

Welcome to the Delaware First Online Application Public Information Session

August 2018







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



- 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 follo	wing fields	in order to	request	a new :	account f	or Delaware	First

Email	test@test.com
First Name	Jane
Last Name	Smith
Middle Name	
What is you <mark>r birth</mark> day?	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.



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



DE First Application Icon



Online Application Home Page

	Defree of Delaware			
Dola		Welcome		
Deld Department	ef Education	Early Learning		
🕈 Homa 💄 Profile 🔊 O	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.			
1. 				
Delaware Department of Edu 401 Federal Street, Suite 2 Dover, DE 19901-3639 1-302-735-4000	ucation	Nondiscrimination Statement		
	Nondiscrimination Statement			



Profile

Name & Address
Contact Info
Personal Info
K12 Cert. Info
Education
PD Training
Experience
Experience

Upload

Upload

Early Childhood

School-Age

Specialized Training

Status

G Certificate

Delaware First

K12

🕞 Profile	First Name		
Name & Address		To request a name change email delawarefirst@doe.kt2.de.us	
Contact Info	Middle Name		Navigating your
Personal Info	Last Name		profile is easy an
K12 Cert. Info		To request a name change email	iun:
(+) Education		defawarefirst@doe.k12.de.us	Just fill in the blan
PD Training	Apt#	optional	and click "Next"
Experience	Street		
Upload	Street2	optional	
Apply Status	City		
Certificate			
	State	Delaware	
	Zip		
	County	×	
	Country	United States of America	Here

Profile (continued)

Contact Info Personal Info K12 Cert. Info	Phone 1 #### ### Phone 2 optional	## (###) ###-#### Back Next	Entering an email is mandatory. This will be the new form of
Profile Name & Address Contact Info Personal Info K12 Cert. Info		SSN ####-### DOB MM/DD/YYY Gender Female V	all DE First updates and notifications.
	Profile Name & Address Contact Info	Do you have a Delaware K12 (DEEDs) Certificate?	Click Back Next

Education

Early Learning							
 Step 5 of 14 - Education - Tineal delation Profile 	cruz Education				+ Add	Click here	The Education section includes: • High school • College
Name & Address Contact Info		× × i					You may only enter one high school
Personal Info K12 Cert. Info	<< 1 >>>	25 ▼ Search Showing records 1 to	Filter your results I	by typing search text			You may enter multiple colleges and universities
	Degree Associate	School Name Community College of the Air Force	Month April	Graduation Year	0/	here	You may Add, Edit or View information
Education (+) PD Training	High School	Homestead High School	June	2011	he	ew ere	NOTE: You may only edit information during the
Experience		Showing records	s 1 to 2 of 2 reco	rds CLICK,	Δ		application process – once submitted you will no longer be
Apply					Back Next		

PD Training

Early Learning ≡ Step 6 of 14 - PD Training ·		The PD Training Section i -TECE 1 & 2 -National CDA -High School Pathw	ncludes: /ay
 Profile Education 	Professional Development Training	-Clock Hour Trainin Click ADD to enter PD trainin	gs ng information
 PD Training PD Training 	Search Filter your results by typing search text	Add/View Professional Development Training Category Child Development Associate	×
Experience Upload	No records found for the search criteria Showing records 1 to 0 of 0 records	Area Child Development Associate Nat	onal Cred •
+ Apply + Status + Certificate	Back Next	CDA Family Child Care Completion Month February Completion Year 2018	v
		CLIC	K Save Cancel

Experience

Add Experience for : Tineal DeLaCruz

	Center Name:	required
	Supervisor Name & Title:	required
	Address:	required
- Add	City:	required
	State:	Select State
25 V Search Filter your results by typing search text	Zip:	required
Showing records 1 to 1 of 1 records	Phone Number	required
Supervisor Stari Date End Date	Position You Held:	required
b FIRST & LAST NAME, TITLE 01/01/2018	Dates of Service From:	mm/dd/yyyy
Showing records 1 to 1 of 1 records Print Back Next	Dates of Service To: Ages of Children You Worked With: Hours Worked directly with children Per Week;	mm/dd/yyyy Currently Employed
rience Section has 3 steps:	Total number of months worked for this center:	##
Complete information • Print	Total Hours:	calculated
n (both Administrator and Applicant)		

(
Profile Experience (
 Education (
PD Training << 1 >> Experience Center Name (1) Upload Boys and Girls Clu (+) Apply 🕀 Status (Certificate The Exper • (

≡ | Step 7 of 14 - Experience -

• Verify and Sign

Save

Cancel

×



Early Learning

Provide Constraints () Provide Constraints () Charateria () Postification () Postification </th <th>≡ Step 8 of 14 - Upload - Tineal</th> <th>delarut</th>	≡ Step 8 of 14 - Upload - Tineal	delarut
C Exactor	(Prefile	Official College Transcript cannot be uploaded. Please have your college send an official, sealed transcript to DOE, 401
Politaries Politaries Politaries Politaries Politaries Politaries	🕣 Education	College transcripts must be translated into English and evaluated - look at the attached form in online resources and help.
PU traning © Fonicos © Introd (*) Advig *) Stata (*) Cartification Updat H5 Transa [d] Updat H5 Transa [d] (*) Cartification (*) Damas	PO Training	Personal Verification
C Equaines C printee () Lukud () Ardy () Sama () Cantical	PD Training	Upload Copy of Driver's License
Lipitine: Piered Ipleed its Opicms Upleed its Opicms Upleed its Opicms Upleed its Opicms <	Experience	Browsz
Listed Priced Pr	Experience	
Implement Implement <td>igodot Uplead</td> <td>Education Verification</td>	igodot Uplead	Education Verification
() Acord () Susa () Constant	Uplead	Uplead HS Diploma
(*) Avery (*) Suma (*) Suma (*) Suma <td>(1) (1)</td> <td>Browse</td>	(1) (1)	Browse
Image: Constrained Upleded H5 Transcript Employment Verification Upleded Signed form (Downled the form your expertence) Browce		
Imployment Verification Upleed Signed form (Downleed the form your experience) Imployment Verification Browse: Browse: Browse: Browse: Browse: Browse: Browse: Browse:	(+) Certificate	Uploed HS Transcript
Employment Verification Upload Signed from (Download the form your experience)		Browso
Employment Vérification Upleed Signed from (Downlead the form your experience)		
Employment Vertication Upload Signed from (Downlead the form your experience) Browse Browse Browse Please upload max bad of 15 certificates per file Browse		
Uplead Signed from (Downlead the form your experience) Browse Browse Training Certificates Pleace uplead max had of 15 certificates per file Browse Browse Browse Browse Browse Browse Kack Next		Employment Verification
Image: Browse Browse Browse Browse Browse Browse Browse Browse Browse		Upload Signed form (Download the form your experience)
Browse Browse Browse Training Certificates Please uplead max load of 15 certificates per file Browse Browse Browse		Browse
Browse Browse Training Certificates per file 		Browso
Browse Browse Browse		
Browse Training Certificates Please upload max load of 15 certificates per file		Browse
Training Certificates		
Tialning Certificates Place uplaad max load of 15 certificates per file Browse		BIUWSC
Training Certificates Please upload max load of 15 certificates per file		Browse
Training Certificates Please upload max load of 15 certificates per file		
Pleace uplead max load of 15 certificates per file Browse		Training Certificates
BIONSE		Please uplead max load of 15 certificates per file
Browse		Browse.
1 Browse		
Browne		Biowse
Back Next		Browse
Back Next		
Back Next		
		Back Next

- 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	Early Care and Education Centers	
Early Childhood	Qualification Certifications Early Childhood Assistant Teacher V	Select the type of qualification you are applying for
Specialized Training	Applicant MUST select one of the following	Then select the
Specialized Halfing	 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 	qualification certificate you are interested in applying for (Intern, Assistant
	childhood elective content Submit Application	
	Back Next	



<< 1 >>	25 V Search	Filter your results I	by typing search text	
	Showing records 1	to 4 of 4 records		
Application ID	Application Name	Date	Status	Reason
55485	Early Childhood Administrator	06/21/2018	Application Pending	40
45566	Early Childhood Teacher	04/22/2014	Issued	
445 <mark>1</mark> 4	Early Childhood Assistant Teacher	02/24/2012	Missing Details	
42914	Early Childhood Intern	04/17/2013	Denial	
	Showing record	ds 1 to 4 of 4 reco	rds	

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

<u>Issued</u>: An email will be sent stating you have been approved and your certificate is ready to print in the "Certificates" Section.

<u>Missing Details</u>: Your application is missing documentation or other information. Click on the button in the "Reason" column for more information.

<u>Denial</u>: Your application has been denied for some reason. Click on the button in the "Reason" column for more information.

Certificate

) Profile	Certificate		
Education		ertificate: Early Childbood Administrator	
PO Training			
Experience	· ·	ssue Date 05/23/2017	
🕑 Upload	Effer	tive Date 05/23/2017	
		Download Certificate	
-) Status			
itatus			
Contificate			

The Certificate Section will display current and past certificates issued

College Transcripts

"These are not uploaded via the online application"

		1	RECEN					VED		
		0.000	12			001/4	NIP			
		WILMI	NGTON		A	0	0.4	60		
181	1 Million	UNIV	ERSITY	000		DELA	WAR	E		
	19 m		1000	9244		in in i	UT I	age 1	of 2	
Student Name :					Stud	ent ID	11	V0000	108961	
			Personal ID : XXX-XX-						X	
111	NH I				Date	of is:	iue:7	/5/201	17	
1										
Degreek	Bachelor of Science	arly Childhood Ed Birth	-2 8.5. 877 301 82011	Assess	ners of	iscepte	ear Child	e nu	A 001	
Transfor:	No	Contraction of the local distance of the loc			ATT	ERN	HRS	PTS	GEA	
Conferret: Naices	65/01/2017 Education Station, Ends Co	Statuation Data 05(17)2017 Odlaast Ed Meth 2 8 K		LERM	15.08	15.00	tite	80.00	4.00	
Honors	CemLaude	TOTAL OF BININE CO.	Alecon	Sugar	15.00	74.00	15.00	48.00	4.00	
	•••• UnGrad	***	LCE 205 DIS DITON	Family C System	inter da	ent and	Bervise	3	4 98	
1	Term: Spring 2011	A		alean	ATT	ERN	HRS	ETS	SPA	
UN 100	ADMITAT	-Mithatasa, Wi 3.09 TR		TERM	2.89	3.55	156	12.00	4.00	
DW 121	AGIN121	2.01 TR	n vund	CUN	18.00	17.00	18.00	72.00	4.66	
DW 150 x1	ADM 231	12.40 TR	PSY 333,005 HOTE	m: Fal	2014	. faces	data/7		11 A-	
RT 100	ADM 140	3.00 TR		1.1			1000	-	004	
C 8 205	DC\$ 256	3.60 TR		TERV	ALL	1.00	185	11.01	AND NO.	
101401	901212	468 TR		CUN:	21.09	16.55	21,00	82.01	145	
MB 172	2NG 121	346 78	Term	: Sprin	10 20	15				
47 121	MAT 201	318 78	1005 300 ISO91	Languag	n Devel	orerto	INCENT	3	20 A	
AT ROL	WAT 202	SN TR		cauncy.	ATT	ERN	HRS	PIS	GP4	
AT 335	MAT 384	BOT TH	18 1	TERN:	3.00	1.65	2.58	12.03	4.00	
11.161	PF-8 100	640 TR		CUN;	34.00	83.81	24.00	\$5.81	1.56	
67 101	PSY 131	3.40 TR	Term:	Summ	ner 20	15				
54 33E	PSV 336	3.00 TR	EGE 245 CHR BITH	Faisert, I	anily at the	e Cone	unity	1	39.0	
1852	ACM 427	3.00 78			ATT	ERN	HRS	PTS	GRA	
(3 16)	BCI 305	300 TR		TERV;	381	331	1.11	1.13	3.83	
	ATT ERN	HRS PTS GPA		CUR	27.50	10.06	27.00	194.05	3.05	
	1688 0.03 H40	546 5.00 5.00	FOU SUI LAN INCOM	m: Fall	2015	wite	Pres		a) #	
Tanta Basing 2014			8.PY 306 81031	EPY 204 B1D21 Edecatoral Psychology and 3.0						
ers List	sense opring 2014		PSY 134 QIS RUTON	Assister Infant an	oral of The Re	Eurok	trant			
2 201 015 81	Tol Health, Selety, and Autor	on 3.03 A		97 St	-	CDU		072	0.01	
2 201 CIS B?	Tor Professionalissues as Ex	ny Colamone 1.03 A	ii ii	TEB Mt	110	6.08	8.00	21.00	5.10	
28.214 81000	Creating Brutissmants &	s Learning 3.00 A		CUR:	55.00	\$2.60	33.06	125.01	3.79	
U 102 LAB B1	MET E-Polici	8.00 8	Term	: Sprin	g 201	6				
A) AND CHE MI	an menuclicited technology	3.00 A	Dati Dears Lev		71					
CIAL SIGN	ATURE IS WHITE WI	TH A GREEN BACKGROUP		-	SIGN	Alls	ERE	(EIV)	Statista	
		and a state of the			cica	area.		cult	a contraction	
untinge wit	h USC 438 (6) (4) (8) (1he	Family Educational Rights							TAIN	
wacy Act of	(1874) you are heraby not	ifaci mat this information is						1	6/	
es upon the	e cued ton stat you, you er carfy access it fils au	agent or employees, will and without reception of the						1		
	and of this transmit in	in his a criminal offerna	Elizab	oth P.	Jards	n		1	Charles and	
nt, Altorotk	the of his reported the	A STATE OF A THE PROPERTY AND A STATE OF A S								

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



- 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

<u>Resources</u>

- 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





Delaware First

DE First Office - (302) 735-4236 Monday – Friday 8:00 a.m. to 4:30 p.m. Email: <u>delawarefirst@doe.k12.de.us</u> Website: <u>www.doe.k12.de.us/delawarefirst</u>

Staff Qualification Information: <u>Delacare: Regulations for Early Care and Education</u> <u>and School-Age Centers</u>