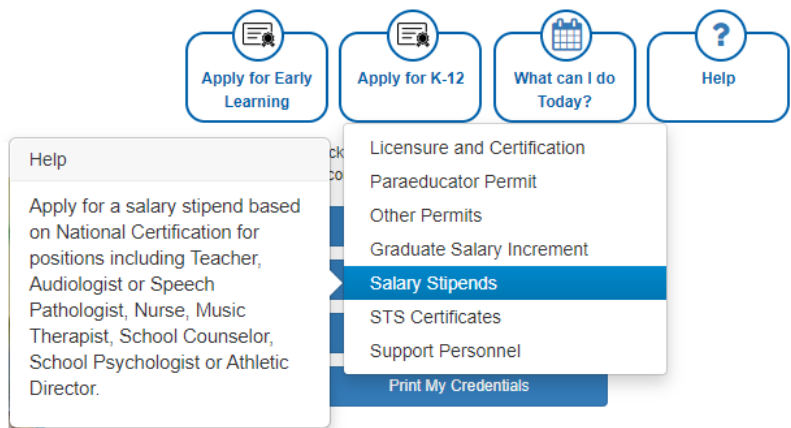


Figure EDB-SS-01: Salary Stipends Menu Selection

Educator is redirected to **Salary Stipends Application** page.

Figure EDB-SS-02: Salary Stipends Certification Type Selection Step

Note the arrows that appear above the **Requirements** section, as these represent the progression of steps required in the application process. The **Salary Stipend Application** arrow is highlighted blue to indicate that the educator is currently on this step.

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 red **Cancel**

Application button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

Salary Stipends Instructions are presented along with a dropdown control to specify the certification being used to support the salary stipend application request. Click the down arrow of the **Apply for Salary Stipend Using** dropdown list.

The screenshot shows a web application interface with three tabs: '1 Application Type', '2 Salary Stipend Application', and '3 Application Data'. The '2 Salary Stipend Application' tab is active. Below the tabs is a 'Requirements' section. Inside this section, there is a text prompt: 'Please select one of the Salary Stipend as authorized in code under 14 Del.C. §1305(f)'. Below this prompt is a dropdown menu labeled 'Apply for Salary Stipend Using:'. The dropdown menu is open, displaying a list of certification options: 'Teacher, National Board Certified', 'Athletic Director, NIAAA Certified', 'Audiologists or Speech Pathologists, Certificate of Clinical Competence', 'Music Therapist, Board Certified', 'School Counselor, Nationally Certified', 'School Nurse, Nationally Certified', and 'School Psychologist, Nationally Certified'. Below the dropdown menu are two buttons: 'Previous' and 'Create'.

Figure EDB-SS-03: Salary Stipends Certification Type Options

List of options is presented for selection of the certification being used to apply for a salary stipend. Select an option from the **Apply for Salary Stipend Using** dropdown list.

This screenshot shows the same web application interface as Figure EDB-SS-03. The 'Apply for Salary Stipend Using:' dropdown menu is now closed, and 'Teacher, National Board Certified' is selected and displayed within the dropdown box. The 'Create' button has been updated to 'Create New Application'.

Figure EDB-SS-04: Salary Stipends Certification Type Selection

Once the salary stipend certification has been specified, the **Create New Application** button is enabled to continue the application process. Refer to the Salary Stipends User Guide for a detailed description of how to apply for a **Salary Stipend**.

STS Certificates

The **Apply for K-12/ STS Certificates** sub-menu is used to apply for a Skilled and Technical Sciences (STS) certificate.

Click **Apply for K-12** menu icon. List of options is displayed.

Select **STS Certificates** from the dropdown menu options.

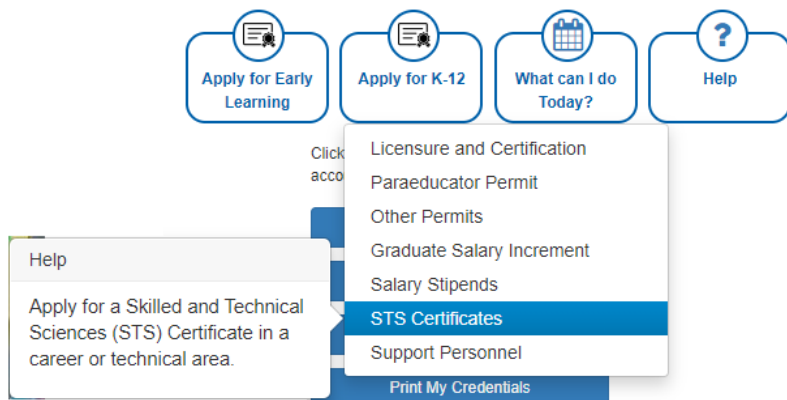


Figure EDB-ST5-01: STS Certificates Menu Selection

Educator is redirected to **Certificate Selection** page.

Cluster

Choose an STS Cluster from the following list:

-- Select --

Previous Next

Figure EDB-ST5-02: STS Certificate Cluster Selection Step

Note the arrows that appear above the **Cluster** section, as these represent the progression of steps required in the application process. The **Certificate Selection** arrow is highlighted blue to indicate that the educator is currently on this step.

Steps **(3) License Questions** and **(4) License Results** are included in 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. An educator's first license is referred to as an Initial License and is described in detail in the [Initial License Overview](#).

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 red **Cancel Application** button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

For an STS Certificate, the **Certificate Selection** step is broken into three parts: **Cluster**, **Pathway** and **Program of Study**. For each of these steps the educator will need to select from a dropdown list of options based on selection in the previous step. An example of the step-by-step process for **Certificate Selection** follows.

A dropdown list is presented to specify the high-level category or cluster of the STS certificate. Click the down arrow of the **Choose an STS Cluster from the following list** dropdown list.

Cluster

Choose an STS Cluster from the following list:

-- Select --

Select --

Agriculture Food & Natural Resources

Architecture & Construction

Arts, A/V Technology & Communications

Business, Management & Administration

Education & Training

Finance

Health Science

Hospitality & Tourism

Human Services

Information Technology

Law & Public Safety

Manufacturing

Science, Technology & Engineering

Transportation, Distribution & Logistics

Marketing, Sales & Service

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Figure EDB-ST5-03: STS Certificate Cluster Options

List of options is presented for selection of the **Cluster** for the STS certificate. Select an option from the **Choose an STS Cluster from the following list** dropdown list.

Figure EDB-ST5-04: STS Certificate Cluster Selection

Click the **Next** button to continue.

Figure EDB-ST5-05: STS Certificate Pathway Selection Step

A dropdown list is presented to specify the **Pathway** of the STS certificate. Click the down arrow of the **Choose an STS Pathway from the following list** dropdown list.

Figure EDB-ST5-06: STS Certificate Pathway Options

List of options is presented for selection of the **Pathway** for the certificate. The options presented are based on the **Cluster** selected in the previous step. Select an option from the **Choose an STS Pathway from the following list** dropdown list.

Figure EDB-ST5-07: STS Certificate Pathway Selection

Click the **Next** button to continue.

Figure EDB-ST5-08: STS Certificate Program of Study Selection Step

A dropdown list is presented to specify the **Program of Study** for the STS certificate. The options presented are based on the **Pathway** selected in the previous step. Click the down arrow of the **Choose an STS Program of Study from the following list** dropdown list.

Figure EDB-ST5-09: STS Certificate Program of Study Options

List of options is presented for selection of the **Program of Study** for the certificate. The options presented are based on the **Pathway** selected in the previous step. Select an option from the **Choose an STS Program of Study from the following list** dropdown list.

Figure EDB-ST5-10: STS Certificate Program of Study Selection

Click the **Next** button to continue.

Figure EDB-ST5-11: STS Certificate Requirement Options

Once the STS certificate type has been specified, **Requirements Options** are displayed and the **Create New Application** button is enabled to continue the application process. Refer to the STS Certificates User Guide for a detailed description of how to apply for an **STS Certificate**.

Support Personnel

The **Apply for K-12/ Support Personnel** sub-menu is used to apply for a Support Personnel certificate. There are three Support Personnel Certificate types in Delaware:

- Professional Secretary Certificate
- Certified Secretary Certificate
- Bachelor's Degree Certificate

Click **Apply for K-12** menu icon. List of options is displayed.

Select **Support Personnel** from the dropdown menu option

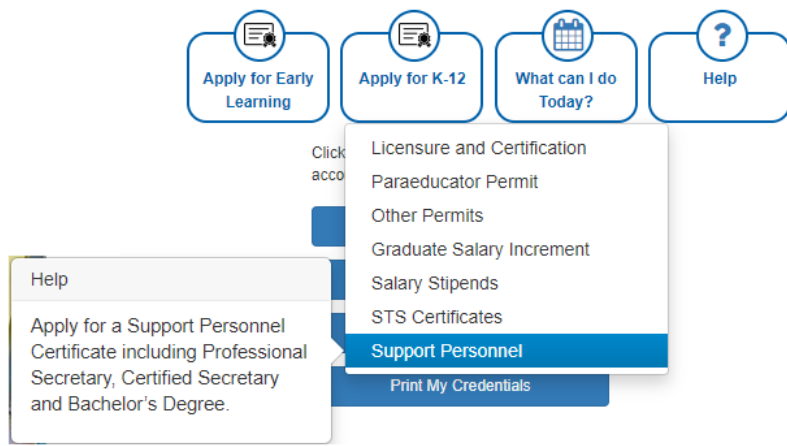


Figure EDB-AS-01: Support Personnel Menu Selection

Educator is redirected to **Application Type** page.

 A screenshot of the 'Application Type Selection' page. At the top, there are two step indicators: '1 Application Type' (highlighted in blue) and '2 Application Data'. Below the indicators, the page title 'Application Type Selection' is displayed. The main content area contains three radio button options: 'Apply for a Professional Secretary Certificate', 'Apply for a Certified Secretary Certificate', and 'Apply for a Bachelors Degree Certificate'. At the bottom of the page, there are two buttons: 'Previous' and 'Next'.

Figure EDB-AS-02: Support Personnel Application Type Selection Options

Note the arrows that appear above the **Application Type Selection** section, as these represent the progression of steps required in the application process. The **Application Type** arrow is highlighted blue to indicate that the educator is currently on this step.

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 red **Cancel Application** button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

Application Type selections are presented in the form of three radio buttons. Select the Support Personnel Certificate that is being applied for.

 A screenshot of the 'Application Type Selection' page, similar to Figure EDB-AS-02. The step indicators '1 Application Type' and '2 Application Data' are at the top. The page title 'Application Type Selection' is present. In the main content area, the three radio button options are: 'Apply for a Professional Secretary Certificate', 'Apply for a Certified Secretary Certificate' (which is selected, indicated by a blue dot), and 'Apply for a Bachelors Degree Certificate'. At the bottom, the 'Previous' and 'Next' buttons are visible.

Figure EDB-AS-03: Support Personnel Application Type Selection Options

When one of the radio buttons is selected, the **Next** button is enabled. Click **Next** to continue.

1 Application Type 2 Application Data

Requirements

Certified Secretary Certificate Requirements:

- Hold a high school diploma or certificate of equivalency.
- Complete one of the following options:
 - Meet the eligibility requirements for Professional Secretary Certificate AND complete 12 semester hours (regionally accredited) in business, professional office training, accounting or other related area; AND have a minimum 5 years of office professional work experience.
 - Pass the Certified Administrative Professional (CAP) exam administered by the International Association of Administrative Professionals (IAAP); AND complete 12 semester hours (regionally accredited) in business, professional office training, accounting or other related area; AND have a minimum 5 years of office professional work experience.
 - Pass the National Association of Educational Office Professionals, Professional Standards Program (PSP), Certificate Level, Option I; AND complete 12 semester hours (regionally accredited) in business, professional office training, accounting or other related area; AND have a minimum 5 years of office professional work experience.
 - Pass the National Association of Educational Office Professionals, Professional Standards Program (PSP), Certificate Level, Option II which includes the completion of at least 12 semester hours (regionally accredited) in business, professional office training, accounting or other related area; AND have a minimum 5 years of office professional work experience.

If you believe that you are eligible for the Certified Secretary Certificate, then click **Create Application** to continue.

Previous Create Application

Figure EDB-AS-04: Support Personnel Certified Secretary Certificate Requirements

Requirements are displayed to notify the educator of eligibility requirements for the Support Personnel Certificate selected. If qualifications are met, click the **Create Application** button to continue the application process. Refer to the Support Personnel User Guide for a detailed description of how to apply for an **Support Personnel Certificate**.

What can I do Today?

The **What can I do Today?** menu icon presents the most used functions for easy access. Click the **What can I do Today?** menu icon.

Figure EDB-DO-01: What Can I Do Today? Menu Icon Options

A dropdown list of sub-menu options is presented. One of the sub-menu items must be selected in order to initiate action toward one of the options. The **What can I do Today?** sub-menu options are detailed in the following sections, along with links to specific guides and resources, if applicable.

Edit My File

The **What can I do Today? / Edit My File** sub-menu allows the educator to edit personal information.

Click the **What can I do Today?** menu icon. List of options is displayed.

Select **Edit My File** from the dropdown menu options.

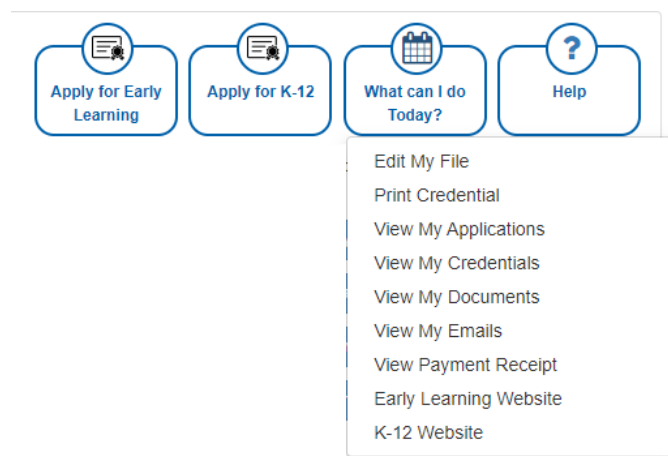


Figure EDB-EF-01: Edit My File Menu Selection

Educator is redirected to the educator file, which is comprised of the information that has been stored in DEEDS for the educator. Since there is a vast amount of information stored for each educator in the system, the data is broken into categories. These data categories appear as tabs across the top of the page. These data tabs are further divided into three major groupings and are color coded to easily distinguish their purpose. The educator data groupings and corresponding colors are:

- Data shared by K-12 and Early Learning - green
- Data specific to K-12 Educators only - blue
- Data specific to Early Learning Educators only – orange

Within each major grouping, the tabs are also sorted in alphabetic order for ease of use. The following sections will detail each of these categories, or Educator Data Tabs.

The selection defaults to the **Personal Info** tab.

Personal Info

Figure EDB-TPI-01: Educator Personal Info Tab

The tabs displayed across the top of the page are referred to as Educator Tabs, as each tab contains information specific to the educator. The **Personal Info** tab is selected, and is displayed with a blue border around the tab name to indicate that it is selected.

The **Personal Info** tab contains educator information and is broken into the following sections: **Personal Info**, **Address Contact Details**, **Aliases**, **Identity Documents** and **Military**. The sections each contain a blue header with the name of the section. Depending on the configuration of the page, it may be necessary to scroll down to see all the sections.

The **Personal Info** section displays high level identification data for the educator. The required fields are designated with a red * and include **First Name**, **Last Name**, Social Security Number (**SSN**) and Date of Birth (**DOB**). These details were first provided when the educator registered with DEEDS. The **Age** field is auto-calculated based on the **DOB** and is read-only.

Figure EDB-TPI-02: Personal Info Tab – Personal Info Section

The **Address Contact Details** section contains contact information such as home address, email address and telephone numbers. It is important to keep this information current, as this is the way that DDOE communicates with the educator. To update the information, simply make changes as necessary and click the **Save/Update** button to save the data.

Figure EDB-TPI-03: Personal Info Tab – Address Contact Details Section

The **Aliases** section displays aliases associated with the selected educator. If there are any aliases for the educator, they will be listed in the **Aliases** table; otherwise, the table will be blank. Aliases may include other names used by the educator, such as maiden or married name(s).

Figure EDB-TPI-04: Personal Info Tab – Aliases Section

Click the **Add Aliases** button to add a new Alias.

Figure EDB-TPI-05: Personal Info Tab – Add Aliases Entry Form

Required fields are designated with a red * and include **First Name**, **Last Name** and **Type**. Fill in the information and click **Save** to save the data or **Cancel** to dismiss changes; either option will exit edit mode. If an Alias is added, it will appear in the Aliases table.

First Name	Middle Name	Last Name	Type	Prefix	Suffix
Victoria		Gray	Maiden		

Figure EDB-TPI-06: Personal Info Tab – Aliases Table

The **Identity Documents** section contains documents used to verify the educator's identity. If there are any identity documents that have been added for the educator, they will be listed in the **Identity Documents** table; otherwise, the table will be blank.

Figure EDB-TPI-07: Personal Info Tab – Identity Documents Section

To add an identity document, click the **Document Type** dropdown list to see a list of options.

Figure EDB-TPI-08: Personal Info Tab – Identity Document Type Options

Select the desired **Document Type** from the list. Uploaded files must be in pdf or image format. Add 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 box 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.

Name	Action
DE Driver License.pdf	

Figure EDB-TPI-09: Personal Info Tab – Identity Document Form Completed

Click the **Click here to complete Upload** button.

New document appears in the **Identity Documents** table.

File Description	Document Type	Date	Link	Action
DE Driver License	Driver's License	07/23/2021 7:48:33 PM	Download	

Figure EDB-TPI-10: Personal Info Tab – Identity Documents Table

The **Military** section contains information related to the educator's military service. The section is designed to gather information about military service. One question appears in the section: **Have you ever served in the military?**

The screenshot shows a form titled "Military Service Information". It contains a question: "Have you ever served in the military? : *". Below the question are two radio buttons: "Yes" and "No". At the bottom right of the form, there are two buttons: "Save & Next" (in green) and "Cancel".

Figure EDB-TPI-11: Personal Info Tab – Military Section

If the answer is no, then click the **No** radio button and click **Save & Next** to save the data. If the answer is yes, then click the **Yes** radio button.

The screenshot shows the same "Military Service Information" form. The question "Have you ever served in the military? : *" is now answered with the "Yes" radio button selected. A new question appears: "Are you currently in active service? : *". Below it are "Yes" and "No" radio buttons, with "No" selected by default. A green button labeled "Add Military Service Information" is now visible. At the bottom right, the "Save & Next" and "Cancel" buttons remain.

Figure EDB-TPI-12: Personal Info Tab – Military Service Questions

Educator is prompted with another question: **Are you currently in active service?** The **No** radio button is selected by default. Click the **Yes** radio button if you are currently in active service. Click **Add Military Service Information** button to add military service details.

The screenshot shows the "Military Service Information" form with more fields. Below the "Are you currently in active service? : *" question (with "Yes" selected), there is a section for "Branch(es) of Services : (Check all that apply)". It includes a list of radio buttons for: Army/Army Reserve, Marine Corps/Marine Corps Reserve, Navy/Navy Reserve, Air Force/Air Force Reserve, Coast Guard/Coast Guard Reserve, and National Guard. Below this is a text field for "Military Occupation Specialty/Specialties:". At the bottom, there are date fields for "Date(s) of Service : From : MM/DD/YYYY" and "To : MM/DD/YYYY". Below these fields is a table with columns: File Description, Document Type, Date, Link, and Action. The table currently shows "No Record Found". Below the table is a section for adding documents, including a "File Description" field, a "Document Type" dropdown menu, and a large text area for the document content. To the right of the text area is a blue button labeled "Associate Existing Documents". At the bottom right, the "Save" and "Cancel" buttons are visible.

Figure EDB-TPI-13: Personal Info Tab – Add Military Service Information Entry Form

Select the **Branch(es) of Service** that apply and fill in the **Dates of Service From** date field.

Complete the bottom section by providing supporting documentation in the form of a pdf or image file. Please ensure that the certification is current and valid prior to adding new military documents. Select the type of document to be uploaded from the **Document Type** dropdown list. 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.

There may be instances where **Military** 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 **Military** document has not been associated, then follow the next steps to upload the 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**.

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 document and save military documentation.

Date From	Date To	Branch	Documents	Actions
09/01/2009		Navy/Navy Reserve	Military ID	 

Figure EDB-TPI-14: Personal Info Tab – Military Service Table

New military data is displayed in the **Military Service** table.

Note that there is a minus icon in each of the section header bars. By clicking the minus icon, the section can be collapsed. When the minus icon is clicked, the section is collapsed and a plus icon appears in its place, allowing the section to be expanded. When all the sections are collapsed, the view appears as:

Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)
Emergency/COE	Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Graduate Salary Increments	Stipends	Tests					
Personal Info +													
Address Contact Details +													
Aliases +													
Identity Documents +													
Military +													

Figure EDB-TPI-15: Personal Info Tab – All Sections Collapsed

To expand any section, click the plus icon. In this way the **Personal Info** tab view can be customized by the educator.

Correspondence

Click the **Correspondence** tab.

Figure EDB-TCR-01: Educator Correspondence Tab

The information on this tab is read-only and data cannot be added, edited or deleted. However, the **Correspondence** data can be viewed by clicking the eye icon in the **Action** column. Click the eye icon of the **DDOE Licensee Registration** email.

Figure EDB-TCR-02: Educator Correspondence Tab View Email

Coursework

DDOE Licensure & Certification

Click the **Coursework** tab.

Figure EDB-TCW-01: Educator Coursework Tab

If any **Coursework** data has been added for the educator, it will be listed in the **Coursework** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

Credentials

The **Credentials** tab is used to view and print the educator's credentials.

Click the **Credentials** tab.

Figure EDB-TCR-01: Educator Credentials Tab

The information on the **Credentials** tab consists of all the academic or educational qualifications of the educator. These credentials include qualifications that are complete or incomplete, as reflected in the status. For example, once an application has been submitted, the credential will appear here with a status of **Pending** and the progression can be monitored here through to completion, ultimately showing a status of **Issued**. If the educator has any pending or issued credentials, they will be listed in the **Credentials** table; otherwise, the table will be blank.

The **Credentials** tab consists of three major sections **Print Credentials**, **K-12** and **Early Learning**. There are also subsections within each of the latter two sections and the structure for the **Credentials** information follows:

- Print Credentials

- K-12
 - K-12 Licenses
 - DPAS
 - Paraeducator Permits
 - Other Permits
 - Administrative Certificates
- Early Learning
 - Certificates
 - Career Lattice
 - Specialized Training
 - STARS Credentials

The **Print Credentials** section at the top allows the educator to select a specific credential that has been earned, and print the associated certificate.

Figure EDB-TCR-02: Credentials Tab – Print Credentials Section

Click the down arrow to the right of the **Select a License** dropdown list.

Figure EDB-TCR-03: Credentials Tab – Print License Options

The list of options displayed is limited to the credentials that have been issued to the educator. In this example, the educator has been issued an Advanced License. Select the desired credential from the list. Click the down arrow to the right of the **Select a Document Type** dropdown list.

Figure EDB-TCR-04: Credentials Tab – Print Document Type Options

The list of options displayed is limited to the certificates that can be printed for the credential selected in the **Select a License** list. Select the desired print option from the list.

Figure EDB-TCR-05: Credentials Tab – Print License Selections

When both options have been specified, the **Generate** button is enabled. Click the **Generate** button. A pdf version of the certificate, suitable for framing, is downloaded to the **Downloads** folder of the educator's 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: **Advanced License – 234723**.

Print and Download Credentials

Select a License: Advanced License - 234723
Select a Document Type: Wall Certificate for L&C

Generate Reset

K-12

K-12 Licenses

☐ Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	PA Due Date	Credential Status
Advanced License	234723	07/23/2021	07/23/2021	07/23/2026		Issued

Figure EDB-TCR-06: Credentials Tab – License Unique Identifier

This number associated with the license is the identification number of the credential issued to the educator. Note that the **K-12 Licenses** table lists **234723** in the **Credential No** column, which corresponds with the credential selected for printing.

To reset the dropdown lists, click the **Reset** button and the options are deselected so that the section appears as it did prior to selecting the credential and document Type.

Print and Download Credentials

Select a License: - Select -
Select a Document Type: - Select -

Generate Reset

Figure EDB-TCR-07: Credentials Tab – Print Credentials Reset

Note the minus icon (indicated with a red arrow above) in the upper right-hand corner of each section and subsection. This allows the section to be collapsed. When the minus icon is clicked, the section is collapsed and a plus icon appears in its place, allowing the section to be expanded. For example, if all the major sections are collapsed the view will appear as:

Correspondence Coursework Credentials Documents Experience Nat./Pro. Certificates Other Personal Info Student Teaching Transcripts DIEEC (EL) PD Training (EL) Class Schedule Clock Hours (K-12)

Emergency/COE Employment History Evaluations Financial Mentoring OOS Credentials Graduate Salary Increments Stipends Tests

Credentials

Print and Download Credentials

K-12

Early Learning

Figure EDB-TCR-08: Credentials Tab – All Sections Collapsed

Simply click the plus icon (indicated with red arrows above) to expand the desired section. Likewise, the detailed information within a subsection can be collapsed. For the **K-12 Certificates** section, the expanded section appears as:



Note that there is a minus icon (indicated with a red arrow above) in the **K-12 Certificates** header bar. By clicking the minus icon, the **K-12 Certificates** subsection can be collapsed, so the view appears as:

This allows the user to customize their view if only interested in seeing certain sections. The information on this tab is read-only and data cannot be added, edited or deleted.

The **Documents** tab contains all documents that have been uploaded for the educator.

Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)
Emergency/COE	Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Graduate Salary Increments	Stipends	Tests					

1

The top section of the **Documents** tab is comprised of a document table. If any documents have been uploaded for the educator, they will appear here; otherwise, the table will be blank. The documents are pdf or image files that have been uploaded as required or supporting documentation. Existing documents on this page can be downloaded, if desired.

DDOE Licensure & Certification

Click the down arrow to the right of the **Document Type** dropdown list.

Figure EDB-TDC-02: Documents Tab – Document Type Options

A comprehensive list of document types is displayed. It will be necessary to scroll down to view the complete list of document types. Select the desired **Document Type** from the list.

Figure EDB-TDC-03: Documents Tab – Document Type Selected

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**.

Once the **Document type** has been selected and the corresponding file is selected, the **Click here to complete Upload** button is enabled. The 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.

Figure EDB-TDC-04: Documents Tab – Document Selected

Click the **Click here to complete Upload** button to upload the document or click the **Cancel** button to dismiss the changes without saving. If the **Cancel** button is clicked, the document upload section is reset, removing the data and cancelling the operation. If the **Click here to complete Upload** button is clicked, the new document is added to the **Documents** table.

Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)
Emergency/COE	Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Graduate Salary Increments	Stipends	Tests					

Document				
File Description	Document Type	Date	Link	Action
High School Transcript	High School Transcript	07/24/2021 11:03:56 AM	Download	

Figure EDB-TDC-05: Documents Tab – Documents Table

The new document will appear at the top of the table, as records are sorted in descending chronological order, with the most recent entries at the top.

To download a document, click the **Download** link in the **Link** column of the record for the desired document. A pdf version of the selected document is downloaded to the **Downloads** folder of the educator's computer. Documents that can be deleted by the educator will have a trash can icon (shown with a red arrow above) in the **Action** column of the **Documents Table**.

Experience

The **Experience** tab displays experience data that has been added for the educator. This experience may include teaching or non-teaching experience.

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](#)

Click the **Experience** tab.

The screenshot shows the 'Experience' tab selected in the navigation bar. The main content area is titled 'Licensure and Certification'. Below this title, there are two sections: 'Experience Instructions' and 'Special Notes'. The 'Experience Instructions' section contains several bullet points: 'Click **Add Experience** to enter information that is relevant to your background and the Certificate requested. Click **Save** to save changes.', 'The new Experience data will appear in the Experience record table below. If the information in the table is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.', and 'Document submission:'. Under 'Document submission', there are two sub-sections: 'Educator Only' and 'District or Charter School Only'. The 'Educator Only' section includes a bullet point about using previously submitted documents and a checkbox 'Use Toward Application'. The 'District or Charter School Only' section includes a bullet point about using previously submitted documents and a checkbox 'Use Toward Application'. The 'Special Notes' section contains a link to the verification forms. An 'Add Experience' button is located at the bottom right of the page.

Figure EDB-TEX-01: Educator Experience Tab

The Experience tab consists of two major sections: **Licensure and Certification** and **Early Learning**. Each section contains instructions, guidance and an **Experience** table. If **Experience** has been added for the educator it will appear here; otherwise, the table will be blank.

To add new **Experience** data, click the **Add Experience** button.

Work Type : *

School Type :

State : *

Begin Date : *

Years :

Grade and Subjects :

Satisfactory Evals : ☐

Place : *

City : *

End Date : *

Months :

Full Time : ☐

Comments :

Figure EDB-TEX-02: Educator Experience Tab – Add New Record Form

An entry form is form is inserted in the **Experience** section for addition of a new experience record.

Complete the required fields specific to work **Experience**. The required fields are designated with a red * and include: **Work Type, Place, City, State, Begin Date** and **End Date**. The date fields require **MM/DD/YYYY** format. When the cursor is in a date field, a calendar is presented for selection or entry of the specific date. Dropdown lists are provided for specification of **Work Type, School Type** and **State**.

Click **Save** button to save new experience information or click **Cancel** button to dismiss any changes. Either option will exit edit mode. If data is saved, a new record is added to the **Experience** table at the bottom of the tab. If data is not entered for required fields, then an error message is displayed in a red banner across the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the red banner.

Received Date	Work Type	School Type	State	Place	City	Begin Date	End Date	Years	Months	Grade and Subjects	Full Time	Satisfactory Evals	Used toward Application	Documents	Actions
	Supervised Internship	Private	DE	Tattnall	Hockessin	09/01/2018	06/01/2020	2			Yes	No	<input type="checkbox"/>		

Figure EDB-TEX-03: Educator Experience Tab – Experience Table

To edit existing information, click the pencil icon in the **Actions** column.

Work Type : *

School Type :

State : *

Begin Date : *

Years :

Grade and Subjects :

Satisfactory Evals : ☐

Place : *

City : *

End Date : *

Months :

Full Time : ☒

Comments :

Figure EDB-TEX-04: Educator Experience Tab – Edit Existing Record

An entry form is inserted in the **Experience** section, populated with the current record data. Make changes as required and click **Save** button to save changes or click **Cancel** button to dismiss changes. Either option will exit edit mode. The entry form is hidden when edit mode is exited.

To delete a record, click the trashcan icon in the **Actions** column of the **Experience** table. A confirmation message box is displayed: **Are you sure you want to delete this record?** Click **OK** button to confirm deletion of the record, or click **Cancel** button to deny deletion of the record.

Nat./Pro. Certificates

The **Nat./Pro. Certificates** tab displays National or Professional Certificates data that has been added for the educator.

Click the **Nat./Pro. Certificates** tab.

Nat./Pro. Certificates

National/Professional Certificate Instructions:

- Click **Add New Nat/Pro Certificate** button to enter your certification information and upload your new National Board Certificate or letter.
- Documents that are uploaded need to be in pdf or image format.
- Click **Save** to save the changes.

Special Notes:

- Only official transcripts may be submitted for credentialing.
- You may provide official documents directly to the DDOE, or to your HR department or HR office and they can upload them for you.

Export Data

Type	Content Area	State	Effective Date	Expiration Date	Description	Status	Document
------	--------------	-------	----------------	-----------------	-------------	--------	----------

Add New Nat/Pro Certificate

Figure EDB-TNP-01: Educator Nat/Pro Certificates Tab

National or Professional Certificates are 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.

To add a new national or professional certificate, click **Add New Nat/Pro Certification** button.

Received Date: MM/DD/YYYY

Type: * -- Select --

Content Area: * -- Select --

State: * -- Select --

Effective Date: * MM/DD/YYYY

Expiration Date: * MM/DD/YYYY

Description:

Status: * -- Select --

File Description	Document Type	Date	Link	Action
No Record Found				

File Description: Document Type: * --Select DocumentType--

Document: *

Drop file here to upload or click here to browse and select file(s) to upload.

Associate Existing Documents

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 referenced. To Associate a document, click the **Associate Document** button.

Save Nat/Pro Certificate Cancel

Figure EDB-TNP-02: Educator Nat/Pro Certificates Tab – Add New Record Form

A new **Nat./Pro. Certificate** entry form is inserted in the **Nat./Pro. Certificate** section for addition of national or professional data. The top section is for entering information specific to the National or Professional Certificate and the bottom section is for uploading supporting documentation.

Complete the top section by entering the certificate information in the entry fields. The required fields are designated with a red * and include: **Type**, **Content Area**, **State**, **Effective Date**, **Expiration Date**, **Status**, **Document Type** and **Document**. The date fields require **MM/DD/YYYY** format. When the cursor is in a date field, a calendar is presented for selection/specification of the specific date requested. Dropdown lists are provided for specification of **Type**, **Content Area** and **State**.

Complete the bottom section by providing supporting documentation in the form of a pdf or image file. Please ensure that the certification is current and valid prior to adding new certificate information. Select **Nat./Pro. Certificate** from the **Document Type** dropdown list. 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.

There may be instances where **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 **National/Professional Certificate** document has not been associated, then follow the next steps to upload the certification 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**.

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 Nat/Pro Certificate** button to upload document and save certification data.

Type	Content Area	State	Effective Date	Expiration Date	Description	Status	Document
National Certified School Counselor (NCSC) Certificate (stipend eligible)	School Counseling/Early Childhood through Young Adulthood	DE	01/01/2020	12/30/2024		Pending	Download

Figure EDB-TNP-03: Educator Nat/Pro Certificates Tab – Nat/Pro Certificates Table

New **National/Professional Certificate** information entered is displayed in the window.

The newly added certification document can be downloaded to the educator computer by clicking the **Download** link in the **Document** column of the National/Professional Certificates table.

Other

The **Other** tab contains data that does not fit nicely in any of the other tab categories.

Click the **Other** tab.

Other Instructions:

The Other tab contains documents and data that does not fit nicely in any of the other tab categories.

- Click **Add Other** to upload a document. Upload one of the document types listed in the **Document Type** dropdown list. Documents that are uploaded need to be in pdf or image format. Click **Save** to save the changes.
- The new data will appear in the Other record table below. If the information in the table is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.
- Click **Save & Next** to continue.

For emergency extensions and upgrades, **Proof of Progress** is required to demonstrate that the educator is making progress towards certification. The list of acceptable forms of Proof of Progress include:

- Praxis II Test Attempt, or Praxis II Test Passing Score
- Performance Assessment Attempt, or Performance Assessment Passing Score
- ACTFL Test Attempt, or ACTFL Test Passing Score
- Copy of Test Registration, or Receipt of Test Registration
- Coursework - Official Transcript
- Coursework - Unofficial Transcript, ARTC Non-Credit Course Record, or ARTC Status

Add Other

Showing 1 to 0 of 0 records.

Type	Description	State	Received Month/Year	Exp. Date	Documents	Actions
------	-------------	-------	---------------------	-----------	-----------	---------

Figure EDB-TOT-01: Educator Other Tab

If any **Other** data has been added for the educator, it will be listed in the **Other** table; otherwise, the table will be blank.

To add additional data, click the **Add Other** button.

Type: * -- Select --

Description: *

State: * -- Select --

Received Month/Year: * MM/YYYY

Exp. Date: MM/DD/YYYY

Document Type	Date	Link	Action
No Record Found			

Document Type: * -Select DocumentType-

Document: *

Drop file here to upload or click here to browse and select file(s) to upload.

Associate Existing Documents

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 referenced. To Associate a document, click the **Associate Document** button.

Save **Cancel**

Figure EDB-TOT-02: Educator Other Tab - Add Other Form

Other entry form is presented for entering information specific to the **Other** document that is being uploaded. The top section is for entering information specific to the data and the bottom section is for uploading related document.

Complete the required fields in the top section. The required fields are designated with a red * and include: **Type**, **Description**, **State**, **Received Month/Year**, **Document Type** and **Document**. Dropdown lists are provided for **Type**, **State** and **Document Type**, offering valid options for selection.

Complete the required fields in the bottom section. Click the down arrow of the **Document Type** dropdown list in the bottom section. The **Document Type** dropdown list options include specific document types. Select the desired document type from the list. The next step is to upload

documentation in the form of a pdf or image document. This 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 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 **Other** 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 desired document has not been associated, then follow the next steps to upload the 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**.

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.

Type: * A valid CPR & First Aid training

Description: * CPR training certificate

State: * Delaware

Received Month/Year: * 10/2019

Exp. Date: MM/DD/YYYY

Document Type	Date	Link	Action
No Record Found			

Document Type: * A valid CPR & First Aid t

Document: *

Drop file here to upload or click here to browse and select file(s) to upload.

Associate Existing Documents

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 referenced. To Associate a document, click the **Associate Document** button.

Name	Action
CPR Training Certificate.pdf	

Save Cancel

Figure EDB-TOT-03: Educator Other Tab - Add Other Form Completed

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

Type	Description	State	Received Month/Year	Exp. Date	Documents	Actions
A valid CPR & First Aid training	CPR training certificate	DE	10/2019		<ul style="list-style-type: none"> A valid CPR & First Aid training 	

Figure EDB-TOT-04: Educator Other Tab – Other Table

The newly added document listing will appear in the **Other** table.

Student Teaching

The **Student Teaching** tab displays student teaching that has been added for the educator.

Click the **Student Teaching** tab.

The screenshot shows the 'Student Teaching' tab selected in the top navigation bar. Below the navigation bar, there's a section titled 'Licensure and Certification' with instructions for adding student teaching data. A table below this section shows one record:

Received Date	Cooperating Teachers	Subject	District	Institution	Grade	Actions
	Thomas Washington	Geometry	BRANDYWINE SCHOOL DISTRICT		Seventh	

Figure EDB-TST-01: Educator Student Teaching Tab

The **Student Teaching** tab consists of two major sections: **K-12** and **Early Learning**. Each section contains instructions, guidance and a **Student Teaching** table. If any student teaching data has been added for the educator, it will appear in the **Student Teaching** table; otherwise, the table will be blank.

To add a new student teaching record, click the **Add Student Teaching** button.

The screenshot shows the 'Add New Student Teaching Form'. It contains the following fields:

- Subject ***: Text input field.
- Cooperating Teachers ***: Text input field.
- Grade**: Dropdown menu with '-- Select --'.
- District ***: Dropdown menu with '-- Select --'.
- Institution**: Text input field.

At the bottom right, there are **Save** and **Cancel** buttons.

Figure EDB-TST-02: Educator Student Teaching Tab – Add New Student Teaching Form

An entry form is inserted in the **Student Teaching** section, below the instructions, for addition of a new student teaching record.

Complete the required fields specific to Student Teaching. The required fields are designated with a red * and include: **Subject**, **Cooperating Teachers** and **District**. The **Cooperating Teachers** is a free form entry field, allowing the user to enter information without rules. The **District** control is a dropdown list, offering valid options for selection of the school district.

Click the **Save** button to save 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 student teaching record is added to the ***Student Teaching*** table at the bottom of the section.

Received Date	Cooperating Teachers	Subject	District	Institution	Grade	Actions
	Thomas Washington	Geometry	BRANDYWINE SCHOOL DISTRICT		Seventh	
	Janice Smyth	Calculus	CHRISTINA SCHOOL DISTRICT		Seventh	

Figure EDB-TST-03: Educator Student Teaching Tab –Student Teaching Table

Transcripts

The ***Transcripts*** tab contains education data that has been added for the educator.

Click the ***Transcripts*** tab.

Correspondence
Coursework
Credentials
Documents
Experience
Nat./Pro. Certificates
Other
Personal Info
Student Teaching
Transcripts
DIEEC (EL)
PD Training (EL)
Class Schedule
Clock Hours (K-12)
Emergency/COE
Employment History
Evaluations
Financial
Mentoring
OOS Credentials
Graduate Salary Increments
Stipends
Tests

Transcripts

Education Instructions:

- Click **Add Education** to enter your high school and/or college education. Click **Save** to save the changes.
- The new Education data will appear in the Education record table below. If the information in the table is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.
- If you submitted the documents previously and wish to use them for this application, check the box under "Use Toward Application".
- Only official transcripts may be submitted for credentialing.
- Document submission:
 - Early Learning**
 - If entering high school, you must upload a high school diploma or high school student transcript.
 - Early Learning must submit their official college transcripts either electronically or via mail directly from the institution to the Department of Education. College transcripts uploaded into the application are not considered official and will not be accepted toward certification.
 - K-12 Educators**
 - K-12 Educators must submit their official transcript through their HR office, or send it directly to Licensure & Certification.
- Click **Save & Next** to continue.

Add Education

Showing 1 to 1 of 1 records.

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	2000	2004					<input type="checkbox"/>	

Figure EDB-TSX-01: Educator Transcripts Tab

If any transcripts data has been added for the educator, it will be listed in the ***Education*** table; otherwise, the table will be blank. Official transcripts are to be submitted through the HR office or sent directly to the Department of Education. However, the educator may also add ***Education*** data directly into the system.

To add new Education data, click the ***Add Education*** button.

Figure EDB-TXS-02: Educator Transcripts Tab - Add Education Form

Education entry form is presented for entering education information. The top section is specific to education data specifics and the bottom section is for uploading documentation to support the education.

Complete the required fields specific to **Education** in the top section. 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. The required fields are designated with a red * and include: **Institution**, **City**, **State**, **Degree** and **Start Date**. Dropdown lists are provided for **State**, **Degree** and **Document Type**, offering valid options from which to choose. **Start Date** needs to be entered in **YYYY** format.

The next step is to upload education related data in the form of a pdf or image document. Click the down arrow of the **Document Type** dropdown list in the bottom section and select the desired document type. 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 **Education** documents, such as transcripts or diplomas, 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 education 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 document and save **Education** data.

New education information entered is displayed at the bottom of the window.



Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	2000	2004				College Transcript (HR & DOE Only)	<input type="checkbox"/>	
Cape Henlopen High School		Lewes	DE	High School	1988	1992				High School Transcript	<input type="checkbox"/>	

Figure EDB-TXS-03: Educator Transcripts Tab Education Table

To edit existing **Education** information, click the pencil icon in the **Actions** column.

Institution : * Cape Henlopen High School
City : * Lewes
Degree : * High School
Start Date : * 1988
Major :
Graduated : MM/DD/YYYY
☐ Currently Attending
☐ Student Teaching Completed

School Id :
State : * Delaware
End Date : 1992
Minor :
Student ID :

File Description	Document Type	Date	Link	Action
High School Transcript	High School Transcript	07/24/2021 11:57:42 AM	Download	

File Description :
Document :

Document Type : * -Select DocumentType-
Drop file here to upload or click here to browse and select file(s) to upload.

Associate Existing Documents
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 referenced. To Associate a document, click the **Associate Document** button.

Save Cancel

Figure EDB-TXS-04: Educator Transcripts Tab – Edit Existing Education Record

An entry form is inserted in the **Transcripts** section, populated with the current record data. Make changes as required and click **Save** button to save changes or click **Cancel** button to dismiss changes. Either option will exit edit mode. The entry form is hidden when edit mode is exited.

To delete a record, click the trashcan icon in the **Actions** column of the **Education** table. A confirmation message box is displayed: **Are you sure you want to delete this record?** Click **OK** button to confirm deletion of the record, or click **Cancel** button to deny deletion of the record.

DIEEC (EL)

The **DIEEC (EL)** tab is specific to Early Learning and is used to view educator data associated with the DIEEC (Delaware Institute for Excellence in Early Childhood).

Click the **DIEEC (EL)** tab.

ID	Training	Type	Hours	Competency
----	----------	------	-------	------------

If DIEEC data has been added for the educator, then it will appear in the table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted

PD Training (EL)

The **PD Training (EL)** tab is specific to Early Learning and contains personal development training that has been performed by the educator.

Click the **PD Training** tab.

Professional Development (PD) Training Instructions:

- Click **Add New PD Training** to enter your training in TECE 1 & 2, quality assured clock hours, high school pathway, National Child Development Associate Credential, or Montessori Credential.
- Choose the applicable category, followed by the area and/or type if applicable, and date issued/completed.
- Upload supporting documents and click **Save PD Training**.

- The new training will appear in the PD Training record table below. If the information in the table is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information as appropriate.
- If you submitted the documents previously and wish to use them for this application, check the box under "Use Toward Application".
- Click **Save & Next** to continue.

Category	Area	Type	CDA	Date Issued	Document
----------	------	------	-----	-------------	----------

Figure EDB-TPD-01: Educator Personal Development Training Tab

If any personal development training has been completed by the educator, it will be listed in the **PD Training** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

Class Schedule

The **Class Schedule** tab is used to view the educator's current class schedule.

Click the **Class Schedule** tab.

ID	Training	Type	Hours	Competency
----	----------	------	-------	------------

Figure EDB-TCS-01: Educator Class Schedule Tab

If **Class Schedule** information has been added to DEEDS, then it will appear here; otherwise, the tab will be empty. The information on this tab is read-only and data cannot be added, edited or deleted.

Clock Hours (K-12)

The **Clock Hours** tab is used for entering clock hours that have been completed in support of certain credentials.

Click the **Clock Hours** tab.

The screenshot displays the 'Clock Hours' tab in the DEEDS system. At the top, a navigation bar includes tabs for Correspondence, Coursework, Credentials, Documents, Experience, Nat./Pro. Certificates, Other, Personal Info, Student Teaching, Transcripts, DIEEC (EL), PD Training (EL), Class Schedule, and Clock Hours (K-12). Below this, a secondary navigation bar lists Emergency/COE, Employment History, Evaluations, Financial, Mentoring, OOS Credentials, Graduate Salary Increments, Stipends, and Tests. The main section is titled 'Clock Hours' and features a red banner with the message 'No record found.' and a close button (X). Below the banner, 'Clock Hours Instructions' are provided, followed by a summary of hour tallies: Verified Total Hours: 0.00, UnVerified Total Hours: 0.00, Total Hours: 0.00, and Accepted Hours: 0.00. A table with columns for Category/Option, Title/Description, Begin Date, Completed Date, Hours, Verification, Documents, and Actions is shown, with a note indicating 'Showing 1 to 0 of 0 records'.

Figure EDB-TCH-01: Educator Clock Hours Tab

In order to maintain certain credentials, educators must participate in professional development activities that are measured in clock hours. This is the tab where the clock hours will be entered by the educator. As a general rule, educators are encouraged to keep their clock hours current in the DEEDS system throughout the term of the license or permit. In this way the educator's data is always up to date and everything is complete and ready to go at renewal application time.

If **Clock Hours** data has been added to the system, it will be listed in the **Clock Hours** table. If no **Clock Hours** data has been added to the system, then the **Clock Hours** table will be blank and a warning of **No record found** will be displayed in a red banner across the top of the section as shown below. The red banner can be dismissed by clicking the x in the upper right-hand corner of the red banner.

Note the clock hour tallies above the **Clock Hours** table. The clock hours that have been accumulated are divided into multiple categories: **Verified Total Hours**, **Unverified Total Hours**, **Total Hours** and **Accepted Hours**. The **Verified Total Hours** are the total clock hours that have been verified by the HR office or DDOE L&C team. Conversely, the **Unverified Total Hours** are the total clock hours that have been entered in the system, but not yet verified. The **Total Hours** value is the sum of **Verified Total Hours** and **Unverified Total Hours**. The **Accepted Hours** are the total clock hours that have been accepted by the HR office or DDOE L&C team.

To add new **Clock Hours** data, click the **Add Clock Hours** button.

Figure EDB-TCH-02: Educator Clock Hours Tab – Add Clock Hours Form

Clock Hours form is presented for entering clock hours. The top section is for entering information specific to characterization of the clock hours and the bottom section is for uploading supporting documentation for the clock hours earned.

Complete the required fields in the top section. The required fields are designated with a red * and include: **Category/Option**, **Title/Description**, **Begin Date**, **Completed Date** and **Hours**. A dropdown list is provided for selection of the predefined **Category/Option** options. **Begin Date** and **Completed Date** need to be entered in **MM/DD/YYYY** format.

When entering clock hours data, one of the most important things to note is the date range for the clock hours, which are entered in the **Begin Date** and **Completed Date** fields. For renewals and upgrades, the clock hours must be earned within the terms of the educator’s current license or permit, so the dates are important.

Click the down arrow of the **Document Type** dropdown list in the bottom section and select **Clock Hours** as the document type from the list. The next step is to upload documentation in the form of a pdf or image document. This 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 clock hours 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 **Clock Hours** document is not associated, then follow the next steps to upload the 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**.

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 upload the document and save **Clock Hours** data.

New **Clock Hours** information entered is displayed in the clock hours summary and associated table at the bottom of the **Clock Hours** section. Note that the **Unverified Total Hours** and **Total Hours** values have been updated to reflect the new data entered.

Verified Total Hours: 0.00		UnVerified Total Hours: 20.00		Total Hours: 20.00		Accepted Hours: 0.00	
Showing 1 to 0 of 0 records.							
Category/Option	Title/Description	Begin Date	Completed Date	Hours	Verification	Documents	Actions
Professional Conferences/Workshops	East Coast Teachers Conference	01/06/2020	01/09/2020	20.00	Not Verified	<div><div></div><div>Clock Hours</div></div>	

Figure EDB-TCH-03: Educator Clock Hours Tab Summary and Table

The uploaded document can be viewed by clicking on the **Clock Hours** link in the **Documents** column of the Clock Hours table.

Emergency/COE

The **Emergency/COE** tab contains all information related to Emergency or COE (Certificate of Eligibility) recommendations for the educator. This includes Emergency Certificate Recommendations, Emergency Extensions, Emergency Upgrades and 91-Day Applications.

Click the **Emergency/COE** tab.

Correspondence

Coursework

Credentials

Documents

Experience

Nat./Pro. Certificates

Other

Personal Info

Student Teaching

Transcripts

DIEEC (EL)

PD Training (EL)

Class Schedule

Clock Hours (K-12)

Emergency/COE

Employment History

Evaluations

Financial

Mentoring

OOS Credentials

Graduate Salary Increments

Stipends

Tests

Emergency/COE

Emergency Certificate Recommendations

Showing 1 to 2 of 2 records.

Type	Route	Certificate	Status	Notes	District	Actions
Emergency Certificate Recommendation	ARTC	Music Teacher (Grades K-12)	Issued		BRANDYWINE SCHOOL DISTRICT	
Emergency Upgrade Recommendation	ARTC	Music Teacher (Grades K-12)	Accepted		BRANDYWINE SCHOOL DISTRICT	

Figure EDB-TEM-01: Educator Emergency/Certificate of Eligibility Tab

If any emergency certificate recommendations exist for the educator, they will be listed in the **Emergency Certificate Recommendations** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted. In the example above, an **Emergency Certificate Recommendation** has been raised by the district and issued to the educator, showing **Issued** in the **Status** column. Additionally, an **Emergency Upgrade Recommendation** has been raised by the

district and accepted by the educator, but the application is not yet approved. Note that the **Status** is **Accepted** to indicate that the application has been accepted by the educator.

When the emergency certificate application has been approved and the emergency certificate is issued, then the details in the **Emergency Certificate Recommendations** table will appear as:

Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)
Emergency/COE	Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Graduate Salary Increments	Stipends	Tests					

Emergency/COE						
Emergency Certificate Recommendations						
Showing 1 to 2 of 2 records.						
Type	Route	Certificate	Status	Notes	District	Actions
Emergency Certificate Recommendation	ARTC	Music Teacher (Grades K-12)	Issued		BRANDYWINE SCHOOL DISTRICT	
Emergency Upgrade Recommendation	ARTC	Music Teacher (Grades K-12)	Issued		BRANDYWINE SCHOOL DISTRICT	

Figure EDB-TEM-02: Educator Emergency/Certificate of Eligibility Tab Table

Note that the **Status** is **Issued** is listed for both the **Emergency Certificate Recommendation** and the **Emergency Upgrade Recommendation**.

Employment History

The **Employment History** tab is used to view the educator's employment information.

Click the **Employment History** tab.

Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)
Emergency/COE	Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Graduate Salary Increments	Stipends	Tests					

Employment												
Showing 1 to 1 of 1 records.												
Method	Years	District	School	Grade	Position	Employment Type	Action	FTE	Hired	Effective	Loaded	Full or Part Time
Manual	2021-2022	BRANDYWINE SCHOOL DISTRICT	Hanby Middle School	Seventh	Teacher, Middle, Calculus	Current	DEM - Other	100				F

Figure EDB-TEH-01: Educator Employment History Tab

The **Employment History** tab is comprised of a table containing employment data for the educator. If employment records have been added for the educator, they will appear here; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

Evaluations

The **Evaluations** tab is used to view performance evaluations associated with the educator.

Click the **Evaluations** tab.

Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)
Emergency/COE	Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Graduate Salary Increments	Stipends	Tests					

Evaluations					
School Year	District	School	Position	Performance	Summative Date

Figure EDB-TEV-01: Educator Evaluations Tab

If any performance evaluation data has been added for the educator, it will be listed in the **Evaluations** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

Financial

The **Financial** tab contains transaction information related to payments made by the educator.

Click the **Financial** tab.

Financial				
Payment Detail				
Paid?	Date/Time	Amount	Authorization Code	Transaction ID
Yes	07/23/2021	\$100.00	011224996	2699658

Figure EDB-TFN-01: Educator Financial Tab

The **Financial** table shows details of payments made, along with the **Date**, **Amount** and **Transaction** details. If the educator has applied for, or been issued a license, then there will be an entry here for the mandatory one-time payment of \$100. The **Date** will align with when the license application was first submitted and payment was required. The data is informational in nature and cannot be added, edited or deleted.

Mentoring

The **Mentoring** tab contains data related to the educator's mentoring program, including assignment and progress.

Click the **Mentoring** tab.

Mentoring Programs														
First Name	Last Name	Program Type	Mentor Name	School Year	District	School	Verified Years Experience	License Type	Employment Position	Stage Completed	DPAS Evaluation Complete	Mentor Program Completed	Has Waived Progress?	Actions
Amanda	Embers	Initial License			BRANDYWINE SCHOOL DISTRICT	Hanby Middle School			Teacher, Middle, Algebra		No	No	No	View Progress

Figure EDB-TME-01: Educator Mentoring Tab

If the educator has been enrolled in a mentoring program, details will be listed in the **Mentoring** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted. All mentoring management is done through the LEA Mentoring Center menu options.

If there is an entry in the **Mentoring** table, the progress can be viewed by clicking the **View Progress** button in the **Actions** column.

OOS Credentials

The **OOS Credentials** tab displays Out of State credentials data that has been added for the educator. These credentials may include licenses, certificates or permits that the educator has earned outside the state of Delaware.

Click the **OOS Credentials** tab.

OOS Credentials

Out of State (OOS) Credentials Instructions:

Entering OOS information is optional; however, any data that can be entered as proof of *Out of State Credentials* is encouraged and will support any subsequent review and approval process.

- Click **Add OOS Credential** to enter information that is relevant to the Certificate request. Click **Save** to save the changes.
- The new **OOS Credential** data will appear in the **OOS Credentials** record table below. If the information in the table is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.
- Click **Save & Next** to continue.

Add OOS Credential

Showing 1 to 0 of 0 records.

Application Type	State	Category	Effective Date	Expiration Date	Subject	Content Area	Level	Reciprocal	Documents	Actions
------------------	-------	----------	----------------	-----------------	---------	--------------	-------	------------	-----------	---------

Figure EDB-TOS-01: Educator Out of State (OOS) Credentials Tab

If any non-Delaware credentials have been added for the educator, they will appear in the **OOS Credentials** table at the bottom of this tab.

To add a new out of state credential, click the **Add OOS Credential** button.

Received Date : MM/DD/YYYY

Credential Type : -Select Credential Method Name-

Application Type : * -Select Application Type Name-

State : * -Select State-

Category : * -Select Certificate Category Name-

Effective Date : * MM/DD/YYYY

Expiration Date : MM/DD/YYYY

Subject : * -Select Subject-

Content Area : *

Level : * Level

No Record Found

File Description : Document Type : * -Select DocumentType-

Document : *

Drop file here to upload or click here to browse and select file(s) to upload.

Associate Existing Documents

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 referenced. To Associate a document, click the **Associate Document** button.

Save **Cancel**

Figure EDB-TOS-02: Educator OOS Credentials Tab – Add New Record Form

An entry form is inserted in the **OOS Credentials** section for addition of non-Delaware credentials that have been earned by the educator. The top section is for entering information specific to the out-of-state credential and the bottom section is for uploading supporting documentation.

Complete the required fields specific to OOS credentials. The required fields are designated with a red * and include: **Application Type**, **State**, **Category**, **Effective Date**, **Subject**, **Content Area** and **Level**. Dropdown lists are provided for selection of **Application Type**, **State**, **Category** and **Subject**. The date fields require **MM/DD/YYYY** format. When the cursor is in a date field, a calendar is presented for selection/specification of the specific date requested.

The **Level** control allows the user to select multiple levels. Click on **Level** and a **Select Level** box is presented to check the level(s) that apply to the credential. Note that multiple levels may be selected using this control. 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 bottom section by providing supporting documentation in the form of a pdf or image file. Select **OOS Credential** from the **Document Type** dropdown list. 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.

There may be instances where **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 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 Credential** document is not associated, then follow the next steps to upload the 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**.

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 save new **OOS Credentials** data or click **Cancel** button to dismiss any changes. Either option will exit edit mode. If data is not entered for required fields on **Save**, then an error message is displayed in a red banner across the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the red banner. If data is saved successfully, a new OOS credential record is added to the **OOS Credentials** table at the bottom of the tab.

Showing 1 to 0 of 0 records.



Received Date	Credential Type	Application Type	State	Category	Effective Date	Expiration Date	Subject	Content Area	Level	Reciprocal	Documents	Used toward Application	Accepted	Verified	Actions
		Standard Certificate	Maryland	Teaching	02/28/2020	02/27/2024	Middle Level Social Studies	Social Studies	Sixth,Seventh,Eighth		OOS Credential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 

Figure EDB-TOS-03: Educator OOS Credentials Tab – OOS Credentials Table

To edit existing information, click the pencil icon in the **Actions** column. An entry form is inserted in the **OOS Credentials** section, populated with the current record data. Make changes as required and click **Save** button to save changes or click **Cancel** button to dismiss changes. Either option will exit edit mode. The entry form is hidden when edit mode is exited.

To delete the record, click the trashcan icon in the **Actions** column of the **OOS Credentials** table. A confirmation message box is displayed: **Are you sure you want to delete this record?** Click **OK** button to confirm deletion of the record, or click **Cancel** button to deny deletion of the record.

Graduate Salary Increments

The **Graduate Salary Increments** tab displays salary increments that have been applied for or issued to the educator.

Click the **Salary Increments** tab.

The screenshot shows the 'Salary Increments' tab selected in the top navigation bar. Below the navigation bar, the 'Salary Increments' table is displayed with the following data:

Education	Effective Date	Verification Date	Application Date	Approval Date	Status	Reason	STS	Actions
Bachelors Degree +15			07/24/2021		In Progress		false	

Figure EDB-TSI-01: Educator Salary Increments Tab

If salary increment data exists for the educator, it will be listed in the **Salary Increments** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted. In the example above, a **Salary Increment** has been applied for, but not yet approved. Note that the **Status** is **In Progress** to indicate that the application has not been approved and the salary increment has not been issued.

When the salary increment has been approved and issued, then the details in the **Salary Increments** table will appear as:

The screenshot shows the 'Salary Increments' tab selected in the top navigation bar. Below the navigation bar, the 'Salary Increments' table is displayed with the following data:

Education	Effective Date	Verification Date	Application Date	Approval Date	Status	Reason	STS	Actions
Bachelors Degree +15	07/24/2021	07/13/2021	07/24/2021	07/24/2021	Approved			

Figure EDB-TSI-02: Educator Salary Increments Tab – Increment Approved

Note that the **Status** has changed to **Approved** to indicate that the application has been approved and the salary increment has been issued to the educator.

Stipends

The **Stipends** tab displays salary stipends that have been applied for or issued to the educator.

Click the **Stipends** tab.

Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)
Emergency/COE	Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Graduate Salary Increments	Stipends	Tests					

Stipends								
Stipend Type	Stipend Amount	Calculated Amount	Status	Requested Date	Approved/Effective Date	Expiration Date	School Year	Actions
Salary Stipend			In Progress	07/24/2021			2021-2022	

Figure EDB-TSS-01: Educator Stipends Tab

If salary stipend data exists for the educator, it will be listed in the **Stipends** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted. In the example above, a **Salary Stipend** has been applied for, but not yet approved. Note that **In Progress** is shown in the **Status** column and the **Stipend Amount** field is blank to indicate that the salary stipend has not been issued.

When the salary stipend application has been approved and the stipend issued, then the details in the **Stipends** table will appear as:

Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)
Emergency/COE	Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Graduate Salary Increments	Stipends	Tests					

Stipends								
Stipend Type	Stipend Amount	Calculated Amount	Status	Requested Date	Approved/Effective Date	Expiration Date	School Year	Actions
Salary Stipend	6%		Approved	07/24/2021		06/01/2024	2021-2022	

Figure EDB-TSS-02: Educator Stipends Tab – Stipend Issued

Note that **Approved** is shown in the **Status** column and the **Stipend Amount** has been populated to indicate that the application has been approved and the salary increment has been issued to the educator.

Tests

The **Tests** tab displays all test and examination data for the educator.

Click the **Tests** tab.

Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)
Emergency/COE	Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Graduate Salary Increments	Stipends	Tests					

Tests											
<p>Test Instructions:</p> <p>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.</p> <p>Click Save & Next to continue.</p>											
Test Type	Test Date	Test Subject Type Name	Test Score Type	Score	Pas?	Entry Method	Load Date	Alt Test Scoring	ACTFL	Documents	Actions
PRAXIS II	05/05/2021	(ETS 0069) Middle School Mathematics	Performance Assessment		Yes					Test	

Figure EDB-TTE-01: Educator Tests Tab

If any test or examination data has been added for the educator, it will be listed in the Tests table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

Print Credentials

The ***What can I do Today?*** / ***Print Credential*** sub-menu allows the educator to select a specific credential that has been earned, and print the associated certificate.

Click the ***What can I do Today?*** menu icon. List of options is displayed.

Select ***Print Credential*** from the dropdown menu options.

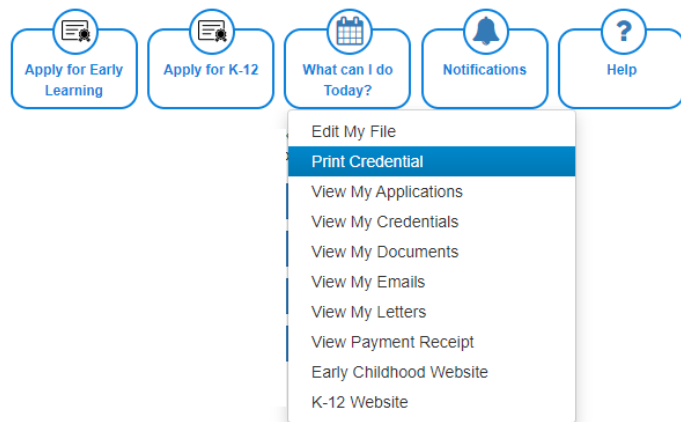


Figure EDB-PC-01: Print Credential Menu Selection

Educator is redirected to the educator file, and the ***Credentials*** tab is pre-selected.

The ***Print Credentials*** section at the top allows the educator to select a specific credential that has been earned, and print the associated certificate.

A light gray header bar contains the text 'Print and Download Credentials' followed by a minus sign icon. Below the header is a white form area. It contains two labels: 'Select a License :' and 'Select a Document Type :'. Each label is followed by a dropdown menu showing '- Select -'. At the bottom right of the form are two buttons: 'Generate' (green) and 'Reset' (gray).

Figure EDB-PC-02: Print Credentials Section

Click the down arrow to the right of the ***Select a License*** dropdown list.

The form is the same as in Figure EDB-PC-02, but the 'Select a License :' dropdown menu is open. It shows a list of options: '- Select -', '- Select -', and 'Advanced License - 234723'. The 'Advanced License - 234723' option is highlighted in blue. The 'Select a Document Type :' dropdown remains closed, showing '- Select -'. The 'Generate' and 'Reset' buttons are still at the bottom right.

Figure EDB-PC-03: Print Credentials - License Options

The list of options displayed is limited to the credentials that have been issued to the educator. In this example, the educator has been issued an Advanced License. Select the desired credential from the list. Click the down arrow to the right of the ***Select a Document Type*** dropdown list.

The form is the same as in Figure EDB-PC-03, but now both dropdown menus are open. The 'Select a License :' dropdown shows 'Advanced License - 234723' selected. The 'Select a Document Type :' dropdown shows a list of options: '- Select -', '- Select -', and 'Wall Certificate for L&C'. The 'Wall Certificate for L&C' option is highlighted in blue. The 'Generate' and 'Reset' buttons are still at the bottom right.

Figure EDB-PC-04: Print Credentials - Document Type Options

The list of options displayed is limited to the certificates that can be printed for the credential selected in the **Select a License** list. Select the desired print option from the list.

Figure EDB-PC-05: Print Credentials - License Selections

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

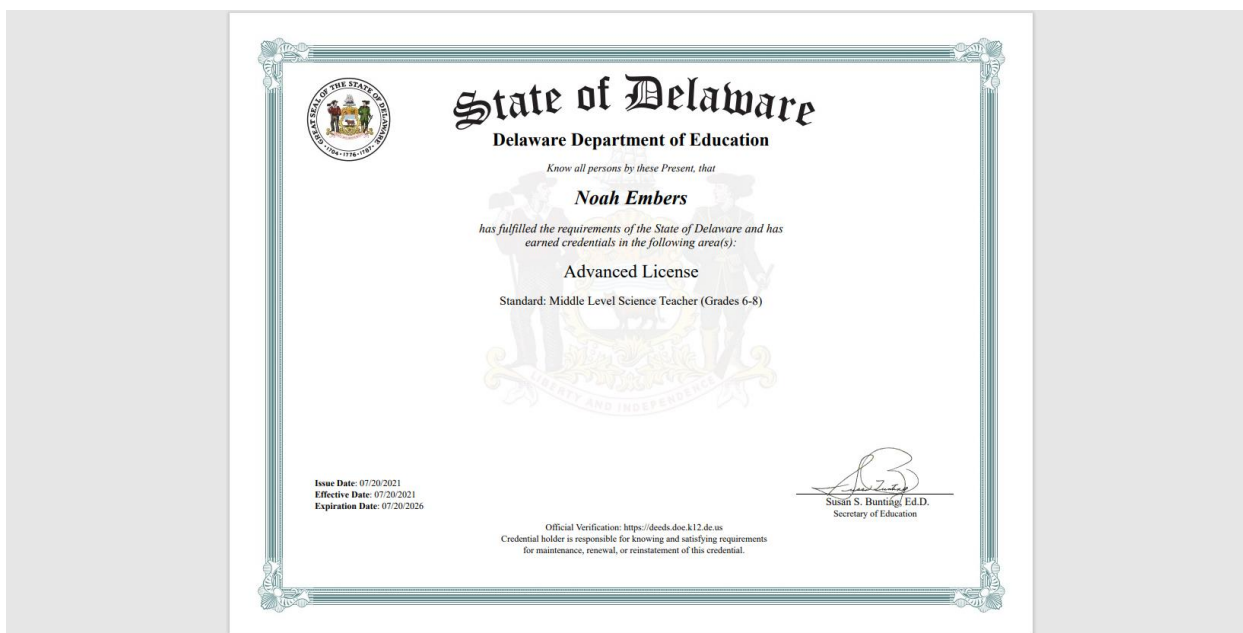


Figure EDB-PC-06: Print Credentials – License Wall Certificate

To reset the dropdown lists, click the **Reset** button and the options are deselected so that the section appears as it did prior to selecting the credential and document Type.

Figure EDB-PC-07: Print Credentials Reset Form

The dropdown lists are reset so that the section appears as it did upon entry.

View My Applications

The **What can I do Today? / View My Applications** sub-menu displays all of the applications that are associated with the educator. This is the place that applications are monitored for progress and is the primary communication channel for all applications.

Click the **What can I do Today?** menu icon. List of options is displayed.

Select **View My Applications** from the dropdown menu options.

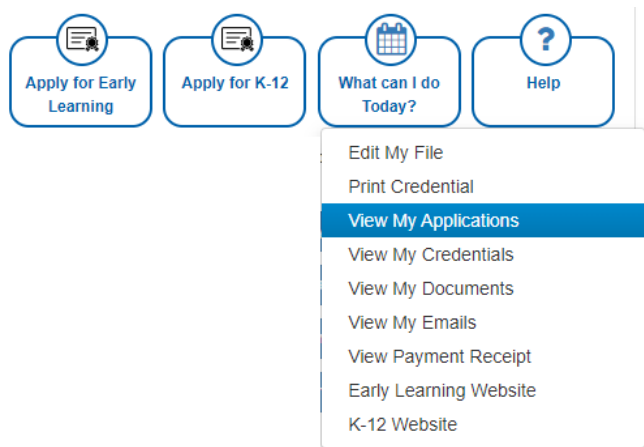


Figure EDB-MVA-01: View My Applications Menu Selection

Educator is redirected to the **View My Applications** page, comprised of an **Application Tracker** for each application created.

From this point forward, the status of your application can be monitored from this 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.

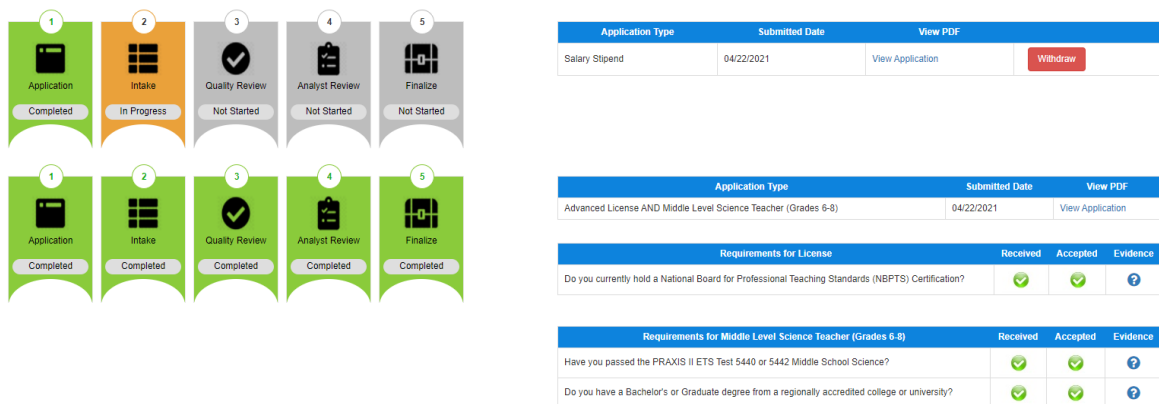


Figure EDB-MVA-02

Each **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 **Application Tracker** is provided as a way of monitoring the status of the application as it progresses.

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.

In addition to the stage banners, the Application Tracker contains a table of information related to the application. At a minimum, the table includes **Application Type**, **Date Submitted** and **View PDF** data.

A few **Application Trackers** will now be examined to highlight differences.

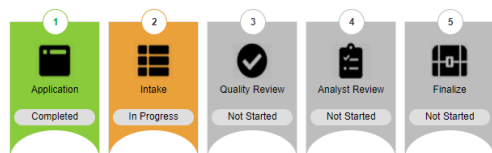


Figure EDB-MVA-03

In the above example, the **Application Tracker** shows at a glance that the **Application** has been submitted (status = **Completed**) and the current state is **In Progress**. The application is currently in the **Intake** queue, waiting to be reviewed and approved. The last three banners are gray to indicate that these stages have not been started.

The table to the right of the banners reveals that the application is for a **Salary Stipend** as listed in the **Application Type** column. There is a **View Application** link in the **View PDF** column to download the application that was submitted. When the **View Application** link is clicked, a pdf version of the application is downloaded to the educator's computer. A red **Withdraw** button is also provided so that the application can be withdrawn at any time during the application review process.

Application Type	Submitted Date	View PDF
Salary Stipend	04/22/2021	View Application Withdraw

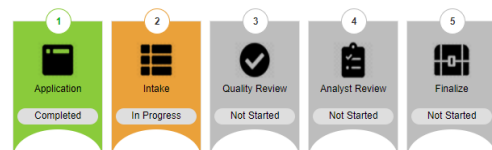


Figure EDB-MVA-04

Like the previous example, the **Application Tracker** shows that the **Application** is **In Progress**. However, there are some distinct differences with this **Application Tracker** that are worth noting. The tracker not only shows the **Application** details, but includes a separate table for the **Certificate Requirements**. The first requirement has a red x in both the **Received** and **Accepted** columns to indicate that the required documentation has not been **Received** nor **Accepted**. The second requirement has a green V in both the **Received** and **Accepted** columns to indicate that the required documentation has been **Received** and **Accepted**.

Application Type	Submitted Date	View PDF
Initial License AND Middle Level Science Teacher (Grades 6-8)	04/22/2021	View Application Withdraw

Requirements for Middle Level Science Teacher (Grades 6-8)	Received	Accepted	Evidence
Have you passed the PRAXIS II ETS Test 5440 or 5442 Middle School Science?	✗	✗	?
Do you have a Bachelor's or Graduate degree from a regionally accredited college or university?	✓	✓	?

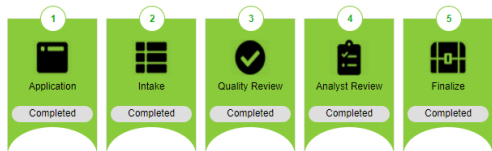


Figure EDB-MVA-05

Application Type	Submitted Date	View PDF
Initial License AND Middle Level Mathematics Teacher (Grades 6-8)	04/19/2021	View Application

Requirements for License	Received	Accepted	Evidence
Do you have a Bachelor's or a Master's degree in any area from a regionally accredited college or university?	✓	✓	?
Have you completed the Delaware student teaching requirement for licensure?	✓	✓	?
Have you passed or plan to take the Performance Assessment?	✓	✓	?

Requirements for Middle Level Mathematics Teacher (Grades 6-8)	Received	Accepted	Evidence
Have you passed the PRAXIS II ETS Test #5169 - Middle School Mathematics?	✓	✓	?
Do you have a Bachelor's or Graduate degree from a regionally accredited college or university?	✓	✓	?

In the above example, the **Application Tracker** shows that the Application has been successfully completed. All of the individual banners are green and all of the requirements are marked as **Received** and **Accepted**, as evidenced by the green V in the corresponding columns.

Please read below information on deficiency area that requires your response. You can respond to the deficiency by clicking the button below.

[Respond to Deficiency](#)

Deficiency Name	Notes	Date
High School transcript missing	please provide high school transcript	03/06/2021

Figure EDB-MVA-06

In this example, a deficiency has been raised that needs to be responded to by the educator. 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. There is also a **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.

View My Credentials

The **What can I do Today?** / **View My Credentials** sub-menu is used to view the credentials that the educator has been issued or has applied for.

Click the **What can I do Today?** menu icon. List of options is displayed.

Select **View My Credentials** from the dropdown menu options.

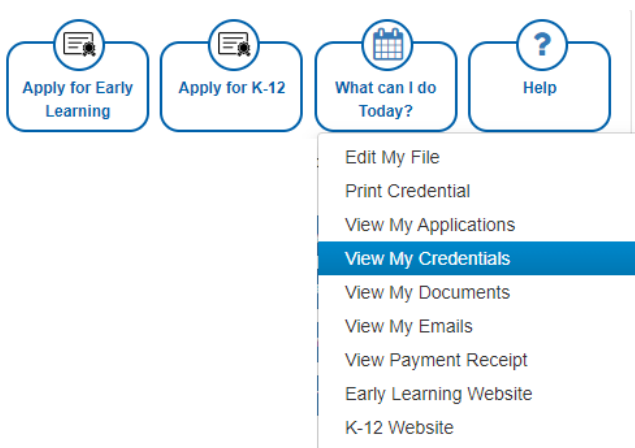


Figure EDB-MVC-01: View My Credentials Menu Selection

Educator is redirected to the **Credentials** tab of the educator file.

Print and Download Credentials

Select a License :

Select a Document Type :

K-12

K-12 Licenses

☐ Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	PA Due Date	Credential Status
Initial License	234726	07/24/2021	07/24/2021	07/24/2025		Issued

Figure EDB-MVC-02: View My Credentials Default View

This is exactly the same location as described in the [Credentials](#) Educator Tab section above. In most cases, there is more than one route to any specific functionality in the system. Click the minus icon (indicated with a red arrow above) to collapse that ***Print and Download Credentials*** section, so that guidance can be focused on the credential details sections.

Print and Download Credentials

K-12

K-12 Licenses

☐ Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	PA Due Date	Credential Status
Initial License	234726	07/24/2021	07/24/2021	07/24/2025		Issued

K-12 Certificates

ID	App. Complete?	When	Status	Area	Class	Issued	Effective	Expires	Replaced
264481	Yes	07/24/2021	Issued	Music Teacher (Grades K-12)	Standard	07/24/2021	07/24/2021		No
264480	Yes	07/24/2021	Replaced	Music Teacher (Grades K-12)	Emergency	07/24/2021	07/24/2021	10/30/2021	Yes

Figure EDB-MVC-03: View My Credentials – K12 Licenses section

The information on the ***Credentials*** tab consists of all the academic or educational qualifications of the educator. These credentials include qualifications that are complete or incomplete, as reflected in the status. For example, once an application has been submitted, the credential will appear here with a status of Pending and the progression can be monitored here through to completion, ultimately showing a status of Issued. If the educator has any pending or issued credentials, they will be listed in the ***Credentials*** table; otherwise, the table will be blank.

Apart from the [Print Credentials](#) section, the ***Credentials*** tab consists of two other major sections: ***K-12*** and ***Early Learning***. User will need to scroll down to see all the ***Credentials*** sections. There are also subsections within each of these major sections and the structure for the ***Credentials*** information follows:

- K-12
 - K-12 Licenses
 - K-12 Certificates

- DPAS
- Paraeducator Permits
 - Paraeducator Certificates
- Other Permits
- Administrative Certificates
- Early Learning
 - Certificates
 - Career Lattice
 - Specialized Training
 - STARS Credentials

Note the minus icon in the upper right-hand corner of each section and subsection (indicated with a red arrow above). This allows the section to be collapsed. When the minus icon is clicked, the section is collapsed and a plus icon appears in its place, allowing the section to be expanded. For example, if all the major sections are collapsed the view will appear as:

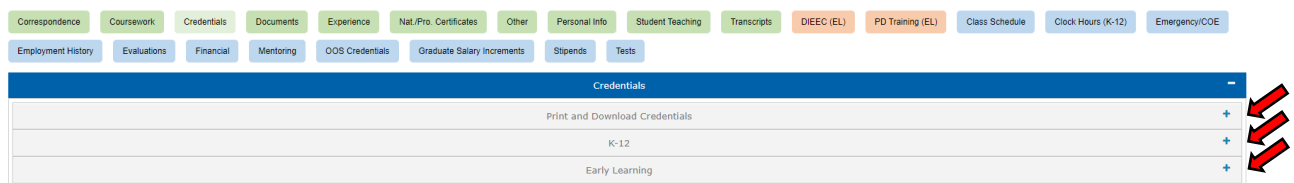


Figure EDB-MVC-04: View My Credentials – All Sections Collapsed

Simply click the plus icon (indicated with red arrows above) to expand and view the desired section again.

A few **Credentials** sections will now be examined to highlight differences. The first section to be viewed in detail is the **K-12 Licenses** section:

K-12 Licenses

☐ Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	PA Due Date	Credential Status
Initial License	108646	04/22/2021	04/22/2021	04/21/2025		Issued

K-12 Certificates

ID	App. Complete?	When	Status	Area	Class	Issued	Effective	Expires	Replaced
262167	Yes	04/22/2021	Issued	Middle Level Science Teacher (Grades 6-8)	Standard	04/22/2021	04/22/2021		No
262163	Yes	04/22/2021	Issued	Middle Level Mathematics Teacher (Grades 6-8)	Emergency	04/22/2021	04/22/2021	06/30/2021	No

Figure EDB-MVC-05: View My Credentials – K-12 Licenses Section

If an educator has applied for or been issued a **K-12 License** and **Certificate**, then it will appear here. The top of the **K-12 Licenses** section is for the License data. In order to obtain a **Certificate**, an educator must have a **License**. An educator may have multiple licenses, but only one will be active. The **License** table lists the license type in the **Credential Definition** column and displays dates associated with the license. Probably the most important piece of data is the **Expiration Date**, as this is the time that the license will need to be extended, upgraded or renewed, depending on the license type.

The **K-12 Certificates** table at the bottom of the **K-12 Licenses** section displays the **Certificates** that the educator has either obtained or applied for. In the above example, the educator has been **Issued** two

certificates. The certificates are always listed in descending chronological order, so that the most recent credential appears at the top of the list. The first certificate issued (second row of the table), is an **Emergency Certificate**. Note that the **Emergency Certificate** has an **Expiration Date**, and will need to be either extended or upgraded before expiration. The second certificate issued (first row of the table), is a **Standard Certificate**. Note that there is no **Expiration Date**, as **Standard Certificates** do not expire.

The next section to be viewed in detail is the **Paraeducator Permits** section:

Paraeducator Permits

☐ Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
Permit	108635	04/17/2021	05/18/2021	05/17/2026	Pending Renewal
Paraeducator Permit	108635	04/17/2021	04/17/2021	04/17/2026	Issued

Paraeducator Certificates

ID	App. Complete?	When	Status	Class	Area	Issued	Effective	Expires	Replaced
262147	Yes	04/17/2021	Issued	Paraeducator Title 1		04/17/2021	04/17/2021		No
262146	Yes	04/17/2021	Issued	Paraeducator Instructional		04/17/2021	04/17/2021		No
262145	Yes	04/17/2021	Issued	Paraeducator Service		04/17/2021	04/17/2021		No

Figure EDB-MVC-06: View My Credentials – Paraeducator Permits Section

If an educator has applied for or been issued a **Paraeducator Permit**, then it will appear here. The top of the **Paraeducator Permits** section is for the Permit data. The **Permits** table lists the **Permit** type in the **Credential Definition** column and displays dates associated with the permit. Probably the most important piece of data is the **Expiration Date**, as this is when the permit will need to be renewed. In the above example, a **Paraeducator Permit** has been **Issued**, as evidenced by the **Credential Status** data listed in the second row. The top row of data reveals that the educator has applied for a Renewal and the **Credential Status** is **Pending Renewal**.

The **Paraeducator Certificates** table at the bottom of the **Paraeducator Permits** section displays the **Certificates** that the educator has either obtained or applied for. In the above example, the educator has been **Issued** all three certificates: **Paraeducator Service**, **Paraeducator Instructional** and **Paraeducator Title I**. Note that there is no data in the **Expires** column, as **Paraeducator Certificates** do not expire.

The next section to be viewed in detail is the **Other Permits** section. The **Other Permits** section will include credentials for the following permit types: Adult Basic Education (Level 1-2), James H. Groves Adult High School (Level 1-3), Interpreter Tutor for the Deaf/Hard of Hearing and Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing.

Other Permits

☐ Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
Adult Basic Education (ABE), Level 2	108629	04/16/2021	04/19/2021	04/19/2026	Issued
Adult Basic Education (ABE), Level 1	108629	04/16/2021	04/16/2021	04/16/2021	Previous

Figure EDB-MVC-07: View My Credentials – Other Permits Section

If an educator has applied for or been issued a permit of the types listed above, then it will appear here. The **Other Permits** table lists the **Permit** type in the **Credential Definition** column and displays dates associated with the permit. Probably the most important piece of data is the **Expiration Date**, as this is when the permit will need to be renewed. It is important to note that some permits do not expire and will therefore have no **Expiration Date** listed. The permits are always listed in descending chronological

order, so that the most recent credential appears at the top of the list. The first permit issued (second row of the table), is of type **Adult Basic Education (ABE) Level 1** and the **Credential Status** is **Previous**, as this has been replaced by the **Adult Basic Education (ABE) Level 2** permit listed in the first row. In this scenario, the educator has upgraded from **ABE Level 1** to **ABE Level 2**. The **Credential Status** for ABE Level 1 is **Previous** while the **Credential Status** for ABE Level 2 is **Issued**. Note that there is an **Expiration Date** for each of the Adult Basic Education permits. Refer to the Renewal User Guide for a detailed overview of permit renewal requirements.

The information on this tab is read-only and data cannot be added, edited or deleted.

View My Documents

The **What can I do Today? / View My Documents** sub-menu is used to view the documents that have been uploaded for the educator as supporting documentation.

Click the **What can I do Today?** menu icon. List of options is displayed.

Select **View My Documents** from the dropdown menu options.

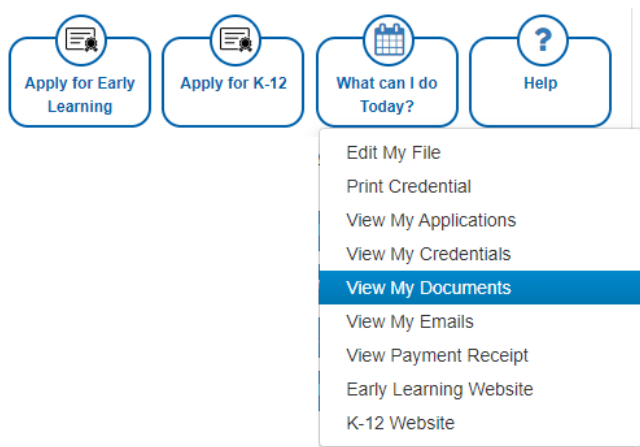


Figure EDB-MVD-01: View My Documents Menu Selection

Educator is redirected to the **Documents** tab of the educator file.

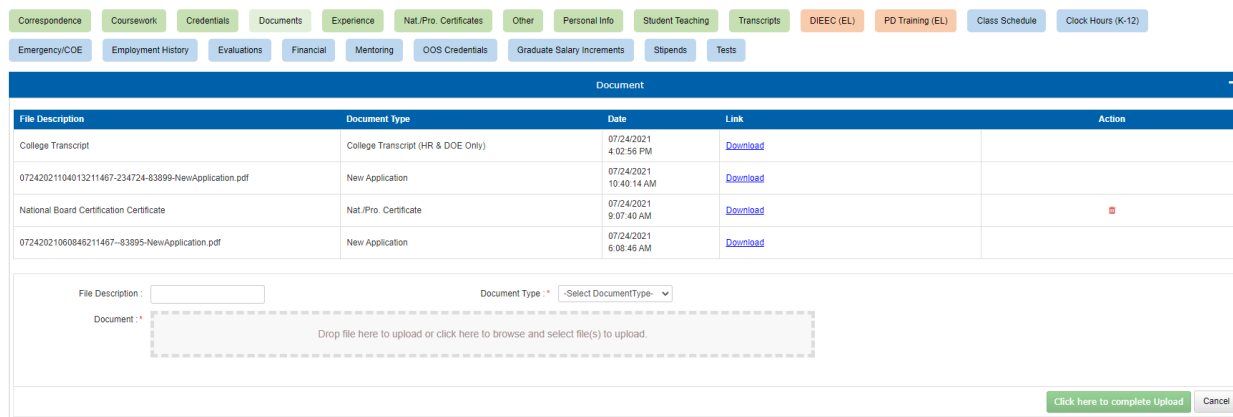


Figure EDB-MVD-02: View My Documents Page

This is exactly the same location as described in the [Documents](#) Educator Tab section above. In most cases, there is more than one route to any specific functionality in the system.

The top section of the **Documents** tab is comprised of a document table. If any documents have been uploaded for the educator, they will appear here; otherwise, the table will be blank. The documents are files that have been uploaded as required or supporting documentation. Note the entry in the first row: **College Transcript (HR & DOE Only)**. This is included to indicate that this document type cannot be uploaded by the educator. The second and fourth row show entries that correspond to applications that have been submitted by the educator. These also are not editable, as indicated by an absence of icons in the corresponding **Action** columns.

Existing documents on this page can be downloaded, if desired. To download a document, click the **Download** link in the **Link** column of the record for the desired document. A pdf version of the selected document is downloaded to the **Downloads** folder of the educator's computer.

New documents may be added using the document upload section directly below the **Documents** table. Click the down arrow to the right of the **Document Type** dropdown list.

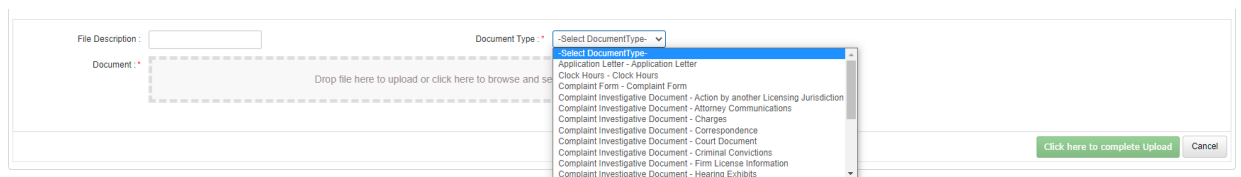


Figure EDB-MVD-03: View My Documents – Document Type Options

A comprehensive list of document types is displayed. The list of document types will be limited to those that can be uploaded by the educator. It may be necessary to scroll down to view the complete list of document types. Select the desired **Document Type** from the list. Optionally, a document description can be added in the **File Description** entry field.

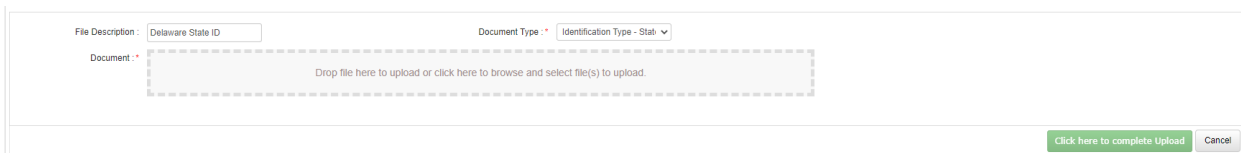


Figure EDB-MVD-04: View My Documents – Document Type Selection

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**.

As soon as the file is selected, the **Click here to complete Upload** button is enabled. The 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.

Figure EDB- MVD-05: View My Documents – Add Document Form Completed

Click the **Click here to complete Upload** button to upload the document or click **Cancel** to dismiss the changes without saving. If the **Cancel** button is clicked, the document upload section is reset, removing the data and cancelling the operation. If the **Click here to complete Upload** button is clicked, the new document is added to the **Documents** table.

File Description	Document Type	Date	Link	Action
Delaware State ID	State ID	07/24/2021 4:13:17 PM	Download	
College Transcript	College Transcript (HR & DOE Only)	07/24/2021 4:02:56 PM	Download	
07242021104013211467-234724-83899-NewApplication.pdf	New Application	07/24/2021 10:40:14 AM	Download	
National Board Certification Certificate	Nat./Pro. Certificate	07/24/2021 9:07:40 AM	Download	
07242021060846211467-83895-NewApplication.pdf	New Application	07/24/2021 6:08:46 AM	Download	

Figure EDB- MVD-06: View My Documents –Document Table

To download a document, click the **Download** link in the **Link** column of the record for the desired document. A pdf version of the selected document is downloaded to the **Downloads** folder of the educator’s computer. Documents that can be deleted will have a trashcan icon in the corresponding **Action** column of the table.

View My Emails

The **What can I do Today? / View My Emails** sub-menu is used to view the emails that have been sent to the educator by the DEEDS system.

Click the **What can I do Today?** menu icon. List of options is displayed.

Select **View My Emails** from the dropdown menu options.

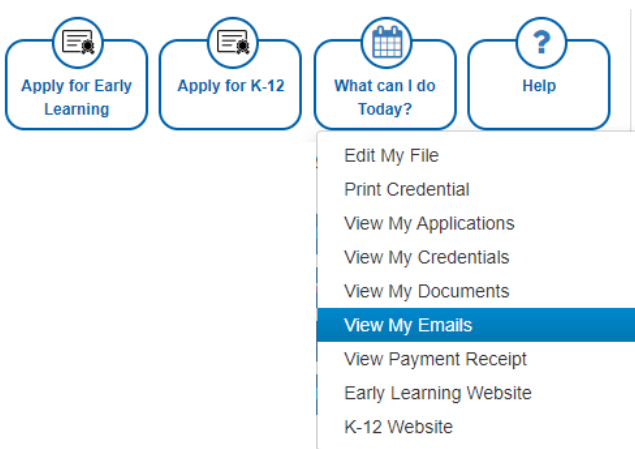


Figure EDB-MVE-01: View My Emails Menu Selection

Educator is redirected to the **Correspondence** tab of the educator file.

Correspondence	Coursework	Credentials	Documents	Experience	Nat.Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)
Emergency/COE	Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Graduate Salary Increments	Stipends	Tests					

Email			
Search: <input type="text"/>			
Date Sent	Subject	Email	Action
07/24/2021 10:38:01 AM	Salary Increment Application Update		
07/24/2021 10:35:38 AM	DE Dept of Education - Important Application Information		
07/24/2021 7:33:55 AM	Your Salary Stipend has been approved		
07/24/2021 6:00:34 AM	DE Dept of Education - Important Application Information		

Figure EDB-MVE-02: View My Emails Page

This is exactly the same location as described in the [Correspondence](#) Educator Tab section above. In most cases, there is more than one route to any specific functionality in the system.

The **Correspondence** table lists all emails that have been sent through the system. For example, when an educator registers with DEEDS, a **DDOE Licensee Registration** email is sent to the user. This email appears at the bottom of the list, as this was the first correspondence with the educator. The emails are sorted in descending chronological order, with the most recent entries at the top.

The information on this tab is read-only and data cannot be added, edited or deleted. However, the **Correspondence** data can be viewed by clicking the eye icon in the **Action** column. The email contents are displayed, detailing the **To** email address, the **Subject** and the **Email** contents. If the email is large, it may be necessary to scroll down to view the entire contents. Click the **Cancel** button to close the email view.

View Payment Receipt

The **What can I do Today? / View Payment Receipt** sub-menu is used to view receipts for any payments made via the DEEDS system.

Click the **What can I do Today?** menu icon. List of options is displayed.

Select **View Payment Receipt** from the dropdown menu options.

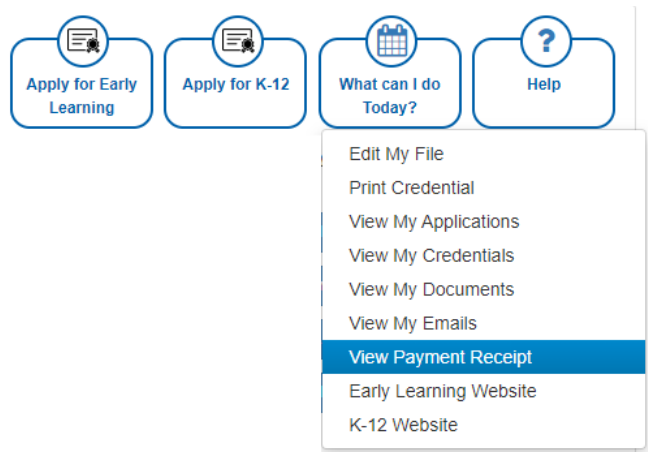


Figure EDB-MVP-01: View Payment Receipt Menu Selection

Educator is redirected to the **Financial** tab of the educator file.

Correspondence	Coursework	Credentials	Documents	Experience	Nat./Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)	Emergency/COE
Employment History	Evaluations	Financial	Mentoring	OOS Credentials	Graduate Salary Increments	Stipends	Tests							

Financial					
Payment Detail					
Paid?	Date/Time	Amount	Authorization Code	Transaction ID	
Yes	07/23/2021	\$100.00	011224596	2699658	

Figure EDB-MVP-02: View Payment Receipt Information

This is exactly the same location as described in the [Financial](#) Educator Tab section above. In most cases, there is more than one route to any specific functionality in the system.

The **Financial** table shows details of payments made, along with the **Date**, **Amount** and **Transaction** details. If the educator has applied for, or been issued a license, then there will be an entry here for the mandatory one-time payment of \$100. The **Date** will align with when the license application was first submitted and payment was required. The data is informational in nature and cannot be added, edited or deleted.

Early Learning Website

The **What can I do Today? / Early Learning Website** sub-menu provides a direct link to the Early Learning website.

Click the **What can I do Today?** menu icon. List of options is displayed.

Select **Early Learning Website** from the dropdown menu options.

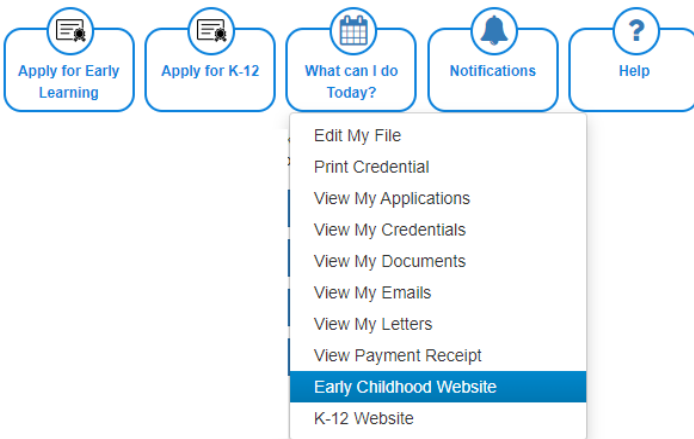


Figure EDB-MEW-01: Early Learning Website Menu Selection

Educator is redirected to the home page of the **Early Learning Website**.

K-12 Website

The **What can I do Today? / K-12 Website** sub-menu provides a direct link to the **K-12 Licensure and Certification** website.

Click the **What can I do Today?** menu icon. List of options is displayed.

Select **K-12 Website** from the dropdown menu options.

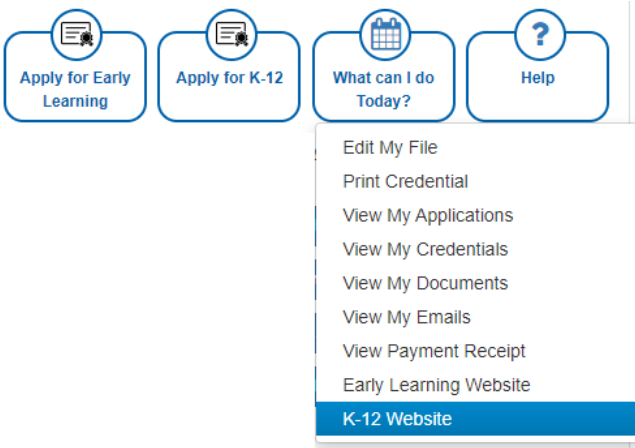


Figure EDB-MKW-01: K-12 Website Menu Selection

Educator is redirected to the home page of the ***K-12 Licensure and Certification Website***.

Help

The ***Help*** menu icon presents links to help information. Click the ***Help*** menu icon.

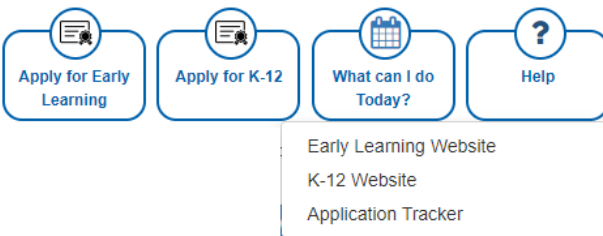


Figure EDB-MHP-01: Help Menu Icon Options

A dropdown list of sub-menu options is presented. One of the sub-menu items must be selected in order to initiate action toward one of the options. The ***Help*** sub-menu options are detailed in the following sections.

Early Learning Website

The ***Help / Early Learning Website*** sub-menu provides a direct link to the Early Childhood website.

Click the ***Help*** menu icon. List of options is displayed.

Select ***Early Learning Website*** from the dropdown menu options.

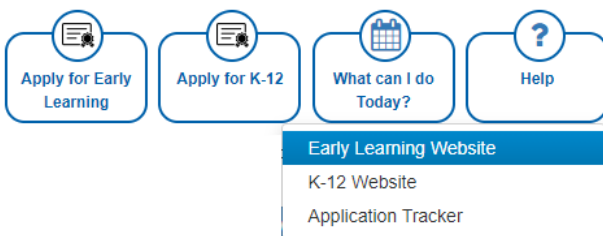


Figure EDB-HEW-01: Help Early Childhood Website Menu Selection

Educator is redirected to the home page of the **Early Learning Website**. The Early Learning website offers helpful information related to Early Learning Certification.

K-12 Website

The **Help / K-12 Website** sub-menu provides a direct link to the K-12 Licensure and Certification website.

Click the **Help** menu icon. List of options is displayed.

Select **K-12 Website** from the dropdown menu options.

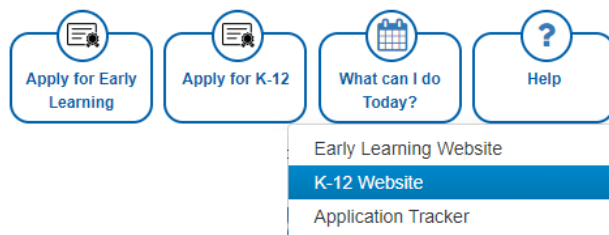


Figure EDB-HKW-01: Help K-12 Website Menu Selection

Educator is redirected to the home page of the **K-12 Licensure and Certification** website. The K-12 Licensure and Certification website offers helpful guidance related to K-12 licensing and certification.

Application Tracker

The **Help / Application Tracker** sub-menu provides a link to the Application Trackers.

Click the **Help** menu icon. List of options is displayed.

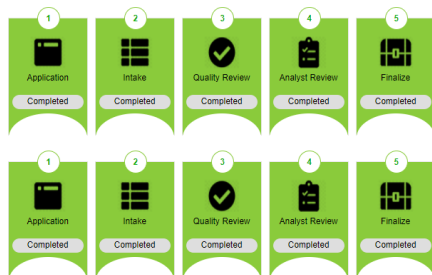
Select **Application Tracker** from the dropdown menu options.



Figure EDB-HAT-01: Help Application Tracker Menu Selection

Educator is redirected to the **View My Applications** page.

From this point forward, the status of your application can be monitored from this 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. Click the "MORE" button in the bottom right-hand corner if you wish to view more than three applications.



Application Type	Submitted Date	View PDF
Salary Increment for Bachelors Degree +15	07/24/2021	View Application

Application Type	Submitted Date	View PDF
Salary Stipend	07/24/2021	View Application

Figure EDB-HAT-02: Application Tracker Page

This is exactly the same location as described in the [View My Applications](#) page. In most cases, there is more than one route to any specific functionality in the system.

Quick Link Buttons

The **Quick Link Buttons** appear in the upper right-hand corner of the page directly below the menu icons and appear as:

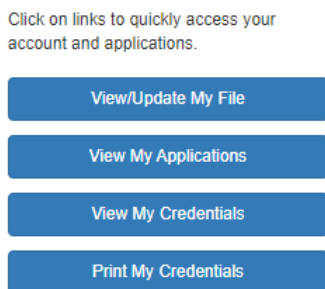


Figure EDB-QL-01: Educator Dashboard Quick Link Buttons

These buttons represent the most used functions within the system and are present on the **Educator Dashboard** for easy access. Each of the functions is also duplicated in sub-menus under the menu icons, but they are made readily available to the educator by being placed directly on the dashboard.

In the event that there is an action to be completed by the educator, additional quick link buttons may be added to the dashboard directly above the normal buttons. These reminder buttons that require immediate attention appear in red to indicate their importance.

If a deficiency has been raised during the review and approval process, then the educator is alerted by a **Respond to Deficiency** button on the dashboard. 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. The **Respond to Deficiency** button appears in red to indicate that action is required. Clicking the **Respond to Deficiency** button will direct the educator to the [View My Applications](#) page for additional details regarding the deficiency raised.

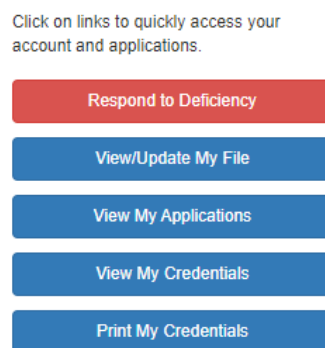


Figure EDB-QL-02: Respond to Deficiency Quick Link Button

Another example of a dynamic quick link button, is for an emergency recommendation. If an Emergency Recommendation has been raised on behalf of the educator, then the educator will need to review and accept the recommendation. If an emergency recommendation has been submitted, then the educator

is alerted by a **View My Recommendation** button on the dashboard. This **View My Recommendation** button is an immediate indicator that action is required by the educator in order to move forward with the application process. The **View My Recommendation** button appears in red to indicate that action is required. Clicking the **Respond to Deficiency** button will direct the educator to the [View My Applications](#) page for additional details regarding the emergency application submitted.

Click on links to quickly access your account and applications.

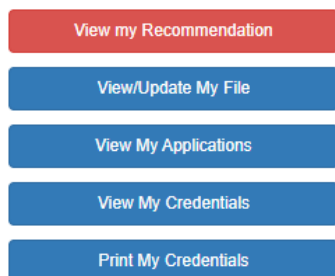


Figure EDB-QL-03: View My Recommendation Quick Link Button

View/Update My File

The **View/Update My File** page is provided to allow the educator to view and update personal data. The **View/Update My File** button takes the educator directly to the educator file.



Figure EDB-QVF-01: View/Update My File Quick Link Button

Click the **View/Update My File** button.

Figure EDB-QVF-02

Educator is redirected to the educator file, which is comprised of the information that has been stored in DEEDS for the educator. This is exactly the same location as described in the [What Can I Do Today? / Edit My File](#) sub-menu option described in the corresponding section above. In most cases, there is more than one route to any specific functionality in the system.

Because the information is so large and diverse, the data is divided into categories which appear as tabs at the top of the page. These tabs are referred to as Educator Tabs. These data categories appear as tabs across the top of the page. These data tabs are further divided into three major groupings and are color coded to easily distinguish their purpose. The educator data groupings and corresponding colors are:

- Data shared by K-12 and Early Learning - green
- Data specific to K-12 Educators only - blue
- Data specific to Early Learning Educators only – orange

Within each major grouping, the tabs are also sorted in alphabetic order for ease of use.

To change the data view, click on the tab which is labelled according to its contents. The selection defaults to the **Personal Info** tab. The other Educator Tabs provided are: [Correspondence](#), [Coursework](#), [Credentials](#), [Documents](#), [Experience](#), [Nat./Pro. Certificates](#), [Other](#), [Student Teaching](#), [Transcripts](#), [DIEEC \(EL\)](#), [PD Training \(EL\)](#), [Class Schedule](#), [Clock Hours](#), [Emergency/COE](#), [Employment History](#), [Evaluations](#), [Financial](#), [Mentoring](#), [OOS Credentials](#), [Graduate Salary Increments](#), [Stipends](#) and [Tests](#). A reference link is provided to each of the associated sections where the functionality is described in detail.

View My Applications

The **View My Applications** page displays all of the applications that are associated with the educator. This is the place that applications are monitored for progress and is the primary communication channel for all applications. The **View My Applications** button takes the educator directly to the **View My Applications** page.

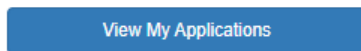


Figure EDB-QVA-01: View My Applications Quick Link Button

Click the **View My Applications** button.

From this point forward, the status of your application can be monitored from this 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.

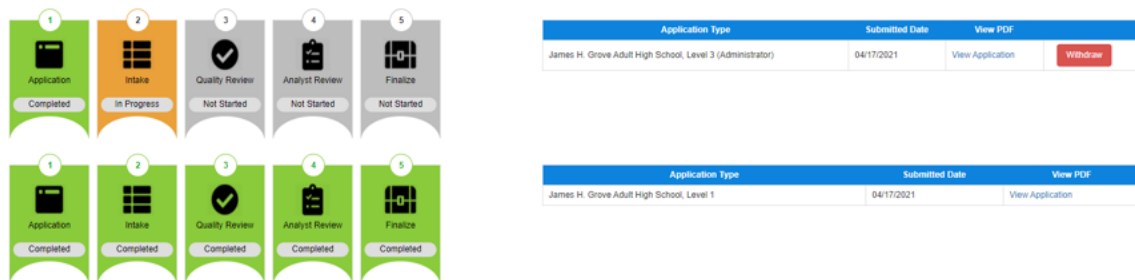


Figure EDB-QVA-02: View My Applications Page

Educator is redirected to the **View My Applications** page, comprised of an **Application Tracker** for each application created. This is exactly the same location as described in the [What Can I Do Today? / View My Applications](#) sub-menu option described in the corresponding section above. In most cases, there is more than one route to any specific functionality in the system.

Each **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 **Application Tracker** is provided as a way of monitoring the status of the application as it progresses.

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.

In addition to the stage banners, the Application Tracker contains a table of information related to the application. At a minimum, the table includes **Application Type**, **Date Submitted** and **View PDF** data.

A few **Application Trackers** will now be examined to highlight differences.

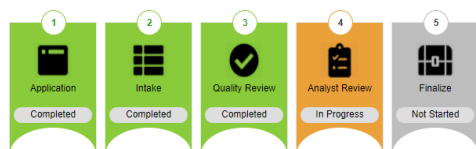


Figure EDB-QVA-03

Application Type	Submitted Date	View PDF	
Salary Increment for Masters Degree	04/19/2021	View Application	Withdraw

In the above example, the **Application Tracker** shows at a glance that the **Application** has been submitted (status = **Completed**) and the current state is **In Progress**. The application is currently in the **Analyst Review** queue, waiting to be reviewed and approved. The application has successfully completed the **Intake** and **Quality Review** stages, as evidenced by the green banners with a status of **Completed**.

The table to the right of the banners reveals that the application is for a **Salary Increment** as listed in the **Application Type** column. There is a **View Application** link in the **View PDF** column to download the application that was submitted. When the **View Application** link is clicked, a pdf version of the application is downloaded to the educator's computer. A red **Withdraw** button is also provided so that the application can be withdrawn at any time during the application review process.

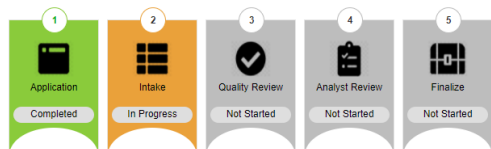
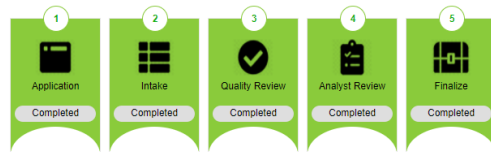


Figure EDB-QVA-04

Application Type	Submitted Date	View PDF	
Initial License AND Middle Level Science Teacher (Grades 6-8)	04/22/2021	View Application	Withdraw

Requirements for Middle Level Science Teacher (Grades 6-8)		Received	Accepted	Evidence
Have you passed the PRAXIS II ETS Test 5440 or 5442 Middle School Science?		✗	✗	?
Do you have a Bachelor's or Graduate degree from a regionally accredited college or university?		✓	✓	?

Like the previous example, the **Application Tracker** shows that the **Application** is **In Progress**. However, there are some distinct differences with this **Application Tracker** that are worth noting. The tracker not only shows the **Application** details, but includes a separate table for the **Certificate Requirements**. The first requirement has a red x in both the **Received** and **Accepted** columns to indicate that the required documentation has not been **Received** nor **Accepted**. The second requirement has a green v in both the **Received** and **Accepted** columns to indicate that the required documentation has been **Received** and **Accepted**. Although the application is still in the **Intake** queue, the green vs in the **Requirements** table reveals that some progress has been made.



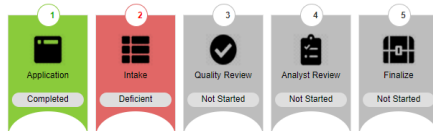
Application Type	Submitted Date	View PDF
Initial License AND Middle Level Mathematics Teacher (Grades 6-8)	04/19/2021	View Application

Requirements for License	Received	Accepted	Evidence
Do you have a Bachelor's or a Master's degree in any area from a regionally accredited college or university?	✓	✓	?
Have you completed the Delaware student teaching requirement for licensure?	✓	✓	?
Have you passed or plan to take the Performance Assessment?	✓	✓	?

Requirements for Middle Level Mathematics Teacher (Grades 6-8)	Received	Accepted	Evidence
Have you passed the PRAXIS II ETS Test #5169 - Middle School Mathematics?	✓	✓	?
Do you have a Bachelor's or Graduate degree from a regionally accredited college or university?	✓	✓	?

Figure EDB-QVA-05

In the above example, the **Application Tracker** shows that the Application has been successfully completed. All of the individual banners are green and all of the requirements are marked as **Received** and **Accepted**, as evidenced by the green V in the corresponding columns.



ACTION REQUIRED

Please read below information on deficiency area that requires your response. You can respond to the deficiency by clicking the button below.

[Respond to Deficiency](#)

Application Type	Submitted Date	View PDF
Paraeducator Permit	03/06/2021	New Application Withdraw

Deficiency Details		
Deficiency Name	Notes	Date
High School transcript missing	please provide high school transcript	03/06/2021

Figure EDB-QVA-06

In this example, a deficiency has been raised that needs to be responded to by the educator. 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. There is also a **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.

View My Credentials

The **View My Credentials** page is used to view the credentials that the educator has been issued or has applied for. The **View My Credentials** button takes the educator directly to the **Credentials** tab of the educator file.



Figure EDB-QVC-01: View My Credentials Quick Link Button

Click the **View My Credentials** button.

Educator is redirected to the **Credentials** tab of the educator file.

Figure EDB-QVC-02: View My Credentials Page with Print Credentials Collapsed

This is exactly the same location as described in the [Credentials](#) Educator Tab and the [What Can I Do Today? / View My Credentials](#) sections above. In most cases, there is more than one route to any specific functionality in the system. The **Print Credentials** section has been collapsed (hidden) to focus on the credential details sections.

The information on the **Credentials** tab consists of all the academic or educational qualifications of the educator. These credentials include qualifications that are complete or incomplete, as reflected in the status. For example, once an application has been submitted, the credential will appear here with a status of Pending and the progression can be monitored here through to completion, ultimately showing a status of Issued. If the educator has any pending or issued credentials, they will be listed in the **Credentials** table; otherwise, the table will be blank.

Apart from the [Print Credentials](#) section, the **Credentials** tab consists of two other major sections: **K-12** and **Early Learning**. There are also subsections within each of these major sections and the structure for the **Credentials** information follows:

- K-12
 - K-12 Licenses
 - K-12 Certificates
 - DPAS
 - Paraeducator Permits
 - Paraeducator Certificates
 - Other Permits
 - Administrative Certificates
- Early Learning
 - Certificates
 - Career Lattice
 - Specialized Training
 - STARS Credentials

Note the minus icon in the upper right-hand corner of each section and subsection (indicated with a red arrow above). This allows the section to be collapsed. When the minus icon is clicked, the section is collapsed and a plus icon appears in its place, allowing the section to be expanded. For example, if all the major sections are collapsed the view will appear as:

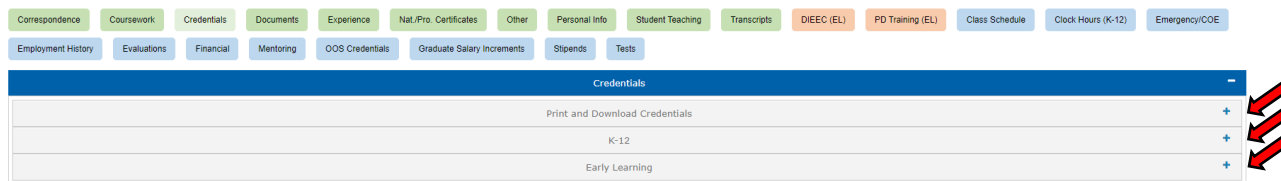


Figure EDB-QVC-03: View My Credentials – All Sections Collapsed

Simply click the plus icon (indicated with red arrows above) to expand and view the desired section again.

A few **Credentials** sections will now be examined to highlight differences. The first section to be viewed in detail is the **K-12 Licenses** section:

K-12 Licenses

☐ Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	PA Due Date	Credential Status
Advanced License	108649	03/01/2021	03/01/2021	03/01/2026		Issued

K-12 Certificates

ID	App. Complete?	When	Status	Area	Class	Issued	Effective	Expires	Replaced
262168	Yes	04/22/2021	Issued	Middle Level Science Teacher (Grades 6-8)	Standard	03/01/2021	03/01/2021		No

Figure EDB-QVC-04: View My Credentials – K-12 Section

If an educator has applied for or been issued a **K-12 License** and **Certificate**, then it will appear here. The top of the **K-12 Licenses** section is for the License data. In order to obtain a **Certificate**, an educator must have a **License**. An educator may have multiple licenses, but only one will be active. The **License** table lists the license type in the **Credential Definition** column and displays dates associated with the license. Probably the most important piece of data is the **Expiration Date**, as this is the time that the license will need to be extended, upgraded or renewed, depending on the license type.

The **K-12 Certificates** table at the bottom of the **K-12 Licenses** section displays the **Certificates** that the educator has either obtained or applied for. In the above example, the educator has been **Issued** one certificate. If more than one certificate exists, then they will be listed in descending chronological order, so that the most recent credential appears at the top of the list. The certificate issued is a **Standard Certificate**. Note that there is no **Expiration Date**, as **Standard Certificates** do not expire.

The next section to be viewed in detail is the **Paraeducator Permits** section:

Paraeducator Permits

☐ Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
Permit	108635	04/17/2021	05/18/2021	05/17/2026	Pending Renewal
Paraeducator Permit	108635	04/17/2021	04/17/2021	04/17/2026	Issued

Paraeducator Certificates

ID	App. Complete?	When	Status	Class	Area	Issued	Effective	Expires	Replaced
262147	Yes	04/17/2021	Issued	Paraeducator Title 1		04/17/2021	04/17/2021		No
262146	Yes	04/17/2021	Issued	Paraeducator Instructional		04/17/2021	04/17/2021		No
262145	Yes	04/17/2021	Issued	Paraeducator Service		04/17/2021	04/17/2021		No

Figure EDB-QVC-05: View My Credentials – Paraeducator Permits Section

If an educator has applied for or been issued a **Paraeducator Permit**, then it will appear here. The top of the **Paraeducator Permits** section is for the Permit data. The **Permits** table lists the **Permit** type in the **Credential Definition** column and displays dates associated with the permit. Probably the most important piece of data is the **Expiration Date**, as this is when the permit will need to be renewed. In the above example, a **Paraeducator Permit** has been **Issued**, as evidenced by the **Credential Status** data listed in the second row. The top row of data reveals that the educator has applied for a Renewal and the **Credential Status** is **Pending Renewal**.

The **Paraeducator Certificates** table at the bottom of the **Paraeducator Permits** section displays the **Certificates** that the educator has either obtained or applied for. In the above example, the educator has been **Issued** all three certificates: **Paraeducator Service**, **Paraeducator Instructional** and **Paraeducator Title I**. Note that there is no data in the **Expires** column, as **Paraeducator Certificates** do not expire.

The next section to be viewed in detail is the **Other Permits** section. The **Other Permits** section will include credentials for the following permit types: Adult Basic Education (Level 1-2), James H. Groves Adult High School (Level 1-3), Interpreter Tutor for the Deaf/Hard of Hearing and Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing.

Other Permits

<input type="checkbox"/> Show All					
Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
James H. Groves Adult High School, Level 3 (Administrator)	108652	04/24/2021	04/24/2021	04/24/2026	Issued
James H. Groves Adult High School, Level 1	108632	04/19/2021	04/19/2021	04/19/2024	Issued

Figure EDB-QVC-06: View My Credentials – Other Permits Section

If an educator has applied for or been issued a permit of the types listed above, then it will appear here. The **Other Permits** table lists the **Permit** type in the **Credential Definition** column and displays dates associated with the permit. Probably the most important piece of data is the **Expiration Date**, as this is when the permit will need to be renewed. It is important to note that some permits do not expire and will therefore have no **Expiration Date** listed.

The permits are always listed in descending chronological order, so that the most recent credential appears at the top of the list. The first permit issued (second row of the table), is of type **James H. Groves Adult High School Level 1** and the **Credential Status** is **Issued**. The second permit issued (first row of the table), is of type **James H. Groves Adult High School Level 3 (Administrator)** and the **Credential Status** is also **Issued**. Since both permits have a status of **Issued**, this indicates that there is no dependency between Level 1 and Level 3 for this permit type. Note that there is an **Expiration Date** for each of the Adult High School permits. Refer to the Renewal User Guide for a detailed overview of permit renewal requirements.

The information on this tab is read-only and data cannot be added, edited or deleted

Print My Credentials

The **Print My Credentials** page is used to print the credentials that the educator has been issued. The **Print My Credentials** button takes the educator directly to the **Credentials** tab of the educator file

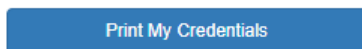


Figure EDB-QVP-01: Print My Credentials Quick Link Button

Click the **Print My Credentials** button.

Educator is redirected to the **Credentials** tab of the educator file.

Figure EDB-QVP-02: Print My Credentials Page

The **Print Credentials** section appears at the top of the Credentials tab. The **K-12** and **Early Learning** sections below have been collapsed to focus on the **Print Credentials** section. This is exactly the same location as described in the [Credentials](#) Educator Tab and the [What Can I Do Today? / Print My Credentials](#) sections above. In most cases, there is more than one route to any specific functionality in the system.

Figure EDB-QVP-03: Print My Credentials – Print Form

Click the down arrow to the right of the **Select a License** dropdown list.

Figure EDB-QVP-04: Print My Credentials – License Options

The list of options displayed is limited to the credentials that have been issued to the educator. In this example, the educator has been issued both an **Initial License** and an **Interpreter Tutor for the Deaf/Hard of Hearing Permit**. Select the desired credential from the list. Click the down arrow to the right of the **Select a Document Type** dropdown list.

Figure EDB-QVP-05: Print My Credentials – Document Type Options

The list of options displayed is limited to the certificates that can be printed for the credential selected in the **Select a License** list. Select the desired print option from the list.

Print and Download Credentials

Select a License: Interpreter Tutor for the Deaf/Hard of

Select a Document Type: Wall Certificate for Permits

Generate Reset

Figure EDB-QVP-06: Print My Credentials – Print Options Selected

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:

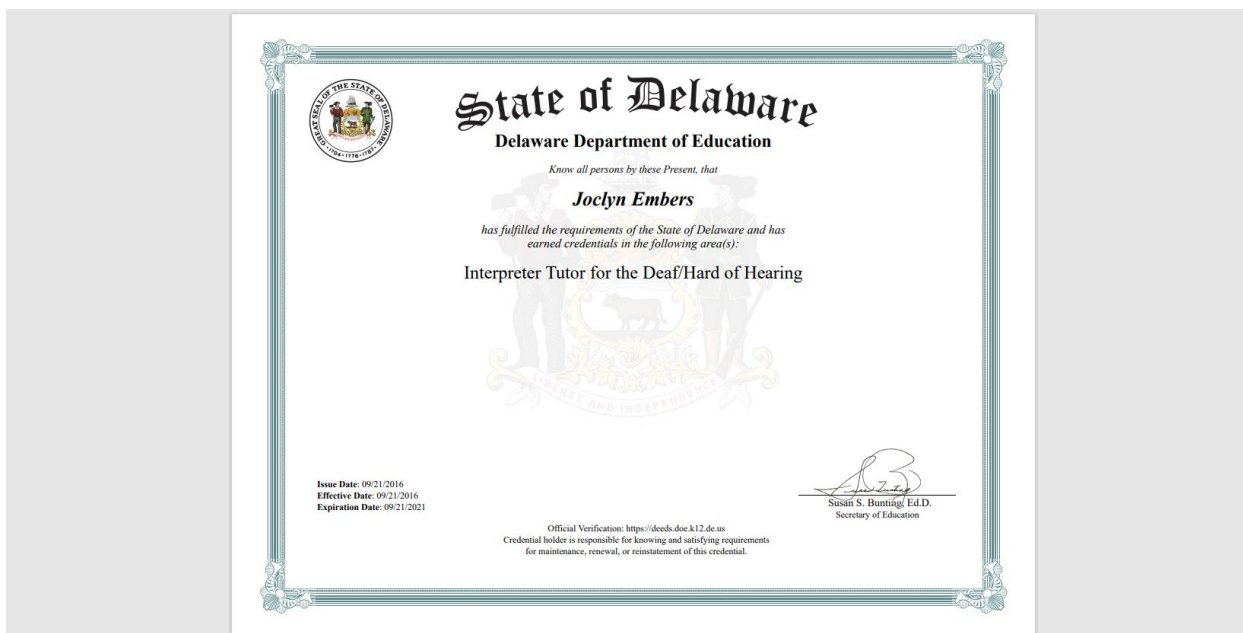


Figure EDB-QVP-07: Print My Credentials – Wall Certificate

A wall certificate of the selected credential, 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: **Interpreter Tutor for the Deaf/Hard of Hearing Permit –234695**.

Print and Download Credentials

Select a License: - Select -

Select a Document Type: - Select -

Initial License - 234726

Interpreter Tutor for the Deaf/Hard of Hearing - 234695

Generate Reset

Other Permits

☐ Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
Interpreter Tutor for the Deaf/Hard of Hearing	234695	09/21/2016	09/21/2016	09/21/2021	Issued

Figure EDB-QVP-08: Print My Credentials – Credential Number Match

This number associated with the license is the identification number of the credential issued to the educator. Note that the **Other Permits** table lists **234695** in the **Credential No** column, which corresponds with the credential selected for printing.

To reset the dropdown lists, click the **Reset** button and the options are deselected so that the section appears as it did prior to selecting the credential and document Type.

The screenshot shows a form titled "Print Credentials". It contains two dropdown menus: "Select a License" and "Select a Document Type", both currently showing "- Select -". At the bottom right of the form are two buttons: "Generate" (in green) and "Reset" (in grey).

Figure EDB-QVP-09: Print My Credentials - Reset Form

Footer

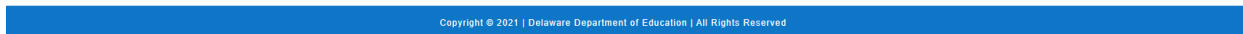


Figure EDB-FTR-01

The footer information appears at the bottom of the Educator Dashboard and contains copyright and ownership information.

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.

The screenshot shows a window titled "Associate Documents". It has a search bar at the top. Below it is a table with the following data:

	Document Type	Date	Link
<input type="checkbox"/>	Updated ARTC Welcome Letter	07/10/2021 12:40:00 PM	Download
<input type="checkbox"/>	High School Transcript	07/10/2021 9:43:25 AM	Download
<input type="checkbox"/>	College Transcript (HR & DOE Only)	07/10/2021 9:43:03 AM	Download
<input type="checkbox"/>	New Application	07/10/2021 8:44:49 AM	Download

At the bottom of the window are two buttons: "Select Documents to Associate" (in green) and "Cancel" (in grey).

Figure EDB-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.

	Document Type	Date	Link
<input checked="" type="checkbox"/>	Updated ARTC Welcome Letter	07/10/2021 12:40:00 PM	Download
<input type="checkbox"/>	High School Transcript	07/10/2021 9:43:25 AM	Download
<input type="checkbox"/>	College Transcript (HR & DOE Only)	07/10/2021 9:43:03 AM	Download
<input type="checkbox"/>	New Application	07/10/2021 8:44:49 AM	Download

Figure EDB-GAD-02: Associate Document Selection

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**.