

# Adult Basic Education (ABE) Permits User Guide

This user guide will detail the steps involved in applying for Adult Basic Education (ABE) Permits.

It is important to note that Educators who already hold a current Delaware teaching license and standard certification will not need a permit to teach adult education programs; however, they are not restricted from applying for Adult Basic Education permits.

There are two Adult Basic Education Permit types:

- Adult Basic Education (ABE) Level 1 Permit
- Adult Basic Education (ABE) Level 2 Permit

The requirements for each ABE Permit type are detailed in the <u>Requirements</u> Section.

Also, important to note is that all Educators must obtain Adult Basic Education, Level 1 Permit before applying for Adult Basic Education, Level 2 Permit. The processes for both steps are detailed in this user guide.

## Sections:

- <u>Requirements</u>
- DEEDS 3.0 Access
- Apply for Adult Basic Education Level 1 Permit
  - o Application Data
  - o <u>Personal Information Review</u>
  - o <u>Education</u>
  - o <u>Tests</u>
  - o <u>Criminal Affirmation</u>
  - o Application Submission
  - o Application Tracker
  - o View Credentials
  - o <u>Deficiencies</u>
  - o Application Complete
  - o <u>Print Credentials</u>
  - Apply for Adult Basic Education Level 2 Permit
    - o Application Data
    - o <u>Personal Information Review</u>
    - o <u>Experience</u>
    - o <u>Clock Hours</u>
    - o <u>Criminal Affirmation</u>
    - o <u>Application Submission</u>

- o <u>Application Tracker</u>
- o <u>View Credentials</u>
- Application Complete
- o Print Credentials
- General Instructions
  - o <u>Associate Document</u>
  - o <u>Upload Document</u>

## Requirements

The requirements for the two (2) Adult Basic Education Permits are outlined below:

- Adult Basic Education Level 1 (valid 3 years)
  - Bachelor's degree from a regionally accredited college or university.
  - Provide passing scores for Praxis I (general knowledge exam of Math, Reading, and Writing); <u>Educational Testing Service (ETS)</u> administers the Praxis tests. Please use Delaware Department of Education's Reporting Code of R7065.
- Adult Basic Education Level 2 (valid 5 years)
  - Must submit 25 clock hours in the Math or English/Language Arts content areas during term of Level 1 Permit for three (3) years and then apply for the Level 2 Permit.
  - Must not receive more than one (1) unsatisfactory summative evaluation during the term of the Level 1 Permit.

The renewal requirements for the two (2) Adult Basic Education Permits are outlined below:

- Adult Basic Education Level 1 (valid 3 years)
  - Cannot be renewed. Need to *Upgrade* to Level 2 Permit.
- Adult Basic Education Level 2 (valid 5 years)
  - Must complete 45 clock hours of approved professional development in the Math or English/Language Arts content areas every five (5) years.
  - Must not receive more than one (1) unsatisfactory summative evaluation during the term of the Level 2 Permit.

#### 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 <u>Register an EdAccess Account</u>.

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*.

# Apply for Adult Basic Education (ABE) Level 1 Permit

Click the *Apply for K-12* menu icon in the upper right-hand portion of the dashboard. List of options is displayed:



Figure AB1-MNU-01: Other Permits Menu Selection

Select Other Permits from the dropdown menu options.

Educator is redirected to *Application Type* selection page:

Acolication Type     2 Acolication Data	
Application Type Selection	
	Select the Permit type that you are applying for from the list of options: Options that you are not eligible for are disabled.
	Apply for a Parpeducator Permit and/or Certificate
	Apply for an Adult Education Permit
	Appry for a Resident Advisor in the Statewide Programs for Autom and for the Deathland of Hearing Fermit
	Apply for a Interpreter Tutor for the Deal/Hand of Hearing Permit.
	Apply for an Upgrade to a Adult Beak, Education (ABE), Level 2 Parmit
	Apply for an Upgrate to a James H. Groves Adult High School, Lavel 2 Fermit
	Prévénus

Figure AB1-ATS-01: Other Permits Application Type Options

Note the numbered arrows that are displayed across the top of the data entry area, as these are the pieces of information that are required to complete the application request. The *Application Type* arrow is highlighted blue to signify that the user is currently on this step in the process.

The numbered 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. The red *Cancel Application* button in the upper right-hand corner under the menu icons can be clicked at any time to cancel the application process that has been initiated.

Select Apply for an Adult Education Permit radio button from the list of options.

1 Application Type 2 Adult Education Permit Application	Application Claip
Application Type Selection	
	Select the Permit type that you are applying for from the list of options. Options that you are not eligible for are clashied.
	Apply for a Parseducator Penntl and/or Dentificate
	8 Apply for an Adult Education Permit
	🔿 Apply for a Resident Advisor in the Statewide Programs for Autism and for the Dealt Hard of Heaning Permit
	Apply for a Interpreter Turor for the DestiHard of Hearing Permit
	Apply for an Upgrade to a Aduit Basic Education (ABE), Level 2 Permit
	Apply for an Upgrede to a James H. Groves Adult High School, Level 2 Permit
	Prevideus Nest

Figure AB1-ATS-02: Apply for an Adult Education Permit Option Selection

Note that when *Apply for an Adult Education Permit* option was selected, an additional numbered arrow, *Adult Education Permit Application*, was inserted between *Application Type* and *Application Data*. This occurred because there are multiple application options for an *Adult Education Permit* and therefore another level of selection is required. The *Application Type* arrow remains highlighted blue to signify that the user is currently on this step in the process.

The *Application Type* options listed are based on eligibility. The last two options: *Apply for an Upgrade to a Adult Basic Education (ABE), Level 2 Permit* and *Apply for an Upgrade to a James H. Groves Adult High School, Level 2 Permit* are only enabled if the educator has obtained a corresponding Level 1 Permit first and the Level 1 Permit is within 6 months of expiring.

Click the *Next* button.

Application Type     Addit Education Formit Application     3 Application Data	
Requirements	
Select the desired Adult Education Permit type from the Sele Click Create New Application to start the application process	lect an Adult Education Permit to Apply For dropdown lot. %
Select an Adult Education Fermit to Acoly For:	- Select - V
Previous	e filew Appdfcatfon

Figure AB1-ATS-03: Adult Education Permit Type Selection Step

The *Adult Education Permit Application* arrow is highlighted blue to signify that the user is currently on this step in the process.

Click the down arrow of the Select an Adult Education Permit to Apply For dropdown list.

1 Application Type 2 Augl Educition Event Application 3 Application Data	
Requirements	
Select the downed Adult Education Permit type from the Sel Click Operte New Application to start the application process	ect an Adult Education Permit to Apply For drapdown list.
Solioct an Adult Education Permit to Apply Por-	- Select
	Adult Basic Education (ABE), Level 1

Figure AB1-ATS-04: Adult Education Permit Type Options

Select *Adult Basic Education (ABE), Level 1* from the *Select an Adult Education Permit to Apply For* dropdown list.

Application Type     2 Adult Education Permit Application	8) Represation Carta
Requirements	
	Select the desired Adult Education Permit type from the Select on Adult Education Permit to Apply For diropdown list. Click Create New Application to start the application process. Select as Adult Education Permit to Apply For. Adult Basic Education (ABE), Level 1
	Previous Create New AppRixton

Figure AB1-ATS-05: Adult Basic Education Level 1 Permit Type Selection

When an option is selected from the *Select an Adult Education Permit to Apply For* dropdown list, the *Create New Application* button is enabled.

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

Once the application has been created, it can be paused at any time by clicking the *Save Application For Later* button in the upper right-hand side of the page. To resume editing of the application, click *View* 

*My Applications* button on the *Educator Dashboard*, find the Permit Title in the *Application Type* column and click *Continue Application* button. Likewise, the application can be withdrawn at any time by clicking the *Withdraw Application* button in the upper right-hand side of the page.

## Application Data – Level 1

The *Application Data* window is presented:

ation		
		Application For Adult Basic Education (ABE), Level 1
Instructions	0	Instructions
Personal Information Review	0	Adult Basic Education (ABE) Level 1 Permit Application:
Education	0	This Permit Application process is designed to walk you through the progression of steps required to apply for an Adult Basic Education (ABE) Level 1 Permit. Note the green bars that appear on the left as these are the pieces of information that are required to complete the Adult Basic Education (ABE) Level 1 Permit application process.
Tests	0	Some of the staps may be informational in nature and do not require action. Instructions will be provided at each step.
Criminal Affirmation	0	As you progress through the steps in the process, the status icons on the green bars will change from a red x to a green v to signify that the step has been completed. All bars must be completed in order to submit the application.
Application Submission	0	Click Save & Next to continue.

Figure AB1-AD-01: ABE Level 1 Application Data

Applying for an **ABE Level 1** Permit is designed to walk the user through the series of steps that need to be completed in order to submit the application. The **Adult Education Permit Application** arrow that was previously highlighted is now disabled (gray) and the **Application Data** arrow is highlighted blue to signify that the user is currently on this step in the process.

Note the green bars on the left, as these are the pieces of information that are required to complete the application request. The green bars that appear on the left include: *Instructions, Personal Information Review, Education, Tests, Criminal Affirmation* and *Application Submission*. Some of the steps may be informational in nature and do not require action. Instructions will be provided at each step.

The *Instructions* bar is highlighted and designated with a red X to signify that the step has not yet been completed. Read the Instructions that appear in the *Instructions* box.

Click the Save & Next button.

The *Instructions* bar is designated with a green  $\vee$  to signify that the step has been completed.

# Personal Information Review – Level 1

The *Personal Information Review* bar is highlighted and designated with a red X to signify that the step has not yet been completed.

and a country	0			Personal Info	rmation Review				
sisonal Information Review		Personal Information Instructions							
2	-	The Personal Information that you	entered previously is displayed below.						
cation		Please check the Int	ormation for accuracy and completeness. Update	the information as appro	priate.				
	0	<ul> <li>Ensure the Home/B</li> <li>If you do not wish to</li> </ul>	failing Address section is completed with your cur I receive test messages, uncheck the text message	rrent address. e authorization checkbox.					
inal Affernation	0	<ul> <li>If changes are made</li> <li>Click Sove &amp; Next to</li> </ul>	to the information, click Save/Update.						
cation Submission	•	First Name *	Jude	Pretz	- Select -	¥.			
		Middle Name		Suffix	- Select	*			
		Last Name: *	Embers	Professional Title	- Select	~			
		SSN *	714-71-4714	Gender	🗃 Mala 🔿 Female (	) Other			
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		Home/Mailing Addre	(07/14/1984 S5	Age	00				
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		Home/Mailing Addre	07/14/1684 55 714 Sumflower Ln Middletown New Cashte (2000) JOCK 2000C (714) 714-1474	Age State V Country PrinsipUser Enail Satorcary Email	Detabuare United States Sed714@mailmator.com	v)	Zp	19709	20 20
		Home/Mailling Addre Am Street Line 1: Street Line 2: Chr Coarto/Porth: Vitor Proce Call	07/14/1684  55  714 Sunflower Ln  Middetown New Castle  2000, X0X X00X  (714), 714-1474	Age State County PrimaryUserEmail Bacondary Email	Delavare United States sca714@mainator.com	N	Zp	19709	

Figure AB1-PIR-01: ABE Level 1 Personal Information Review Bar

The **Personal Information** entered previously is displayed. Check the information for accuracy and completeness. Ensure that the **Home/Mailing Address** section is completed with your current address. If you do not wish to receive text messages, uncheck the text message authorization checkbox. Update the information, as appropriate. If changes are made to the information, click **Save/Update**.

Click the *Save & Next* button to continue.

The **Personal Information Review** bar is designated with a green  $\vee$  to signify that the step has been completed.

# Education – Level 1

The *Education* bar is highlighted and designated with a red X to signify that the step has not yet been completed. If Education data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank. Instructions related to *Education* data entry are displayed.

				An	lication For	Adult Basic	Education (A	BE), Level 1						
Instructions	0			- 44				Education						
Personal Information Raview	8	Education In	structions											
-			Click Add Education to enter your high school and/or college education. Click Serie to save the changes.     The new Education data will access to the Education accesses their indexesting in the table is accessed to increase their indexesting as accessed at											
Education		:	<ul> <li>The new Education data will appear in the Education record table below. If the information in the table is incompleted, click the pencil icon in the AetBoar solumin to edit the information, as appropriate,</li> <li>If you submitted the documentics previously and with to be ethem to this application, chick the table submitted to application?</li> </ul>											
Testi	•	•	Only official transcripts may be submitted for ordentialing.											
Criminal Attenuation	0		Donument submission:											
Application Submission	0			• If er • Earl	itering high schoo y Loorning must s	al, you must uploar ubmit their official	t e high school dipl college transcripts	oma or high scho other electronic	ol student transc sally or via mail d	ripl. irectly from the i	nstitution to the Day	partment of Educa	mon. College trai	sconpts upload
	1.1			into 11 Education	the application a	re not considered	official and will not	be accepted tow	and certification.					
				• K-12	Educators must	submit their officia	I travecript throug	h their HR office.	or send it direct)	y to Ocensure &	Certification.			
			lick Save & Next	to continue.										
														and selected
			_	_					_		_	_	Stewin	ug 1 15 0 cf 0 rec

Figure AB1-EDU-01: ABE Level 1 Education Bar

If *Education* data has already been entered in DEEDS and is shown listed in the Education table, then adding additional information is optional. However, if the *Education* table is blank, then the user is required to add *Education* information. Any data that can be entered as proof of *Education* is encouraged and will support the subsequent review and approval process. If additional education information is not needed, click *Save & Next* to continue and <u>skip</u> to the next step. Otherwise, follow the instructions in this section to *Add Education* information.

Click the **Add Education** button.

	Corrently A	Attending						
- Janabarica -	Correctiv 4	denting			annell 11 Hal -			
Graduated :	MM/DD/Y	YYY		- i	Student ID :			
Start Date .*	TIT			-	End Date :	1111		
Degree -*	-Select D	legree-		~		honor		
City **					State :*	-Select State-		

Figure AB1-EDU-02: ABE Level 1 Add Education Form

*Education* box is presented for entering education related information specific to the *Adult Basic Education Permit* application request. 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.

Enter the *Institution* where the degree was obtained. Note that while typing, the information is autofilling 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*.

Click *Save* button to save new *Education* information.

New *Education* data entered is displayed at the bottom of the window.

Institution Sch	hool Id	Cily	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF 581 DELAWARE	11	Newark	DE	Bachelor	2003	2007						er 💼

Figure AB1-EDU-03: ABE Level 1 Education Table

Optionally, the **Used toward Application** checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

If the information is incorrect or incomplete, click the pencil icon in the *Actions* column to edit the information, as appropriate.

Click the Save & Next button.

The *Education* bar is designated with a green  $\vee$  to signify that the step has been completed.

#### Tests – Level 1

The **Tests** bar is highlighted and designated with a red X to signify that the step has not yet been reviewed. 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.

Instructions	0							Tasts					
Personal Information Review	0	Test instructions	Test instructions: 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.										
Education	0	All information of											
Tests		1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.											
Criminal Affirmation	0		-	Test Salare	Concernance of	the second second	(ana)	1000000000	an agent	(Increased)		Carrier Co.	1745-5-
Application Submission	0	Test Type	Test Data	Type Name	Test Score Type	Score	Pass7	Entry Method	Loud Date	All Test Scoring	ACTEL	Documents	Antone

Figure AB1-TST-01: ABE Level 1 Tests Bar

## Click the Save & Next button.

The *Tests* bar is designated with a green  $\vee$  to signify that the step has been completed.

#### **Criminal Affirmation – Level 1**

The *Criminal Affirmation* bar is highlighted and designated with a red X to signify that the step has not yet been completed.

ation		
		Application For Adult Basic Education (ABE), Level 1
Instructions	0	Criminal Affirmation
Personal Information Roview	0	Criminal Affirmation Instructions:
Envers		<ul> <li>Answer the Oriminal Affirmation question by selecting either the les or No radio button.</li> </ul>
E.C. Contraction		<ul> <li>React the Affirmation Affirmation Affirmation and the second of what you are signing. The electronic signature, which is legally binding, signifies that the Educator admoviedges and affirms the affiliant which is made under another method.</li> </ul>
Testa	0	<ul> <li>Click the <i>i</i> constant to electronic algorithm conscion.</li> </ul>
And the second of the	100	<ul> <li>Sign the efformation by typing your name in the Signatione field. This electronic signature is legally binding.</li> </ul>
Communication		Chick Stew & Aver to continue
Application Bubmission	0	1. • Naw you ever Geen connected of or where a pare of party or none contentiates (to contest to any felory, machinesics or any effect variable (excenting moving violations), including any offense for which you have received a partice, is any fundation?
		Attriviation Attriviation Attriviation are the anticept of the sum person and compares and space this application, that the submersion contrared in this application are that that the activespect the ratio speceric environment of the application of the applicat
		Standards * True your lightering Date * 665/62/821

Figure AB1-CRI-01: ABE Level 1 Criminal Affirmation Bar

One question related to criminal background is displayed. Answer the question by selecting either the **Yes** or **No** radio button. The question is a mandatory field and must be answered to move forward.

The Affirmation Affidavit states: The undersigned, according to law, is the person who completed and signed this application, that the statements contained in this application are true, that the undersigned has not suppressed any information that might affect this application, that the undersigned understands that participating or cooperating in fraud or material deception in order to be credentialed could result in the denial or revocation of the application or credential and mandatory reporting of such actions to the Attorney General for further action, and that the undersigned has read and understands this affidavit.

The electronic signature, which is legally binding, signifies that the Educator acknowledges and affirms the above statement which is made under penalty of perjury. The *I consent to electronic signature* checkbox is a mandatory field and must be checked to continue.

Sign the affirmation by typing your name in the *Signature* field. The *Date* field is auto-populated with the current date and is a read-only field.

ation		
		Application For Adult Basic Education (ABE), Level 1
Instauctional	0	Criminal Affirmation
Personal Information Review	0	Ortninal Affirmation Instructions:
Education	0	<ul> <li>Answer the Common Application question by selecting either the Yes or No radio button,</li> <li>Next the Application Application question by selecting either the Yes or No radio button,</li> <li>Next the Application Application question by selecting either the Yes or No radio button,</li> <li>Next the Application Question by selecting either the Yes or No radio button,</li> <li>Next the Application Question by selecting either the Yes or No radio button,</li> <li>Next the Application Question by selecting either the Yes or No radio button,</li> <li>Next the Application Question by selecting either the Yes or No radio button,</li> </ul>
Tests	0	an early a mean of mean early defined of the pays. • Citik the a consent to allocational definitions the citika.
Criminal Affirmation	0	<ul> <li>Sign the affirmation by typing your name in the Signature field. This electronic signature is legally binding.</li> <li>Click Saw &amp; Mear to control as:</li> </ul>
Application Submission	0	1.* Hare you were treen connected of ce enteries a prea of guinty or noto commonies (no context) to any theory, medicensence or any other common offense (ecouoling mixing violations), including any offense for which you have incorted a particle, in any particulation?
		Affinities Affident. The undersigned, according to law, in the person who competed and signed this application, the the statements contained in this application are have. That he indexigned has not suppressed any information that notify affi this application, that the undersigned understands that participating or cooperating in those or national documents contained and the original and mandata reporting of such schema to the Atomic General for Auther action, and that the undersigned has used and understands this affiduat.
		Concept to electronic installum *
		Ganative * Indu Colony

Figure AB1-CRI-02: ABE Level 1 Criminal Affirmation Form Completed

Click the Save & Next button.

The *Criminal Affirmation* bar is designated with a green  $\vee$  to signify that the step has been completed.

#### Application Submission – Level 1

The *Application Submission* bar is highlighted and designated with a red X to signify that the step has not yet been completed.

ation		
		Application For Adult Basic Education (ABE), Level 1
Instructions	0	Application Submission
Personal Information Review	0	Application Submission Instructions:
Education	0	<ul> <li>Click the Submit Application butten below to submit your application and begin the review process.</li> <li>You can monitor the status of your application on your Educator Dashboard, which will be used us the main communication channel moving forward.</li> </ul>
Teste	0	
Criminal Affirmation	0	
Apple align Submission	8	

Figure AB1-APS-01: ABE Level 1 Application Submission

The *Adult Basic Education, Level 1 Permit Application* process is complete, in that all the required information has been supplied and the application is ready for submission.

Optionally, you can review the information provided within the individual steps by clicking on the corresponding green bars.

You can monitor the status of your application by clicking *View My Applications* button on the *Educator Dashboard*. The *View My Applications* page will be used as the communication channel going forward.

Click the *Submit Application* to complete the application process.

Confirmation of the application submission is presented along with additional information:

CONFIRMATION OF APPLICATION RECEIVED BY THE	DELAWARE DEPARTMENT OF EDUCATION	
That is you for completing you online application. Your application will be really if further internation is required, we will contract you via email in the form of a li White your application is performing, you will not be able to affect early information additional documents in response to DOE correspondence.	ved once we have next-lead all the negative documents indicated. Allowing what which will indicate any neurois with your applications to have whitevid. However, you may provide or uponed why	
If applying with college credituidegree, please ranke sure you submit an	ficial college transcript to either	
DEEDS Early Learning	M-12 Licensure & Certification	
Debertre Départment of Education Artin CECIDS Excly Lemming John C Tournagen Building 400 Factural Steves State #1 Dover, IB: 19901	Deloware Generation Usersure & Confidention College Education Resource Conter Bo Commiss May, State #1 Dever, DE 19994	
302-735-4230	302-857-3388	
OR Send electronically to: deadseartylearning@doe.k12.de.us	OR Bens electranycally ta deeds20ore 112 de wa	
You may track the status of your application at any time by logging in to	our DEEDS 3.0 account and viewing your Educator Dashboard under View My Applications.	
	Buch To Diethout	

Figure AB1-APC-01: ABE Level 1 Application Submission Confirmation

In addition to the on-screen confirmation, an email is sent to the user. Go to your email provider mailbox and find the email sent from <u>deeds@doe.k12.de.us</u> with the Subject **DE Dept of Education** - **Important Application Information.** 

Click the **Back To Dashboard** button.

User is directed to the View My Applications page.

## Application Tracker – Level 1

The new Adult Basic Education, Level 1 permit application is shown:





Figure AB1-APT-01: ABE Level 1 Application Tracker – Application Pending

Note that the *Application* banner is green to signify that this step has been completed and the status appears as *Completed*. The *Intake* banner is yellow to signify that this step is in progress and the status appears as *In Progress*. From this point forward, status can be monitored via the *View My Applications* button on the *Educator Dashboard*. 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. The *Adult Basic Education, Level 1* permit application progress can be monitored through this page.

The *View My Applications* tab 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.

To the right of the Application Tracker are the details of the **Adult Basic Education, Level 1** application submitted in the previous steps. **Adult Basic Education, Level 1** is displayed in the **Application Type** column along with the **Submitted Date**. A **View Application** link is provided in the **View PDF** column, allowing the user to view and print a pdf version of the application details that were submitted. Although this is not necessary, it can be useful for reference. Additionally, a **Withdraw** button is provided so that the application can be withdrawn at any time.

#### **View Credentials**

Click the Home button to move back to the Educator Dashboard home page.

From the *Educator Dashboard*, click the *View My Credentials* button on the right.

The *Adult Basic Education, Level 1 Permit* can be found in the *Other Permits* section. Scroll down to the *Other Permits* section to see the following:

Other Permits								
🗆 show All								
Credentia	Ovfinition	Credential No. First Issuance	Dete Effective Date	Expiration Date	Credential Status			
Per	mit				Application Pending			

Figure AB1-VMC-01: ABE Level 1 View My Credentials – Application Pending

Note that *Permit* appears in the Credential Definition column and shows a status of *Application Pending*.

Once the *ABE Level 1 Permit* application has been submitted, the application is directed to the DDOE Licensure & Certification (L&C) team for review and approval.

From this point forward, all communication is done through the *View My Application*s page on the *Educator Dashboard*. The Educator can monitor status and respond to deficiencies, as raised by the DDOE L&C team.

# **Deficiencies – Level 1**

When the **ABE Level 1 Permit** application is reviewed by the DDOE L&C team, there may be deficiencies identified that need to be resolved. The important thing is to respond to these deficiencies as quickly and completely as possible. When a deficiency is raised, the Educator will be informed in three ways:

- An email will be sent to the Educator primary email address to notify that there is a deficiency in the application that needs to be resolved. Go to your email provider mailbox and find the email sent from <a href="mailto:deeds@doe.k12.de.us">deeds@doe.k12.de.us</a> with the Subject **DDOE Deficiencies in Application.**
- A *Respond to Deficiency* button appears on the *Educator Dashboard* home page.
- A Deficiency is listed on the View My Applications page of the Educator Dashboard.

On the *Educator Dashboard*, there is a new red *Respond to Deficiency* button that appears on the right side of the page under the menu options. 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.



Figure AB1-DEF-01: ABE Level 1 Dashboard Respond to Deficiency Button

Click **Respond to Deficiency** button or Click **View My Applications** button, as either choice will direct the user to the **View My Applications** page.

-	0	0	170	0				
					Application Type	Submitted Date	View PDF	
		Ø	Ê	0	Adult Basic Education (ABE), Lavel 1	06/30/2021	View Application	Withdraw
Application	tessee	Guality Review	Analyst Review	Finaliza				
Completed	Deficient	Not Started	Not Started	Not Started				
a read beigw information on deficiency a tency Dytails	area that requires you	r response. You can resp Respont to Deficiency	and to the deficiency (	ty clicking the butter below				
		Deliciency Name			N	otes		Date
compt le unofficial, official transcript le re	builted				please provide an official college transcript		06/30	¥2021

Figure AB1-DEF-02: ABE Level 1 Application Tracker with Deficiency Raised

Note that 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. Refer to the *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.

Review the description of the deficiency in the *Deficiency Details* box and determine how to fix the problem. The user will need to supply additional information specific to the issue raised within the deficiency. Read the *Notes* to ensure that the required action can be achieved at the current time.

Click the *Respond to Deficiency* button directly above the *Deficiency Details* table and below the Application Tracker banners. Attention will be focused on the *Deficiency* section at the bottom.

Deficiency		
Read the informatio taken to address the	on in the Staff Notes field, describing what deficiency needs to be resolved. In the Educator Notes field, enter information related to corrective measu e deficiency raised.	ires that have been
Check the <i>Resolved</i> changes to a green v	checkbox to indicate that the deficiency has been resolved. Note that when the <i>Resolved</i> checkbox is checked, a <i>Save Changes</i> button appears and 1 v to indicate that the required action is complete.	he green bar icon
Click Save Changes	button within the <i>Deficiency</i> box.	
If more than one gre	een bar is presented, then click Save & Next button to move to the next deficiency to be responded to.	
Once all the green b	pars have been visited and all deficiencies have been responded to, click ReSubmit to resubmit the application for review and approval.	
High School trans	script missing (Applicant)  Resolved	
Staff Notes	please provide high school transcript	
Educator Notes		<i>B</i>
		Save & Next
		ReSubmit

Figure AB1-DEF-03: ABE Level 1 Respond to Deficiency Action

Educator is directed to the section of the application where there is a deficiency. The green bar is designated with a red x to indicate that the issue is unresolved. In this example, there was a deficiency raised in the *Education* information provided with the application.

In the *Educator Notes* field, enter information related to how the deficiency described in the *Staff Notes* has been resolved. Check the *Resolved* checkbox to indicate that the deficiency has been resolved.

Deficiency Save Ch	anges Liste Staff Materiald describies what defining words to be excluded to the Educates Materiald, entry information called at a second to a second to be excluded to the Educates Materiald	t have been taken to					
address the deficience	in the staff wores need, describing what denciency needs to be resolved. In the <i>concutor wores</i> need, enter information related to corrective measures that by raised.	have been taken to					
Check the <i>Resolved</i> of green v to indicate the	Check the <i>Resolved</i> checkbox to indicate that the deficiency has been resolved. Note that when the <i>Resolved</i> checkbox is checked, a <i>Save Changes</i> button appears and the green bar icon changes to a green v to indicate that the required action is complete.						
Click Save Changes b	utton within the <i>Deficiency</i> box.						
If more than one gree	en bar is presented, then click Save & Next button to move to the next deficiency to be responded to.						
Once all the green ba	ars have been visited and all deficiencies have been responded to, click ReSubmit to resubmit the application for review and approval.						
Transcript is unoffic	cial, official transcript is required (Applicant) 🗾 🗹 Resolved						
Staff Notes	please provide an official transcript						
Educator Notes	official UD transcript has been provided to HR office						
		Save & Next					
		ReSubmit					

Figure AB1-DEF-04: ABE Level 1 Respond to Deficiency Resolution

#### Click the *Save Changes* button within the *Deficiency* box.

Note the icon on the green bar has changed to a green  $\vee$  to indicate that the required action is complete.

#### Click the *ReSubmit* button.

There you for resultive thing your explosition	
To monitor the solution of your appalentian, go to View Ady Appalentian archite Abaldoond.	
Dick the Back to Deal/Heart Rutter to centrula.	
	Tack To Dashboard

Figure AB1-DEF-05: ABE Level 1 Resubmit Application Confirmation

Confirmation message is displayed, thanking educator for resubmitting the application. Click the **Back to Dashboard** button.

Click the *View My Applications* button to view the Application Tracker.



Figure AB1-DEF-06: ABE Level 1 Application Tracker after Deficiency Addressed

Note that the color of the *Intake* banner has changed to yellow and the status has changed to *In Progress*. This status has changed because the deficiency has been addressed and the application has been put back into the Intake queue for review by the DDOE L&C team.

## Application Complete – ABE Level 1 Permit Issued

Once the deficiencies, if raised, have been resolved and the application has been approved by the DDOE L&C team, the information on the *View My Applications* page will change to:





Figure AB1-CMP-01: ABE Level 1 Application Tracker after Permit Issued

An email will be sent to the Educator primary email address to notify that the application has been approved. Go to your email provider mailbox and find the email sent from <u>deeds@doe.k12.de.us</u> with the Subject **DDOE – Adult Basic Education, Level 1 Permit Application Approval.** 

Click View My Credentials button on the Educator Dashboard and scroll down to Other Permits Section.

Other Permits							
C Show As							
Credential Definition	Credential No	First Issuance Dele	Effective Date	Expiration Date	Credential Status		
Adult Basic Education (ABE), Level 1	235818	06(30)/2021	06/38/2021	00/38/2024	lesued		

Figure AB1-CMP-02: ABE Level 1 Credentials after Permit Issued

There is a new listing in the *Other Permits* section for the *Adult Basic Education (ABE), Level 1* Permit. One of the most important pieces of information is the *Expiration Date*. When the Permit is due to expire, the Educator will need to apply for an *Adult Basic Education (ABE), Level 2* Permit.

Congratulations! The Adult Basic Education, Level 1 Permit has been successfully issued.

#### Print Certificate – Level 1

Once the *ABE Level 1* Permit has been issued, the Permit can be printed. From the *Educator Dashboard*, click either the *Print My Credentials* button or the *View My Credentials* button on the right side of the page. Either option will direct you to the *Credentials* tab of the user data. At the top of the page is a *Print and Download Credentials* section:

Select a License SciDici V	
Select a Document Type - Solect	
Consents Reset	

Figure AB1-PC-01: ABE Level 1 Print Credentials Form

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

Pri	nt and Download Credentials		-
Select a Livense : Select a Document Type :	Select -      Actual Basic Education (ASE), Level 1 - 235616)	Ford Real	
		Contraction Provide	

Figure AB1-PC-02: ABE Level 1 Print Credentials Certificate Options

The list of options displayed is limited to the credentials that have been issued to the user. Select the *Adult Basic Education (ABE), Level 1* option. Click the down arrow to the right of the *Select a Document Type* dropdown list and select the *Wall Certificate for Permits* option from the list.

	Print and Download Credentials	
Select a Lic	se : Adult Basic Education (ABE). Level 1 🐱	
Select a Document	e : Wall Certificate for Permits	
	Gerierate Rese	

Figure AB1-PC-03: ABE Level 1 Print Credentials Selection

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 user's computer. Go to the Downloads folder and locate newly generated credential file. Open pdf file to view contents:



Figure AB1-PC-04: ABE Level 1 Wall Certificate

A wall certificate of the *Adult Basic Education (ABE) Level 1* permit, suitable for framing, has been downloaded to the user computer.

During the credential selection process described above, a number appeared in the **Select a License** dropdown list next to the certificate name, in this example: **Adult Basic Education (ABE), Level 1 – 235818**.

	Pr	int and Download Credentials			-
	Select a License : Select a Document Type :	- Select - - Select - Adult Basic Education (ABE), I	-) Level 1 - 235610		
				Economia Reset	
Other Permits					
Show AB					
Credential Definition	Credential No	First Issuance Date:	Effective Date	Expiration Date	Credential Status
Adult Basic Education (ABE). Lovel 1	235818	06(30)/2021	00/38/2021	06/38/2024	lesued

Figure AB1-PC-05: ABE Level 1 Certificate Identification Number

This number associated with the certificate is the identification number of the credential issued to the individual. Note that the *Other Permits* table on the *View My Credentials* page lists *235818* in the *Credential No* column, which corresponds with the credential selected for printing.

## Apply for Adult Basic Education, Level 2 Permit

To obtain the *Adult Basic Education, Level 2 Permit*, the Educator must hold an *Adult Basic Education, Level 1 Permit* first. The application process for the *ABE Level 2 Permit* is similar to the steps for the *ABE Level 1 Permit*, but the required *Application Data* steps will vary. Specific requirements for the ABE Level 2 Permit are outlined in the <u>Requirements</u> section.

An upgrade to the Adult Basic Education, Level 2 Permit is permissible when the Level 1 Permit is within 6 months of expiring. The upgrade requirements are mainly based on clock hour requirements. Clock Hours can be entered in advance or during the upgrade application process. To enter the *Clock Hours* in advance, click the *View My Credentials* button on the *Educator Dashboard* and click the *Clock Hours* tab at the top of the page. Adding *Clock Hours* during the upgrade application process is covered in the following sections of this user guide.

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.

Click *Apply for K-12* button in the upper right-hand portion of the dashboard. List of options is displayed:



Figure AB2-MNU-01: Other Permits Menu Selection

Select Other Permits from the dropdown menu options.

Educator is redirected to *Application Type* selection page:

1 Application Type 2 Application Data		
Application Type Selection		
	Select the Permit type that you are applying for from the list of options. Options that you are not eligible for are disabled.	
	<ul> <li>Apply for e Paraeducator Permit and/or Certificate</li> </ul>	
	<ul> <li>Apply for an Adult Education Permit</li> </ul>	
	Apply for a Resident Advisor in the Statewide Programs for Autum and for the Destifikard of Hearing Permit.	
	<ul> <li>Apply for a Interpreter Tubor for the Deer/Hard of Hearing Permit.</li> </ul>	
	<ul> <li>Apply for an Upgrade to a Adult Basic Education (ABE). Loval 2 Permit</li> </ul>	
	Apply for an Upgrade to a James H. Groves Adult High School, Level 2 Permit	
	Prevènus Next	

Figure AB2-ATS-01: Other Permits Application Type Options

Note the numbered arrows that are displayed across the top of the data entry area, as these are the pieces of information that are required to complete the application request. The *Application Type* arrow is highlighted blue to signify that the user is currently on this step in the process.

The numbered 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.

The *Apply for an Upgrade to a Adult Basic Education (ABE), Level 2 Permit* that was previously disabled will be enabled for selection if the corresponding Level 1 Permit has already been issued and is within 6 months of expiring.

Select *Apply for an Upgrade to a Adult Basic Education (ABE), Level 2 Permit* radio button from the list of options.



Figure AB2-ATS-02: Apply for an Upgrade to an Adult Basic Education (ABE), Level 2 Permit Option Selection

#### Click the *Next* button.

Annolation Type     2: /4pokanion Date
Requirements
To upgrade from an Adult Basic Education (ABE), Level 1 Pormit to an Adult Basic Education (ABE), Level 3 Pormit, the requirements are: • Must have provided 25 dock hours in the Math or English/Language Arts content areas while holding a Level 1 Permit for three (3) years and then apply for the Level 2 Permit. To maintain and renew, the Adult Basic Education (ABE), Level 2 Permit, the requirements are: • Must complete 45 dock hours of approved professional development in the Math or English/Language Arts content areas every five (5) years to maintain and renew the Level 2 Permit. • Must complete 45 dock hours of approved professional development in the Math or English/Language Arts content areas every five (5) years to maintain and renew the Level 2 Permit.
Previous Create Application

Figure AB2-ATS-03: ABE Level 2 Create Application

To upgrade from an Adult Basic Education (ABE), Level 1 Permit to an Adult Basic Education (ABE), Level 2 Permit, the requirements are:

• Must have provided 25 clock hours in the Math or English/Language Arts content areas while holding a Level 1 Permit for three (3) years and then apply for the Level 2 Permit.

To maintain and renew the Adult Basic Education (ABE), Level 2 Permit, the requirements are:

- Must complete 45 clock hours of approved professional development in the Math or English/Language Arts content areas every five (5) years to maintain and renew the Level 2 Permit.
- Must not receive more than one (1) unsatisfactory summative evaluation during the term of the Level 2 Permit.

If the requirements are satisfied, click *Create Application* button to start the process.

Once the application has been created, it can be paused at any time by clicking the *Save Application For Later* button in the upper right hand side of the page. To resume editing of the application, click *View My Applications* button on the *Educator Dashboard*, find the Permit Title in the *Application Type* column and click *Continue Application* button. Likewise, the application can be withdrawn at any time by clicking the *Withdraw Application* button in the upper right-hand side of the page.

#### Application Data – Level 2

The *Application Data* window is presented:

ation		
		Application For Adult Basic Education (ABE), Level 2
Instructions	0	Instructions
Personal Information Review	0	This Adult Education Permit Application process is designed to walk you through the progression of steps required to apply for an Adult Bask Education, Level 2 Permit.
Experience	0	Note the green bars that appear on the left as these are the pieces of information that are required to complete the Adult Basic Education, Level 2 Permit application process. Some of the steps may be informational in nature and do not require action. Instructions will be provided at each step.
Clock Hours	0	As you progress through the steps in the process, the status icons on the green bars will charge from a red x to a green v to signify that the step has been completed. All bars must be completed in
Criminal Affirmation	0	order to submit the application.
Application Submission	0	Save & Rec

Applying for an *Adult Basic Education, Level 2 Permit* is designed to guide the user through the series of steps that need to be completed in order to submit the application. The *Application Type* arrow that was previously highlighted is now disabled (gray) and the *Application Data* arrow is highlighted blue to signify that the user is currently on this step in the process.

Note the green bars on the left, as these are the pieces of information that are required to complete the application request. The green bars that appear on the left include: *Instructions, Personal Information Review, Experience, Clock Hours, Criminal Affirmation* and *Application Submission*. Some of the steps may be informational in nature and do not require action. Instructions will be provided at each step.

The *Instructions* bar is highlighted and designated with a red X to signify that the step has not yet been completed. Read the Instructions that appear in the *Instructions* box.

Click *Save & Next* button.

The *Instructions* bar is designated with a green V to signify that the bar has been completed.

Personal Information Review – Level 2

Figure AB2-AD-01: ABE Level 2 Application Data

The *Personal Information Review* bar is highlighted and designated with a red X to signify that the step has not yet been completed.

			Application For Ad	ult Basic Education (ABE), Leve	el 2				
studiona	0			Personal Infe	ormation Review				
coord Internation Review		Personal information instructions:							
reterre		The Personal Information that you enter	red previously is displayed below.						
etc Brown		<ul> <li>Rease check the inform</li> <li>Ensure the Hume/Maille</li> </ul>	ition for accuracy and completeness to a Address section is completed with y	Jodate the information as appropriate. Your current address					
an hours		<ul> <li>if you do not wish to rep</li> </ul>	eive text messages, uncheck the text of	nessage authorization checkbox.					
minal Attreation	•	<ul> <li>If therapes are made to 5</li> <li>Citic Sever &amp; Next to citit</li> </ul>	ne information, cico, savey Opskole. Enua						
Northan Submassion	•	First Norse *	Erma	Profe	+ Select +				
		Middle ficance		5470	- Select -				
		Last Nevo *	Enters	Professorial Title	Select	*			
		538 -	716-71-6716	Gester	D man	Other			
		1006	07/16/1976	401	44				
		Home/Mailing Address							
		Home/Mailing Address							
		Home/Mailing Address							
		Home/Mailing Address	P16 Cardove Carde						
		Home/Mailing Address Mn Swetter 1 Stert twe 2	716 Cardove Circle		Datasase			10704	
		Home/Mailing Address	716 Gardove Cardie Middletown	State	Defense		<b>y</b>	2g 19709	
		Home/Mailing Address	716 Cardove Circle 716 Cardove Circle Middletown New Castle	Star Covery	Defensive United States		<b>v</b> )	2p 19799	
		Home/Mailing Address	17% Cardow Carde Medietourn New Caste 100% 3000 3000 /7% 813-2147	State: County, Perception tradit	Delaware United States net/Flogmailtopt com		<b>v</b>	2p 15709	•
		Home/Mailing Address	1716 Cardow Circle Middletzen New Carde 2000, 2000, 2000, (718) 817-7167	State: Coordig: PersonyLines Knail: Stocardig: Email	Delaware Urbed States scd?16@eveileabtr.com (red)sered.com		<b>v</b> )	29 19799	•
		Home/Mailing Address	17% Cardove Cardie Middetoure Telev Cardie (2000, 500, 5000, (216), 517,2167 Telecolard Is aren let teneragies la De M	Struct Country, PromyLow Enail Sourciery Enail Sourciery Enail	(Delaware Urbed States scd?Higgenilesbr.com programmicane			20 (1979)	
		Home/Mailing Address	(7% Cardove Cicile Medictum Teine Cardon (7%) et 7.3 % (7%) et 7.3 % (7%) et 7.3 %	Stree: Overly, Perception & Strat: Structure front: Moniform	Delaware United States sci116@servit.com pro@servit.com		*	20 [10709	v SvedAddtr

Figure AB2-PIR-01: ABE Level 2 Personal Information Review Bar

The *Personal Information* bar steps are identical to those outlined when applying for the *Adult Basic Education (ABE), Level 1 Permit*. The steps are listed below for completeness.

The *Personal Information* entered previously is displayed. Check the information for accuracy and completeness. Ensure that the *Home/Mailing Address* section is completed with your current address. If you do not wish to receive text messages, uncheck the text message authorization checkbox. Update the information, as appropriate. If changes are made to the information, click *Save/Update*.

Click Save & Next button.

The **Personal Information Review** bar is designated with a green  $\vee$  to signify that the step has been completed.

# Experience – Level 2

The *Experience* bar is highlighted and designated with a red X to signify that the step has not yet been reviewed. If Experience data has been added to the system for the educator, it will appear here; otherwise, the table will be blank.

				A	polication For	Adult Basic	Education	(ABE), Lev	el 2						
Instructions	0							Ехр	ariance						
Personal Information Review Experience Class Haure Criminal Alternation Application Submission	0 0 0 0	Experience I	nstructiona: Click Add Exper The new Experi Document sub + 1	ésec to enter inform ence data will appes tission: ducator Coly + if your - All say choide Valueto Sci tactos Sci	ation that is relevan in the Experience r where the docum ity astantiated docum ing the appropriate f	t to your backgro soord table below write previously write must be en any from the lict	and and the Cer I if the information and wish to use to official, original of in Special Nates	theate request on in the table hern for this ap ocy submitted and forwarding	ed. Click Sove t is incorrect or alloatton, shac directly to you (it to the appro-	o save changes incomplete, cli in the box under in HR department opriate organiza	: A the percilico r "Use Taward A nt ar to Licensur Mon.	s in the Actions opixetion" = & Certification	column to colit t n and then uplas	ite information, t aded. You may as	is appropriate. pedifie this process by
		Special Note The following Earn Earn Earn Earn	Cici Save & Are s: forms may be us E - Verification of ENT - Verification of C - Verification of C - Verification of	<ul> <li>Alterne</li> <li>wit to continue.</li> <li>ed to verity Experient</li> <li><u>Teaching Experient</u></li> <li><u>a of Non-Teaching E</u></li> <li><u>Student Teaching E</u></li> <li><u>Student Teaching E</u></li> </ul>	rtely, you can usikan ren 22 Xaparianna Form toppam Clinical Experience	a new Experien	ce document. Sel	ect the desired	Occurrent Typ	e from the dro	odown list and c	lick inside the o	Socument valoat	i area to select a	file from your compute
															Showing 1 to 0 of 0 re

Figure AB2-EXP-01: ABE Level 2 Experience Bar

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

If *Experience* data has been added to the system for the educator, it will appear in the *Experience* table; otherwise, the table will be blank. If *Experience* data is listed in the table, then adding additional information is optional. However, if the *Experience* table is blank, then the user is required to add *Experience* information. Any data that can be entered as proof of *Experience* is encouraged and will support the subsequent review and approval process. If additional experience data is not needed, click *Save & Next* to continue and <u>skip</u> to the next step. Otherwise, follow the instructions in this section to *Add Experience* information.

Click the **Add Experience** button.

Work Type :*	-Select Employment Type-	~		
School Type :	-Select School Type-	•	Place :*	
State .*	-Select State-	~	City : •	
Begin Date : "	MM/DD/YYYY		End Date : *	MM/DD/YYYY
Years :			Months :	
Grade and Subjects :			Full Time :	0
Satistactory Evals :			Comments :	
				Save Cancel

Figure AB2-EXP-02: ABE Level 2 Add Experience Form

*Experience* form is presented for entering experience related information specific to the ABE Level 2 application request. The required fields are designated with a red \* and include: *Work Type, Place, City, State, Begin Date* and *End Date*. Dropdown lists are provided for *Work Type, School Type*, and *State,* 

offering valid options to choose from. The *Begin Date* and *End Date* entry fields require *MM/DD/YYYY* format. Complete the required fields specific to work *Experience*.

Click *Save* button to save new *Experience* information.

New *Experience* data entered is displayed at the bottom of the window.

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
	Psychology	Private	DE	Tatnall	Hockessin	09/02/2018	06/01/2020	2			Yes	No			e 🖞

Figure AB2-EXP-03: ABE Level 2 Experience Table

Optionally, the **Used toward Application** checkbox can be checked. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked.

If the information is incorrect or incomplete, click the pencil icon in the *Actions* column to edit the information, as appropriate.

Click *Save & Next* button.

The *Experience* bar is designated with a green  $\vee$  to signify that the step has been completed.

## Clock Hours – Level 2

The *Clock Hours* bar is highlighted and designated with a red X to signify that the step has not yet been completed.

			App	lication For Adult E	Basic Education (ABE), Lev	el 2			
Instructions	0	· No respet found.							
Personal Information Review	0								
Experience	0	Clock Hours Instructions The cumber of recursed	: lock hours is clanandant on t	ve licence or nermit baine o	neraded or raneward. Chack the ranuit	smorts to dotormina t	the number of clock hours to be	etered	
Cloth Hours	0	Click Add	Clock Moury to enter clock ho	ars that is relevant to the lic	ense ar permit spalitation. Clock hour	s entered must be em	ned within the term of the ligens	e or permit.	
Criminal Alternation	0	Uplost de     Continue	comentation in the form of p ic add clock houry, as needed	if or image file to support t to satisfy the requirements	he clock hours entered. Click Seve to a of the upgrade or renewal request.	ave changes			
Application Submeakers	0	Click Sove	& Meet to continue.						And Clock Ho
			Verified Total Hours	1.10	UniVerified Total Hours: 0.00		Total Hours: I	00	Accepted Hours: 0.00
									Showing 1 to 0 of 0 rep

Figure AB2-CLH-01: ABE Level 2 Clock Hours Bar

As a general rule, educators are encouraged to keep their clock hours current in the DEEDS system throughout the term of the permit. In this way the educator's data is always up to date and everything is complete and ready to go at upgrade or renewal application time.

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

above. The **No record found** message can be dismissed by clicking the x in the upper right-hand corner of the red banner. If clock hours have been added, they will appear in the **Clock Hours** table.

Above the *Clock Hours* table is a summary of the clock hours. The summary shows *Verified Total Hours*, *Unverified Total Hours*, *Total Hours* and *Accepted Hours*. *Verified Total Hours* are hours that have been checked and verified by the L&C team. Conversely, *Unverified Total Hours* are hours that have been entered by the educator, but not yet checked and verified by the L&C team. *Total Hours* are the summation of the *Verified Total Hours* and *Unverified Total Hours* values. Lastly, *Accepted Hours* are hours that have been accepted by the L&C team toward the 25 clock hours requirement for upgrading from an ABE Level 1 permit to an ABE Level 2 permit.

If additional clock hours are not needed, click *Save & Next* to continue and <u>skip</u> to the end of this section. Otherwise, follow the instructions in this section to *Add Clock Hours* information.

Category/Option :*	-Select Category/Option-	~		
Title/Description :* Begin Date :* Hours :*	MM/DD/11197		Completed Date 😯	MM/DD/YYYY
Document Type	Date	Link		Action
		No Record F	ound	
Document Type -*	Belect DocumentType- 🗸			Associate Existing Documents
Document 14	Drop file here to upload or click	here to browse and select file(s	) to upload.	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: Cancal

# Click the Add Clock Hours button.

Figure AB2-CLH-02: ABE Level 2 Add Clock Hours Form

*Clock Hours* form is presented for entering clock hours related to the upgrade application request. 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. Clock hours need to be earned within the term of the ABE Level 1 permit. If clock hours are either before the *Begin Date* or after the *Completed Date*, then they are not considered valid for the upgrade application.

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 <u>Associate Document</u> section for a detailed description of the how to associate a document.

If the *Clock Hours* document has not been associated, then follow the next steps to upload the document for the adult education permit 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 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.	Verified Total Hours: 20.00 Total Hours: 20.00			Accepted Hours: 0.00
					11		Showing 1 to 0 of 0 records
Category/Option	Title/Description	Begin Date	Completed Date	Hours	Ventication	Documents	Actions
Professional Conferences/Workshops	Adult Ed Workshop	08/17/2020	08/20/2020	20.00	Not Verified	Clock Hours	

Figure AB2-CLH-06: ABE Level 2 Clock Hours Summary and Table

If the information is incorrect or incomplete, click the pencil icon in the *Actions* column to edit the information, as appropriate.

Continue to <u>add Clock Hours</u> until the 25 clock hours requirement for the upgrade to ABE Level 2 application has been satisfied.

Click the Save & Next button.

The *Clock Hours* bar is designated with a green  $\vee$  to signify that the step has been completed.

## **Criminal Affirmation – Level 2**

The *Criminal Affirmation* bar is highlighted and designated with a red X to signify that the step has not yet been completed.

ion		
		Application For Adult Basic Education (ABE), Level 2
winactions	0	Criminal Affirmation
ersonal Information Review	0	Criminal Affermidian Inductions
VDRIBDOR	63	<ul> <li>Answer the Common Agrimmettion by selecting either the Version No radio button.</li> </ul>
	~	<ul> <li>sees the symmotom symm symmotom symmotom symm symmotom symmotom symmotom symmotom symmotom symmoto</li></ul>
lock Hours	0	<ul> <li>Oist the / common to electronic agruption checkbox.</li> </ul>
Sevenal Alfoniation	•	<ul> <li>Sign the diministrative years pain time in the approximative test, this exclusion signature is regard unrung.</li> <li>October 48 Metric Softman:</li> </ul>
aplication Setmission	0	1.* There you ever here convicted of or entread a face of gaily or eclo contendence (as contend to any follow, minimumor or any other circuit) offense (contending moving violations), including any other circuits (so the circuits to effect you have received a particult, in any particulture).
		Affinedies Affiliantii The undersigned accounting to bay in the person who completed and signed this application. Built the datements contained in this application are true. Built he undersigned has not suppressed any information built right affect this application. Built he assessment information in a material processment and and applications are built be completed on at rescalar to the applications or credents and manazory reporting of such actions in the Addremy General to further action, and that the undersigned has near and understands the address to the address of the applications or credents and manazory reporting of such actions in the Address General to further action, and that the understands the address the address.
		5 großen * Trae san Squature Dole * 0711/2021

Figure AB2-CRI-01: ABE Level 2 Criminal Affirmation Bar

The *Criminal Affirmation* bar steps are identical to those outlined when applying for the *Adult Basic Education (ABE), Level 1 Permit*. The steps are listed below for completeness.

One question related to criminal background is displayed. Answer the question by selecting either the **Yes** or **No** radio button. The question is a mandatory field and must be answered to move forward.

The Affirmation Affidavit states: The undersigned, according to law, is the person who completed and signed this application, that the statements contained in this application are true, that the undersigned has not suppressed any information that might affect this application, that the undersigned understands that participating or cooperating in fraud or material deception in order to be credentialed could result in the denial or revocation of the application or credential and mandatory reporting of such actions to the Attorney General for further action, and that the undersigned has read and understands this affidavit.

The electronic signature, which is legally binding, signifies that the Educator acknowledges and affirms the above statement which is made under penalty of perjury. The *I consent to electronic signature* checkbox is a mandatory field and must be checked to continue.

Sign the affirmation by typing your name in the *Signature* field. The *Date* field is auto-populated with the current date and is a read-only field.

ation		
		Application For Adult Basic Education (ABE), Level 2
Instructions	0	Criminal Attenution
Personal Information Review	0	Cilininal Affination Instructions:
Experience	0	<ul> <li>Arosen the Oshinad Affiniation succitors by selecting other the Norrado botton.</li> <li>Based the Affiniation Affiduate samplify to sincure that you are soone of other you are signing. The electronic signature, which is legally binding, signifies that the Educator eclinous/edges and affirms the affidavit, which</li> </ul>
Clock Hairs	0	mude under prentry of perjura. • Elick for / search and the electronic class.
Criminal Allimation	0	<ul> <li>Sign the affirmation by typing your name in the Signature field. This electronic signature is legally binding.</li> <li>Click sove &amp; Most to continue.</li> </ul>
Application Submission	0	1.7 Hear you entro bases connected of or interest a place of pathy to note contenders (no contend) to any follow, mademanus or any other contends afferers (socheding moving violations), including any of the society of these for which you have received a parton, in any particulation?
		Affinisation Affidavit The undersigned, according to use in the person who completed and signed this spplication, that the statements constanted in this application are true, that the undersigned has not suppressed any information that m pits affect the application and that the undersigned has not suppressed any information that m pits affect the application are true. That the undersigned has not suppressed any information that m pits affect the application are structed and and the statements and and true structed and are structed and and the statements and and understands that application are mediated on the undersigned true structed and and the structed and and the statements are structed and are structed and and true structed and and the structed and understands that application are structed and and true structed and and the structed and understands that application are structed and and true structed and true stru
		😂 I consent to electronic equation = -
		Constant / Encode Finited

Figure AB2-CRI-02: ABE Level 2 Criminal Affirmation Form Completed

Click the Save & Next button.

The *Criminal Affirmation* bar is designated with a green  $\vee$  to signify that the step has been completed.

## **Application Submission – Level 2**

The *Application Submission* bar is highlighted and designated with a red X to signify that the step has not yet been completed.

ation		
		Application For Adult Basic Education (ABE), Level 2
Inductions	0	Application Submission
Personal Information Review	0	Application Submission Instructions:
Experience	0	<ul> <li>Click the Submit Application button below to submit your application and begin the review process.</li> <li>You can monifor the status of your application or your Educator Dashboard which will be used as the main communication channel moving forward.</li> </ul>
Clock Hours	0	
Criminal Affirmation	0	
Application Submission	0	

Figure AB2-APS-01: ABE Level 2 Application Submission

The *Adult Basic Education, Level 2 Permit Application* process is complete, in that all the information has been provided and is ready for submission.

Optionally, you can review the information provided within the individual steps by clicking on the corresponding green bars.

You can monitor the status of your application by clicking *View My Applications* button on the *Educator Dashboard*. The *Educator Dashboard* will be used as the communication channel going forward.

Click *Submit Application* to complete the application process.

Confirmation of the application submission is presented along with additional information:

CONFIRMATION OF APPLICATION RECEIVED BY THE	DELAWARE DEPARTMENT OF EDUCATION	
Thails you for completing your online application. Your application will be text if horbor intermation is required, we will contact you via antal in the term of a While your application is contact, you will not be able to take any information additional documents is response to DOE correspondence.	wed ense we have received all the required documents indicated. Deficiency later which we indicate any lature with year application year have antered. Hereover, you may growto an uplood any	
If applying with college credits/degree, please make sure you submit an	official college transcript to either:	
DEEDS Early Learning	K-12 Licensure & Certification	
Divervan Department of Ellucation Arts: DEEDB Early Learning John S. Tournand Building 411 Fedoral Sector, Janle 41 Dever: DE 15901	Dolavaro Dapartmat of Education Licensure 5 Contration Costa Education Revenues Cartal 35 Commerce Vite, Subart 1 Down, or 19004	
302-735-4236	392-857-3388	
OR Send dischenically to: daesteanlyearning@dea.c12 de.ue	CR Send electronically to doeds@doe.k12.do.up	
You may track the status of your application of any time by logging in to	your OEEDS 3-8 account and viewing your Educator Dashboard under New My Applicant	lons.
		Birth Ty Dirdbird

Figure AB2-APC-01: ABE Level 2 Application Submission Confirmation

In addition to the on-screen confirmation, an email is sent to the user. Go to your email provider mailbox and find the email sent from <u>deeds@doe.k12.de.us</u> with the Subject **DE Dept of Education** - **Important Application Information.** 

Click Back To Dashboard button.

#### **Application Tracker - Level 2**

User is directed to the *View My Applications* page. The new *Adult Basic Education (ABE), Level 2* permit application is shown:

1	2	<b>_</b> ( <b>)</b>	<b>•</b>		Application 1	ype.	Submitted Date	View PDF	
		0	Ê		Upgrade to Adult Besic Education (ABE), Level 2		07/15/2021	View Application	Withdraw
Application	Intako	Quality Review	Analyst Review	Finaliza					
Completed	In Progress	Not Started	Not Started	Not Started					
•	2	•		3	Application Type	Submitted Date	View POF		
	12	0	Ê	10	Adult Basic Education (ABE), Level 2	07/16/2021	View Application	wimar	ow -
Application	Intake	Quality Review	Analyst Revise	Finalize					
Completed	In Prograss	Not Started	Not Started	Not Started					

Figure AB2-APT-01: ABE Level 2 Application Tracker – Application Pending

Note that the *Application* banner is green to signify that this step has been completed and the status appears as *Completed*. The *Intake* banner is yellow to signify that this step is in progress and the status appears as *In Progress*. From this point forward, status can be monitored via the *View My Applications* button on the *Educator Dashboard*. 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. The *Adult Basic Education (ABE), Level 2* permit application progress can be monitored through this tab.

The *View My Applications* tab 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.

To the right of the Application Tracker are the details of the *Adult Basic Education (ABE), Level 2* application submitted in the previous steps. *Upgrade to Adult Basic Education (ABE), Level 2* is displayed in the *Application Type* column along with the *Submitted Date*. A *View Application* link is provided in the *View PDF* column, allowing the user to view and print a pdf version of the application details that were submitted. Although this is not necessary, it can be useful for reference. Additionally, a *Withdraw* button is provided so that the application can be withdrawn at any time.

Click the *Home* button to move back to the *Educator Dashboard* home page.

# View Credentials – Level 2

From the *Educator Dashboard*, click the *View My Credentials* button on the right.

The *Adult Basic Education (ABE), Level 2 Permit* can be found in the *Other Permits* section. Scroll down to the *Other Permits* section to see the following:

her Permits					
ihow All					
Credential Definition	Credential No	First lasuance Date	Effective Data	Expiration Data	Credential Status
Permit	108748	10/01/2018			Approxim Pending
	100716	1000000000	00010000	10.01/02/	and and

Figure AB2-VMC-01: ABE Level 2 View My Credentials - Application Pending

Note that *Permit* appears in the Credential Definition column and shows a status of *Application Pending*. The *Adult Basic Education (ABE), Level 1 Permit* that is already held by the educator is listed below and shows a *Credential Status* of *Issued*.

Once the *Adult Basic Education (ABE), Level 2 Permit* application has been submitted, the application is directed to the DDOE Licensure & Certification (L&C) team for review and approval.

From this point forward, all communication is done through this *View My Application*s page on the *Educator Dashboard*. The educator can monitor status and respond to deficiencies, as raised by the DDOE L&C team.

For the **Adult Basic Education (ABE), Level 2 Permit** application, deficiencies are handled in exactly the same way as they were handled for the **Adult Basic Education (ABE), Level 1 Permit** application. When a deficiency is raised by the DDOE L&C team, the educator must **Respond to the Deficiency** and **Resubmit** the application for further review and approval. To review the process for responding to deficiencies, refer to the **Deficiencies** section of this document. Within the instructions and screen shots, simply substitute Level 2 wherever Level 1 is listed.

# Application Complete – ABE Level 2 Permit Issued

Once the deficiencies, if raised, have been resolved and the application has been approved by the DDOE L&C team, the information on the *View My Applications* page will change to:





Figure AB2-CMP-01: ABE Level 2 Permit Upgrade Complete

An email will be sent to the Educator primary email address to notify that the application has been approved. Go to your email provider mailbox and find the email sent from <u>deeds@doe.k12.de.us</u> with the Subject **DDOE** - **Adult Basic Education**, **Level 2 Permit Application Approval**.

Click View My Credentials button on the Educator Dashboard and scroll down to Other Permits Section.

ther Permits					
Show All					
Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
Adult Basis Education (ABE), Level 2	108746	10/01/2018	66/01/2021	06/01/2821	Incued
Adult Basic Education (ABE), Level 1	105746	10/01/2018	06/01/2021	10/01/2021	Previous

Figure AB2-CMP-02: ABE Level 2 View My Credentials - Permit Issued

There is a new listing in the *Other Permits* section for the *Adult Basic Education (ABE), Level 2* Permit. The new Level 2 Permit appears at the top of the list and shows a status of *Issued* in the *Credential Status* column. The Level 1 Permit now shows a status of *Previous* in the *Credential Status* column since the Level 2 Permit has replaced the Level 1 Permit. Only one of these Adult Basic Education permits can be active at any one time. One of the most important pieces of information is the *Expiration Date*. When the Permit is due to expire, the educator will need to renew the *Adult Basic Education (ABE), Level 2* Permit.

Congratulations! The Adult Basic Education (ABE), Level 2 Permit has been successfully issued.

#### **Print Credentials - Level 2**

Once the *ABE Level 2* Permit has been issued, the Permit can be printed. From the *Educator Dashboard*, click either the *Print My Credentials* button or the *View My Credentials* button on the right side of the page. Either option will direct you to the *Credentials* tab of the user data. At the top of the page is a *Print and Download Credentials* section:

-		tlais	nt and Download Creden	Prir
		*	- Select -	Select a License :
		~	- Select -	Select a Document Type :
	Generate Reset			

Figure AB2-PC-01: ABE Level 2 Print Credentials Form

Click the down arrow of the Select a License dropdown list.

Print and Download Credentials	-
Select a Document Type	
	Enverate Head

Figure AB2-PC-02: ABE Level 2 Print Credentials Certificate Options

The list of options displayed is limited to the credentials that have been issued to the user. Select the *Adult Basic Education (ABE), Level 1* option. Click the down arrow to the right of the *Select a Document Type* dropdown list and select the *Wall Certificate for Permits* option from the list.

Pri	t and Download Credentials
Select a Livenne : Select a Document Type :	Adult Basic Education (ABE), Level 2 ♥    Vital Cartificate for Parmits ♥
	Generate Ress

Figure AB2-PC-03: ABE Level 2 Print Credentials Selection

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 user's computer. Go to the Downloads folder and locate newly generated credential file. Open pdf file to view contents:



Figure AB2-PC-04: ABE Level 2 Wall Certificate

A wall certificate of the *Adult Basic Education (ABE) Level 2* permit, suitable for framing, has been downloaded to the user computer.

During the credential selection process described above, a number appeared in the **Select a License** dropdown list next to the certificate name, in this example: **Adult Basic Education (ABE), Level 2 – 108746**.

		Print and Download Credentials			-
	Beford a Lionnen Select a Document Type	- Select - Select - Adult Basic Education (ABE). Lev	♥) 81 2 - 108746		
				Generale Reput	
Other Permits					
🗆 Show All					
Cradeotial Definition	Credential No.	First his same bats	Effortive Dela	Expiration Date	Credential Statue
Adult Basic Education (ABE), Le	val 2 108746	10/01/2018	06/01/2021	06/01/2021	haued

Figure AB2-PC-05: ABE Level 2 Certificate Identification Number

This number associated with the certificate is the identification number of the credential issued to the individual. Note that the *Other Permits* table on the *View My Credentials* page lists *108746* in the *Credential No* column, which corresponds with the credential selected for printing.

## **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.

Search:				
	Document Type	Date	Link	
0	Updated ARTC Welcome Letter	07/10/2021 12:40:00 PM	Download	
2	High School Transcript	07/10/2021 9:43:25 AM	Download	
1	College Transcript (HR & DOE Only)	07/10/2021 9:43:03 AM	Download	
)	New Application	07/10/2021 8:44:49 AM	Download	

Figure DEM-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 <u>Upload</u> <u>Document</u>.

	Document Type	Date	Link
1	Updated ARTC Welcome Letter	07/10/2021 12:40:00 PM	Download
	High School Transcript	07/10/2021 9:43:25 AM	Download
1	College Transcript (HR & DOE Only)	07/10/2021 9.43.03 AM	Download
) (	New Application	07/10/2021 8:44:49 AM	Download

Figure DEM-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**.