

## **Educator Dashboard User Guide**

This user guide will provide an overview of the functionality contained within the Educator Dashboard.



#### Sections:

- DEEDS 3.0 Access
- <u>Header</u>
  - o <u>Home</u>
- <u>Contact Information</u>
- Bulletin Board
- Menu Icons
  - o Apply for Early Learning
    - Early Learning Certificate
    - <u>Career Lattice Update</u>
    - Specialty Training
    - STARS Credentials
  - o <u>Apply for K-12</u>
    - Licensure and Certification
    - Paraeducator Permit
    - Other Permits
    - Graduate Salary Increment
    - Salary Stipend
    - <u>STS Certificate</u>

- Support Personnel
- What can I do Today?
  - Edit My File
    - Personal Info
    - <u>Correspondence</u>
    - <u>Coursework</u>
    - <u>Credentials</u>
    - <u>Documents</u>
    - <u>Experience</u>
    - <u>Nat/Pro Certificates</u>
    - <u>Other</u>
    - <u>Student Teaching</u>
    - <u>Transcripts</u>
    - DIEEC (EL)
    - PD Training (EL)
    - <u>Class Schedule</u>
    - Clock Hours (K-12)
    - Emergency/COE
    - Employment History
    - Evaluations
    - <u>Financial</u>
    - OOS Credentials
    - Graduate Salary Increments
    - <u>Stipends</u>
    - <u>Tests</u>
  - Print Credentials
  - View My Applications
  - View My Credentials
  - View My Documents
  - View My Emails
  - View Payment Receipt
  - Early Learning Website
  - K-12 Website
- o <u>Help</u>
  - <u>Early Learning Website</u>
  - K-12 Website
  - Application Tracker
- Quick Link Buttons
  - o View/Update My File
  - o <u>View My Applications</u>
  - o <u>View My Credentials</u>
  - o <u>Print My Credentials</u>
- <u>Footer</u>

- <u>General Instructions</u>
  - o <u>Associate Document</u>
  - o <u>Upload Document</u>

### 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.



Figure EDB-INT-01: Delaware Department of Education DEEDS 3.0 Educator Dashboard

The Educator Dashboard consists of a number of sections, namely <u>Header</u>, <u>Contact Information</u>, <u>Bulletin</u> <u>Board</u>, <u>Menu Icons</u>, <u>Quick Link Buttons</u> and <u>Footer</u>. The sections and their contents will be described in this user guide.

#### Header



The header information appears at the top of the *Educator Dashboard* and contains elements that are both active and inactive. A brief description of the two types follows.

**Inactive Items**: These items include titles, logos, and headers that are not clickable. These elements are informational in nature and do not offer any action. Inactive items in the header include objects such as the **Delaware Department of Education** logo, **DEEDS 3.0** logo and **Delaware Department of Education** header text. To confirm that an item is inactive, move the mouse over the item and the pointer does not appear as a hand.

Active Items: These items are available to provide functionality within the system and are clickable. The only active item in the header is the *Home* button. To confirm that an item is active, move the mouse over the item and the pointer changes to a hand to indicate that the item can be selected.

#### Home

Arguably the most important button on the *Educator Dashboard* is the *Home* button.



Figure EDB-HOM-01: Educator Dashboard Home Button

This button appears to the left of the *Educator Dashboard* header text and looks like a house within a green circle. The *Home* button will always bring the user back "home" to this page. If navigating through pages, and not sure how to get back, simply click the *Home* button to get back to the dashboard.

#### **Contact Information**

Licensure & Certification Delaware Department of Education Attn: Licensure & Certification Collette Education Resource Center 35 Commerce Way, Suite 1 Dover, DE 19904 302-857-3388 deeds@doe.k12.de.us

DEEDS Early Learning Delaware Department of Education Attn: DEEDS Early Learning John G. Townsend Building 401 Federal Street, Suite #2 Dover, DE 19901-3639 302-735-4236 deedsearlylearning@doe.k12.de.us

Figure EDB-CTI-01: Delaware Department of Education Contact Information

Contact information is listed on the left side of the *Educator Dashboard*. There are two sections: *Licensure & Certification* and *DEEDS Early Learning*, as these are the two major categories of educators that the DEEDS system supports. The contact information includes address information, telephone number and email address.

#### **Bulletin Board**



DEEDS 3.0 is the newly integrated certification system for the Delaware Department of Education. This enhanced system is used to store educator data and credential public and charter school teachers, administrators, adult and prison education educators and staff and early childhood and school-age professionals.

Figure EDB-BB-01: Educator Dashboard Bulletin Board

The *Bulletin Board* section appears in the middle of the *Educator Dashboard*. The bulletin board is for announcements and general information that is important to all educators.

#### Menu Icons



Figure EDB-MI-01: Educator Dashboard Menu Icons

The icons that appear in the upper right-hand corner of the dashboard directly under the header are referred to as menu icons, as they look like icons, but behave like menus. There are four (4) menu icons: *Apply for Early Learning, Apply for K-12, What can I do Today* and *Help*. These menu icons represent the high-level categories of functionality contained within DEEDS for the educator.

To see the options associated with a menu icon option, click on the menu icon. A dropdown list of options, or sub-menu options, will appear below the menu icon. A sub-menu option must be selected in order to initiate any action for performing the selected function.

An overview of each of the menus and sub-menus follows along with links to specific user guides, if applicable.

#### **Apply for Early Learning**

The *Apply for Early Learning* menu icon presents all the options related to early learning applications. Click the *Apply for Early Learning* menu icon.



Figure EDB-EL-01: Apply for Early Learning Menu Icon Options

A dropdown list of sub-menu options is presented. One of the sub-menu items must be selected in order to initiate action toward one of the options. The *Apply for Early Learning* sub-menu options are detailed in the following sections, along with links to specific guides and resources, if applicable.

#### **Early Learning Certificate**

The *Apply for Early Learning / Early Learning Certificate* sub-menu is used to apply for an Early Childhood or School Age Qualification certificate.

Click the *Apply for Early Learning* menu icon. A list of sub-menu options is displayed.

Move the mouse over the *Early Learning Certificate* menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.



Figure EDB-ELC-01: Early Learning Certificate Menu Selection

Select *Early Learning Certificate* from the dropdown menu options.

Educator is redirected to *Certificate Group* selection page:

(1) Application Type	2 Certificate Application	3 Certificate Questions	(4) Certificate Results	5 Application Data		
Certificate Group						
			Choose the Group	you wish to apply for us	ing the dropdown list and then click Next.	
			- Select -		v	
				Previous	hinst	

Figure EDB-ELC-02: Early Learning Certificate Group Selection

A dropdown list is presented to specify the Certificate Group being applied for. Click the down arrow of the *Certificate Group* dropdown list

1 Application Type	2 Centicate Application	3 Certificate Questions	4 Centricate Results	6 Application Data
Certificate Group				
			Choose the Group	you wish to apply for <mark>using</mark>
			- Select -	
			Early Childhood	

Figure EDB-ELC-03: Early Learning Certificate Group Options

Select the option that is being used as basis for movement to the next educational stop on the career lattice. The *Create New Application* button is enabled to continue the application process. Refer to the Early Learning User Guide for a detailed description of how to apply for an *Early Learning Certificate*.

#### **Career Lattice Update**

The *Apply for Early Learning / Career Lattice Update* sub-menu is used when you are able to provide additional training or education to advance to the next step level on the Career Lattice. This application is not required if also applying for a qualification certificate.

Click *Apply for Early Learning* menu icon. A list of sub-menu options is displayed.

Move the mouse over the *Career Lattice Update* menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.



Figure EDB-ECL-01: Early Learning Career Lattice Update Menu Selection

Select *Career Lattice Update* from the dropdown menu options.

Educator is redirected to *Career Lattice Update Requirements* selection page:

1 Application Type	2 Career Lattice Application	3 Application Data		
Requirements				
		To qualify for a <i>Coreer Lottice</i> update (movement from one educational step Apply for Career Lattice Review Using)	p to the next), submit additional education in support of the option chosen.	
		Previous	te New Application	

Figure EDB-ECL-02: Early Learning Career Lattice Update Requirements Selection

A dropdown list is presented to specify the additional education that has been achieved to support the movement from one educational step to the next on the career lattice. Click the down arrow of the *Apply for Career Lattice Review using* dropdown list

1 Application Type	2 Coreer Lattice Application	3. Application Data		
Requirements				
		To qualify for a Career Lattice update (movement from one educational step t	to the next), submit additional education in support of the option chosen	
		Apply for Career Lattice Review Using:		
		Previous	Degree PD Training Coursework	]

Figure EDB-ECL-03: Early Learning Career Lattice Update Options

Select the option that is being used as basis for movement to the next educational stop on the career lattice. The *Create New Application* button is enabled to continue the application process. Refer to the Early Learning User Guide for a detailed description of how to apply for a *Career Lattice Update*.

#### **Specialty Training**

The *Apply for Early Learning / Specialty Training* sub-menu is used to apply for an Office of Child Care Licensing specialty that will be added to a qualification certificate.

Click *Apply for Early Learning* menu icon. A list of sub-menu options is displayed.

Move the mouse over the *Specialty Training* menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.



Figure EDB-EST-01: Early Learning Specialty Training Menu Selection

Select *Specialty Training* from the dropdown menu options.

Educator is redirected to the *Specialty Training Type* selection page:

(1) Application Type	Speciatored Training Application	3 Application Data					
Select a Type							
			To qualify for Specialized Training you must	have completed one of the	e following:		
			<ul> <li>Fifteen (15) clock hours of tra</li> <li>One 3-credit college course sp</li> </ul>	ining specific to the conter pacific to the content area	nt area requested requested		
			Specialty Training Type.	- Select -	•		
			Apply for Specialized Training Using:	- Select -	*		
			Provious	te New Application			

Figure EDB-EST-02: Early Learning Specialty Training Type Selection

Two dropdown lists are presented to specify the specialty training type category and the manner in which the training was achieved. Click the down arrow of the *Specialty Training Type* dropdown list.

1 Application Type	2 Specialized Training Application	3 Application Data			
Select a Type					
			To qualify for Specialized Training you must	have completed one of the t	ollowing:
			<ul> <li>Fifteen (15) clock hours of trail</li> <li>One 3-credit college course sp</li> </ul>	ining specific to the content secific to the content area re	area requested quested
			Specially Training Type	Seléct	~
			Apply for Specialized Training Using:	Administration Infant/Toddler	
			Previous	e New Application	J:

Figure EDB-EST-03: Early Learning Specialty Training Area Options

Select the option that represents the area that the specialty training was achieved. Options include: *Administration, Infant/Toddler* and *School Age*. Once the *Specialty Training Type* selection has been made, click the down arrow of the *Apply for Specialized Training Using* dropdown list.

1 Application Type	Specialized Training Application	3 Application Data			
Select a Type					
		To	quality for Speckritzed Training you must + Friteen (15) clock hours of tra - One 3-credit college course p - Specarity Training Type: Apply for Specarized Training Using:	have completed one of the 1 ining specific to the content pacific to the content area ro – Select – Select – Select	tallowing: carea requested equested v
			Provious	Coursework	

Figure EDB-EST-04: Early Learning Specialty Training Attained Options

Select the manner in which the specialized training was attained. Options include: **PD Training** and **Coursework**. Once both options have been selected, The **Create New Application** button is enabled to continue the application process. Refer to the Early Learning User Guide for a detailed description of how to apply for an Office of Child Care Licensing specialty.

#### **STARS Credentials**

Use this link when applying for professional credentials that recognize a level of achievement and expertise that reflects current research and best practice.

The *Apply for Early Learning / STARS Credentials* sub-menu is used to apply for professional credentials that recognize a level of achievement and expertise that reflects current research and best practice.

Click *Apply for Early Learning* menu icon. A list of sub-menu options is displayed.

Move the mouse over the *STARS Credentials* menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.

	Apply for Early Learning Apply for K-12 What can I do Today?
Help	Early Learning Certificate
Use this link when applying for professional credentials that	Career Lattice Update Specialty Training
and expertise that reflects current research and best	STARS Credentials
practice.	

Figure EDB-ESC-01: Early Learning STARS Credentials Menu Selection

Select *STARS Credentials* from the dropdown menu options.

Educator is redirected to the *STARS Credential* selection page:

Application Type     2 STARS Organization Optimized publication     4 Application Data	
Requirements	
To qualify for a STARS Credential you must submit an official college transcript in support of the Credential(s) you are applying	ig for. If you have an official transcript on file with us, there will be an option to apply the transcript toward the application.
Select the STARS Credentian	- Select - *
Prevident	a New Application

Figure EDB-EST-02: Early Learning STARS Credential Type Selection

A dropdown list is presented to specify the *STARS Credential* that is being applied for. Click the down arrow of the *Select the STARS Credential* dropdown list.

Apprication Type 3 STARts Crestential Application 3 Application Data		
lequirements		
To qualify for a STARS Credential you must submit an official college transcript in support of the Credential(s) you are applying	ng for. If you have an official transcript on file with us, there will be an option t	o apply the transcript toward the application.
Select the STARS Credential	- SERL -	*
Prévious Drais	Administration Credentiat Curriculum and Assessment Credential Farrity Criticale Credential Indust Credential	

Figure EDB-EST-03: Early Learning STARS Credentials Options

A list of STARS Credential options are displayed. Select the option that represents the STARS Credential being applied for. The *Create New Application* button is enabled to continue the application process. Refer to the Early Learning User Guide for a detailed description of how to apply for a STARS Credential.

#### Apply for K-12

The *Apply for K-12* menu icon presents all the options related to K-12 applications. Click the *Apply for K-12* menu icon.



Figure EDB-K12-01: Apply for K-12 Menu Icon Options

A dropdown list of sub-menu options is presented. One of the sub-menu items must be selected in order to initiate action toward one of the options. The *Apply for K-12* sub-menu options are detailed in the following sections, along with links to specific guides and resources, if applicable.

## Licensure and Certification

The Apply for K-12/ Licensure and Certification sub-menu is used to apply for licensure and certification.

Click *Apply for K-12* menu icon. A list of sub-menu options is displayed.

Move the mouse over the *Licensure and Certification* menu option. As the mouse hovers over the menu option, help text is displayed to provide a quick overview of the purpose.



Figure EDB-LC-01: K-12 Licensure and Certification Menu Selection

Select *Licensure and Certification* from the dropdown menu options.

Educator is redirected to *Application Type* selection page:



Figure EDB-LC-02: K-12 Licensure and Certification Application Type Options

Select Apply for an Educator License and/or Certificate radio button.



Figure EDB-LC-03: K-12 Licensure and Certification Application Type Selection

When the **Apply for an Educator License and/or Certificate** option is selected, the following arrows are added across the top: **Certificate Selection**, **License Questions**, **License Results**, **Certificate Questions**, **Certificate Results** and **Application Data**. These arrows represent the progression of steps required to define the Licensure and Certification application.

Note that steps (3) License Questions and (4) License Results are included in the process because every educator is required to have a License before getting a Certificate. An educator is required to have one License, but can more than one Certificate. The License Questions and License Results arrows will always be shown; however, these steps will be skipped if the educator has already obtained a License or has applied for one.

The 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. Click the red **Cancel Application** button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

Click the Next button to continue.

Educator is redirected to *Certificate Selection* page:

Area Choose the area that you wish to eacly for using the drop down list.  Soloct -	1 Application Type	2 Certificate Selection	3 License Questions	(4) License Results	5 Certificate Questions	6 Certificate Repuits	7 Application Data
Choose the area that you wish to apply for using the drop down list Solect • •	Area						
Select 🗸 🗸					Choose the area that you wish to a	apply for using the drop down list.	
					- Select	×	
Previous					Previous	Next	

Figure EDB-LC-04: K-12 Licensure and Certification Area Selection Step

For a K-12 Certificate, the *Certificate Selection* step is broken into three parts: *Area*, *Sub-Area* and *Certificate*. For each of these steps the educator will need to select from a dropdown list of options based on selection in the previous step. An example of the step-by-step process for *Certificate Selection* follows.

A dropdown list is presented to specify the *Area* of the K-12 certificate. Click the down arrow of the *Choose the area you wish to apply for using the dropdown list* dropdown list.

1 Application Type 2 Centilicate Soluction 3 License Questions 4 Licen	nse Recults 🚯 Certificate Questions 🚯 Certificate Recults 🧳 Application Edu
Area	
	Choose the area you wish to apply for using the dropdown kst
	- Select v
	- Select -
Sitil have questions? Email us at intrig doe k12 de us	Administrator Library Specialist Nurse Psychologist Reading Specialist School Courselor School Courselor
	Social Worker Taacher

Figure EDB-LC-05: K-12 Licensure and Certification Area Options

List of options is presented for selection of the *Area* for the K-12 Certificate. Select the desired area of expertise from the *Choose the area you wish to apply for* dropdown list.

3 Application Type	2 Cettine Seedin	3 License Questions	(6) License Results	5) Cetticate Ouestions	8 Certificate Results	7 Application Date
Area						
				Choose the eree yo	ou wish to apply for using the dr	opdesm list
				Teacher		~
				1	Presidous Next	

Figure EDB-LC-06: K-12 Licensure and Certification Area Selection

Click the *Next* button to continue.

<ol> <li>Application Type</li> </ol>	Certificate Selection	3 License Questions	4 License Results	5 Centricate Overstons	6 Certificale Results	7 Application Data
Certificate Area						
			Choose cert	ficate sub-area		
			- Selec	le:		*
				Previou	s Next	

Figure EDB-LC-07: K-12 Licensure and Certification Sub-Area Selection Step

A dropdown list is presented to specify the *Certificate Sub-Area* of the K-12 certificate. Click the down arrow of the *Choose the certificate sub-area from the dropdown list* dropdown list.

Application Type     (2) Contribution Solocition     3 License Ox	vestions 4 License Results 5 Certificate Qu	estions 6 Certificate Results	7 Application Data
Certificate Area			
	Choose the cartificate su	b-area from the dropdown list below	
	- Select		*
Still have questions? Email us at info@doe.k12.de.us	Select -     Early Care (Birth &     Early Care (Birth &     Exceptional (Birth-     Elementary K-6     Languages K-12;     ModeL Level 6.8 (I)     Special Areas (Art,     Mathematics 9-12; (Vai)     Social Studies 9-1     Social Studies 9-1     Secondary Vocati     Silled and Technia	o Grade 2) Grade 2 Spec Ed, Gifted & Talented (Billingual, English, Learners, English, Math, Science, EA & Social Studies , Health, Music, PE) (Adii G-a In a Middle School) veras (Dance, Theatre, Drivers Ed) G & B in a Middle School) and (CTS, Ag, Bus Ed, FCS, Marketl (at Sciences (Trade & Industry)	1, Spec Ed K-12) 1, World Languages) 5) ting, Tech Ed)

Figure EDB-LC-08: K-12 Licensure and Certification Sub-Area Options

List of options is presented for selection of the *Sub-Area* for the K-12 Certificate. The options presented are based on the *Area* selected in the previous step. Select an option from the *Choose the certificate sub-area* dropdown list.

See Children (Chil	2 Certificate Delection	3 License Questions	4 License Results	6 Certificate Questions	6 Certificate Results	7 Application Data
Certificate Area						
				Choose the certificate sub-area from	n the drop down list below	
				Middle Level 6-8 (Math, Scie	ence, ELA & Sociel Studies)	

Figure EDB-LC-09: K-12 Licensure and Certification Sub-Area Selection

Click the *Next* button to continue.

1 Application Type	ertilicate Selection 3 Licer	ae Questions 🛛 4 License Re	sults 5 Certificate Questions	6 Contrincate Results	🧭 Application Data
Certificate					
			Choose Certificate		
			- Select -		~

Figure EDB-LC-10: K-12 Licensure and Certification Certificate Selection Step

A dropdown list is presented to specify the K-12 *Certificate*. Click the down arrow of the *Choose Certificate* dropdown list.

1 Application Type 2 Certificato Solocion 3 Licence Questions 4 Licence Rec	sults 5 Certificate Questions 6 Certificate Results	7 Application Data
Certificate		
	Choose Certificate	
	- Select	v
	<ul> <li>Select Middle Level English Language Arts Teacher (C Middle Level Mathematics Teacher (Grades 6-8 Middle Level Social Studies Teacher (Grades 6-8) Middle Level Social Studies Teacher (Grades 6-8)</li> </ul>	Grades 6-8) 3) 8)

Figure EDB-LC-11: K-12 Licensure and Certification Certificate Options

List of options is presented for selection of the K-12 *Certificate*. The options presented are based on the *Area* and *Sub-Area* selected in the previous two steps. Select desired K-12 Certificate from the *Choose Certificate* dropdown list.

Application Type     2 Centrality Deletion	3 Literse Questions	<ol> <li>License Results</li> </ol>	5 Cettore Questions	8 Certificate Results	(7) Application Data
Gertificate					
			Choose Certificate Middle Lovol Mather	natics Teacher (Grades 6-8)	÷
			1	Previous Nest	

Figure EDB-LC-12: K-12 Licensure and Certification Certificate Selection

Click the *Next* button to continue.

User is presented with *Requirement Options for Licensure* and *Requirement Options for the Certificate* selected.

annen optione								
UCTIONS:								
are several ways that an educator may qualify for a Brense o	r Certificate. Below are Options that are	available for meeting credential rec	quirements.					
r to process the application request, you must meet ALL of t	he requirements in ONE of the Options I	sted below. Review the Options to	ensure that you qualify	for the License or Certificate being applied for.				
elieve that you are eligible for the specified Certificate, click	Create New Application to continue.							
Requirement Options for Licensure			Requ	irement Options for Middle Lev	el Mathema	tics Teacher (Grades 6-8)		
tion 1	100		Option 1					
Regutements	Dee	cription/Eviamico		Requirements		Description Evidence		
29 you have a Bachelor's or a Matler's degree in any area from a re accessible codege or university?	egionally Official Transcript sent to Catego oi University	DEEDS from Human Resources of	Do you hu you are a	Dib you had a full, current, and valid credentile in the area for which you are applying than a clare other than cleanare? Unit the Lowing of the Additional Information Integration of the Additional Integration of t				
Hare you completed the Delayers student teaching requirement for loansure? Official Transcript sent to DEEDS from Human Resources o College or University			Option 2	Option 2				
Have you passed or plan to take the Performance Assessment?	Official Score Report			Reguraments		Description/Evitience		
pton 2			Have you Mathema	passed the PRAYUS II ETS Test #5169 - Model Scho SCRT	offici	al Goore Report		
Roquinaments	Description	EVIDANISA:	Do you ai	ready hold a Delaware Standard Certificate in another	coxwell Offic	e Transcript sent to DEEDS from Human Resources or College or		
Do you have at least four years fully crecentialed feaching or idministrator experience?	Out-ol-State Expension: Form E - Experier located in DEEDS	ice, In-State Experience is arready	atea		Links	nay		
lo you have a Bachelor's or a Master's degree in any area from a	Official Transcript sent to DEEDS from Hum	an Resources or College or University	Option 3	Cyton 3				
episnery econested the Delevane studiet teachist concentrat				Requirementa Description/Evidence				
r licensure?	Official Transcript sets to DEEDS from Hurt	ian Resources or Cottege or University	Have you	Have you passed the PRAXIS II ETS Test #5169 - Middle School Mathematics? Official Score Report		Official Score Report		
Do you hold a full, current, and valid ordernial in the area for which you are applying frem a state other than Delaware? You the Licensure and Conflication website for Out of State Applicant Centilization internation. https://www.doc.int2.de.us/Pape/2004		tor Out of State Applicant Certification 12 de un Page/2504	et mariele Do Jon In	we a Bachelor's or Graduate degree from a regionally 4y7	scciegged coyaba	Official Transcript sent to DEEDS from Haman Resources or College or University		
E sub								
aini s'								

Figure EDB-LC-13: K-12 Licensure and Certification Requirement Options

Once the K-12 Certificate has been specified, *Requirements Options* are displayed. The *Requirement Options for Licensure* will only appear if this is the first Certificate being applied for. Once an educator has obtained a License or successfully applied for a License, the *Requirement Options for Licensure* will not appear in the K-12 Certificate Application process. The *Requirement Options for Licensure* are always the same and are not specific to the Certificate selected. However, the *Requirement Options for the Certificate* are specific to the Certificate that is being applied for.

The *Create New Application* button is enabled to continue the application process. Refer to the K-12 Certificates User Guide for a detailed description of how to apply for *K-12 Licensure and Certification*.

#### **Paraeducator Permit**

The *Apply for K-12 / Paraeducator Permit* sub-menu is used to apply for a Paraeducator Permit. There are three Paraeducator Permit types in Delaware:

- Service Paraeducator Permit
- Instructional Paraeducator Permit
- Title I Paraeducator Permit

An educator can be issued any or all of the permit types, depending on the individual qualifications.

Click *Apply for K-12* menu icon. List of options is displayed.

Select *Paraeducator Permit* from the dropdown menu options.



Figure EDB-PP-01: Paraeducator Permit Menu Selection

Educator is redirected to *Paraeducator Permit Application* page. Educator is redirected to *Application Type Selection* page.

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.	
	Apply for a Paradilucator Fermit and/or Contricate	
	Apply for an Adult Education Permit	
	C Apply for a Recident Advisor in the Statewide Programs for Autism and for the DeatSHard of Hearing Permit	
	Apply for a Interpreter Tutor for the DeafiHard of Hearing Permit.	
	Apply for an Upgrade to a Adult Basic Education (ABE), Level 2 Parmit	
	Apply for an Upgrade to a James H. Groves Adult High School, Level 2 Permit	
	Prindram Nint	

Figure EDB-PP-02: Paraeducator Permit Application Type Options

Select Apply for Paraeducator Permit and/or Certificate radio button.

() Application Type	2 Paraeducator Permit Application	Application Data
Application Type 3	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 Paraeducator Parmit and/ur Cardificata
		Apply for an Adult Education Permit
		🔿 Apply for a Resident Advisor in the Statewide Programs for Autism and for the DealPHard of Hearing Permit
		Apply for a interpreter Totor for the Dealihant of Heating Permit
		<ul> <li>Apply for an Upgrade to a Adult Basic Education (ABE), Level 2 Permit</li> </ul>
		🕐 Apply for an Upgrade to a Jamez H. Grovice Aduit High School, Locel 2 Permit
		Previous   West

Figure EDB-PP-03: Paraeducator Permit Application Type Selection

When the *Apply for Paraeducator Permit and/or Certificate* option is selected, a *Paraeducator Permit Application* arrow is inserted at the top. Click the *Next* button to continue.

1 Application Type	<ul> <li>Paracducator Pormit Application</li> </ul>	3 Apprication Data
Requirements		
		This Paraeducator Permit Application process is designed to walk you through the progression of staps required to apply for a Paraeducator Permit.
		There are three types of Paraeducator Permits in Delaware;
		Tidle Paraedustor     Instructional Faraeducator     Service Paraeducator
		There is no need to specify which type is being applied for. The Paraeducator Permit(o) issued will be based on your eligibility and qualifications.
		Click Create New Application to start the process.
		Wreykous Create New Application

Figure EDB-PP-04: Paraeducator Permit Requirements

Note the arrows that appear above the Requirements section, as these represent the progression of steps required in the Paraeducator Permit application process. The **(1)** *Application Type* step is skipped since the Application Type of Paraeducator Permit has already been selected. The **(2)** *Paraeducator Permit Application* arrow is highlighted blue to indicate that the educator is currently on this step. *Paraeducator Permit Requirements* are presented for review.

The *Create New Application* button is enabled to continue the application process. Refer to the Paraeducator Permit User Guide for a detailed description of how to apply for a Paraeducator Permit.

#### **Other Permits**

The Apply for K-12 / Other Permits sub-menu is used to apply for one of the following permits:

- Adult Basic Education, Level 1 Permit
- Adult Basic Education, Level 2 Permit
- James H. Groves Adult High School, Level 1 Permit
- James H. Groves Adult High School, Level 2 Permit
- James H. Groves Adult High School, Level 3 (Administration) Permit
- Interpreter Tutor for the Deaf/Hard of Hearing Permit
- Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing Permit

Click Apply for K-12 menu icon. List of options is displayed.

Select Other Permits from the dropdown menu options.



Figure EDB-OP-01: Other Permits Menu Selection

Educator is redirected to *Application Type* selection page:

pplication Type Selection		
	Select the Permit type that you are applying for fram the list of options. Options that you are not aligible for are disabled.	
	Apply for a Paraeducator Permit and/or Certificate	
	Apply for an Adult Education Permit	
	Apply for a Resident Advisor in the Statewide Programs for Aution and for the Deat Hant of Hearing Permit.	
	<ul> <li>Apply for a interpreter Turtor for the DeathHard of Hearing Permit</li> </ul>	
	Apply for an Upgrade to a Adult Basic Education (ABE), Level 2 Permit	
	Apply for an Upgrade to a James H. Oroves Adult High School. Level 2 Permit.	
	Previous Twus	

Figure EDB-OP-02: Other Permits Application Type Options

Note the arrows that appear above the *Application Type Selection* section, as these represent the progression of steps required in the application process. The *Application Type* arrow is highlighted blue to indicate that the educator is currently on this step.

The 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. Click the red **Cancel Application** button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

The Apply for a Interpreter Tutor for the Deaf/Hard of Hearing Permit and Apply for a Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing Permit radio buttons direct the educator directly to the application start step.

The last two options: *Apply for an Upgrade to an Adult Basic Education, Level 2 Permit* and *Apply for an Upgrade to a James H. Grove Adult High School, Level 2 Permit* are only enabled if the educator has obtained a corresponding Level 1 Permit first.

The *Apply for an Adult Education Permit* radio button requires an extra step, as it represents all of the following permits:

- Adult Basic Education, Level 1 Permit
- James H. Groves Adult High School, Level 1 Permit
- James H. Groves Adult High School, Level 3 (Administrator) Permit.

Click the radio button associated with the permit that is being applied for.



Figure EDB-OP-03: Other Permits Adult Education Application Type Selection

When a radio button option is selected, a second arrow is inserted after (1) Application Type and the text of the newly inserted arrow reflects the permit type selected. In this example, the Apply for an Adult Education Permit radio button is selected and a new arrow (2) Adult Education Permit Application is added.

Click the *Next* button to continue.

1 Application Type	Adult Education Permit Application	3 Application Data				
Requirements						
		Select the d	esired Adult Education Permit type from the Se	fect an Adult Education Permit (	o Apply For dropdown list.	
		Click Create	New Application to start the application proces	55.		
			Select an Adult Education Permit to Apply For	- Select -	~	
			Previous	In New Application		

Figure EDB-OP-04: Adult Education Application Type Selection Step

Permit application Instructions are presented to the educator. If the *Apply for an Adult Education Permit* option was selected, then an additional level of selection is required. If any other permit option is selected, then no selection is required. If present, click the down arrow of the *Select an Adult Education Permit to Apply For* dropdown list.

1 Application Type	2 Adult Education Permit Application	3 Application Data		
Requirements				
		Select the desired Adult Education Permit type from the Se	ect an Adult Education Permit to Apply For dropdown list.	
		Click Create New Application to start the application proces	s.	
		Select an Adult Education Permit to Apply For.	- Select - V	
		Previous	James H. Groves Adult High School, Level 1 James H. Groves Adult High School, Level 1 (Administrator)	

Figure EDB-OP-05: Adult Education Application Type Options

Adult Education Permit options are presented in the dropdown list. Select the desired permit.

1 Application Type	2 Adult Education Plant Application 3 Application Diate
Requirements	
	Select the desired Adult Education Permit type from the Select an Adult Education Permit to Apply For dropdown list. Click Create New Application to dark the application process.
	Select an Adult Education Permit to Apply For: James H. Groves Adult High School, Level 1 🗸
	Providuo: Create New Application

Figure EDB-OP-06: Adult Education Application Type Selection

Once the permit has been specified, the *Create New Application* button is enabled to continue the application process. The remainder of the application process steps are detailed in the individual user guides.

For a detailed description of how to apply for any *Adult Basic Education Permit*, refer to the Adult Basic Education Permit User Guide.

For a detailed description of how to apply for any *James H. Groves Adult High School Permit*, refer to the Groves Adult High School Permit User Guide.

For a detailed description of how to apply for an *Interpreter Tutor for the Deaf/Hard of Hearing Permit*, refer to the Interpreter Tutor Permit User Guide.

For a detailed description of how to apply for a *Resident Advisor in the Statewide Programs for Autism* and for the Deaf/Hard of Hearing Permit, refer to the Resident Advisor User Guide.

#### **Graduate Salary Increment**

The *Apply for K-12 / Graduate Salary Increment* sub-menu is used to apply for a salary increment. Some educators who have obtained additional credentials and meet the eligibility requirements for a salary increment may apply. The details of these requirements are outlined on the <u>Graduate Level Salary</u> <u>Increments</u> page of the <u>Licensure & Certification</u> website.

Click *Apply for K-12* menu icon. List of options is displayed.

Select *Graduate Salary Increment* from the dropdown menu options.



Figure EDB-SI-01: Graduate Salary Increment Menu Selection

#### Educator is redirected to Salary Increment Application page.

1 Application Type 2 Solary	Increment Application	Application Data				
Requirements						
		se ci	elect the appropriate Education level from the <b>Ap</b> lick <b>Create New Application</b> to start the process. Apply for Salary Increment Using.	<b>aly for Salary Increment Using:</b> dropdo	wn list.	
			Provious	New Application		

Figure EDB-SI-02: Graduate Salary Increment Basis Selection Step

Note the arrows that appear above the *Requirements* section, as these represent the progression of steps required in the application process. The *Salary Increment Application* arrow is highlighted blue to indicate that the educator is currently on this step.

The 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. Click the red **Cancel Application** button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

**Salary Increment Instructions** are presented along with a dropdown control to specify the credentials used to support the salary increment application request. Click the down arrow of the **Apply for Salary Increment Using** dropdown list.

Application Type     Binlary Incommant Application     3 Application Data	
Requirements	
Select the appropriate Education level from the A	ppiy for Salary Increment Using: drapdown list.
Click Create New Application to start the process.	
Apply for Salary Increment Using:	~
Previous Creater	Two Years of College Associates Degree Less fina Bachelors Degree Bachelors Degree
Still have questions, contact us	Bachelors Degree +18 Bachelors Degree +30
	Masters Degree Masters Degree +16
Copyright © 2021 ( Delaware Dopartme	Masters Degree +30 Masters Degree +45
	Doctorate Degree

Figure EDB-SI-03: Graduate Salary Increment Basis Options

List of options is presented for selection of the credential being used to apply for a salary increment. Select an option from the *Apply for Salary Increment Using* dropdown list.

1 Application Type	2 Satary Incomment Application	3 Application Data	•		
Requirements					
			Select the appropriate Education level from the A Click Create New Application to start the process	uply for Salary Increment Using: dropdown list	
			Apply for Salary increment Using:	Masters Degree	]
			Previous Create	• New Application	

Figure EDB-SI-04: Graduate Salary Increment Basis Selection

Once the salary increment basis has been specified, the *Create New Application* button is enabled to continue the application process. Refer to the Salary Increments User Guide for a detailed description of how to apply for a *Graduate Salary Increment*.

## **Salary Stipends**

The *Apply for K-12/ Salary Stipends* sub-menu is used to apply for a salary stipend. Some educators who hold national certifications may apply for and earn a salary stipend. The details of these requirements are outlined on the <u>National Certification & Stipends</u> page of the <u>Licensure & Certification</u> website.

Click *Apply for K-12* menu icon. List of options is displayed.

Select *Salary Stipends* from the dropdown menu options.



Figure EDB-SS-01: Salary Stipends Menu Selection

Educator is redirected to *Salary Stipends Application* page.

Application Type     2 Salary Stepend Application	O Tappination Data
Requirements	
	Please select one of the Salary Stipend as authorized in code under 14 DeLC. 51305(I). Apply to Salary Stipend Liong
	Previous. Create New Application

Figure EDB-SS-02: Salary Stipends Certification Type Selection Step

Note the arrows that appear above the *Requirements* section, as these represent the progression of steps required in the application process. The *Salary Stipend Application* arrow is highlighted blue to indicate that the educator is currently on this step.

The 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. Click the red **Cancel** 

*Application* button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

*Salary Stipends Instructions* are presented along with a dropdown control to specify the certification being used to support the salary stipend application request. Click the down arrow of the *Apply for Salary Stipend Using* dropdown list.

(1) Application Type	2 Selary Stipent Application	3 Application Data		
Requirements				
		Please select one of the Salary Stipend as authorized i	n code under 14 Oel.C. §1305[1].	
		Apply for Salary Stipend Using	×	
		Previous	Teacher, National Board Certified Analologists of Speech Pathologists, Certificate of Clinical Competence Audiclogists of Speech Pathologists, Certificate of Clinical Competence	
Still have questions, conta	et us		Muse Therapits: Exand Certified School Counseion: Nationally Certified School Nurse, Nationally Certified School Psychologist, Nationally Certified	

Figure EDB-SS-03: Salary Stipends Certification Type Options

List of options is presented for selection of the certification being used to apply for a salary stipend. Select an option from the *Apply for Salary Stipend Using* dropdown list.

1 Application Type	<ul> <li>Balary Stipsoid Application</li> </ul>	S Appakation Data	
Requirements			
		Please select one of the Salary Stypend as outhorized in code under 14 Del.C. §1305(i).         Apply for Salary Septend Using.         Teacher: National Board Certified	
		Presidous Create New Application	

Figure EDB-SS-04: Salary Stipends Certification Type Selection

Once the salary stipend certification has been specified, the *Create New Application* button is enabled to continue the application process. Refer to the Salary Stipends User Guide for a detailed description of how to apply for a *Salary Stipend*.

## **STS Certificates**

The *Apply for K-12/ STS Certificates* sub-menu is used to apply for a Skilled and Technical Sciences (STS) certificate.

Click Apply for K-12 menu icon. List of options is displayed.

Select *STS Certificates* from the dropdown menu options.



Figure EDB-STS-01: STS Certificates Menu Selection

#### Educator is redirected to *Certificate Selection* page.

particular and a second s	Contraction of Change Strendered	4 License Results	5 Appleason Data	
Cluster				
			Choose an STS Cluster from the following	t
			- Select -	*
			Previous Next	

Figure EDB-STS-02: STS Certificate Cluster Selection Step

Note the arrows that appear above the *Cluster* section, as these represent the progression of steps required in the application process. The *Certificate Selection* arrow is highlighted blue to indicate that the educator is currently on this step.

Steps (3) License Questions and (4) License Results are included in the process because every educator is required to have a License before getting a Certificate. An educator is required to have one License, but can more than one Certificate. The License Questions and License Results arrows will always be shown; however, these steps will be skipped if the educator has already obtained a License or has applied for one. An educator's first license is referred to as an Initial License and is described in detail in the Initial License Overview.

The 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. Click the red **Cancel Application** button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

For an STS Certificate, the *Certificate Selection* step is broken into three parts: *Cluster, Pathway* and *Program of Study*. For each of these steps the educator will need to select from a dropdown list of options based on selection in the previous step. An example of the step-by-step process for *Certificate Selection* follows.

A dropdown list is presented to specify the high-level category or cluster of the STS certificate. Click the down arrow of the *Choose an STS Cluster from the following list* dropdown list.

(1) Application Type	(2) Cetticate Selection	3 License Questions	(4) License Results	6 Application Data
Cluster				
				Choose an STS Cluster fro
				- Select - - Select - Agriculture Food & Architecture & Cons
ave questions, cont	iact us.			Arts, A/V Technolo Business, Manage Education & Train Einacce
				Health Science Hospitality & Touri Human Services
			Copyrigi	Law & Public Safet Manufacturing
				Science, Technolog Transportation, Dist Marketing, Sales &

Figure EDB-STS-03: STS Certificate Cluster Options

List of options is presented for selection of the *Cluster* for the STS certificate. Select an option from the *Choose an STS Cluster from the following list* dropdown list.

Figure EDB-STS-04: STS Certificate Cluster Selection

Click the Next button to continue.

(1) Application Type	2 Contribuie Selection	3 License Questions	(4) License Results	6 Application Data			
Pathway							
			Choose an STS Fa	attoray from the following list			
			- Select -	· · · · · · · · · · · · · · · · · · ·			
Previous Read:							

Figure EDB-STS-05: STS Certificate Pathway Selection Step

A dropdown list is presented to specify the *Pathway* of the STS certificate. Click the down arrow of the *Choose an STS Pathway from the following list* dropdown list.

(1) Application Type	2 Certificate Selection	3 License Quections	4 License Results	5 Application Data		
Pathway						
			Choose an STS Pa	theay from the following list		
			- Select -			~
			- Select - Skilled and Te	chnical Sciences (STS) Pre	Network Systems (Cisco Networking Academy) vious Next	

Figure EDB-STS-06: STS Certificate Pathway Options

List of options is presented for selection of the *Pathway* for the certificate. The options presented are based on the *Cluster* selected in the previous step. Select an option from the *Choose an STS Pathway from the following list* dropdown list.

(1) Application Type	2 Certificate Selection	3 Loense Questions	4 License Results	S Apprication Data		
Pathway						
			Choose an STS Pa	ithnay hom the bolowing Bat		
			Skilled and Te	chnical Sciences (STS) Network Systems (Cisco Networking Academy) •		
Previous Rest						

Figure EDB-STS-07: STS Certificate Pathway Selection

Click the *Next* button to continue.

1 Application Type 2 Centricate Selection	3 License Questions	License Results     S Auptication Data	
Program of Study			
		Choose a certificate from the following list	
		- Select 👻	
		Previous Next	

Figure EDB-STS-08: STS Certificate Program of Study Selection Step

A dropdown list is presented to specify the *Program of Study* for the STS certificate. The options presented are based on the *Pathway* selected in the previous step. Click the down arrow of the *Choose an STS Program of Study from the following list* dropdown list.

1 Application Type	2 Contribute Selection	3 License Questions	4 License Results	5 Application Data		
Program of Study						
			Choose a certificate from	the following list.		
			- Select		~	
			Skilled and Technic Skilled and Technic Skilled and Technic Skilled and Technic	al Sciences (STS) Network Systems (Cit al Sciences (STS) Network Systems (Co cal Sciences (STS) Network Systems (Ne	sco Networking Academy) mpuler Vetwork Support Technician) (working Systems)	

Figure EDB-STS-09: STS Certificate Program of Study Options

List of options is presented for selection of the *Program of Study* for the certificate. The options presented are based on the *Pathway* selected in the previous step. Select an option from the *Choose an STS Program of Study from the following list* dropdown list.

1 Application Type	2) Contribute Selection	3 License Duestions	4) License Results	6 Application Data				
Program of Study								
			Choose a certificate from	the following list				
			Skilled and Technic	al Sciences (8TS) Network Systems (Networking Systems)				
	Previous Treat							

Figure EDB-STS-10: STS Certificate Program of Study Selection

Click the *Next* button to continue.

Application Type     Cestricale Detection     O     License Questions     Application Data
Requirement Options
Condidate may have experience as a manager of computer operations and controller of systems configurations ensanding fram a specific site or network hub. A candidate in this field understands computer hardware and software and applications, local area (LNA) and wide area (WAR) retworking; principle of information systems security; disk space and traffic load mentioning; data backup, resource allocation, and setup and labedrown procedures. For more information, please see the Bureau of Labor Statistics. Network and computer system administrators.
A qualified candidate with have one or more of the following internation Technology contrications or their equivalent. Electronics and CompTIA Network- Cuthration, CISCD CCNA Cardination, MCSE Certification, CempTIA Service- Cuthration, CISCD CCNA Cardination, or Microsoft MCSM Curtification, or Microsoft MCSM Curtification, CISCD CCNA Cardination, MCSE Certification, CISCD CCNA Cardination, CISCD CCNA Curtification, CISCD CONA Curtification, CISCD CONA Curtification, CISCD CONA CURTIFICATION, CISCD CONA CURTIFICATION, CISCD CURTIFICATI
Current CompTIA Network* Centification, CompTIA Security* Centification, CISCO CCNA Certification, or Microsoft MCSE Centification = two (2) career-related credits each: Current CompTIA Server* Centification and CISCO CCNP Centification = two (3) career-related credits
Previous Create New Application

Figure EDB-STS-11: STS Certificate Requirement Options

Once the STS certificate type has been specified, *Requirements Options* are displayed and the *Create New Application* button is enabled to continue the application process. Refer to the STS Certificates User Guide for a detailed description of how to apply for an *STS Certificate*.

#### **Support Personnel**

The *Apply for K-12/ Support Personnel* sub-menu is used to apply for a Support Personnel certificate. There are three Support Personnel Certificate types in Delaware:

- Professional Secretary Certificate
- Certified Secretary Certificate
- Bachelor's Degree Certificate

Click Apply for K-12 menu icon. List of options is displayed.

Select Support Personnel from the dropdown menu option



Figure EDB-AS-01: Support Personnel Menu Selection

Educator is redirected to *Application Type* page.

Application Type     2 Application Data						
Application Type Selection						
	<ul> <li>Apply for a Professional Secretary Certificate</li> </ul>					
	Apply for a Certified Secretary Certificate     Apply for a Bachelors Degree Certificate					
	Provious					

Figure EDB-AS-02: Support Personnel Application Type Selection Options

Note the arrows that appear above the *Application Type Selection* section, as these represent the progression of steps required in the application process. The *Application Type* arrow is highlighted blue to indicate that the educator is currently on this step.

The 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. Click the red *Cancel Application* button on the right-hand side under the menu icons at any time to cancel the application request that has been initiated.

*Application Type* selections are presented in the form of three radio buttons. Select the Support Personnel Certificate that is being applied for.

Application Type     2 Application Data		
Application Type Selection		
	Apply for a Professional Secretary Certificate	
	Apply for a Certified Secretary Certificate	
	Apply for a Bachelors Degree Certificate	
	Previdus: Next	

Figure EDB-AS-03: Support Personnel Application Type Selection Options

When one of the radio buttons is selected, the Next button is enabled. Click Next to continue.

1 Application Type 2	Application Data
Requirements	
Certified Secretary Certified • Hold a high se • Complete on • • • • • • • • • • • • •	Inte Requirements: chool diploms or cartificate of equivalency; er of the following options: Netter the eligibility requirements for Professional Secretary Certificate AND complete 12 semester hours (regionelly accredited) in business, professional office training, accounting or other related area; AND have a minimum 5 years of office professional work reperience. Prass the Certified Administrative Professional Secretary Certificate AND complete 12 semester hours (regionelly accredited) in business, professional office training, accounting or other related area; AND have a minimum 5 years of office Prass the Certified Administrative Professional Work experience. Prass the National Association of Educational Office Professional Standards Program (PSP), Certificate Level, Option 1; AND complete 12 semester hours (regionally accredited) in business, professional office training, accounting or other related area; AND have a minimum 5 years of office professional Work experience. Prass the National Association of Educational Office Professional Standards Program (PSP), Certificate Level, Option 1; AND complete 12 semester hours (regionally accredited) in business, professional office training, accounting or other related area; AND have a minimum 5 years of office professional Work experience. Prass the National Association of Educational Office Professional Standards Program (PSP), Certificate Level, Option 1; Which includes the completion of at least 12 semester hours (regionally accredited) in business, professional office training, accounting or other related area; AND have a minimum 5 years of office professional work experience.
in you delieve that you are en	Previous Create Application

Figure EDB-AS-04: Support Personnel Certified Secretary Certificate Requirements

**Requirements** are displayed to notify the educator of eligibility requirements for the Support Personnel Certificate selected. If qualifications are met, click the **Create Application** button to continue the application process. Refer to the Support Personnel User Guide for a detailed description of how to apply for an **Support Personnel Certificate**.

#### What can I do Today?

The *What can I do Today*? menu icon presents the most used functions for easy access. Click the *What can I do Today*? menu icon.

#### Figure EDB-DO-01: What Can I Do Today? Menu Icon Options

A dropdown list of sub-menu options is presented. One of the sub-menu items must be selected in order to initiate action toward one of the options. The *What can I do Today?* sub-menu options are detailed in the following sections, along with links to specific guides and resources, if applicable.

#### Edit My File

The What can I do Today? / Edit My File sub-menu allows the educator to edit personal information.

Click the *What can I do Today?* menu icon. List of options is displayed.

Select *Edit My File* from the dropdown menu options.



Figure EDB-EF-01: Edit My File Menu Selection

Educator is redirected to the educator file, which is comprised of the information that has been stored in DEEDS for the educator. Since there is a vast amount of information stored for each educator in the system, the data is broken into categories. These data categories appear as tabs across the top of the page. These data tabs are further divided into three major groupings and are color coded to easily distinguish their purpose. The educator data groupings and corresponding colors are:

- Data shared by K-12 and Early Learning green
- Data specific to K-12 Educators only blue
- Data specific to Early Learning Educators only orange

Within each major grouping, the tabs are also sorted in alphabetic order for ease of use. The following sections will detail each of these categories, or Educator Data Tabs.

The selection defaults to the *Personal Info* tab.

#### **Personal Info**

Correspondence Emergency/COI	Coursework	Credentisis istory Evaluat	Documents ons Financi	Experience al Mentoring	NaL/Pro. Certificates OOS Credentials	Other Personal Inf	Student Te	aching Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Cleck Hours (K-12)
Personal Info												
First Name :*	Victoria						Prefix :	-Select Prefix- 🕶				
Vidde Name		Suffix										
Last Name *	Embers	Professional Title - Select Professional Title - 🗸										
S\$#_^	85#.* 914-91-4914 Bender ○ Mate ○ Famaki ● Onter											
DOB .*	09/14/1974						Age	46				
						Address Contact	Details					23

Figure EDB-TPI-01: Educator Personal Info Tab

The tabs displayed across the top of the page are referred to as Educator Tabs, as each tab contains information specific to the educator. The *Personal Info* tab is selected, and is displayed with a blue border around the tab name to indicate that it is selected.

The *Personal Info* tab contains educator information and is broken into the following sections: *Personal Info, Address Contact Details, Aliases, Identity Documents* and *Military*. The sections each contain a blue header with the name of the section. Depending on the configuration of the page, it may be necessary to scroll down to see all the sections.

The *Personal Info* section displays high level identification data for the educator. The required fields are designated with a red \* and include *First Name, Last Name*, Social Security Number (*SSN*) and Date of Birth (*DOB*). These details were first provided when the educator registered with DEEDS. The *Age* field is auto-calculated based on the *DOB* and is read-only.

		Personal Linto	
First Name :*	Elijah	Prefix :	-Select Preftz- +
Middle Name :		Suffa :	-Select Suffix 🗸
Last Nome ."	Embers	Professional Title :	-Select Professional Title- *
S94 *	414-41-4414	Gerder	🗇 Male 🗇 Female 🔎 Other
DOB -*	04/14/1960	Age :	41

Figure EDB-TPI-02: Personal Info Tab – Personal Info Section

The *Address Contact Details* section contains contact information such as home address, email address and telephone numbers. It is important to keep this information current, as this is the way that DDOE communicates with the educator. To update the information, simply make changes as necessary and click the *Save/Update* button to save the data.

Adn						
Street Line 1.	914 Fairway Ave					
Street Line 2:						
CRy:	Georgetown	Siate	Delaware	*	Zig. 19947	
County/Parish	Sussex	· Coastry	United States			÷
Work Phone	(2000) X00X-2000X	Primary/User Email	scd914@mailinator.com			
Cell	(914) 419-9141	Secondary Email	pe@email.com			

Figure EDB-TPI-03: Personal Info Tab – Address Contact Details Section

The *Aliases* section displays aliases associated with the selected educator. If there are any aliases for the educator, they will be listed in the *Aliases* table; otherwise, the table will be blank. Aliases may include other names used by the educator, such as maiden or married name(s).

	Allacias							
The Allases tab displays aliases associated with the selected educator. If there are any aliases for the educator, they will be listed in the Allases table; otherwise, the table will be blank. Aliases may indude other names used by the educator in legal documents. Click the Add Allases button to add a new Alias. Required fields are designated with a red ". Fill in the information and click Sove to save the data or Cancel to dismiss changes; either option will exit edit mode.								
					Add Aliases			
First Name	Middle Name	Last Name	Туре	Prete	Suffx			

Figure EDB-TPI-04: Personal Info Tab – Aliases Section

Click the Add Aliases button to add a new Alias.

First Name			Last Name (*		
Middle Name ;					
Туре *	Allases	Ŷ			
Prefix :	-Select Prefix-	v	Suffix	-Select Suffix-	~
					Save Cancal

Figure EDB-TPI-05: Personal Info Tab – Add Aliases Entry Form

Required fields are designated with a red \* and include *First Name, Last Name* and *Type*. Fill in the information and click *Save* to save the data or *Cancel* to dismiss changes; either option will exit edit mode. If an Alias is added, it will appear in the Aliases table.



Figure EDB-TPI-06: Personal Info Tab – Aliases Table

The *Identity Documents* section contains documents used to verify the educator's identity. If there are any identity documents that have been added for the educator, they will be listed in the *Identity Documents* table; otherwise, the table will be blank.

		Identity Documents	
Re Description	Document Type	Date Link	Action
		No Record Found	
File Description :	Doc	ment Type * Select DocumentType ~	
Document :*	Drop file flore to upload or click frem to b	owner and select file(s) to upload.	
The set of our one of the		. The set of the left of the set of the set of the left of the set of the se	
			Click here to complete uplaint Cancel

Figure EDB-TPI-07: Personal Info Tab – Identity Documents Section

To add an identity document, click the *Document Type* dropdown list to see a list of options.

File Description .	Document Type :*	-Select DocumentType- ~	
Document 1	Drop file here to upload or click here to browse and s	Birth Certificate Dintros Decites Dintros Decites Dintros Decites Dintros Decites Mariague Certificate Military ID Name Changa Document Proof of egal immigration status State ID U.S. Plassport US Citizenship Document	Click here to complete Upfood Cancel
		US Proof of Birth Abroad	

Figure EDB-TPI-08: Personal Info Tab – Identity Document Type Options

Select the desired *Document Type* from the list. Uploaded files must be in pdf or image format. Add 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 box 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.



Figure EDB-TPI-09: Personal Info Tab – Identity Document Form Completed

Click the *Click here to complete Upload* button.

New document appears in the *Identity Documents* table.

Elle Description	Document Type	Date	Link	Action
DE Driver Ucense	Driver's License	07/23/2021 7:48:33 PM	Download	

Figure EDB-TPI-10: Personal Info Tab – Identity Documents Table

The *Military* section contains information related to the educator's military service. The section is designed to gather information about military service. One question appears in the section: *Have you ever served in the military*?

Military	
Military Service Information	
Have you ever served in the military? : * 🕓 Yes 🚫 No	
	Save & Next Cancel

Figure EDB-TPI-11: Personal Info Tab – Military Section

If the answer is no, then click the **No** radio button and click **Save & Next** to save the data. If the answer is yes, then click the **Yes** radio button.

	Military Service Information
Have you ever served in the military? : " 🙍 Yas 🔘 No	
Are you currently in active service?: 1 🔘 Yes 🕐 No	
	Add Military Service Information
	Save & Next Cancel

Figure EDB-TPI-12: Personal Info Tab – Military Service Questions

Educator is prompted with another question: *Are you currently in active service*? The *No* radio button is selected by default. Click the *Yes* radio button if you are currently in active service. Click *Add Military Service Information* button to add military service details.

		Military Service Information		
twe you ever served in the millitary ?: *  in You Currently in active service? *  in You Currently in active service? *  in You Currently in active service? *  in Your Constant Carps Reserve in Narry Reserve in All Forcently Force Reserve in Coast Duand/Doast Stund Reserve in National Guard Millary Occupetion Specially/Specialities	NG 9			
Date(s) of Service   From .*   MM/DD//Y	ŶŶ		To: MMEDD/YYY	<i>k</i>
File Description	Document Type	Date	Link	Action
		No Record Found		
Fia Description	Direc	mont Type .* -Select DocumentType		Accounting Decuments
Document *	Drop Tile here to upload or click here to b	rowse and select the(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 Cancel

Figure EDB-TPI-13: Personal Info Tab – Add Military Service Information Entry Form

Select the Branch(es) of Service that apply and fill in the Dates of Service From date field.

Complete the bottom section by providing supporting documentation in the form of a pdf or image file. Please ensure that the certification is current and valid prior to adding new military documents. Select the type of document to be uploaded from the *Document Type* dropdown list. 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.

There may be instances where *Military* 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 Associate Document section for a detailed description of the how to associate a document.

If the *Military* document has not been associated, then follow the next steps to upload the 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**.

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 *Save* button to upload document and save military documentation.



Figure EDB-TPI-14: Personal Info Tab – Military Service Table

New military data is displayed in the *Military Service* table.

Note that there is a minus icon in each of the section header bars. By clicking the minus icon, the section can be collapsed. When the minus icon is clicked, the section is collapsed and a plus icon appears in its place, allowing the section to be expanded. When all the sections are collapsed, the view appears as:

Correspondence	Coursework Credentiets	Documents Experience	Nat./Pro. Certificates	Other Personal Info	Student Teaching Transi	opts DIEEC (EL)	FD Training (EL)	Class Schedule	Clock Hours (K-12)	
Emergency/COE	Employment History Eveluation	ions Financial Mentor	ng 005 Credentials	Greduate Salary Increments	Stipends Tests					
<u> </u>				Personal Info						٠
				Address Contact D	caity					٠
				Aliases						+
1				Identiky Docismu	ntu					+
				Military						+

Figure EDB-TPI-15: Personal Info Tab – All Sections Collapsed

To expand any section, click the plus icon. In this way the *Personal Info* tab view can be customized by the educator.

#### Correspondence

**DDOE Licensure & Certification** 

The *Correspondence* tab displays all correspondence that has been sent to the educator by the system.

Click the Correspondence tab.

Correspondence	Coursework	Credentais Do	cumente E	xperience	Nat.iPro Certificates	Other Personal Int	Student Teachin	g Transcripts	DIEEC (EL)	PD Traiming (EL)	Class Schedula	Clock Hours (K-12)
Emergency/COE	Employment History	V Evaluations	Financial	Mentoring	COS Credectals	Graduate Salary increm	ints Stipends	Tests				
						Email						
											e de la companya de la	Search:
.0	late Sent				Sub	ect_			ŝ	Email		Action
7/24/2021 :33:55 AM		Your Selary !	Your Salary Stjpand has been approved								۲	
7/24/2021 00:34 AM		DE Dept of E	DE Dept of Education - Important Application Information								•	
7/23/2021 11:37 PM		Application S	Application Status Update - Action Taken									۲
7/23/2021 10:30 FM		DE Dept of E	ducalian - import	ant Application I	information							۲
7/23/2021 06:06 PM		Change Past	Change Password								٠	
7/23/2021 06:05 FM		Change Fast	iword.									۰
7/23/2021 2:57:29 PM		Existing Lice	nsee Registration	Ú.								۲
7/23/2021 2:67:29 PM		DDOE Licen	ceo Rogistration									۰

Figure EDB-TCR-01: Educator Correspondence Tab

The *Correspondence* table lists all emails that have been sent through the system. For example, when an educator registers with DEEDS, a *DDOE Licensee Registration* email is sent to the user. This email appears at the bottom of the list, as this was the first correspondence with the educator. The emails are sorted in descending chronological order, with the most recent entries at the top.

The information on this tab is read-only and data cannot be added, edited or deleted. However, the *Correspondence* data can be viewed by clicking the eye icon in the *Action* column. Click the eye icon of the *DDOE Licensee Registration* email.

	Email	
Te :*	erd#14@melinabor.com	1
co:	Please inter cumma separated emails	
BCC:	Please order commo separated empis	
DEn	nai a Copy to sender?	
Subject :*	DDCE Liconsee Registration	
Attachment		
	Drop the next to upload or citicit here to boowse and satest free(s) to upload	
Email:		
B I U = = X B	B) Source   [2] (2]   ⊕   ⊕   99	
Dear Victoria Embers		
The Delaware Department of Er portal to maintain your Delaware	ducation has upgraded the Delevere Educator Data System (DEEDS) and Delevere First online licensure system. You are receiving this email because you have registered with the Delevere Department of Education to create your user a aducation credential	

Figure EDB-TCR-02: Educator Correspondence Tab View Email

The email contents are displayed, detailing the **To** email address, the **Subject** and the **Email** contents. If the notification is large, it may be necessary to scroll down to view the entire contents. Click the **Cancel** button to close the email view.

#### Coursework

The *Coursework* tab is displays coursework data that has been added for the educator.

Click the *Coursework* tab.

		Documents Experience	Nat/Pro Certificates Other	Personal Info Student Teaching	Transcripts DIEEC (EL)	PD Training (EL) Class Sch	Clock Hours (K-12)
Emergency/COE	Employment History Evaluat	lions Financial Mentorin	g COS Credentials Gradual	te Salary Increments Stipends	Tests		
				Coursework			
oursework Instructio	15.						
itering Coursework in	formation is optional; however,	any data that can be entered as p	roof of Coursework that is relavant to	o the application is encouraged and will	support any subsequent review a	and approval process.	
<ul> <li>Click Ad</li> <li>The period</li> </ul>	f New Coursework to enter info	irmation that is relevant to the ap	dication request. Click Save Courses	rork to save the changes.	res in the Actions column to edit	the information or amountate	
<ul> <li>Click Sat</li> </ul>	e & Next to continue.	The coulder of k record cable of	and the south addition the capie is o	correct or incompleter citer the periors	contractions contract to earch	the mornanon as appropriate.	
Course Number	Title	Credits	Ored	) Ansatz	Rôn	Month/Year Completed	Received

Figure EDB-TCW-01: Educator Coursework Tab

If any *Coursework* data has been added for the educator, it will be listed in the *Coursework* table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

## Credentials

The *Credentials* tab is used to view and print the educator's credentials.

# 

## Click the *Credentials* tab.

Figure EDB-TCR-01: Educator Credentials Tab

The information on the *Credentials* tab consists of all the academic or educational qualifications of the educator. These credentials include qualifications that are complete or incomplete, as reflected in the status. For example, once an application has been submitted, the credential will appear here with a status of *Pending* and the progression can be monitored here through to completion, ultimately showing a status of *Issued*. If the educator has any pending or issued credentials, they will be listed in the *Credentials* table; otherwise, the table will be blank.

The *Credentials* tab consists of three major sections *Print Credentials, K-12* and *Early Learning*. There are also subsections within each of the latter two sections and the structure for the *Credentials* information follows:

• Print Credentials

- K-12
  - o K-12 Licenses
  - o DPAS
  - Paraeducator Permits
  - Other Permits
  - o Administrative Certificates
- Early Learning
  - o Certificates
  - Career Lattice
  - Specialized Training
  - STARS Credentials

The *Print Credentials* section at the top allows the educator to select a specific credential that has been earned, and print the associated certificate.

Prin	nt and Download Credent	als		-
Select a License :	- Select -	¥		
Select a Document Type :	- Select -	~		
			Gommate Reset	

Figure EDB-TCR-02: Credentials Tab – Print Credentials Section

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

Prin	and Download Credentials
Select a Litense : Select a Document Type :	- Select - V - Soloct - Advanced License - 254723 Semurats Reset

Figure EDB-TCR-03: Credentials Tab – Print License Options

The list of options displayed is limited to the credentials that have been issued to the educator. In this example, the educator has been issued an Advanced License. Select the desired credential from the list. Click the down arrow to the right of the **Select a Document Type** dropdown list.

Pri	nt and Download Credentials		-
Select a License	Advanced License - 234723	¥	
Select a Document Type	- Select - Select -		
	Wall Certificate for L&C	Generate Reset	

Figure EDB-TCR-04: Credentials Tab – Print Document Type Options

The list of options displayed is limited to the certificates that can be printed for the credential selected in the *Select a License* list. Select the desired print option from the list.

Pr	int and Download Credentials				-
Select a License :	Advanced License - 234723	÷			
Select a Document Type	Wall Certificate for L&C	*			
			Generate	Reset	
Figure EDB-TCR-05: Credentials Tab – Print License Selections					

**DDOE Licensure & Certification** 

When both options have been specified, the *Generate* button is enabled. Click the *Generate* button. A pdf version of the certificate, suitable for framing, is downloaded to the *Downloads* folder of the educator's computer.

During the credential selection process described above, a number appeared in the *Select a License* dropdown list next to the license name, in this example: *Advanced License – 234723*.

		Pri	nt and Download Credentials			
		Select a License : Select a Document Type :	Advanced License - 234723 Well Certificate for L&C	*		
					Generato Reset	
			K:12			
K-12 Licenses						
Show All						
Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	PA Due Dite	Credential Status
Advanced License	234723	07/23/2021	07/23/2021	07/23/2026		Issued

Figure EDB-TCR-06: Credentials Tab – License Unique Identifier

This number associated with the license is the identification number of the credential issued to the educator. Note that the *K-12 Licenses* table lists *234723* in the *Credential No* column, which corresponds with the credential selected for printing.

To reset the dropdown lists, click the *Reset* button and the options are deselected so that the section appears as it did prior to selecting the credential and document Type.

Priz	nt and Download Credent	lale		-
Select a License :	- Select -	¥		
Select a Document Type :	- Select -	~		
			Generate Reset	

Figure EDB-TCR-07: Credentials Tab – Print Credentials Reset

Note the minus icon (indicated with a red arrow above) in the upper right-hand corner of each section and subsection. This allows the section to be collapsed. When the minus icon is clicked, the section is collapsed and a plus icon appears in its place, allowing the section to be expanded. For example, if all the major sections are collapsed the view will appear as:

Correspondence Emergancy/COE	Coursework Credentiels Documents Experie Employment History Evaluations Financial N	nce Nat /Pro Carillicates Other Personal Info lettoring OOS Credentis: Oraculate Salary Increments	Student Teaching Transcripts Stipence Tests	DIEEC(EL) PD Training (EL)	Class Schedure Clack Hours (K-12)
		Credentials			-
		Print and Download Cred	tentials		+
	4-12				
	Early Learning				+

Figure EDB-TCR-08: Credentials Tab – All Sections Collapsed

Simply click the plus icon (indicated with red arrows above) to expand the desired section. Likewise, the detailed information within a subsection can be collapsed. For the *K-12 Certificates* section, the expanded section appears as:
Licenses									
how All									
Gredenti	al Definition	Credenital No	Firstissu	ance Date	Effective Date	Expiration Da	ite PA Due I	ate	Credential Status
Advanc	ed License	234723	07/21	V2021	07/23/2021	07/23/2026			Issued
				K-12 Cert	Ificates				
10	App. Complete?	When	Status	Агва	Class	issued	Effective	Expires	Replaced
54479	Yes	07/23/2021	idaneq	Middle Level Mathematics Teacher (Grades 6.8)	Standard	07/23/2021	07/23/2021		No

Figure EDB-TCR-09: Credentials Tab – K-12 Section

Note that there is a minus icon (indicated with a red arrow above) in the *K-12 Certificates* header bar. By clicking the minus icon, the *K-12 Certificates* subsection can be collapsed, so the view appears as:

K-12 Licenses						
Show All						
Credential Definition	Gredential No	First Issuance Date	Effective Date	Expiration Data	PA Due Date	Gredential Status
Advanced License	234723	07/23/2021	07/23/2021	07/23/2026		Issued
			612 Certificates			4

Figure EDB-TCR-10: Credentials Tab – K-12 Section with K-12 Certificates Sub-Section Collapsed

This allows the user to customize their view if only interested in seeing certain sections. The information on this tab is read-only and data cannot be added, edited or deleted.

## Documents

The *Documents* tab contains all documents that have been uploaded for the educator.

Click the *Documents* tab.

Correspondence Coursework Dradentials Docur	ents Experience Nat-Pro Cartificates	Other Personal Into Stud	ent Teaching Transcripts DIEEC (8	EL) FD Training (EL) Class Bohedule Clock Hours (K-12)
Emergency/COE Employment History Evaluations	Financial Mentoring 005 Credentials	Graduate Salary Increments S	spends Tests	
		Decument		
The Description	Document Type	Date	Linx	Action
National Board Certification Certificate	Nat/Pro Certificate	07/24/2921 8-38-04 AM	Download	
07242021060029211466-234723-83992-NewApplication.pdf	New Application	07/24/2021 6:00:30 AM	Dovinioad	
Miltary ID	Mittery ID	07/23/2021 8.03:60 PM	Dounioas	
DE Driver License	Driver's Uoense	07/23/2021 7:48:33 PM	Download	
0723202117102521146683991-NewApplication.pdf	New Application	07/23/2021 5.10.25 PM	Download	
File Description	Douvnent Ty Orop file here to upload or click here to browne.	pe :* -Select DocumentType - •		Cick here to consider Linker Co
				Click here to complete Upland (G

Figure EDB-TDC-01: Educator Documents Tab

The top section of the **Documents** tab is comprised of a document table. If any documents have been uploaded for the educator, they will appear here; otherwise, the table will be blank. The documents are pdf or image files that have been uploaded as required or supporting documentation. Existing documents on this page can be downloaded, if desired.

The bottom section of the tab is for uploading documents. New documents may be added using the document upload section directly below the **Documents** table.

Click the down arrow to the right of the *Document Type* dropdown list.

File Description :	Document Type ."	-Salect DocumentType- V	
		-Select DocumentType	
Document :*		Application Letter - Application Letter	
110000000000000000000000000000000000000	Firm the bere to unload or click here to browse and se	Clock Hours - Clock Hours	
	and the rest of approve of creating to a prove of the	Complaint Form - Complaint Form	
Restances on the second second		Complaint investigative Document - Action by another Licensing Jurisdiction	
		Complaint Investigative Document - Attorney Communications	
		Complaint Investigative Document - Charges	
		Complaint investigative Document - Correspondence	
		Complaint investigative Document - Court Document	Click here to complete upload

Figure EDB-TDC-02: Documents Tab – Document Type Options

A comprehensive list of document types is displayed. It will be necessary to scroll down to view the complete list of document types. Select the desired *Document Type* from the list.



Figure EDB-TDC-03: Documents Tab – Document Type Selected

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**.

Once the **Document type** has been selected and the corresponding file is selected, the **Click here to complete Upload** button is enabled. The 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.

File Description :	Document Type :* Education - High School 🛩	
Document.*	Drop file here to upload or citck here to browse and select fle(s) to upload.	
	None	Action
		(Chicale)

Figure EDB-TDC-04: Documents Tab – Document Selected

Click the *Click here to complete Upload* button to upload the document or click the *Cancel* button to dismiss the changes without saving. If the *Cancel* button is clicked, the document upload section is reset, removing the data and cancelling the operation. If the *Click here to complete Upload* button is clicked, the new document is added to the *Documents* table.

Correspondence Entergency/COE	Coursework Cres Employment History	tentials Documents Evaluations Fina	Experience Incal Mentories	Nat/Pro Certificates OOS Credentals	Other Graduate	Personal Info	Student Teaching Stipends 1	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)	l
						Document							2
File Description			Document Type	2		Dale	Link					Action	}
High School Transcr	tpl		High School Tra	rscript		67/24/2621 11 03:58 AM	Downlo	ad				•	

Figure EDB-TDC-05: Documents Tab – Documents Table

The new document will appear at the top of the table, as records are sorted in descending chronological order, with the most recent entries at the top.

To download a document, click the *Download* link in the *Link* column of the record for the desired document. A pdf version of the selected document is downloaded to the *Downloads* folder of the educator's computer. Documents that can be deleted by the educator will have a trash can icon (shown with a red arrow above) in the *Action* column of the *Documents Table*.

## Experience

The *Experience* tab displays experience data that has been added for the educator. This experience may include teaching or non-teaching experience.

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

## Click the *Experience* tab.

Correspondence	Coursework	Credentials Dr	ocuments Experier	nce Nat./Pro. Certificates	Other Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Cleck Hours (K-12)
mergenty/CDE	Employment His	story Evaluations	Financial M	entoring OOS Credenilats	Graduate Salary Increment	a Stipends Tes	sts				
					Experience						
Licensure	e and Certifi	cation									
Experience Instri	uctions:										
. a	lick Add Experience	e to enter information	that is relevant to your	background and the Certifica	e requested. Click Save to save	changes.					
• Tř	he new Experience	data will appear in the	e Experience record tal	de below. If the information in	the table is incorrect or incom	plete, click the pencil icor	n in the <b>Actions</b> col	lumn to edit the	e information, as appr	opriate.	
• D	ocument submissi	on:									
	a Educ	ator Only	the different second	and an other second and all the same the same	for this comflorition, should the	and and a filling Toward A.	un l'antinu "				
		<ul> <li>All newly sight</li> </ul>	mitted the documents pro	stibusiy and wish to use them stibe an official, original conv-	for this application, theck the automitted directly to your HB r	los under Ose loward aj	parcetion , le & Certification ar	ed then upload	ed. You may expedite	this process by chor	sing the appropriate
		form from th	e list in Special Notes	and forwarding it to the appro	priate organization.	chairment of the second		in men opens	and the map expense	the production of the	and the opportunity
	<ul> <li>Distri</li> </ul>	ict or Charter School O	Only	8 A COLEGE CONTRACTORIS - 1920							
		<ul> <li>If you submit</li> </ul>	tted the documents pro	eviously and wish to use them	for this application, check the	Jox under "Use Toward Ap	pplication".				
		<ul> <li>Alternately, y</li> </ul>	you can upload a new B	experience document. Select t	ne desired Document Type from	n the dropdown list and c	click inside the doci	ument upload a	area to select a file fro	im your computer.	
• 0	ick save & Next to	continue.									
pecial Notes:											
he following for	rms may be used to	o vorify Experience:									
<ul> <li>Form E -</li> </ul>	Verification of Tea	ching Experience									
. Form E/N	T - Verification of	Non-Teaching Experi	ence Form								
. Form T -	Verification of Stu	dent Teaching Progra	m								
. Earm C .	Verification of Sch	hool Counseling Clinic	ai Experience								
											STATISTICS.
											white extraction ca

Figure EDB-TEX-01: Educator Experience Tab

The Experience tab consists of two major sections: *Licensure and Certification* and *Early Learning*. Each section contains instructions, guidance and an *Experience* table. If *Experience* has been added for the educator it will appear here; otherwise, the table will be blank.

To add new *Experience* data, 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 :		
Satisfactory Evals :			Comments		
					Save

Figure EDB-TEX-02: Educator Experience Tab – Add New Record Form

An entry form is form is inserted in the *Experience* section for addition of a new experience record.

Complete the required fields specific to work *Experience*. The required fields are designated with a red \* and include: *Work Type, Place, City, State, Begin Date* and *End Date*. The date fields require *MM/DD/YYYY* format. When the cursor is in a date field, a calendar is presented for selection or entry of the specific date. Dropdown lists are provided for specification of *Work Type, School Type* and *State*.

Click *Save* button to save new experience information or click *Cancel* button to dismiss any changes. Either option will exit edit mode. If data is saved, a new record is added to the *Experience* table at the bottom of the tab. If data is not entered for required fields, then an error message is displayed in a red banner across the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the red banner.

Received Date	Work Type	School Type	State	Place	City	Begin Date	End Date	Years	Months	Orade and Subjects	Full Time	Satisfactory Evals	Used toward Application	Documents	Actions
	Supervised Internship	Private	DE	Tatnall	Hackessin	09/01/2018	06/01/2020	2			Yes	No			/ 1

Figure EDB-TEX-03: Educator Experience Tab – Experience Table

To edit existing information, click the pencil icon in the Actions column.

Work Type : *	Supervised Internship	¥		
School Type	Private	v	Place :*	Tatnall
Stale .*	Defaware	•	City: *	Hockessin
Begin Date .*	09/01/2018		End Date :*	06/01/2020
Years	2		Months	
Grade and Subjects			Full Time	
Satisfactory Evals	0		Comments :	
				Save Cancel

Figure EDB-TEX-04: Educator Experience Tab – Edit Existing Record

An entry form is inserted in the *Experience* section, populated with the current record data. Make changes as required and click *Save* button to save changes or click *Cancel* button to dismiss changes. Either option will exit edit mode. The entry form is hidden when edit mode is exited.

To delete a record, click the trashcan icon in the *Actions* column of the *Experience* table. A confirmation message box is displayed: *Are you sure you want to delete this record?* Click *OK* button to confirm deletion of the record, or click *Cancel* button to deny deletion of the record.

## Nat./Pro. Certificates

The *Nat./Pro. Certificates* tab displays National or Professional Certificates data that has been added for the educator.

Click the Nat./Pro. Certificates tab.

Correspondence	Coursework Credentials Do	cuments Experience	Nat/Pro Certificates Other	Personal Info Student Teaching	a Transcripts DIEEC (E	L) PD Training (EL)	Diass Schedule Clicck Hours (K-12)
Emergency/COE	Employment History Evaluations	Financial Mentoring	OOS Credentials Graduate S	alary increments Slipends	Tests		
			Nat	/Pro. Certificates			
National/Profession	al Certificate Instructions:						
<ul> <li>Click Add</li> <li>Docume</li> <li>Click Sav</li> </ul>	I New Nat/Pro Certificate button to a nts that are uploaded need to be in p e to save the changes.	inter your certification informs of or image format.	tion and upload your new National Bo	bard Certificate or letter,			
Special Notes:							
<ul><li>Only affi</li><li>You may</li></ul>	cial transcripts may be submitted for provide official documents directly to	credentialing. The DDOE, or to your HR dep	artment or HR office and they can upk	oad them for you,			
Export Date							Add New Nat/Pro Certificate
Туре	Content Area	Stato	Effective Date	Expiration Data	Description	Etlatus .	Document
	S		1.00	uň.		M. 1	11/

Figure EDB-TNP-01: Educator Nat/Pro Certificates Tab

National or Professional Certificates are uploaded as proof of national certification status. If National or Professional Certificate data has been added to the system for the educator, it will appear here; otherwise, the table will be blank.

To add a new national or professional certificate, click *Add New Nat/Pro Certification* button.

Received Date:	MM/DD/YYYY			
Type: "	- Select		~	
Content Area:	- Select		~	
State	- Select		~	
Effective Date: "	MM/DD/YYYY	Expration Date *	MM/DD/YYYY	
Description:				
Status: *	- Select		~	
escription	Document T	npe Dati	i Link	Action
		No Reco	rd Found	
File Description :		Document Type .* Select D	kumentType- ❤	Associate Existing Documents
Document :*	Drop file here to up	ad 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-foaded document will be referenced. To Associate a document, click the Associate Document button.
				Save Nat/Pro Certificate Cance

Figure EDB-TNP-02: Educator Nat/Pro Certificates Tab – Add New Record Form

A new **Nat./Pro. Certificate** entry form is inserted in the **Nat./Pro. Certificate** section for addition of national or professional data. The top section is for entering information specific to the National or Professional Certificate and the bottom section is for uploading supporting documentation.

Complete the top section by entering the certificate information in the entry fields. The required fields are designated with a red \* and include: *Type, Content Area, State, Effective Date, Expiration Date, Status, Document Type* and *Document*. The date fields require *MM/DD/YYYY* format. When the cursor is in a date field, a calendar is presented for selection/specification of the specific date requested. Dropdown lists are provided for specification of *Type, Content Area* and *State.* 

Complete the bottom section by providing supporting documentation in the form of a pdf or image file. Please ensure that the certification is current and valid prior to adding new certificate information. Select **Nat./Pro. Certificate** from the **Document Type** dropdown list. 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.

There may be instances where **National/Professional Certification** 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 *National/Professional Certificate* document has not been associated, then follow the next steps to upload the certification 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**.

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 *Save Nat/Pro Certificate* button to upload document and save certification data.

Type	Content Assa	State	Effective Date	Expiration Date	Description	Status	Document
National Certified School Councelor (NCSC) Certificate (stipend eligible)	School Counseing/Early Childhood through Young Adulthood	DE	D1/01/2020	12/30/2024		Pending	Downland

Figure EDB-TNP-03: Educator Nat/Pro Certificates Tab – Nat/Pro Certificates Table

New *National/Professional Certificate* information entered is displayed in the window.

The newly added certification document can be downloaded to the educator computer by clicking the **Download** link in the **Document** column of the National/Professional Certificates table.

#### Other

The Other tab contains data that does not fit nicely in any of the other tab categories.

#### Click the **Other** tab.

Cithers  P Others  P Others P Other P Others P Others P Other											
<ul> <li>Where take contains documents and data that does not fit incely in any of the other tab categories.</li> <li>Other tab contains documents and data that does not fit incely in any of the other tab categories.</li> <li>Click Add Other to upload a document. Upload one of the document types listed in the Document Type diopdown list. Documents that are uploaded need to be in pdf or image format. Click Some to save the changes.</li> <li>The new data will appear in the Other record table below. If the information in the table is incorrect or incomplete, dick the pencilicion in the Addions column to edit the information, as appropriate.</li> <li>Click Save Advect to continue.</li> <li>Pravis If Test Attempt, or Parsis Test passing Score</li> <li>ACTFL Test Passing Score</li> <li>Copy of Test Registration, or Receipt of Test Registration</li> <li>Courseverk - Unofficial Tensoryt.</li> <li>Courseverk - Unofficial Tensoryt. ARTC Non-Credit Course Record, or ARTC Status</li> </ul>							Others				
<ul> <li>e Other tab contains documents and data that does not fit incely in any of the other tab categories.</li> <li>c Click Add Officer to upbade a document. Upbade one of the document Type displayment Type displayment Type displayment is: Documents that are uploaded need to be in pdf or image formst. Click Some to save the changes.</li> <li>c The new data will appear in the Other record table below if the information in the table is incorrect or incomplete, click the pencil icon in the Actions column to edit the information, as appropriate.</li> <li>c Click Save &amp; Avent to continue.</li> <li>emergency extensions and upgrades, <i>Proof of Progress</i> is required to demonstrate thet the aducator is making progress towards certification. The list of acceptable forms of Proof of Progress include.</li> <li>Parks If Test Attempt, or Parks IT Est Assing Score</li> <li>ACTFL Test Respire, Content Type, and Type Type Type Type Type Type Type Type</li></ul>	ser Instruction	ns:									
<ul> <li>Click Add Other to upload a document. Upload one of the document types listed in the Document Type diopdown list. Documents that are uploaded need to be in pdf or image format. Click Save to save the changes.</li> <li>The new data will appear in the Other record stale below. If the information in the table is incorrect or incomplete, click the pencilicon in the Actions column to edit the information, as appropriate.</li> <li>Click Save A work to continue.</li> <li>Instance A work to continue.</li> <li>Pravis II Test Attempt, or Parkis IT East Passing Score</li> <li>ACTFL Test Attempt, or ACTFL Test Passing Score</li> <li>Copy of Test Registration, or Receipt of Test Registration</li> <li>Copy of Test Registration, or Receipt of Test Registration</li> <li>Courseverk - Unofficial Tensorpt, AITC Non-Credit Course Record, or ARTC Status</li> </ul>	e Other tab con	ntains documents and	data that does not fit	nicely in any of	f the other tab o	categories.					
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1										
	<ul> <li>cli</li> <li>cr emergency as</li> <li>Pri,</li> <li>De</li> <li>AC</li> <li>Co</li> <li>Co</li> <li>Co</li> </ul>	Ick Save & Next to con stantions and upgrade axis II Test Attempt, or a rformance Assessmen CTFL Test Attempt, or J oppy of Test Registrator pursework - Unofficial Tra pursework - Unofficial T	Ittnue. It Proof of Progress is Pranis II Test Passing 3 It Attempt, or Parform ICTFL Test Passing Sco 1, or Receipt of Test Re inscript Transcript, ARTC Non-1	r required to der Score ance Assessmer re rgistration Credit Course Re	imonstrate that int Passing Score lecord, or ARTC I	the educator is make e Status	ng progress towards certificatio	. The list of acceptable form	ns of Proof of Progress in	dude.	Add

Figure EDB-TOT-01: Educator Other Tab

If any *Other* data has been added for the educator, it will be listed in the *Other* table; otherwise, the table will be blank.

To add additional data, click the **Add Other** button.

Type *	- Select -	~		
State: 2	- Select	*	Received Month/Year: *	MMPCCYY
Exp. Date:	MM/DD/YYYY Date	Link		Action
• •		No Record Fo	ound	
Document Type :**	-Select DocumentType-			Associate Existing Documents
Document :*	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.
				referenced. To Associate a document, click the Associate Document button.

Figure EDB-TOT-02: Educator Other Tab - Add Other Form

**Other** entry form is presented for entering information specific to the **Other** document that is being uploaded. The top section is for entering information specific to the data and the bottom section is for uploading related document.

Complete the required fields in the top section. The required fields are designated with a red \* and include: *Type*, *Description*, *State*, *Received Month/Year*, *Document Type* and *Document*. Dropdown lists are provided for *Type*, *State* and *Document Type*, offering valid options for selection.

Complete the required fields in the bottom section. Click the down arrow of the **Document Type** dropdown list in the bottom section. The **Document Type** dropdown list options include specific document types. Select the desired 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 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 **Other** 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 desired document has not been associated, then follow the next steps to upload the 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**.

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.

Туре	A valid CPR & First Aid training	v		
Description	· CPR training certificate			
State	Delaware	*	Received Month/Year.*	10/2019
Exp. Dat				
locument Type	Date	Link		Action
		No Record F	ound	
Document Type :*	A valid CPR & First Ald t 🐱			Associate Existing Documents
Document 2*	Drop file here to upload or	lick 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 <i>Associate</i> the
		nar na nar an		document, meaning that the pre-loaded document will be referenced. To Associate a document, dick the Associate Document button.
		Name		document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.

Figure EDB-TOT-03: Educator Other Tab - Add Other Form Completed

Click the *Save* button to save the changes.

Туре	Description	State	Received MonthYear	Exp. Date	Documents	Actions
A valid CPR & First Aid Iraining	CPR training certificate	DE	10/2019		A velid CPR & First Aid training	

Figure EDB-TOT-04: Educator Other Tab – Other Table

The newly added document listing will appear in the **Other** table.

## **Student Teaching**

The *Student Teaching* tab displays student teaching that has been added for the educator.

## Click the *Student Teaching* tab.

spondence Co	unsework Credentials Documents	Experience Nat/Pro Certi	icates Other Personal Info Stud	ent Teaching Transcripts	DIEEC (EL) PO	Training (EL) Class Schedul	Clock Hours (K-12)
gency/GOE En	ployment History Evaluations Final	icial Mentoring OCS Cre	dentials Graduate Salary Increments St	ipends Tests			
			Student Teaching				
icensure and	d Certification						
Studart Toxelsin	e instructions						
Entorion Inform	y maruthuns.	n that can be externed as second ed 6	Turbert Teaching II communication and will a second	the subsequent endour and	innered process		
Emanu8 morna	terre en ensiste provine, necesiver, any de	a the call be entered as proof or a	countri andrang is encouraged and sen subport	The subsequent review and a	pinova process.		
it your student ti	saching does not appear on your transcript,	ou must download +orm 1 and hai	e your university complete and submit it to the	Department of Education.			
<ul> <li>Click Aak</li> <li>The new</li> </ul>	I Student Teaching to enter information that Student Teaching data will annear in the St	is relevant to the Certificate reque ident Teaching record table being	st. Dick Serve to save the changes.				
	re & Next to continue.						
<ul> <li>Click Say</li> </ul>							
<ul> <li>Click Say</li> </ul>							Add Student Teaching
<ul> <li>Click Sa</li> </ul>							Add Student Teaching Showing 1 to 1 of 1 records
, Click Sar	Cooperaling Teachers	Subject	Dianks	ารสุปหรือก	Brade	AcBons	Add Student Teaching Showing 1 to 1 of 1 records

Figure EDB-TST-01: Educator Student Teaching Tab

The **Student Teaching** tab consists of two major sections: **K-12** and **Early Learning**. Each section contains instructions, guidance and a **Student Teaching** table. If any student teaching data has been added for the educator, it will appear in the **Student Teaching** table; otherwise, the table will be blank.

To add a new student teaching record, click the *Add Student Teaching* button.

Subject .*			Cooperating Teachers : *	
Grade	- Beled	v		
Usht: "	- besu	*)	Insolution :	Save Cancel

Figure EDB-TST-02: Educator Student Teaching Tab – Add New Student Teaching Form

An entry form is form is inserted in the *Student Teaching* section, below the instructions, for addition of a new student teaching record.

Complete the required fields specific to Student Teaching. The required fields are designated with a red \* and include: *Subject, Cooperating Teachers* and *District*. The *Cooperating Teachers* is a free form entry field, allowing the user to enter information without rules. The *District* control is a dropdown list, offering valid options for selection of the school district.

Click the *Save* button to save new *Student Teaching* data or click the *Cancel* button to dismiss any changes. Either option will exit edit mode. Validation is performed with the *Save* operation to ensure that all required fields have been populated. If data is not entered for required fields, then an error is displayed in a red banner at the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the banner.

If data is saved, a new student teaching record is added to the *Student Teaching* table at the bottom of the section.

Received Date	Cooperating Teachers	Subject	District	Institution	Grade	Actions
	Thomas Washington	Geometry	BRANDYWINE SCHOOL DISTRICT		Seventh	
	Janice Smyth	Calculus	CHRISTINA SCHOOL DISTRICT		Seventh	

Figure EDB-TST-03: Educator Student Teaching Tab – Student Teaching Table

#### Transcripts

The *Transcripts* tab contains education data that has been added for the educator.

## Click the *Transcripts* tab.

202	Coursewond	Credentiais	Documents	Experience	Nat./Pro. Certifica	es Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)
eigency/COE	Employment His	tory Evaluat	ons Financia	Mentoring	00S Creden	Grad	luste Salary Increments	Stipends	Tests				
							Transcripts						
ation Instru	ictions:												
- Click	Add Education to	enter your high s	thool and/or colls	ee education. Cli	ick Save to save the	changes.							
• The r	new Education dat	a will appear in t	e Education recor	d table below. If	the information in	the table is inc	orrect or incomplete, o	click the pericil loon	in the Actions col	imm to edit the infor	mation, as appropria	ite.	
<ul> <li>If you</li> </ul>	u submitted the do	icuments previou	sly and wish to us	e them for this ap	pplication, check th	e box under "l	lse Toward Application	n"-					
<ul> <li>Only</li> </ul>	official transcripts	may be submitte	d for credentialing	t-									
	Contraction of the second second												
· 0000	ament submission:	amina											
. 5000	ament submission: e Early Le	erning If entering	high school, you i	nust upload a hie	eh school diploma i	ir hieh school s	tudent transcript.						
. 560	ament submission 6 Early Le	erning • If entering • Early Lean	high school, you i ing must submit t	nust upload a hig heir official collaj	gh school diploma i ige transcripts eithe	r high school s	itudent transcript. y or via mail directly fro	om the institution to	the Department	of Education, Colleg	e transcripts upload	ed into the application	are not considered o
. 564	ament submission: o Early Le	erning If entering Early Lean and will re	high school, you i ing must submit t t be accepted tov	nust upload a hig heir official colleg rard certification.	gh school diploma i ige transcripts eithe	r high school s r electronically	itudent transcript. y or via mail directly fro	om the institution to	the Department	of Education, Colleg	e transcripts upload	ed into the application	are not considered o
. 560	o Early Le o K-12 Ed	erning If entering Early Lean and will m acators	high school, you ing must submit t t be accepted too	nust upload a hig heir official colla rard certification.	gh school diploma i ige transcripts eithe L	ir high school s r electronically	student transcript. y or via mail directly fro	om the institution to	the Department	of Education, Colleg	e transcripts upload	ed into the application	are not considered o
. Oct	• K-12 Ed	erning If entering Early Lean and will m acators K-12 Educ	high school, you i ing must submit t t be accepted toy tors must submit	nust upload a hig heir official collej rard certification, their official tran	gh school diploma i igo transcripts oithe script through thei	r high school s r electronically r HR office, or s	tudent transcript. y or via mail diractly fro send it directly to Licer	om the Institution to	the Department	of Education, Colleg	e transcripts upload	ed into the application	are not considered o
• Click	• Early Le • K-12 Ed Save & Next to co	erning If entering Early Lean and will re acators K-12 Educ intinue.	high school, you i ing must submit t t be accepted tov tors must submit	nust upload a hig heir official collaj rard certification, their official tran	gh school diploma i igo transcripts oithe sscript through thei	r high school s r electronically r HR office, or s	student transcript. y or via mail diractly fir send it directly to Licer	om the institution to nsure & Certification	the Department	of Education, Colleg	e transcripts upload	ed into the application	are not considered o
• Chek	o Early Le o Early Le o K-12 Ed	erning If entering Early Lean and will re acators K-12 Educ intinue.	high school, you i ing must submit t t be accepted tov tors must submit	nust upload a hig heir official collaj rard cerbfication. their official tran	gh school diploma i igo transcripts olthe script through thei	r high school s r electronically r HR office, or :	student transcript. y or via mail directly fro send it directly to Licer	om the Institution to nsure & Certification	the Department	of Education, Colleg	e transcripts uploads	ed into the application	are not considered o Add Ed
• Chek	• Early Le • K-12 Ed	<ul> <li>If entering</li> <li>Early Lean and will m acators</li> <li>K-12 Educ</li> </ul>	high school, you i ing must sabmit t t be accepted tow tors must submit	nust upload a hig heir official collej and certification. their official bran	gh school diploma igo transcripts eithe script through the	r high school s r electronically r HR office, or s	nudent transcript. y or via mail diractly fro send it directly to Licer	om the institution to	the Department	of Education, Colleg	e transcripts upload	ed into the application	are not considered o Add Ed Bitaving 1 to 1 of 1
• Chick	Ament submission • Early Le • K-12 Ed School 10	arning I fentering Early Lean and will m acators K-12 Educ intinue.	high school, you ing must submit t t be accepted tov tors must submit tors must submit	nust upload a hig heir afficial colle and certification. their official tran	gh school diploma igo transcripts oithe script through theil	rr high school is ir electronically r HR office, or s Slart Date	rtudent transcript. y or via mail directly fic send it directly to Licer End Date	om the Institution to nsure & Certification Mejor	the Department	of Education, Collog Graduated	e transcripts upload	ed into the application	are not considered of Add Ed Bhowing 1 to 1 of 1

Figure EDB-TSX-01: Educator Transcripts Tab

If any transcripts data has been added for the educator, it will be listed in the *Education* table; otherwise, the table will be blank. Official transcripts are to be submitted through the HR office or sent directly to the Department of Education. However, the educator may also add *Education* data directly into the system.

To add new Education data, click the *Add Education* button.

Institution - T		Calculation 1	
mstadaon		SCHOOLIG	
City .*		State *	-Select State-
Degree :*	-Select Degree-	~	
Start Date :*	YYYY	End Date :	YYYY
Major ;		Minor :	
Graduated	MM/DD/YYYY	Student ID	
	Currently Attending Student Teaching Completed		
			- 1 AL (440 H)
Document Type	Date	Link	Action
		No Record Found	
Document Type :*	-Select DocumentType-		Associate Existing Documents
Document : *	Drop file here to upload or click here to I	rowse 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 Cancel

Figure EDB-TXS-02: Educator Transcripts Tab - Add Education Form

*Education* entry form is presented for entering education information. The top section is specific to education data specifics and the bottom section is for uploading documentation to support the education.

Complete the required fields specific to *Education* in the top section. Enter the *Institution* where the degree was obtained. Note that while typing, the information is auto-filling 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*. Dropdown lists are provided for *State, Degree* and *Document Type*, offering valid options from which to choose. *Start Date* needs to be entered in *YYYY* format.

The next step is to upload education related data in the form of a pdf or image document. Click the down arrow of the **Document Type** dropdown list in the bottom section and select the desired document type. Provision of documentation 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 the *Education* documents, such as transcripts or diplomas, 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 education document has not been associated, then follow the next steps to upload the document for the emergency recommendation 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 *Save* button to upload document and save *Education* data.

New education information entered is displayed at the bottom of the window.

Institution	Schoolld	City.	State	Degree	Start Dale	End Date	Magor	Minor	Greduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	2000	2004				College Transcript (HR & DOE Only)	m	
Cape Henlopen High School		Lewes	DE	High School	1988	1992				High School Transcript		10

Figure EDB-TXS-03: Educator Transcripts Tab Education Table

To edit existing *Education* information, click the pencil icon in the *Actions* column.

Institution	Cape Henlopen High School		School lid	
City	Lewes		State (*	Delaware
Degree :	High School	~		
Start Date :	1968		End Date	1992
Major			Minor	
Graduated	MMDDAYYY		Btudent ID	
	Curranty Attending			
	Student Teaching Completed			
File Description	Document Type	Date	Link	Action
High School Transcript	High School Transcript	07/24/2021 11:57-42 AM	Download	a
File Description	Docum	nant Type 🦂 (-Select Document Type 🗸 🗸		Associate Existing Documents
Document *	Drop the nere to upload or click here to bro	owse and select fleqs) to upload.	1	It 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 Car

Figure EDB-TXS-04: Educator Transcripts Tab – Edit Existing Education Record

An entry form is inserted in the *Transcripts* section, populated with the current record data. Make changes as required and click *Save* button to save changes or click *Cancel* button to dismiss changes. Either option will exit edit mode. The entry form is hidden when edit mode is exited.

To delete a record, click the trashcan icon in the *Actions* column of the *Education* table. A confirmation message box is displayed: *Are you sure you want to delete this record?* Click *OK* button to confirm deletion of the record, or click *Cancel* button to deny deletion of the record.

**DDOE Licensure & Certification** 

## DIEEC (EL)

The **DIEEC (EL)** tab is specific to Early Learning and is used to view educator data associated with the DIEEC (Delaware Institute for Excellence in Early Childhood).

## Click the **DIEEC (EL)** tab.



If DIEEC data has been added for the educator, then it will appear in the table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted

# PD Training (EL)

The **PD Training (EL)** tab is specific to Early Learning and contains personal development training that has been performed by the educator.

## Click the **PD Training** tab.

Correspondence Courses Emergency/COE Employ	ork Ciedentiels Documents ment History Evaluations Financia	Experience NatuPro Certificates C	Other Personal Info Student Teaching Graduate Satary Increments Stipende	Transcripts DIEEC (EL)	FD Training (EL) Class Schedule	Clock Hours (K-12)
			PD Training			
Professional Development (P	<ol> <li>Training Instructions;</li> </ol>					
<ul> <li>Click Add New</li> <li>Choose the approximation</li> <li>Upload support</li> </ul>	2D Training to enter your training in TECE 1 liceble category, followed by the area and/ ing documents and click Sove PD Training.	<ol> <li>quality assured clock hours, high school or type if applicable, and date issued/complet</li> </ol>	pathway, National Chilid Development Associ ted.	ite Credential, or Montessori Credent	nai	
<ul> <li>The new training will ap</li> <li>If you submitted the do</li> <li>Elick Save &amp; Next to co</li> </ul>	pear in the PD Training record table below. Suments previously and wish to use them f rtinue.	If the information in the table is incorrect or or this application, check the box under <b>"Use</b>	incomplete, click the pencil icon in the Action Toward Application".	s column to edit the information as a	opropriate.	
Export Date						
Category	Area	Type	CDA	Date issued	Document	

Figure EDB-TPD-01: Educator Personal Development Training Tab

If any personal development training has been completed by the educator, it will be listed in the **PD Training** table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

## **Class Schedule**

The *Class Schedule* tab is used to view the educator's current class schedule.

## Click the *Class Schedule* tab.



Figure EDB-TCS-01: Educator Class Schedule Tab

If *Class Schedule* information has been added to DEEDS, then it will appear here; otherwise, the tab will be empty. The information on this tab is read-only and data cannot be added, edited or deleted.

# Clock Hours (K-12)

The *Clock Hours* tab is used for entering clock hours that have been completed in support of certain credentials.

## Click the *Clock Hours* tab.

Correspondence	Coursework Credentials	Documents Ex	perience NatuPro Certificates	Other Personal Info	Student Teaching Tr	ensolipts DIEEC (EL)	PD Training (EL) Class Schedule	Clock Hours (K-12)
Emergency/COE	Employment History Eval	lustions Financial	Mentoring 0:05 Credentials	Graduate Salary increments	Stipends Tests			
				Clock Hours				
<ul> <li>No record four</li> </ul>	ind.							×
Clock Hours Instruction	ons:							
The number of requir Click A Upload Contin Click 5	ed clock hours is dependent or del Clock Hours to entor clock i d documentation in the form of ue to add clock hours, as need ave & Next to continue.	I the license or permit be hours that is relevant to the f pdf or image file to supp ed to satisfy the requirem	ing upgraded or renewed. Check the selicense or permit application. Cloc ort the clock hours entered. Click sat rents of the upgrade or renewal requ	requirements to determine the k hours entered must be earne er to save changes. est.	e number of clock hours to b of within the term of the lice	e entered. nse or permit.		
								Add Clock Hours
	Verified 1	fotal Hours: 0.00	UnVa	ritled Total Hours: 0.00		Total Hours: 0.00		Accepted Hours: 0.00
								Showing 1 to 8 of 8 records
Category/Option	Title/Description	Begin l	Data Complete	d Date Hour		Ventication	Documents	Actions

Figure EDB-TCH-01: Educator Clock Hours Tab

In order to maintain certain credentials, educators must participate in professional development activities that are measured in clock hours. This is the tab where the clock hours will be entered by the educator. As a general rule, educators are encouraged to keep their clock hours current in the DEEDS system throughout the term of the license or permit. In this way the educator's data is always up to date and everything is complete and ready to go at renewal application time.

If *Clock Hours* data has been added to the system, it will be listed in the *Clock Hours* table. 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 below. The red banner can be dismissed by clicking the x in the upper right-hand corner of the red banner.

Note the clock hour tallies above the *Clock Hours* table. The clock hours that have been accumulated are divided into multiple categories: *Verified Total Hours, Unverified Total Hours, Total Hours* and *Accepted Hours*. The *Verified Total Hours* are the total clock hours that have been verified by the HR office or DDOE L&C team. Conversely, the *Unverified Total Hours* are the total clock hours that have been entered in the system, but not yet verified. The *Total Hours* value is the sum of *Verified Total Hours* and *Unverified Total Hours*. The *Accepted Hours* are the total clock hours that have been accepted by the HR office or DDOE L&C team.

To add new *Clock Hours* data, click the *Add Clock Hours* button.

Title/Description :* Begin Date ** Hours **			Completed Date **	(MM/DD/YYYY
bocament type	Date	No Record F	Found	ACUOI
Document Type *	elect DocumentType- 👻			Associate Existing Documents
Document - *	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.

Figure EDB-TCH-02: Educator Clock Hours Tab – Add Clock Hours Form

*Clock Hours* form is presented for entering clock hours. 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. For renewals and upgrades, the clock hours must be earned within the terms of the educator's current license or permit, so the dates are important.

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 is not associated, then follow the next steps to upload the 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**.

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:	20.00	Total Hours	: 20.00	Accepted Hours: 0.
							Showing 1 to 0 of 0 r
Category/Option	Tille/Description	Begin Date	Completed Date	Hours	Verlication	Documents	Actions
Professional Conferences/Workshops	East Coast Teachers Conference	01/06/2020	01/09/2020	20.00	Not Verified	Glack Heurs	

Figure EDB-TCH-03: Educator Clock Hours Tab Summary and Table

The uploaded document can be viewed by clicking on the *Clock Hours* link in the *Documents* column of the Clock Hours table.

# Emergency/COE

The *Emergency/COE* tab contains all information related to Emergency or COE (Certificate of Eligibility) recommendations for the educator. This includes Emergency Certificate Recommendations, Emergency Extensions, Emergency Upgrades and 91-Day Applications.

 Coursework
 Oredentials
 Decements
 Egenetics
 Nat.Pro. CertRicates
 Other
 Personal Mob
 Bluder Teaching
 DEEC (EL)
 PD Taking (EL)
 Class Schedule
 Class Schedule

 EnergangyCOE
 Employment Hictory
 Evaluations
 Promocil
 Mentering
 0.05 Encentates
 Grassuate Subory International Subory
 Teaction

 EnergangyCOE
 Employment Hictory
 Evaluations
 Promocil
 Grassuate Subory
 Status
 Status
 Status
 Teaction

 EnergangyCOE
 EnergangyCOE
 EnergangyCOE
 EnergangyCOE
 EnergangyCOE
 EnergangyCOE
 EnergangyCOE
 EnergangyCOE
 Teaction
 Status
 Status
 Status
 Teaction

 EnergangyCOE
 EnergangyCOE
 EnergangyCOE
 EnergangyCOE

 EnergangyCOE
 EnergangyCOE
 EnergangyCOE
 EnergangyCOE

 EnergangyCOE
 EnergangyCOE
 EnergangyCOE
 EnergangyCOE

 EnergangyCOE
 EnergangyCOE
 EnergangyCOE
 EnergangyCOE

 EnergangyCOE
 EnergangyCOE
 EnergangyCOE

 EnergangyCOE
 Energ

Click the *Emergency/COE* tab.

Figure EDB-TEM-01: Educator Emergency/Certificate of Eligibility Tab

If any emergency certificate recommendations exist for the educator, they will be listed in the *Emergency Certificate Recommendations* table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted. In the example above, an *Emergency Certificate Recommendation* has been raised by the district and issued to the educator, showing *Issued* in the *Status* column. Additionally, an *Emergency Upgrade Recommendation* has been raised by the

district and accepted by the educator, but the application is not yet approved. Note that the *Status* is *Accepted* to indicate that the application has been accepted by the educator.

When the emergency certificate application has been approved and the emergency certificate is issued, then the details in the *Emergency Certificate Recommendations* table will appear as:

Clock Hours (K-12)	Class Schedule	PD Training (EL)	DIEEC (EL)	Tienscripts	Student Teaching	Personal Info	othe Othe	Experience Net/Pro Ce	le Documents	Credentials	Coursework	orrespondence
				ists	Stipends 7	iate Salary Increments	Gradentals Gra	Mentoring OOS C	valuations Financial	story Eva	Employment His	tergency/COE
						Emergency/CO						
					nmendations	vcy Certificate Reco	Emorg					
Showing 1 to 2 of 2 rec												
		Actions		Distoct	6	Nets	Status	rtificate	0	Route		Type
			WINE SCHOOL	BRANDY			issued	sic Teacher (Grades K-12)	-	ARTO	cate	Emergency Certific Recommendation
			WINE SCHOOL	BRANDY			Is could	sir Taarher (Grades K. 17)		ARTO	ida	Emergency Upgrav

Figure EDB-TEM-02: Educator Emergency/Certificate of Eligibility Tab Table

Note that the *Status* is *Issued* is listed for both the *Emergency Certificate Recommendation* and the *Emergency Upgrade Recommendation*.

#### **Employment History**

The *Employment History* tab is used to view the educator's employment information.

Click the *Employment History* tab.

Correspondence	Coursework	Credentials Docu	ments Experience	e Nat.Pro. C	ertificates Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)
Emergency/COE	Employment Histo	y Evaluations	Financial Mer	normg 005 0	Credentials Graduate	Salary Increments	Stipends Ter	ste				
						Employment						
												Shawing 1 to 1 of 1 records
Method	Years	District	School	Grade	Position	Employment Type	Action	FTE	Hired	Electro	Looded	Full or Part Time
Manual	2021-2022	BRANDYWINE SCHOOL DISTRICT	Hanby Middle School	Seventh	Teacher, Middle, Calculus	Current	DEM - Other	100				E

Figure EDB-TEH-01: Educator Employment History Tab

The *Employment History* tab is comprised of a table containing employment data for the educator. If employment records have been added for the educator, they will appear here; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

#### **Evaluations**

The *Evaluations* tab is used to view performance evaluations associated with the educator.

Click the *Evaluations* tab.

Correspondence	Coursework	Gredentials	Documents	Experience	Nat.Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DEEC (EL)	FD Training (EL)	Class Schedule	Clock Hours (K-12)	
Emergency/COE	Employment His	tory Evoluat	iona Finanda	Mentoring	00S Credentiab	Gradua	te Salary Increments	Stipends	Tests					
1.							Evaluations							-
	School Year		District		School		Position		Parts	ormanice.		Summe	alive Dale	

Figure EDB-TEV-01: Educator Evaluations Tab

If any performance evaluation data has been added for the educator, it will be listed in the *Evaluations* table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

## Financial

The *Financial* tab contains transaction information related to payments made by the educator.

Click the *Financial* tab.

Correspondence Emergency/COE	Coursework Credentials Documents Employment History Eveluations Finance	Experience Net. Pro. Certificates	Other Personal Info :	Bludent Teaching Transcripts DIEEC (EL) PD Trainin Stipends Tests	ng (EL) Disse Schedule Disck Hours (K-12)
E			Financial		
Payment Detail					
Paid	12 Date	Літе	Amount	Authorization Code	Transaction ID
Yes	07.23/2021	\$100	0.00	011224856	2699058

Figure EDB-TFN-01: Educator Financial Tab

The *Financial* table shows details of payments made, along with the *Date, Amount* and *Transaction* details. If the educator has applied for, or been issued a license, then there will be an entry here for the mandatory one-time payment of \$100. The *Date* will align with when the license application was first submitted and payment was required. The data is informational in nature and cannot be added, edited or deleted.

## Mentoring

The *Mentoring* tab contains data related to the educator's mentoring program, including assignment and progress.

## Click the *Mentoring* tab.

ency/COE	Employment His	story Evaluation	ins Financia	Mentoring	009 Credent	ials Gradua	le Salary Increment	s Stipends	Tests					
							Nentoring							
entoring Pro	grams								<u>.</u>	(	Wit		7-	//
									-	State	DPAS	Mentor	Line Wohned	
First Name	LastName	Program Type	Mentur Name	School Year	District	School	Verified Years Experience	License Type	Position	Completed	Evaluation Complete	Program Completed	Progress?	Actions

Figure EDB-TME-01: Educator Mentoring Tab

If the educator has been enrolled in a mentoring program, details will be listed in the *Mentoring* table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted. All mentoring management is done through the LEA Mentoring Center menu options.

If there is an entry in the *Mentoring* table, the progress can be viewed by clicking the *View Progress* button in the *Actions* column.

Progress Evaluations	<ul> <li>Ethics Co</li> <li>Year 1</li> </ul>	ourse													
	Year	Split Year	Waived Reason	License Type	Start Date	Site Coordinator	School Year	School District	School Name	Position	Mentor Name	Mentor Form Received	Mentee Form Received	Forms Uploaded	Actions
	🗍 Year 2														
	Year	Spfit Year	Waived Reason	License Type	Start Date	Site Coordinator	School Year	School District	School Name	Position	Mentor Name	Mentor Form Received	Mentee Form Received	Forms Uploaded	Actions
	🗌 Year 3														
	Year	Split Year	Waived Reason	License Type	Start Date	Site Coordinator	School Year	School District	School Name	Position	Mentor Name	Mentor Form Received	Mentee Form Received	Forms Uploaded	Actions
	🗍 Year 4	w 0									/ · · · ·				
	Year	Split Year	Waived Reason	License Type	Start Date	Site Coordinator	School Year	School District	School Name	Position	Mentor Name	Mentor Form Received	Mentee Form Received	Forms Uploaded	Actions
														Close Vie	w Progress

Figure EDB-TME-02: Educator Mentoring Tab – View Progress

The educator's progress in the assigned mentoring program is displayed. The mentoring progress information is divided into two tabs: *Progress* and *Evaluations*. The *Progress* tab is selected by default, and appears green to indicate that it has been selected.

The *Progress* tab is broken into four sections: *Year 1, Year 2, Year 3* and *Year 4*, which correspond to the four years of a mentoring program. If the educator has qualified for a reduced number of years in the mentoring program, then this information is shown in the *Verified Years Experience* column. In the example above, the mentee has been awarded one year of experience and is therefore only required to complete three years in a mentoring program, so *Year 1* is skipped.

## Click the *Evaluations* tab.

Progress Evaluations	Program Withdrawal	
	Summative Evaluations	
	Final Evaluations For an initial License, check this box when the educator has completed all aspects of the program - 4 cycles and two successful DPAS evaluations. For a Continuing or Advanced License, use this educator has satisfied the mentioning for a returning educator or out of state educator new to Delaware.	option when the
	Mentor Program Complete	Close View Progress

Figure EDB-TME-03: Educator Mentoring Tab – View Evaluations

The *Evaluations* tab appears green to indicate that it has been selected. The *Evaluations* form is broken into three sections: *Program Withdrawal, Summative Evaluations* and *Final Evaluations*. Each section contains a single checkbox, to indicate the educator's progress. The progress indicators within the three sections are self-explanatory, based on their labels.

## **OOS Credentials**

The **OOS Credentials** tab displays Out of State credentials data that has been added for the educator. These credentials may include licenses, certificates or permits that the educator has earned outside the state of Delaware.

Click the **OOS Credentials** tab.

and the second se	Employment Mining	Evaluations	Einannal	Medaina	009 Condestials	Graduat	via Salary Incoments	Shnands	Tests				
Accession of	English and the second			and the second		0,0000	in outer interesting						
							005 Credential						
f state (005) C	andontiale Instructi	2221											
area for and a	- Consenting a monther of the	2055											
g OOS Inform	ation is optional; he	wever, any data tha	can be entered	d as proof of Ou	n of State Credentia	s is encourage	ed and will support :	any subsequent revie	w and approval p	rocess.			
g OOS Inform	ation is optional; he	www. any data tha to enter informatio	can be entered	d as proof of Ow	rt of State Credentia ate request. Click Sa	s is encourage we to save the	ed and will support a	any subsequent revie	w and approval p	rocess.			
ng OOS Inform • Click 4 • The ne	ation is optional; he Add OOS Credential ew OOS Credential	www. any data tha to enter informatio fata will appear in ti	can be entered that is relevan to OOS Credeni	d as proof of Ow It to the Certific Mods record table	et of State Credentia ate request. Click So e below. If the Inform	s is encourage we to save the ration in <mark>t</mark> he to	ed and will support a e changes. table is incorrect or i	any subsequent revie incomplete, click the	w and approval p	rocess. Actions column t	a edit the informatio	n, as appropriate.	
ng OOS Inform Click 4 The ns Click 5	ation is optional; he Add OOS Credential ew OOS Credential Save & Next to cont	wover, any data tha to enter informatio data will appear in ti nue.	can be entered that is relevan to OOS Credent	d as proof of Ou It to the Certific that's record table	et of State Credentia ate request. Click So e below. If th <mark>e</mark> inform	s is encourage we to save the nation in the ta	ed and will support a e changes. table is incorrect or i	any subsequent revie incomplete, click the	w and approval p	rocess. <b>Actions</b> column t	s edit the informatio	n, as appropriate.	
ng COS Inform + Click 4 + The tw - Click 5	lation is optional; he Add OOS Credential ew OOS Credentiaf Save & Next to cont	wever, any data tha to enter informatio fata will appear in t nue.	can be entered i that is relevan ie <i>OOS Creden</i> i	d as proof of Ou It to the Certific Muls record table	it of State Credentia ate request. Click So e below. If the Inform	s is encourage we to save the nation in <mark>th</mark> e to	ed and will support a e changes. table is incorrect or i	any subsequent revie incomplete, click the	w and approval p pencil icon in the	rocess. Actions column t	a edit the informatio	n, as appropriate.	Add 005 Cre
ing OOS Inform • Click # • The ne • Click S	ation is optional; he Add OOS Credential ov OOS Credential Save & Next to cont	www. any data tha to enter informatio fata vull appear in ti nue.	can be entered that is relevan e OOS Credent	d as proof of Ou It to the Certific Mails record table	nt of State Credentific ate request. Click So e below. If the Inform	s is encourage we to save the nation in <mark>t</mark> he to	ed and will support a e changes. Lable is incorrect or i	any subsequent revie incomplete, click the	w and approval p	rocess. <b>Actions</b> column b	a edit the informatio	n, as appropriate.	Add 005 Cre Sharing 1 to 0 of 0

Figure EDB-TOS-01: Educator Out of State (OOS) Credentials Tab

If any non-Delaware credentials have been added for the educator, they will appear in the **OOS Credentials** table at the bottom of this tab.

To add a new out of state credential, click the Add OOS Credential button.

Received Date : Application Type : 7 Category : 7 Effective Date : 4	MM/DD/YYYY -Select Application Type NameSelect Certificate Category Name- MM/DD/YYYY	• •	Credential Type State :* Expiration Date	-Select Credential Method Name- -Select State- MM//DD/YYYY	•
Subject ** Level ;*	-Select Subject-	♥ Date	Content Area **	Actor	
		No Record Found			
File Description :	Duc	ument Type · -Select Document	Type- 🗸	Associato Existing Documents	
Document :*	Drop file here to upload or click here to b	rowse and select file(s) to upk	ad	If a document has already been uploaded, then there is n upload it again. In this case, the proper action is to Assoc document, meaning that the pre-loaded document will b To Associate a document, click the Associate Document it	no reason to clate the be referenced. button.
					Save Cancel

Figure EDB-TOS-02: Educator OOS Credentials Tab – Add New Record Form

An entry form is form is inserted in the **OOS Credentials** section for addition of non-Delaware credentials that have been earned by the educator. The top section is for entering information specific to the out-of-state credential and the bottom section is for uploading supporting documentation.

Complete the required fields specific to OOS credentials. The required fields are designated with a red \* and include: *Application Type, State, Category, Effective Date, Subject, Content Area* and *Level*. Dropdown lists are provided for selection of *Application Type, State, Category* and *Subject*. The date fields require *MM/DD/YYYY* format. When the cursor is in a date field, a calendar is presented for selection/specification of the specific date requested.

The *Level* control allows the user to select multiple levels. Click on *Level* and a *Select Level* box is presented to check the level(s) that apply to the credential. Note that multiple levels may be selected using this control. Once the appropriate selections are made, click on the *Level* box again to dismiss the *Select Level* box. The *Level* box is shaded light blue to indicate that data has been entered.

Complete the bottom section by providing supporting documentation in the form of a pdf or image file. Select **OOS Credential** from the **Document Type** dropdown list. 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.

There may be instances where **OOS Credential** 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 **OOS Credential** document is not associated, then follow the next steps to upload the 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**.

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 *Save* button to save new *OOS Credentials* data or click *Cancel* button to dismiss any changes. Either option will exit edit mode. If data is not entered for required fields on *Save*, then an error message is displayed in a red banner across the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the red banner. If data is saved successfully, a new OOS credential record is added to the *OOS Credentials* table at the bottom of the tab.

Received Dale	Credential Type	Application Type	State	Category	Effective Date	Expiration Date	Subject	Content Arisa	Level	Reciprocal	Documents	Used toward Application	Accepted	Ventled	Actions
		Standard Certificate	Maryland	Teaching	02/28/2020	02/27/2024	Middle Level Social Studies	Social Studies	Sixth,Seventh,Eighth		OOS Credential		8		

Figure EDB-TOS-03: Educator OOS Credentials Tab – OOS Credentials Table

To edit existing information, click the pencil icon in the *Actions* column. An entry form is inserted in the *OOS Credentials* section, populated with the current record data. Make changes as required and click *Save* button to save changes or click *Cancel* button to dismiss changes. Either option will exit edit mode. The entry form is hidden when edit mode is exited.

To delete the record, click the trashcan icon in the *Actions* column of the *OOS Credentials* table. A confirmation message box is displayed: *Are you sure you want to delete this record?* Click *OK* button to confirm deletion of the record, or click *Cancel* button to deny deletion of the record.

## **Graduate Salary Increments**

The *Graduate Salary Increments* tab displays salary increments that have been applied for or issued to the educator.

Click the *Salary Increments* tab.

Correspondence	curseviork Credentials	Documents Experience	Nat/Pro Certificates	Other Personal Into	Student Reaching Transcrip	DIEEC (EL)	PD Training (EL)	Class Schedule Clock Hours (K-12)
Emergency/COE E	nployment History Evaluation	ons Financial Mentor	ning OOS Credentials	Graduate Salary increments	Stipends Tests			
				Salary Increments	k (			
Education	Effortun Data	VerBratice Date	Accilention Drive	Joseph Date	Stature	Parma	ere	Actions
Englisher Desses of C			07/24/2021		le Promas	1.0000000	faise	

Figure EDB-TSI-01: Educator Salary Increments Tab

If salary increment data exists for the educator, it will be listed in the *Salary Increments* table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted. In the example above, a *Salary Increment* has been applied for, but not yet approved. Note that the *Status* is *In Progress* to indicate that the application has not been approved and the salary increment has not been issued.

When the salary increment has been approved and issued, then the details in the *Salary Increments* table will appear as:

Correspondence Entergency/COE	Coursework Credentiels Employment History Evaluation	Documents Experience s Finanzial Manton	NatuPro Cartificales	Other Personal Info Graduate Salary Increments	Student Teaching Transcripts Btipends Tests	DIEEC (EL)	PD Training (EL)	Class Schedule Cl	ock Hours (K-12)
				Galary Incremen	ta				-
Education	Effective Date	Verification Date	Application Date	Approval Date	Statue	Reason	STS	9	Adians
Bachelors Degree + 15	07/24/2021	07/13/2021	07/24/2021	67/24/2021	Approved		55511		

Figure EDB-TSI-02: Educator Salary Increments Tab – Increment Approved

Note that the *Status* has changed to *Approved* to indicate that the application has been approved and the salary increment has been issued to the educator.

# Stipends

The *Stipends* tab displays salary stipends that have been applied for or issued to the educator.

Click the *Stipends* tab.

Correspondence	Coursework Credentials D	ocumente Experience	Mat/Pro Contributes	Other Personal Info	Student Teaching Transcripts	DIEEC (EL) PD	Training (EL) Class Schedule	Clock Hours (K-12)	
Emergency/COE	Employment History Evaluations	Financial Mentoring	0 OOS Credentals	Graduate Satary Increments	Stipends Tests				
				Stipends					
	(Constant)						1998 ALL MARK		
Stipend Type	Steend Amount	Cacutated Amount	In Progress	87/24/2021	Approved/Effective Date	Expration Date	School Year 2021-2022	Actions	
Stipend Type	Stepend Amount	Calculated Amount	Status	Requested Date	Approved/Effective Date	Expration Date	School Year 2021-2022	Actions	

Figure EDB-TSS-01: Educator Stipends Tab

If salary stipend data exists for the educator, it will be listed in the *Stipends* table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted. In the example above, a *Salary Stipend* has been applied for, but not yet approved. Note that *In Progress* is shown in the *Status* column and the *Stipend Amount* field is blank to indicate that the salary stipend has not been issued.

When the salary stipend application has been approved and the stipend issued, then the details in the *Stipends* table will appear as:

Correspondence	Coursework Credentials I	Documents Experience	Nat/Pro Certificates	Other Personal Info	Student Teaching Transcripts	DIEEC (EL)	PD Training (EL) Class Schedule	Clock Hours (K-12)
Emergency/COE	Employment History Evaluations	Financial Mentoria	005 Credentials	Graduate Salary Increments	Stipends Tests			
				Stipends				
							la deservação de la companya de la c	
Stipend Type	Stipend Amount	Calculated Amount	Status	Requested Data	Approved/Effective Date	Expiration Data	School Year	Actions

Figure EDB-TSS-02: Educator Stipends Tab – Stipend Issued

Note that *Approved* is shown in the *Status* column and the *Stipend Amount* has been populated to indicate that the application has been approved and the salary increment has been issued to the educator.

## Tests

The *Tests* tab displays all test and examination data for the educator.

## Click the *Tests* tab.

CONTRACTOR OF		and the second sec				S		the second s		Constant Constant	
pency/COE	Employment History	Evaluations Finan	cial Mentoring	OOS Credentials	Graduate Salary Increm	ients Stipende	e Tests				
					Tests	ŧ					
Instructions:											
formation on t	the Tests bar is read-on	w. If Test data has been ac	ided to the system fr	or the Educator, it will	appear here: otherwise, th	e table will be blar	nk,				
viormation on t	the Tests bar is read-on	ly. If <b>Test</b> data has been ac	ided to the system fi	or the Educator, it will	appear here: otherwise, th	e table will be blar	nk.				
nformation on t k Save & Next b	the Tests bar is read-on o conttinue.	ly, lf <b>Test</b> data has been ac	ided to the system fi	or the Educator, it will	appear here; otherwise, th	e table will be blar	nk.				
information on t k Save & Next b	the Tests bar is read-on to continue.	ly, If <b>Test</b> data has been ac	ided to the system fi	or the Educator, it will	appear here: otherwise, th	e table will be blar	nk.				
information on t	the Tests bar is read-oni	ly. If <b>Test</b> data has been ac	ided to the system fi	or the Educator, it will	appear here: otherwise, th	e table will be blar	nk.		and and a		
nformation on t k Sove & Next b Test Type	the Tests bar is read-oni to conttinue. Test Date	ly. If Test data has been ad Test Subject Type Name	ided to the system fi	or the Educator, it will Score	appear here: otherwise, th Pass?	e table will be blar Entry Mothod	nk.	AIT Test Sowing	ACTFL	Documents	Actions

Figure EDB-TTE-01: Educator Tests Tab

If any test or examination data has been added for the educator, it will be listed in the Tests table; otherwise, the table will be blank. The information on this tab is read-only and data cannot be added, edited or deleted.

## **Print Credentials**

The *What can I do Today?* / *Print Credential* sub-menu allows the educator to select a specific credential that has been earned, and print the associated certificate.

Click the *What can I do Today?* menu icon. List of options is displayed.

Select **Print Credential** from the dropdown menu options.



Figure EDB-PC-01: Print Credential Menu Selection

Educator is redirected to the educator file, and the *Credentials* tab is pre-selected.

The *Print Credentials* section at the top allows the educator to select a specific credential that has been earned, and print the associated certificate.

Pho	t and Download Credentia	le -		-
Select a License :	- Select -	÷		
Select a Document Type :	- Select -	*		
			Economic Reset	

Figure EDB-PC-02: Print Credentials Section

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

Pri	at and Download Credentials	÷.
Select a License : Select a Document Type :	- Select	

Figure EDB-PC-03: Print Credentials - License Options

The list of options displayed is limited to the credentials that have been issued to the educator. In this example, the educator has been issued an Advanced License. Select the desired credential from the list. Click the down arrow to the right of the *Select a Document Type* dropdown list.

Prin	it and Download Credentials			-
Select a License :	Advanced License - 234723	÷		
Select a Document Type	- Select - - Select -	-		
	Wall Certificate for C&C		Generate Reset	

Figure EDB-PC-04: Print Credentials - Document Type Options

The list of options displayed is limited to the certificates that can be printed for the credential selected in the *Select a License* list. Select the desired print option from the list.

Prir	nt and Download Credentials			
Select a License	Advanced License - 234723	÷		
Select a Document Type :	Wall Certificate for L&C	~		
			Generate Reset	

Figure EDB-PC-05: Print Credentials - License Selections

When both options have been specified, the *Generate* button is enabled. Click the *Generate* button. A pdf version of the certificate, suitable for framing, is downloaded to the *Downloads* folder of the educator's computer. Go to the Downloads folder and locate the newly generated credential file. Open the pdf file to view contents:



Figure EDB-PC-06: Print Credentials – License Wall Certificate

To reset the dropdown lists, click the *Reset* button and the options are deselected so that the section appears as it did prior to selecting the credential and document Type.

Pr	int and Download Creder	itlals		-
Select a License :	- Select -	~		
Select a Document Type :	- Select -	~		
			Gemérate Reset	

Figure EDB-PC-07: Print Credentials Reset Form

The dropdown lists are reset so that the section appears as it did upon entry.

# **View My Applications**

The *What can I do Today?* / *View My Applications* sub-menu displays all of the applications that are associated with the educator. This is the place that applications are monitored for progress and is the primary communication channel for all applications.

Click the *What can I do Today?* menu icon. List of options is displayed.

Select *View My Applications* from the dropdown menu options.



Figure EDB-MVA-01: View My Applications Menu Selection

Educator is redirected to the *View My Applications* page, comprised of an *Application Tracker* for each application created.



Figure EDB-MVA-02

Each *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 *Application Tracker* is provided as a way of monitoring the status of the application as it progresses.

The *View My Applications* page 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.

In addition to the stage banners, the Application Tracker contains a table of information related to the application. At a minimum, the table includes *Application Type*, *Date Submitted* and *View PDF* data.

A few Application Trackers will now be examined to highlight differences.



Figure EDB-MVA-03

In the above example, the *Application Tracker* shows at a glance that the *Application* has been submitted (status = *Completed*) and the current state is *In Progress*. The application is currently in the *Intake* queue, waiting to be reviewed and approved. The last three banners are gray to indicate that these stages have not been started.

The table to the right of the banners reveals that the application is for a **Salary Stipend** as listed in the **Application Type** column. There is a **View Application** link in the **View PDF** column to download the application that was submitted. When the **View Application** link is clicked, a pdf version of the application is downloaded to the educator's computer. A red **Withdraw** button is also provided so that the application can be withdrawn at any time during the application review process.



Figure EDB-MVA-04

Like the previous example, the *Application Tracker* shows that the **Application** is *In Progress*. However, there are some distinct differences with this *Application Tracker* that are worth noting. The tracker not only shows the *Application* details, but includes a separate table for the *Certificate Requirements*. The first requirement has a red x in both the *Received* and *Accepted* columns to indicate that the required documentation has not been *Received* nor *Accepted*. The second requirement has a green  $\lor$  in both the *Received* and *Accepted* documentation has been *Received* and *Accepted*.

				Application Type Sub	nitted Date	
=				Initial License AND Middle Level Mathematics Teacher (Grades 5-8)	21	19
Intake	Quality Review	Analyst Review	Finalize	Requirements for License	Received	pr:/
Completed	Completed	Completed	Completed	Do you have a Bachelor's or a Master's degree in any area from a regionally accredited college or university?	0	
				Have you completed the Delaware student teaching requirement for licensure?	0	
				Hove you passed or pain to take the Pentormaince Assessment?	0	
				Have you passed of pain to take the Pentomainte Assessment? Requirements for Middle Level Mathematics Teacher (Grades 6-8) Have you passed the PRAXIS II ETS Test #5169 - Middle School Mathematics?	Received	A

Figure EDB-MVA-05

0

0

Ø

In the above example, the *Application Tracker* shows that the Application has been successfully completed. All of the individual banners are green and all of the requirements are marked as *Received* and *Accepted*, as evidenced by the green  $\lor$  in the corresponding columns.



Figure EDB-MVA-06

In this example, a deficiency has been raised that needs to be responded to by the educator. 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. There is also a *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.

## **View My Credentials**

The *What can I do Today?* / *View My Credentials* sub-menu is used to view the credentials that the educator has been issued or has applied for.

Click the *What can I do Today?* menu icon. List of options is displayed.

Select View My Credentials from the dropdown menu options.



Figure EDB-MVC-01: View My Credentials Menu Selection

Educator is redirected to the *Credentials* tab of the educator file.

respondence C	loutsework	Credentials	Documents	Experience	Nat./Pro Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)
ergency/COE	Employment Histo	ty Evalue	tions Financ	isi Mentoring	ODB Cradentials	Graduate	e Balary increments	Stipends	Tests				
							Credentials						
						Print ar	nd Download Gred	entials					( <del>)</del>
					Select a Licen	set [-	Select -		~				
					Select a Document Typ	pe: -	Select -		*				
											Generate	Reset	
							K-12						
K-12 License	s												
Show All													
Creder	itial Definition		Credential	No	First Issuance Date		Effecti	ve Date	Expiration	1 Date	PA Due Date		redential Status
int	ial License		234720		07/24/2021		07/24	2021	97/24/2	025			Issued

Figure EDB-MVC-02: View My Credentials Default View

This is exactly the same location as described in the <u>Credentials</u> Educator Tab section above. In most cases, there is more than one route to any specific functionality in the system. Click the minus icon (indicated with a red arrow above) to collapse that **Print and Download Credentials** section, so that guidance can be focused on the credential details sections.

COE	Employment History	Evaluations	Financial	Mentaring 005 Cred	entials Oraduate Selary Inc	rements Stipenda	Testa				
0002/	- 2005.000 (AC 2007)	124112018				CINED CRACK					
					Creder	ntials					3
					Print and Downle	ad Credentials					.+
					64	2					
Licens	ses										
WAIE.											
Cre	edential Definition		Credential No	First isso	iance Date:	Effective Date	Expiration D	to PA	Due Date	Crodential Status	
Ere	edential Definition		Credential No 234726	First isso 07/2	iance Data #2021	Effective Date 07/24/2021	Expiration Da	to PA	. Due Date	Crodential Status	
Ere	edential Definition Initial License	ļ.	Credential No 234726	First isso 07/2	sance Uate 9/2021 K-112: Ceri	Effective Date 07/24/2021 tifficates	Expiration Da 07/24/2028	to PA	s Due Date -	Crodential Status Issued	
Ere	edential Definition	amplete?	Credential No 234726 When	First isso 07/2 Status	sance Dato 2002 1 K-12: Cert Area	Effective Date 97/24/2021 ifficates Class	Expiration Dx	to PA	A Due Date	Crodential Status ISSUED - Replaced	
E ro 10	edential Definition Initial License App. C Yes	amplete?	Credential No 234726 When 07/242021	First lass 07/2 Status Jasued	Music Teate K-12:Cert Area Music Teacher (Oracles K- 12)	Effective Date 07/24/2021 ifficates Class Standard	Expiration Do 07/24/2025 Issued 07/24/2021	60 DA Effective 079242823	L Due Date Expres	Credential Status Usued Replaced No	

Figure EDB-MVC-03: View My Credentials – K12 Licenses section

The information on the *Credentials* tab consists of all the academic or educational qualifications of the educator. These credentials include qualifications that are complete or incomplete, as reflected in the status. For example, once an application has been submitted, the credential will appear here with a status of Pending and the progression can be monitored here through to completion, ultimately showing a status of Issued. If the educator has any pending or issued credentials, they will be listed in the *Credentials* table; otherwise, the table will be blank.

Apart from the <u>Print Credentials</u> section, the *Credentials* tab consists of two other major sections: *K-12* and *Early Learning*. User will need to scroll down to see all the *Credentials* sections. There are also subsections within each of these major sections and the structure for the *Credentials* information follows:

- K-12
  - o K-12 Licenses
    - K-12 Certificates

- o DPAS
- o Paraeducator Permits
  - Paraeducator Certificates
- o Other Permits
- o Administrative Certificates
- Early Learning
  - Certificates
  - Career Lattice
  - Specialized Training
  - STARS Credentials

Note the minus icon in the upper right-hand corner of each section and subsection (indicated with a red arrow above). This allows the section to be collapsed. When the minus icon is clicked, the section is collapsed and a plus icon appears in its place, allowing the section to be expanded. For example, if all the major sections are collapsed the view will appear as:

Correspondence	Coursework	Credentais	Documente	Experience	Nat/Pro Certificates	Offer	Personal Inf	to Etudent Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)	Emergency/ODE
Employment History	Evaluations	Financial	Merbaring	005 Credentials	Graduate Salary In	crements	Stipends	Testa						
							¢.	redentials						
							Print and Do	ownload Credentials						+
								H-12						*
							Ear	ty Learning						+

Figure EDB-MVC-04: View My Credentials – All Sections Collapsed

Simply click the plus icon (indicated with red arrows above) to expand and view the desired section again.

A few *Credentials* sections will now be examined to highlight differences. The first section to be viewed in detail is the *K-12 Licenses* section:

All									
Credent	al Definition	Credential No	First base	ance Date	Effective Date	Expiration Da	te PA	Due Date	Credential Status
Initia	License	108545	04/2	2/2021	04/22/2021	04/21/2025			Issued
				K-12/Gert	lficates				
- ID	App. Complete?	When	Status	Area	Glass	losuod	Effective	Expres	Replace
ID I	App. Complete? Yes	When:	Status	Area Middle Level Science Teacher (Grades 5-8)	Class Standard	lissued 04/22/2021	Effective 04/22/2021	Expires	Replace

Figure EDB-MVC-05: View My Credentials – K-12 Licenses Section

If an educator has applied for or been issued a *K-12 License* and *Certificate*, then it will appear here. The top of the *K-12 Licenses* section is for the License data. In order to obtain a *Certificate*, an educator must have a *License*. An educator may have multiple licenses, but only one will be active. The *License* table lists the license type in the *Credential Definition* column and displays dates associated with the license. Probably the most important piece of data is the *Expiration Date*, as this is the time that the license will need to be extended, upgraded or renewed, depending on the license type.

The *K-12 Certificates* table at the bottom of the *K-12 Licenses* section displays the *Certificates* that the educator has either obtained or applied for. In the above example, the educator has been *Issued* two

certificates. The certificates are always listed in descending chronological order, so that the most recent credential appears at the top of the list. The first certificate issued (second row of the table), is an *Emergency Certificate*. Note that the *Emergency Certificate* has an *Expiration Date*, and will need to be either extended or upgraded before expiration. The second certificate issued (first row of the table), is a *Standard Certificate*. Note that there is no *Expiration Date*, as *Standard Certificates* do not expire.

Cred	iential Definition	Credential	No	First Issuance Date		flective Date	Expiration Date		Crudontial Status
	Permit	108635		04/17/2021		05/18/2021	95/17/2026		Pending Renewal
Para	educator Permit	108635		04/17/2021		04/17/2021	04/17/2026		losued
				Panaeducator Cor	tificaties				
	Los Completo?	100 mar	Quere .	Paraeducator Cor	tification	hand	THE ADDA	Eviplone	Protec
10	App. Complete?	When	Status	Paraeducator Cor Class	tification Агеа	issued	Effective	Expires	Replac
ю	App. Complete? Yes	When 04/17/2021	Status Isoued	Paraediscutor Cor Class Paraeducator Tite 1	tificatios Area	Issued 04/17/2021	Effective 04/17/2021	Expires	Replac No.
10	App. Complete? Yes	When 04/17/2021	Status	Class Class Paraeducator Tite 1 Paraeducator	Area	Issued 04(17/2021	Effective 04/17/2021 04/17/2023	Expires	Replac
ID.	App. Complete? Yes Yes	When 04/17/2021 04/17/2021	Status Issued Issued	Class Class Paraeducator Tite 1 Paraeducator Instructional	Area	Manuel 04/17/2021 04/17/2021	Effective 04/17/2021 04/17/2021	Expires	Replec No No

The next section to be viewed in detail is the *Paraeducator Permits* section:

Figure EDB-MVC-06: View My Credentials – Paraeducator Permits Section

Paraeducator Permits

If an educator has applied for or been issued a *Paraeducator Permit*, then it will appear here. The top of the *Paraeducator Permits* section is for the Permit data. The *Permits* table lists the *Permit* type in the *Credential Definition* column and displays dates associated with the permit. Probably the most important piece of data is the *Expiration Date*, as this is when the permit will need to be renewed. In the above example, a *Paraeducator Permit* has been *Issued*, as evidenced by the *Credential Status* data listed in the second row. The top row of data reveals that the educator has applied for a Renewal and the *Credential Status* is *Pending Renewal*.

The *Paraeducator Certificates* table at the bottom of the *Paraeducator Permits* section displays the *Certificates* that the educator has either obtained or applied for. In the above example, the educator has been *Issued* all three certificates: *Paraeducator Service, Paraeducator Instructional* and *Paraeducator Title I*. Note that there is no data in the *Expires* column, as *Paraeducator Certificates* do not expire.

The next section to be viewed in detail is the **Other Permits** section. The **Other Permits** section will include credentials for the following permit types: Adult Basic Education (Level 1-2), James H. Groves Adult High School (Level 1-3), Interpreter Tutor for the Deaf/Hard of Hearing and Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing.

Permits					
All Credential Definition	Credential No.	First Issuance Date	Effective Date	Execution Date	Cordenius Status
California and an an	and the second second second	and the second se		Constant and the second second	Chief And Constanting
Adult Basic Education (ABE), Level 2	103629	84/16/2021	04/10/2021	04/19/2026	Issued

Figure EDB-MVC-07: View My Credentials – Other Permits Section

If an educator has applied for or been issued a permit of the types listed above, then it will appear here. The *Other Permits* table lists the *Permit* type in the *Credential Definition* column and displays dates associated with the permit. Probably the most important piece of data is the *Expiration Date*, as this is when the permit will need to be renewed. It is important to note that some permits do not expire and will therefore have no *Expiration Date* listed. The permits are always listed in descending chronological order, so that the most recent credential appears at the top of the list. The first permit issued (second row of the table), is of type *Adult Basic Education (ABE) Level 1* and the *Credential Status* is *Previous*, as this has been replaced by the *Adult Basic Education (ABE) Level 2* permit listed in the first row. In this scenario, the educator has upgraded from *ABE Level 1* to *ABE Level 2*. The *Credential Status* for ABE Level 1 is *Previous* while the *Credential Status* for ABE Level 2 is *Issued*. Note that there is an *Expiration Date* for each of the Adult Basic Education permits. Refer to the Renewal User Guide for a detailed overview of permit renewal requirements.

The information on this tab is read-only and data cannot be added, edited or deleted.

## **View My Documents**

The *What can I do Today?* / *View My Documents* sub-menu is used to view the documents that have been uploaded for the educator as supporting documentation.

Click the *What can I do Today?* menu icon. List of options is displayed.

Select View My Documents from the dropdown menu options.



Figure EDB-MVD-01: View My Documents Menu Selection

## Educator is redirected to the *Documents* tab of the educator file.

Correspondence Coursework Credentials D	ocuments Experience Nat. Pie. Certificates Other	Personal Info Student Teach	Ing Transcripts DIEEC (EL)	PD Training (EL) Class Schedule Clock Hours (H-12)
Emergency/COE Employment History Evaluations	Financial Mentoring OOS Credentials Grad	fuste Salary Increments Stipends	Tests	
		Document		
The Description	Document Type	Date	Link	Action
Cošego Transcript	College Transcript (HR & DDE Crity)	07/24/2021 4:02:56 PM	Download	
07242021104013211467-234724-63899-NewApplication.pdf	New Application	07/24/2021 10:40:14 AM	Dowtload	
National Board Cartification Certificate	Nat./Pro. Certificate	07/24/2021 9:07:40 AM	Download	8
0724202106084621146783895-NewApplication.pdf	New Application	67/24/2021 6:08:46 AM	Download	
File Description	Document Typ	e 🔹 -Select DecumentType- 👻		
Document : *	Drop the here to upload or click here to browse a	nd select file(sy to upload.		
h				
				Click hore Incomment Unicod Carles
				Cardo Contra Contractor Altereda

Figure EDB-MVD-02: View My Documents Page

This is exactly the same location as described in the <u>Documents</u> Educator Tab section above. In most cases, there is more than one route to any specific functionality in the system.

The top section of the **Documents** tab is comprised of a document table. If any documents have been uploaded for the educator, they will appear here; otherwise, the table will be blank. The documents are files that have been uploaded as required or supporting documentation. Note the entry in the first row: **College Transcript (HR & DOE Only)**. This is included to indicate that this document type cannot be uploaded by the educator. The second and fourth row show entries that correspond to applications that have been submitted by the educator. These also are not editable, as indicated by an absence of icons in the corresponding **Action** columns.

Existing documents on this page can be downloaded, if desired. To download a document, click the **Download** link in the **Link** column of the record for the desired document. A pdf version of the selected document is downloaded to the **Downloads** folder of the educator's computer.

New documents may be added using the document upload section directly below the **Documents** table. Click the down arrow to the right of the **Document Type** dropdown list.

File Description	Document Type *	-Select DocumentType- 🐱	
		-Select DocumentType-	
Document *		Application Latter - Application Letter	
	Open file trave to unloast or clicit have to tamone and se	Clock Hours - Clock Hours	
÷	and have been a share of the transformer and a	Complaint Form - Complaint Form	
The same same way that have a		Complaint Investigative Document - Action by another Licensing Jurisdiction	
		Complaint investigative Document - Attorney Communications	
		Complaint investigative Document - Charges	
		Completel Investigative Document - Conespondence	
		Comptaint Investigative Document - Court Document	Flight have be seenalistic University
		Complaint Investigative Document - Criminal Convictions	Provide and a second second second
		Complaint investigative Document - Firm License Information	
		Complaint Investigative Continent - Happing Publishs	

Figure EDB-MVD-03: View My Documents – Document Type Options

A comprehensive list of document types is displayed. The list of document types will be limited to those that can be uploaded by the educator. It may be necessary to scroll down to view the complete list of document types. Select the desired **Document Type** from the list. Optionally, a document description can be added in the **File Description** entry field.

File Description :	Deterward State ID			D	ocument Type : "	10	identification Type - Stati 🛩						
Document *		Dtop 1	le new to upload	or click here to	i biowse and s	elec	ect file(s) to upload						
											Click here to complete Upla	ad	Cancel

Figure EDB-MVD-04: View My Documents – Document Type Selection

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**.

As soon as the file is selected, the *Click here to complete Upload* button is enabled. The 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.

File Description :	Belaware State ID	Document Type :* Identification Type - Stati 🛩	
Document : 1			
		Drop file here to upload or click here to browne and select file(t) to upload.	
	for any property of the second part of the sec	N IN A ROCCE REPORT OF A REPORT OF A REPORT OF A REPORT OF A ROCCE REPORT OF A ROCCE REPORT OF A ROCCE REPORT OF A ROCCE A	
		Name	Action

Figure EDB- MVD-05: View My Documents - Add Document Form Completed

Click the *Click here to complete Upload* button to upload the document or click *Cancel* to dismiss the changes without saving. If the *Cancel* button is clicked, the document upload section is reset, removing the data and cancelling the operation. If the *Click here to complete Upload* button is clicked, the new document is added to the *Documents* table.

File Description	Document Type	Date	Link	Action
Delaware State (D	State ID	07/24/2021 4:13:17 PM	Download	
College Transcript	College Transcript (HR & DOE Only)	07/24/2021 4:02:56 FM	Download	
07242021104013211467-234724-83899-NewApplication.pdf	New Application	07/24/2021 10:40:14 AM	Download	
National Board, Certification Certificate	Nat.Pro. Certificate	07/24/2021 9:07:40 AM	Dimeterd	a
0724202106084821146783895-NawApplication.pdf	New Application	07/24/2021 6:06:46 AM	Download	

Figure EDB- MVD-06: View My Documents –Document Table

To download a document, click the **Download** link in the **Link** column of the record for the desired document. A pdf version of the selected document is downloaded to the **Downloads** folder of the educator's computer. Documents that can be deleted will have a trashcan icon in the corresponding **Action** column of the table.

## **View My Emails**

The *What can I do Today?* / *View My Emails* sub-menu is used to view the emails that have been sent to the educator by the DEEDS system.

Click the *What can I do Today?* menu icon. List of options is displayed.

? E i Apply for Early Apply for K-12 What can I do Help Learning Today? Edit My File Print Credential View My Applications View My Credentials View My Documents View My Emails View Payment Receipt Early Learning Website K-12 Website

Select View My Emails from the dropdown menu options.

Figure EDB-MVE-01: View My Emails Menu Selection

Educator is redirected to the *Correspondence* tab of the educator file.

Correspondence	Coursework	Credentials	Documents	Experience	Nat/Pro. Certificates	Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)	
Emergency/COE	Employment His	tory: Evalua	ations Financia	Mentoring	OOB Credentials	Gradua	ite Salary Increments	Stipends	Tests					
<u> </u>	Email													-
													Search:	
	Data Sent Subject										Email	Action		
07/24/2021 10:38:01 AM		51	Saisry Increment Application Update										۲	
07/24/2021 10:35:38 AM		D	DE Depl of Education - Important Application Information										۲	
07/24/2021 7:33 55 AM		10	Your Salary Stipend has been approved										۲	
07/24/2021 6.00.34 AM		D	DE Depl of Education - Important Application information										۰	

Figure EDB-MVE-02: View My Emails Page

This is exactly the same location as described in the <u>Correspondence</u> Educator Tab section above. In most cases, there is more than one route to any specific functionality in the system.

The *Correspondence* table lists all emails that have been sent through the system. For example, when an educator registers with DEEDS, a *DDOE Licensee Registration* email is sent to the user. This email appears at the bottom of the list, as this was the first correspondence with the educator. The emails are sorted in descending chronological order, with the most recent entries at the top.

The information on this tab is read-only and data cannot be added, edited or deleted. However, the *Correspondence* data can be viewed by clicking the eye icon in the *Action* column. The email contents are displayed, detailing the *To* email address, the *Subject* and the *Email* contents. If the email is large, it may be necessary to scroll down to view the entire contents. Click the *Cancel* button to close the email view.

## View Payment Receipt

The *What can I do Today?* / *View Payment Receipt* sub-menu is used to view receipts for any payments made via the DEEDS system.

Click the What can I do Today? menu icon. List of options is displayed.

E E ? Apply for K-12 What can I do Apply for Early Help Learning Today? Edit My File Print Credential View My Applications View My Credentials View My Documents View My Emails View Payment Receipt Early Learning Website K-12 Website

Select View Payment Receipt from the dropdown menu options.

Figure EDB-MVP-01: View Payment Receipt Menu Selection

Educator is redirected to the *Financial* tab of the educator file.

Correspondence Employment History	Coursework C Evaluations	Credentials Financial	Documents Manipring	Experience COS Credentais	Nat IPro Certificates Graduate Salary Inc	Other	Personal Into Blipends	Student Teaching Texts	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)	Emergency/COE
Prandal														
Payment Detail														
Paid	8		Di	ata/Time			Amount			Authorization Co	00		Transaction ID	
Yes	0.7/	/23/2021				5100.00		011224	995			2699656		

Figure EDB-MVP-02: View Payment Receipt Information

This is exactly the same location as described in the <u>Financial</u> Educator Tab section above. In most cases, there is more than one route to any specific functionality in the system.

The *Financial* table shows details of payments made, along with the *Date*, *Amount* and *Transaction* details. If the educator has applied for, or been issued a license, then there will be an entry here for the mandatory one-time payment of \$100. The *Date* will align with when the license application was first submitted and payment was required. The data is informational in nature and cannot be added, edited or deleted.

# **Early Learning Website**

The *What can I do Today?* / *Early Learning Website* sub-menu provides a direct link to the Early Learning website.

Click the *What can I do Today?* menu icon. List of options is displayed.

Select *Early Learning Website* from the dropdown menu options.



Figure EDB-MEW-01: Early Learning Website Menu Selection

Educator is redirected to the home page of the *Early Learning Website*.

## K-12 Website

The *What can I do Today? / K-12 Website* sub-menu provides a direct link to the *K-12 Licensure and Certification* website.

Click the *What can I do Today?* menu icon. List of options is displayed.

Select K-12 Website from the dropdown menu options.


Figure EDB-MKW-01: K-12 Website Menu Selection

# Educator is redirected to the home page of the K-12 Licensure and Certification Website.

## Help

The *Help* menu icon presents links to help information. Click the *Help* menu icon.



Figure EDB-MHP-01: Help Menu Icon Options

A dropdown list of sub-menu options is presented. One of the sub-menu items must be selected in order to initiate action toward one of the options. The *Help* sub-menu options are detailed in the following sections.

# **Early Learning Website**

The *Help / Early Learning Website* sub-menu provides a direct link to the Early Childhood website.

Click the *Help* menu icon. List of options is displayed.

Select *Early Learning Website* from the dropdown menu options.



Figure EDB-HEW-01: Help Early Childhood Website Menu Selection

Educator is redirected to the home page of the *Early Learning Website*. The Early Learning website offers helpful information related to Early Learning Certification.

# K-12 Website

The *Help / K-12 Website* sub-menu provides a direct link to the K-12 Licensure and Certification website.

Click the *Help* menu icon. List of options is displayed.

Select K-12 Website from the dropdown menu options.



Figure EDB-HKW-01: Help K-12 Website Menu Selection

Educator is redirected to the home page of the *K-12 Licensure and Certification* website. The K-12 Licensure and Certification website offers helpful guidance related to K-12 licensing and certification.

# **Application Tracker**

The *Help / Application Tracker* sub-menu provides a link to the Application Trackers.

Click the *Help* menu icon. List of options is displayed.

Select *Application Tracker* from the dropdown menu options.



Figure EDB-HAT-01: Help Application Tracker Menu Selection

Educator is redirected to the View My Applications page.

From this point forward, the status of your application can be monitored from this page. The Application Tacker is comprised of the banners: Application, **intoke**, **Booldy Review**, and **Finality**. These hanners 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. Click the "MORE" button in the buttom (ght-haid to round if you wind to be wind the three applications.



Figure EDB-HAT-02: Application Tracker Page

This is exactly the same location as described in the <u>View My Applications</u> page. In most cases, there is more than one route to any specific functionality in the system.

## **Quick Link Buttons**

The **Quick Link Buttons** appear in the upper right-hand corner of the page directly below the menu icons and appear as:



Figure EDB-QL-01: Educator Dashboard Quick Link Buttons

These buttons represent the most used functions within the system and are present on the *Educator Dashboard* for easy access. Each of the functions is also duplicated in sub-menus under the menu icons, but they are made readily available to the educator by being placed directly on the dashboard.

In the event that there is an action to be completed by the educator, additional quick link buttons may be added to the dashboard directly above the normal buttons. These reminder buttons that require immediate attention appear in red to indicate their importance.

If a deficiency has been raised during the review and approval process, then the educator is alerted by a *Respond to Deficiency* button on the dashboard. 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. The *Respond to Deficiency* button appears in red to indicate that action is required. Clicking the *Respond to Deficiency* button will direct the educator to the <u>View My</u> <u>Applications</u> page for additional details regarding the deficiency raised.



Figure EDB-QL-02: Respond to Deficiency Quick Link Button

Another example of a dynamic quick link button, is for an emergency recommendation. If an Emergency Recommendation has been raised on behalf of the educator, then the educator will need to review and accept the recommendation. If an emergency recommendation has been submitted, then the educator

is alerted by a *View My Recommendation* button on the dashboard. This *View My Recommendation* button is an immediate indicator that action is required by the educator in order to move forward with the application process. The *View My Recommendation* button appears in red to indicate that action is required. Clicking the *Respond to Deficiency* button will direct the educator to the <u>View My Applications</u> page for additional details regarding the emergency application submitted.

Click on links to quickly access your account and applications.	
View my Recommendation	
View/Update My File	
View My Applications	
View My Credentials	
Print My Credentials	

Figure EDB-QL-03: View My Recommendation Quick Link Button

## View/Update My File

The *View/Update My File* page is provided to allow the educator to view and update personal data. The *View/Update My File* button takes the educator directly to the educator file.

View/Update My File

Figure EDB-QVF-01: View/Update My File Quick Link Button

Click the View/Update My File button.

Correspondence	Coursework (	Credentiais Doc	uments Experience	Nat./Pro. Certificates	Other Personal Info	Student Teachin	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)
Emergency/COI	E Employment History	Evaluations	Financial	DOS Credentials	Graduate Salary Increments	Stpends	Tests				
	Personal Info										
First Name : *	Lauren					Prefix	-Select Prefix- ¥				
Midde Name :						Suffix ;	-Select Suffix- ¥				
Last Name :*	Embers					Professional Title	-Select Profession	al Title- 👻			
SS#;*	512-51-2512					Gender	🔿 Male 🔎 Femaia	O Other			
DOB :*	05/12/1992					Age :	39				
					Address Contact	Details					



Educator is redirected to the educator file, which is comprised of the information that has been stored in DEEDS for the educator. This is exactly the same location as described in the <u>What Can I Do Today? /</u> <u>Edit My File</u> sub-menu option described in the corresponding section above. In most cases, there is more than one route to any specific functionality in the system.

Because the information is so large and diverse, the data is divided into categories which appear as tabs at the top of the page. These tabs are referred to as Educator Tabs. These data categories appear as tabs across the top of the page. These data tabs are further divided into three major groupings and are color coded to easily distinguish their purpose. The educator data groupings and corresponding colors are:

- Data shared by K-12 and Early Learning green
- Data specific to K-12 Educators only blue
- Data specific to Early Learning Educators only orange

Within each major grouping, the tabs are also sorted in alphabetic order for ease of use.

To change the data view, click on the tab which is labelled according to its contents. The selection defaults to the **Personal Info** tab. The other Educator Tabs provided are: <u>Correspondence, Coursework</u>, <u>Credentials, Documents, Experience, Nat./Pro. Certificates, Other, Student Teaching, Transcripts, DIEEC (EL), PD Training (EL), Class Schedule, Clock Hours, Emergency/COE, Employment History, Evaluations, <u>Financial, Mentoring, OOS Credentials, Graduate Salary Increments, Stipends</u> and <u>Tests</u>. A reference link is provided to each of the associated sections where the functionality is described in detail.</u>

# **View My Applications**

The *View My Applications* page displays all of the applications that are associated with the educator. This is the place that applications are monitored for progress and is the primary communication channel for all applications. The *View My Applications* button takes the educator directly to the *View My Applications* page.

### View My Applications

Figure EDB-QVA-01: View My Applications Quick Link Button

## Click the View My Applications button.



#### Figure EDB-QVA-02: View My Applications Page

Educator is redirected to the *View My Applications* page, comprised of an *Application Tracker* for each application created. This is exactly the same location as described in the <u>What Can I Do Today? / View</u> <u>My Applications</u> sub-menu option described in the corresponding section above. In most cases, there is more than one route to any specific functionality in the system.

Each *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 *Application Tracker* is provided as a way of monitoring the status of the application as it progresses.

The *View My Applications* page 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.

In addition to the stage banners, the Application Tracker contains a table of information related to the application. At a minimum, the table includes *Application Type*, *Date Submitted* and *View PDF* data.

A few Application Trackers will now be examined to highlight differences.



In the above example, the *Application Tracker* shows at a glance that the *Application* has been submitted (status = *Completed*) and the current state is *In Progress*. The application is currently in the *Analyst Review* queue, waiting to be reviewed and approved. The application has successfully completed the *Intake* and *Quality Review* stages, as evidenced by the green banners with a status of *Completed*.

The table to the right of the banners reveals that the application is for a **Salary Increment** as listed in the **Application Type** column. There is a **View Application** link in the **View PDF** column to download the application that was submitted. When the **View Application** link is clicked, a pdf version of the application is downloaded to the educator's computer. A red **Withdraw** button is also provided so that the application can be withdrawn at any time during the application review process.

					Application Type	Submitted Date	View PDF		
			Ê	0	Initial License AND Middle Level Science Teacher (Grades 8-8)	04/22/2021	View Application	( w	lbdraw
oplication	Intake	Quality Review	Analyst Review	Finalize					
Completed	In Progress	Not Started	Not Started	Not Started	Requirements for Middle Level Science Teacher	(Grades 6-8)	Received	Accepted	Evidence
			and the second se					100	-
					Have you passed the PRAXIS II ETS Test 5440 or 5442 Middle School	Science?	0	0	0

Figure EDB-QVA-04

Like the previous example, the *Application Tracker* shows that the **Application** is *In Progress*. However, there are some distinct differences with this *Application Tracker* that are worth noting. The tracker not only shows the *Application* details, but includes a separate table for the *Certificate Requirements*. The first requirement has a red x in both the *Received* and *Accepted* columns to indicate that the required documentation has not been *Received* nor *Accepted*. The second requirement has a green  $\lor$  in both the *Received* and *Accepted* and *Accepted*. Although the application is still in the *Intake* queue, the green  $\lor$ s in the *Requirements* table reveals that some progress has been made.



Figure EDB-QVA-05

In the above example, the *Application Tracker* shows that the Application has been successfully completed. All of the individual banners are green and all of the requirements are marked as *Received* and *Accepted*, as evidenced by the green  $\lor$  in the corresponding columns.

	2	3	- 0-	-0-		Application Type	Submitted Date	View.PDF	
			Ê			Paraeducator Permit	03/06/2021	New Application	Withdhaw
Application	Intelle	Quelity Review	Analyst Review	Finalize					
	Carterin	restaughter							
			ED						
	ACTI	ON REQUIR	ED						
Please read below information on deficiency	area that requires your in	esponse. You can respo	nd to the deficiency by	dicking the button below.					
		iespond to Deficiency							
Deficiency Details									
	Deficiency Ner	6				Notes			Date
High School transcript missing				please provide hi	igh school transcript			03/06/20/	H

Figure EDB-QVA-06

In this example, a deficiency has been raised that needs to be responded to by the educator. 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. There is also a *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.

### **View My Credentials**

The *View My Credentials* page is used to view the credentials that the educator has been issued or has applied for. The *View My Credentials* button takes the educator directly to the *Credentials* tab of the educator file.

#### View My Credentials

Figure EDB-QVC-01: View My Credentials Quick Link Button

Click the View My Credentials button.

Educator is redirected to the *Credentials* tab of the educator file.

0

0

0

0

VCDE Em	ployment History	Evaluations	Financial	Mentoning	DOS Credentials	Graduate Salary Increme	ents Stpends	Tests					
				1.1									
						Crede	ntiala						-
						Print and Dewnl	oad Credentials						+
						К-	12						-
Licenses	í												
2 Licenses	i												
2 Licenses w All	i												
2 Licenses w All	tial Definition		Credential No		First Issuence	e Diate	Ellective Date	Expirat	ion Date 0	PA D	we Date	Credentiat Status	
2 Licenses 200 All Creation Advance	tiar Definition	)	Credential No 234723	l(	First Issuence 07/23/202	e Døle - 21	Effective Date 07/23/2021	Expirat 07/2:	lion Dete	PA D	an Date:	Credentiat Status Resed.	
2 Licenses w All Credent Advent	siar Definition cod License	I.	Credential No 234723		First Issuence 07/23/202	e Date:	Effective Date 07/23/2021	Expirat 07/23	ion Date 0 3/2026	PA D	er Datë	Credentist Status Round.	
2 Licenses we All Created Advent	siar Definition cod License	1.	Credential No 234723		First Issuence 07/25/202	e Date- 21	Effective Date 07/23/2021 Ulficates	Expirat 07/23	ion Dete	PAD	ae Date	i Credenski Status Issund	-
2 Licenses w All Credent Adven	siar befinition	1	Credential No 234723	1	First Issuence 07/23/202	e Dule 21 K-12 Cer	Ellective Data 07/23/2021 tilficates	Expirat 07/23	ion Date - N2026	PA D	se Date	- Credenski Status Basvad	-
2 Licenses ow All Credent Advant	Stat Definition Icod Lionse	omjulete Y	Credential No 234723 When		Filist Issuence 07/23/202 Status	e Date 21. K-12: Cer Area	Ellective Dots 07/23/2021 tifficates Class	Expirat 07/21	ion Date	PA D Effective	ue Date Expires	Credentish Status Basvad Reploc	-

Figure EDB-QVC-02: View My Credentials Page with Print Credentials Collapsed

This is exactly the same location as described in the <u>Credentials</u> Educator Tab and the <u>What Can I Do</u> <u>Today? / View My Credentials</u> sections above. In most cases, there is more than one route to any specific functionality in the system. The **Print Credentials** section has been collapsed (hidden) to focus on the credential details sections.

The information on the *Credentials* tab consists of all the academic or educational qualifications of the educator. These credentials include qualifications that are complete or incomplete, as reflected in the status. For example, once an application has been submitted, the credential will appear here with a status of Pending and the progression can be monitored here through to completion, ultimately showing a status of Issued. If the educator has any pending or issued credentials, they will be listed in the *Credentials* table; otherwise, the table will be blank.

Apart from the <u>Print Credentials</u> section, the *Credentials* tab consists of two other major sections: *K-12* and *Early Learning*. There are also subsections within each of these major sections and the structure for the *Credentials* information follows:

- K-12
  - o K-12 Licenses
    - K-12 Certificates
  - o DPAS
  - Paraeducator Permits
    - Paraeducator Certificates
  - Other Permits
  - o Administrative Certificates
- Early Learning
  - o Certificates
  - Career Lattice
  - Specialized Training
  - STARS Credentials

Note the minus icon in the upper right-hand corner of each section and subsection (indicated with a red arrow above). This allows the section to be collapsed. When the minus icon is clicked, the section is collapsed and a plus icon appears in its place, allowing the section to be expanded. For example, if all the major sections are collapsed the view will appear as:

Correspondence	Coursework	Credentials	Documents	Experience	Nat/Pro Certricates	Other	Personal Info	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedule	Clock Hours (K-12)	Emergancy/COE
Employment History	Evaluations	Financial	Merbaring	005 Credentials	Greduate Salary In	zenents	Stipends	Testa						
							Gre	dentials						
	Pfint and Download Credentials										*			
								K-12						*
							Earty	( Learning						+

Figure EDB-QVC-03: View My Credentials – All Sections Collapsed

Simply click the plus icon (indicated with red arrows above) to expand and view the desired section again.

A few *Credentials* sections will now be examined to highlight differences. The first section to be viewed in detail is the *K-12 Licenses* section:



Figure EDB-QVC-04: View My Credentials – K-12 Section

If an educator has applied for or been issued a *K-12 License* and *Certificate*, then it will appear here. The top of the *K-12 Licenses* section is for the License data. In order to obtain a *Certificate*, an educator must have a *License*. An educator may have multiple licenses, but only one will be active. The *License* table lists the license type in the *Credential Definition* column and displays dates associated with the license. Probably the most important piece of data is the *Expiration Date*, as this is the time that the license will need to be extended, upgraded or renewed, depending on the license type.

The *K-12 Certificates* table at the bottom of the *K-12 Licenses* section displays the *Certificates* that the educator has either obtained or applied for. In the above example, the educator has been *Issued* one certificate. If more than one certificate exists, then they will be listed in descending chronological order, so that the most recent credential appears at the top of the list. The certificate issued is a *Standard Certificates* do not expire.

w All									
Cred	ential Definition	Credential	No	First Issuance Date	Effective Date		Expiration Date	Crudonisal Sta	
	Permit	108635		04/17/2021		05/18/2021	95/17/2025	,	Pending Renewal
Pere	educator Permit	108635		04/17/2021		04/17/2021	04/17/2025		losued
				Paraeducator Cert	tification				
10	Ano Complete?	When	Status	Paraeducator Con	Áirea	issued	Fflactive	Fabires	Reciaco
10 7	App. Complete? Yes	When 04/17/2021	Status Issued	Class Perseducator Tite 1	tificates Агеа	Issued 04/17/2021	Effective 04/17/2021	Expires	Replace No.
10 17 8	App. Complete? Yas Yas	When 04/17/2021 04/17/2021	Status Issued Issued	Class Class Perseducator Tite 1 Perseducator Instructional	Area	Pessied 04/17/2021 04/17/2021	Effective 04/17/2021 04/17/2021	Expires	Replace No No

The next section to be viewed in detail is the *Paraeducator Permits* section:

Figure EDB-QVC-05: View My Credentials – Paraeducator Permits Section

If an educator has applied for or been issued a *Paraeducator Permit*, then it will appear here. The top of the *Paraeducator Permits* section is for the Permit data. The *Permits* table lists the *Permit* type in the *Credential Definition* column and displays dates associated with the permit. Probably the most important piece of data is the *Expiration Date*, as this is when the permit will need to be renewed. In the above example, a *Paraeducator Permit* has been *Issued*, as evidenced by the *Credential Status* data listed in the second row. The top row of data reveals that the educator has applied for a Renewal and the *Credential Status* is *Pending Renewal*.

The *Paraeducator Certificates* table at the bottom of the *Paraeducator Permits* section displays the *Certificates* that the educator has either obtained or applied for. In the above example, the educator has been *Issued* all three certificates: *Paraeducator Service, Paraeducator Instructional* and *Paraeducator Title I*. Note that there is no data in the *Expires* column, as *Paraeducator Certificates* do not expire.

The next section to be viewed in detail is the *Other Permits* section. The *Other Permits* section will include credentials for the following permit types: Adult Basic Education (Level 1-2), James H. Groves Adult High School (Level 1-3), Interpreter Tutor for the Deaf/Hard of Hearing and Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing.

Other Permits					
□ Show All					
Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
James H. Greve Adult High School, Level 3 (Administrator)	108652	04/24/2021	64/24/2021	04/24/2026	Issued
James H. Grove Adult High School Level 1	108632	04/19/2021	04/19/2021	94/19/2024	Issued

### Figure EDB-QVC-06: View My Credentials – Other Permits Section

If an educator has applied for or been issued a permit of the types listed above, then it will appear here. The *Other Permits* table lists the *Permit* type in the *Credential Definition* column and displays dates associated with the permit. Probably the most important piece of data is the *Expiration Date*, as this is when the permit will need to be renewed. It is important to note that some permits do not expire and will therefore have no *Expiration Date* listed.

The permits are always listed in descending chronological order, so that the most recent credential appears at the top of the list. The first permit issued (second row of the table), is of type *James H. Groves Adult High School Level 1* and the *Credential Status* is *Issued*. The second permit issued (first row of the table), is of type *James H. Groves Adult High School Level 3 (Administrator)* and the *Credential Status* is also *Issued*. Since both permits have a status of *Issued*, this indicates that there is no dependency between Level 1 and Level 3 for this permit type. Note that there is an *Expiration Date* for each of the Adult High School permits. Refer to the Renewal User Guide for a detailed overview of permit renewal requirements.

The information on this tab is read-only and data cannot be added, edited or deleted

# **Print My Credentials**

The *Print My Credentials* page is used to print the credentials that the educator has been issued. The *Print My Credentials* button takes the educator directly to the *Credentials* tab of the educator file

### Print My Credentials

Figure EDB-QVP-01: Print My Credentials Quick Link Button

## Click the *Print My Credentials* button.

Educator is redirected to the *Credentials* tab of the educator file.

Correspondence	Coursework	Credentials	Documents	Experience	Nat.Pro Certificates	Other	Personarimo	Student Teaching	Transcripts	DIEEC (EL)	PD Training (EL)	Class Schedula	Clock Hours (K-12)	
Emergency/COE	Employment Hist	wy Eva	luations First	encial Mentorin	00S Credentials	Gradua	te Salary Increments	Stipends	Testa					
							Credential	5:						
						PT	int and Download	Credentials						1.7
					Select a	License :	- Select -		~					
					Select a Docume	ent Type :	- Select -		•					
											Girina	Reset		

Figure EDB-QVP-02: Print My Credentials Page

The **Print Credentials** section appears at the top of the Credentials tab. The **K-12** and **Early Learning** sections below have been collapsed to focus on the **Print Credentials** section. This is exactly the same location as described in the <u>Credentials</u> Educator Tab and the <u>What Can I Do Today? / Print My</u> <u>Credentials</u> sections above. In most cases, there is more than one route to any specific functionality in the system.

	Print Credentials			-
Select a License :	- Select -			
Selad a Document Type	- Select -	•		
			Generate Reset	

Figure EDB-QVP-03: Print My Credentials – Print Form

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

R	int and Download Credentials
Select a License Select a Document Type	- Select -      -      - Select -      -      -      - Select -      -

Figure EDB-QVP-04: Print My Credentials – License Options

The list of options displayed is limited to the credentials that have been issued to the educator. In this example, the educator has been issued both an *Initial License* and an *Interpreter Tutor for the Deaf/Hard of Hearing Permit*. Select the desired credential from the list. Click the down arrow to the right of the *Select a Document Type* dropdown list.

Pri	nt and Download Credentials	
Select a License :	Interpreter Tutor for the DetaVHard of	
Select a Document Type :	-Select - V	
	Wall Contribute for Permits Febre	

Figure EDB-QVP-05: Print My Credentials – Document Type Options

The list of options displayed is limited to the certificates that can be printed for the credential selected in the *Select a License* list. Select the desired print option from the list.

Pri	nt and Download Credendals
Select a License : Select a Document Type :	Interpreter Tutor for the Deat/Hard of V (Wall Certificate for Permits V)
	Generation Reset

Figure EDB-QVP-06: Print My Credentials – Print Options Selected

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



Figure EDB-QVP-07: Print My Credentials – Wall Certificate

A wall certificate of the selected credential, suitable for framing, has been downloaded to the educator computer.

During the credential selection process described above, a number appeared in the *Select a License* dropdown list next to the license name, in this example: *Interpreter Tutor for the Deaf/Hard of Hearing Permit –234695*.

	Pri	nt and Download Credentials			
	Select a License Select a Document Type	- Select - - Solect - Initial License - 234726 Interpreter Tutor for the Deat/Haud of J	• Hearing - 234650		
				Overentate Reset	
Other Permits					
Show All					
Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
Interpreter Tutor for the Deat/Hard of Heating	234695	09/21/2016	09/21/2016	09/21/2021	issued

Figure EDB-QVP-08: Print My Credentials – Credential Number Match

This number associated with the license is the identification number of the credential issued to the educator. Note that the *Other Permits* table lists *234695* in the *Credential No* column, which corresponds with the credential selected for printing.

To reset the dropdown lists, click the *Reset* button and the options are deselected so that the section appears as it did prior to selecting the credential and document Type.

	Print Credentiale			-
Select a Licence :	- Select -	•		
Selact a Document Type	- Select -	•		
			Generate	
Figure EDB-QVP-09: Print My Credentials - Reset Form				

### Footer

#### Copyright @ 2021 | Delaware Department of Education | All Rights Reserved

Figure EDB-FTR-01

The footer information appears at the bottom of the Educator Dashboard and contains copyright and ownership information.

## **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
	Updated ARTC Welcome Letter	07/10/2021 12:40:00 PM	Download
	High School Transcript	07/10/2021 9:43:25 AM	Download
3	Collegs Transcript (HR & DOE Only)	07/10/2021 9:43:03 AM	Download
5	New Application	07/10/2021 8:44:49 AM	Download

Figure EDB-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 Upload Document.

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

Figure EDB-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**.