



## Processing Emergencies and COEs

### **DEEDS 3.0 PROCESSING UPDATE**

- **Pending Emergencies and COE – New Applications**
- **Expired Emergencies and COE – Need Extension**
- **Expired Emergencies and COE – Need Upgrade to Standard**
- **Pending Graduate Salary Increments – Need New Application**

DEEDS 1.0 and 2.0 were Process-Driven Systems. DEEDS 3.0 is an Application-Driven system. In migration, each data component must be moved, however, given the system differences, some data elements don't fit or just don't exist. For this reason, not all data migrates smoothly. Sometimes, we can "fill in the blanks" for the missing pieces; sometimes, we cannot. In some cases, we are cramming a square peg into a round hole.

We recently completed the migration of applications for pending credential applications – new licenses and certificates, just new certificates, and para permits. It took 2.5 weeks to migrate the pending credential applications. This is due to the iterative process of software design and testing and the risk factors every time we implement those changes. For this reason, we are not going to migrate any remaining applications. We will advance towards more normal operations in DEEDS 3.0. This will provide a more accurate application for the educator, the LEAs and us.

The following applications therefore will need to be addressed outside of migration. This will ensure data integrity. It will also maximize the benefits of DEEDS 3.0 in that educators and LEAs will see all data and be able to track their application through the required processes.

The following application types will be handled as indicated in the chart on page 2. LEAs will receive a list of their impacted educators in a subsequent email.

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<b>PENDING NEW APPLICATIONS FOR COES AND EMERGENCIES</b>	
Application Type	How we will handle
Pending <b>new COE Applications</b> applied for after 7/1/20	<ul style="list-style-type: none"> <li>• Educator must have an account in DEEDS 3.0.</li> <li>• LEA will use Find Educator function.</li> <li>• LEA will request <b>NEW COE</b> in DEEDS and upload all required documents <ul style="list-style-type: none"> <li>○ ARTC Welcome Letters</li> <li>○ Official Transcripts</li> </ul> </li> <li>• Educator will be notified to complete application by approving the application, COE Educator Acknowledgement check box, and checking off the Criminal Affirmation.</li> <li>• DOE will process the application as appropriate.</li> </ul>
Pending <b>new Emergency Applications</b> applied for after 7/1/20	<ul style="list-style-type: none"> <li>• Educator must have an account in DEEDS 3.0.</li> <li>• LEA will use Find Educator <b>function</b>.</li> <li>• <b>LEA will request NEW Emergency</b> in DEEDS and upload all required documents <ul style="list-style-type: none"> <li>○ ARTC Welcome Letters</li> <li>○ Official Transcripts</li> </ul> </li> <li>• Educator will be notified to complete application by approving the application, Emergency Educator Acknowledgement check box, and checking off the Criminal Affirmation.</li> <li>• DOE will process the application as appropriate.</li> </ul>
<b>EXPIRED COES AND EMERGENCIES THAT NEED AN EXTENSION</b> <b>Can now be processed through DEEDS 3.0</b>	
<b>COEs that expired</b> as of 6/30/2021 presuming that the LEA would like to continue employment and <b>EXTEND</b>	<ul style="list-style-type: none"> <li>• Educator must have an account in DEEDS 3.0 to accept the recommendation, complete the Criminal Affirmation and submit the application.</li> <li>• LEA will apply for an Emergency Extension using DEEDS 3.0. <a href="#">Emergency Extension Application Instructions</a> are listed below or refer to the <a href="#">LEA Emergencies User Guide</a>.</li> <li>• DOE will process the application as an EXTENSION.</li> </ul>
<b>Emergencies that expired</b> as of 6/30/2021 presuming that the LEA would like to continue employment and <b>EXTEND</b>	<ul style="list-style-type: none"> <li>• Educator must have an account in DEEDS 3.0 to accept the recommendation, complete the Criminal Affirmation and submit the application.</li> <li>• LEA will apply for an Emergency Extension using DEEDS 3.0. <a href="#">Emergency Extension Application Instructions</a> are listed below or refer to the <a href="#">LEA Emergencies User Guide</a>.</li> <li>• DOE will process the application as an EXTENSION.</li> </ul>
<b>EXPIRED COES AND EMERGENCIES THAT NEED AN UPGRADE TO STANDARD</b> <b>Can now be processed through DEEDS 3.0</b>	
<b>COEs or Emergencies that expired</b> as of 6/30/2021 or educators that have an emergency or COE that the LEA would like to <b>UPGRADE TO STANDARD</b>	<ul style="list-style-type: none"> <li>• Educator must have an account in DEEDS 3.0 to accept the recommendation, complete the Criminal Affirmation and submit the application.</li> <li>• LEA will apply for an Upgrade to Standard using DEEDS 3.0. <a href="#">Upgrade to Standard Application Instructions</a> are listed below or refer to the <a href="#">LEA Emergencies User Guide</a>.</li> <li>• DOE will process the application as an UPGRADE to Standard.</li> </ul>
<b>GRADUATE SALARY INCREMENT APPLICATIONS</b>	
<b>Graduate Salary Increments and Stipends</b>	<ul style="list-style-type: none"> <li>• DOE will notify educators that they need to re-apply. There will be no loss of salary and retroactive dates will be input.</li> <li>• Educator must have an account in DEEDS 3.0.</li> <li>• Educator will apply and submit application.</li> <li>• LEA will receive application in their Review Queue for approval</li> <li>• LEA will approve or deny.</li> <li>• DOE will process the application as appropriate.</li> </ul>

### **District or Charter User Instructions for Emergency Extension Application:**

- Login to the LEA Dashboard.
- Select Emergencies & COEs / Emergency Extensions menu option.
- Click the About to Expire tab.
  - List of users includes all educators (in District / Charter or unemployed) that had an emergency or COE that expired at the end of the school year 2021.
- Search for the desired educator using the search fields.
- Find the desired educator and click the Select button associated with their record.
- Complete and submit the Emergency Extension application. \*
- The application is routed to the educator for acceptance and submission.
- The educator will need to have a DEEDS 3.0 account to accept the emergency extension recommendation, complete the criminal affirmation, and submit the application.
- DOE will process the application as an extension.  
***\*If the educator also holds a COE, this process must be repeated for the COE. The applications for extensions are separate.***

### **District or Charter User Instructions for Upgrade to Standard Application:**

- Login to the LEA Dashboard.
- Select Emergencies & COEs / Emergency Upgrades menu option.
- Click the Upgrade to Standard tab.
  - List of users includes all educators (in District / Charter or unemployed) that have an emergency or COE, including those that expired at the end of the school year 2021.
- Search for the desired educator using the search fields.
- Find the desired educator and click the Select button associated with their record.
- Complete and submit the Upgrade to Standard application. \*
- The application is routed to the educator for acceptance and submission.
- The educator will need to have a DEEDS 3.0 account to accept the upgrade to standard recommendation, complete the criminal affirmation, and submit the application.
- DOE will process the application as an Upgrade to Standard.  
***\*If the educator also holds a COE, this process must be repeated for the COE. The applications for upgrades are separate.***

### **HR PROFESSIONAL DEVELOPMENT in DEEDS 3.0**

Thanks to everyone who attended the DEEDS 3.0 professional development sessions.

We have scheduled TWO FINAL sessions –

#### **STRUCTURED PD**

- **CHARTERS:** Thursday, August 26 11:00-11:45
- **DISTRICTS:** Thursday, August 26 2:00-2:45

Please contact Susan Donohoe to register. [Susan.Donohoe@doe.k12.de.us](mailto:Susan.Donohoe@doe.k12.de.us)

#### **DROP IN**

We are offering drop-in sessions. Drop into a WebEx with your questions. Learn from others. Sessions are open to both districts and charter schools.

- Wednesday, 8/25 3:00 – 4:00 PM
- Thursday, 8/26 3:00 – 4:00 PM
- Monday, 8/30 3:00 – 4:00 PM

WEBEX: <https://de-doe.webex.com/meet/susan.donohoe>