



Welcome to the Delaware First Online Application Public Information Session

August 2018



Delaware
Department of Education

Welcome

Introductions:

- Tina Shockley – OEL Communication Liaison
- Deb Rommel – Delaware First Career Advisor
- Brittany Hazzard – Delaware First Support
- Tineal DeLaCruz – Delaware First Support

Agenda:

- Informative PowerPoint presentation
- Question and answer session

What's Changing

- Key differences in the application process include:
 - The applicant will need to create an IMS Account
 - The applicant will be able to print their own Verification of Experience Forms
 - The applicant will be able to upload documentation
 - The applicant will be able to follow the status of their application online
 - The applicant will be able to print their own qualification certificate

Benefits

- Online Application = faster application processing time
- Confirmation that application was received
- Communication sent via email
- Ability to go online to check the status of a pending application
- Ability to print qualification certificate – past and present
- Self-management of personal information, education, training, and work experience

The Process

- Step 1: Apply for an IMS Account
- Step 2: Log into the DE First online application and complete your Profile, Education, and Professional Development (PD) Training
- Step 3: Complete Experience - Print Verification of Experience form - Administrator verify and sign - Applicant sign
- Step 4: Upload documents
- Step 5: Apply for qualification certificate
- Step 6: Check the status of your qualifications application at any time
- Step 7: Print certificate

Apply for an IMS Account

Request New Delaware First Account

Please fill out the following fields in order to request a new account for Delaware First.

Email	<input type="text" value="test@test.com"/>
First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Smith"/>
Middle Name	<input type="text"/>
What is your birthday?	<input type="text" value="01/01/1900"/>
What is the last four digit of your SSN?	<input type="text" value="1234"/>
Additional Security Question	<input type="text" value="What color was your first car?"/> <input type="button" value="v"/>
Additional Answer	<input type="text" value="white"/>

Accept Terms

This system is for use only by employees of the Department of Education (DOE) and its authorized clients. To protect the system from unauthorized or inappropriate use and to ensure that it is functioning properly, the system is monitored by system administrators at the DOE. By using this system, you expressly consent to such monitoring and waive any privacy claim. Unauthorized or inappropriate use may result in the termination of access to the system. Evidence of possible criminal activity will be disclosed to the appropriate law enforcement agency. Anyone using this system expressly consents to comply with the State of Delaware's acceptable use policy. Violation of this policy may result in termination of access to the system and, in the case of employees of the DOE, disciplinary action up to and including dismissal.

1. Go to the following URL:

<https://pubapps.doe.k12.de.us/sso/petitionacctdpec.aspx>

2. Fill out the requested information and select the 'Accept Terms' checkbox and select 'Submit'.

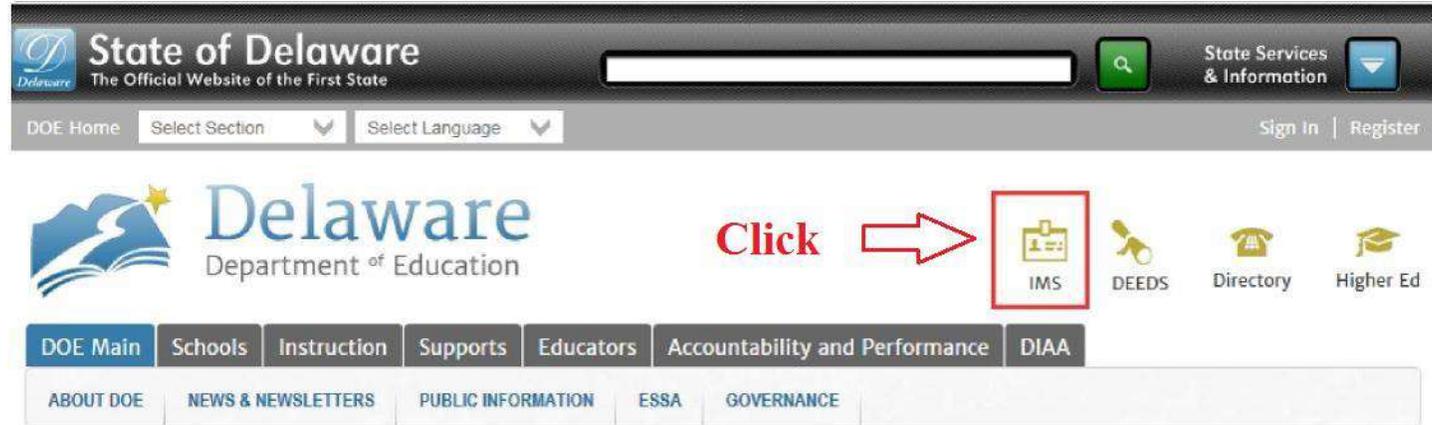
3. You will receive an email confirmation that your request has been received.

4. You will receive a second email confirmation when your request has been approved (or denied).



IMS Account Access on DOE Homepage

Go to the Delaware Department of Education website: www.doe.k12.de.us



Type in your
username and
temporary password
sent to you in the
email confirmation.



DE First Application Icon

Delaware Department of Education

Welcome Tineal DeLaCruz

Identity Management System

Request Applications Application Contacts Change Password

Search for your application here

Click

Delaware First

For technical support please call the Technology Operations main line at 302-735-4140 or enter in a DOE Help Desk ticket.

Delaware Department of Education | State of Delaware

Delaware Department of Education ©

All data needs prior authorization before being disclosed. Consult your manager before sharing or disclosing data from the website

Online Application Home Page

The screenshot shows the homepage of the Delaware Department of Education's online application system. At the top, there is a dark blue header with the State of Delaware logo and the text "State of Delaware The Official Website of the First State". Below this is the Delaware Department of Education logo and the text "Delaware Department of Education". To the right, there is a "Welcome" message, a link to "Early Learning", and an "IMS" icon. A navigation bar contains links for "Home", "Profile", and "Online Help and Resources". The main content area has a "Home" heading and a welcome message from the Office of Early Learning, explaining its role in overseeing early childhood and school-age qualifications programs (Delaware First). It states that anyone working in an early childhood licensed facility or a school-age program must hold a qualification certificate from Delaware First. Contact information is provided: delawarefirst@doe.k12.de.us. Below this, a instruction says: "To begin the application process, please click on the 'Profile' tab above." The footer contains the Delaware Department of Education's address: 401 Federal Street, Suite 2, Dover, DE 19901-3639, and phone number 1-302-735-4000. A "Nondiscrimination Statement" link is also present in the footer.

State of Delaware
The Official Website of the First State

Delaware
Department of Education

Welcome

Early Learning

IMS

Home Profile Online Help and Resources

Home

Welcome to the Office of Early Learning. The Office of Early Learning is responsible for the oversight of early childhood and school-age qualifications programs, known as Delaware First. Anyone who would like to work in an early childhood licensed facility or a school-age program must hold a qualification certificate from Delaware First. If you have any questions, please contact us at delawarefirst@doe.k12.de.us.

To begin the application process, please click on the "Profile" tab above.

Delaware Department of Education

401 Federal Street, Suite 2
Dover, DE 19901-3639
1-302-735-4000

Nondiscrimination Statement

Nondiscrimination Statement

Profile

- Profile
- Name & Address
- Contact Info
- Personal Info
- K12 Cert. Info
- Education
- PD Training
- Experience
- Upload
- Apply
- Status
- Certificate
- Delaware First
- K12

Early Learning

Step 1 of 14 - Name & Address -

- Profile
- Name & Address
- Contact Info
- Personal Info
- K12 Cert. Info
- Education
- PD Training
- Experience
- Upload
- Apply
- Status
- Certificate

First Name

To request a name change email
delawarefirst@doe.k12.de.us

Middle Name

Last Name

To request a name change email
delawarefirst@doe.k12.de.us

Apt#

Street

Street2

City

State

Zip

County

Country

Next

Navigating your profile is easy and fun!
Just fill in the blanks and click "Next".



Profile (continued)

Profile

Name & Address

Contact Info

Personal Info

K12 Cert. Info

Email:

Phone 1:

Phone 2:

Back Next

Entering an email is mandatory. This will be the new form of communication for all DE First updates and notifications.

Profile

Name & Address

Contact Info

Personal Info

K12 Cert. Info

SSN:

DOB:

Gender:

Profile

Name & Address

Contact Info

Personal Info

K12 Cert. Info

Do you have a Delaware K12 (DEEDs) Certificate?

Back Next

Education

Early Learning

Step 5 of 14 - Education - Tineal delacruz

Profile

Name & Address

Contact Info

Personal Info

K12 Cert. Info

Education

Education

PD Training

Experience

Upload

Apply

Status

Education

+ Add

<< 1 >>

25

Search Filter your results by typing search text

Showing records 1 to 2 of 2 records

Degree	School Name	Month	Graduation Year		
Associate	Community College of the Air Force	April	2017		
High School	Homestead High School	June	2011		

Showing records 1 to 2 of 2 records

Back

Next

Click here

Edit here

View here

CLICK

The Education section includes:

- High school
- College

You may only enter one high school

You may enter multiple colleges and universities

You may Add, Edit or View information

NOTE: You may only edit information during the application process – once submitted you will no longer be able to edit

PD Training

Early Learning

Step 6 of 14 - PD Training

- Profile
- Education
- PD Training
- PD Training
- Experience
- Upload
- Apply
- Status
- Certificate

Professional Development Training

25

Search Filter your results by typing search text

Showing records 1 to 0 of 0 records

No records found for the search criteria

Showing records 1 to 0 of 0 records

Back Next

+Add

The PD Training Section includes:

- TECE 1 & 2
- National CDA
- High School Pathway
- Clock Hour Trainings

Click ADD to enter PD training information

Add/View Professional Development Training

Category: Child Development Associate

Area: Child Development Associate National Cred

Type: National

CDA: Family Child Care

Completion Month: February

Completion Year: 2018

CLICK → Save Cancel

Experience

Step 7 of 14 - Experience -

- + Profile
- + Education
- + PD Training
- Experience
- Experience
- + Upload
- + Apply
- + Status
- + Certificate

Experience + Add

<< 1 >> 25

Search

Showing records 1 to 1 of 1 records

Center Name	Supervisor	Start Date	End Date
Boys and Girls Club	FIRST & LAST NAME, TITLE	01/01/2018	  

Showing records 1 to 1 of 1 records

Print Back Next

- The Experience Section has 3 steps:
- Complete information
 - Print
 - Verify and Sign (both Administrator and Applicant)

Add Experience for : Tineal DeLaCruz

Center Name:

Supervisor Name & Title:

Address:

City:

State:

Zip:

Phone Number:

Position You Held:

Dates of Service From:

Dates of Service To: Currently Employed

Ages of Children You Worked With: [0-3] [3-5] [5-8] [8-12]

Hours Worked directly with children Per Week:

Total number of months worked for this center:

Total Hours:

CLICK  Save Cancel



Upload

Early Learning

Step 8 of 14 - Upload - Tineal debarrier

- Profile
- Education
- PO Training
- PO Training
- Experience
- Experience
- Upload
- Upload
- Apply
- Status
- Certificate

Official College Transcript cannot be uploaded. Please have your college send an official, sealed transcript to DOE, 401 Federal Street, Dover, DE 19901 ATTN: DE First, or via email at delawarefirst@doe.k12.de.us. College transcripts must be translated into English and evaluated – look at the attached form in online resources and help.

Personal Verification

Upload Copy of Driver's License

Education Verification

Upload HS Diploma

Upload HS Transcript

Employment Verification

Upload Signed form (Download the form your experience)

Training Certificates

Please upload max load of 15 certificates per file

- Only pdf files are able to be uploaded
- All uploaded documents will be verified by DE First Office
- If an uploaded document is missing information or is not accepted by Delaware First, you will be notified via email and in the Status Section

Apply

← Apply

Early Childhood

School-Age

Specialized Training

Early Care and Education Centers

Qualification Certifications

Early Childhood Assistant Teacher

Applicant **MUST** select one of the following

- Completed high school career pathway in early childhood
- Passed TECE 1 with C- or higher
- 6 college credits in early childhood with 3 credits in child development and 3 credits in early childhood elective content

Submit Application

Back

Next

Select the type of qualification you are applying for

Then select the qualification certificate you are interested in applying for (Intern, Assistant Teacher, etc.)

Status

Application Status

<< 1 >> 25 ▾

Search 

Showing records 1 to 4 of 4 records

Application ID	Application Name	Date	Status	Reason
55485	Early Childhood Administrator	06/21/2018	Application Pending	
45566	Early Childhood Teacher	04/22/2014	Issued	
44514	Early Childhood Assistant Teacher	02/24/2012	Missing Details	
42914	Early Childhood Intern	04/17/2013	Denial	

Showing records 1 to 4 of 4 records

Back Next

Application Pending: The application has been submitted successfully and you will receive our auto reply via email

Issued: An email will be sent stating you have been approved and your certificate is ready to print in the “Certificates” Section.

Missing Details: Your application is missing documentation or other information. Click on the button in the “Reason” column for more information.

Denial: Your application has been denied for some reason. Click on the button in the “Reason” column for more information.

Certificate

Early Learning

Step 13 of 14 - Delaware First - Rayne Aaron

- + Profile
- + Education
- + PD Training
- + Experience
- + Upload
- + Apply
- Status

Status

- Certificate

Delaware First

K12

Certificate

Certificate: Early Childhood Administrator

Issue Date: 05/23/2017

Effective Date: 05/23/2017

[Download Certificate](#)

The Certificate Section will display current and past certificates issued

Supports

- Help setting up an IMS Account or resolving a problem with accessing an IMS Account – Call 735-4140
- Questions about DE First online application process – Refer to the “Online Help and Resources” section found on the application Home Page
 - Step-by-step instructions for all aspects of the online application
 - Website links to early learning resources (DIEEC, OCCL, etc.)
 - FAQs
- General Questions - Contact DE First Office at 302-735-4236

Resources

- Local libraries – Available Internet access to the online application, as well as scanners to allow for scanning and uploading documents
 - Public Computer Access Area
 - Open Computer Lab (otherwise known as Inspiration Space)
- Cell phone - access a free pdf scanning app

Questions



Delaware First

DE First Office - (302) 735-4236

Monday – Friday 8:00 a.m. to 4:30 p.m.

Email: delawarefirst@doe.k12.de.us

Website: www.doe.k12.de.us/delawarefirst

Staff Qualification Information:

*Delacare: Regulations for Early Care and Education
and School-Age Centers*