Welcome to the
Delaware First Online Application
Public Information Session

August 2018

Delaware First
Professional Development for Early Childhood

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: test@test.com
First Name: Jane
Last Name: Smith
Middle Name:
What is your birthday? 01/01/1900
What is the last four digit of your SSN? 1234
Additional Security Question: What color was your first car?
Additional Answer: 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.

Submit   Cancel

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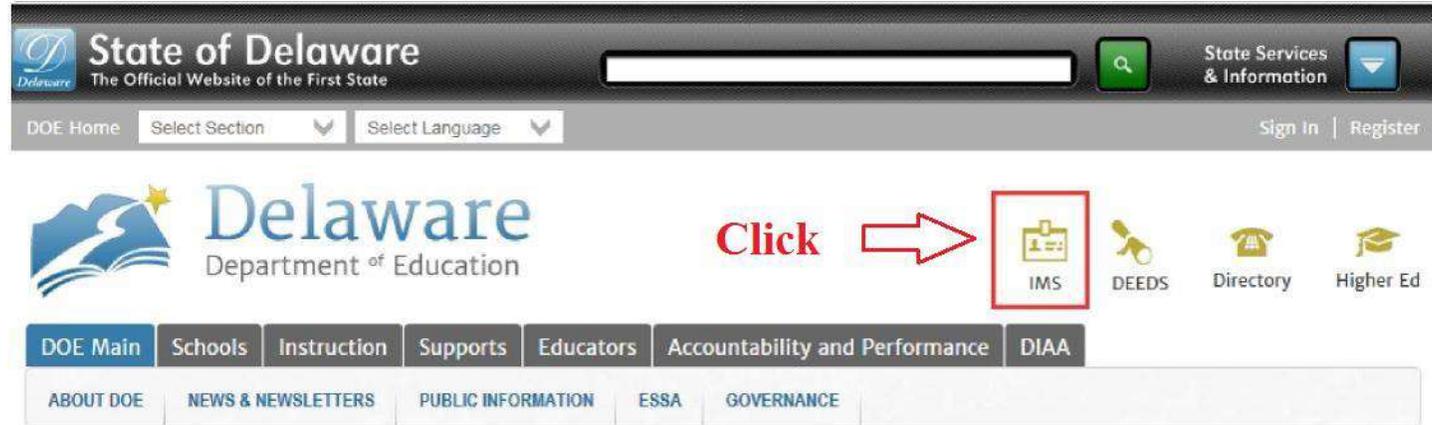
3. You will receive an email confirmation that your request has been received.

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

Online Application Home Page

Profile

Navigating your profile is easy and fun!

Just fill in the blanks and click "Next".

Profile (continued)

Email	youremailhere@doe.k12.de.us

Personal email

Phone 1	###-###-#### (###) ###-####
Phone 2	optional

Back   Next

Profile
Name & Address
Contact Info
Personal Info
K12 Cert. Info

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	MM/DD/YYY
Gender	Female

Click

Profile
Name & Address
Contact Info
Personal Info
K12 Cert. Info

Do you have a Delaware K12 (DEEDs) Certificate?   Yes

Back   Next

Education

PD Training

Early Learning

Step 6 of 14 - PD Training

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

Professional Development Training   +Add

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

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 Filter your results by typing search text

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:	required
Supervisor Name & Title:	required
Address:	required
City:	required
State:	Select State ▼
Zip:	required
Phone Number:	required
Position You Held:	required
Dates of Service From:	mm/dd/yyyy
Dates of Service To:	mm/dd/yyyy ☐ 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:	calculated

CLICK ➡ Save Cancel

Upload

- 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 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

The Certificate Section will display current and past certificates issued

College Transcripts
"These are not uploaded via the online application"

Official college transcripts cannot be uploaded.

Please mail official, sealed transcripts to
Delaware Department of Education
Attn: Delaware First
401 Federal Street, Dover, DE 19901
or
Your college/university may email an electronic version of your official college transcript via a secure server to delawarefirst@doe.k12.de.us

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