DEEDS 3.0
Powering Educator Credentialing

Interpreter Tutor for the Deaf/Hard of Hearing Permit User Guide

This user guide will detail the steps involved in applying for an Interpreter Tutor for the Deaf/Hard of Hearing Permit.

In this user guide, the *Interpreter Tutor for the Deaf/Hard of Hearing Permit* will be referred to as the *Interpreter Tutor Permit*, unless the instructions are written to specifically match what is displayed on screen.

The requirements for the Interpreter Tutor Permit type are detailed in the Requirements Section.

Sections:

Requirements

The requirements for the Interpreter Tutor Permit are outlined below:

- Hold a minimum of a Bachelor's degree in any field from a regionally accredited college or university, which has been submitted through an official transcript in DEEDS; AND either:
    - Holds national certification as a Generalist by the National Registry of Interpreters for the Deaf ("RID"); or
    - Is a certified member of RID as an Educational Interpreter Performance Assessment ("EIPA") credentialed interpreter who achieved a level 4.0 or higher on the Elementary

or Secondary American Sign Language video stimulus tapes evaluation. For purposes of Regulation 764, EIPA includes both the Written Test and video stimulus tapes evaluation.

- To renew this Permit every 5 years, an educator must submit documentation in DEEDS showing current RID or EIPA credentials.

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 Register an EdAccess Account.

If you already have an EdAccess Account, Login to EdAccess Account

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

User is directed to *Educator Dashboard*.

Apply for Interpreter Tutor Permit

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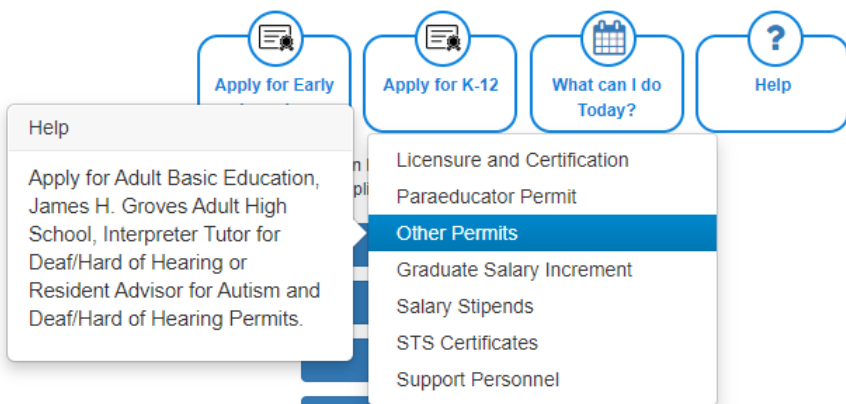

Figure ITD-MNU-01: Other Permits Menu Selection

Select *Other Permits* from the dropdown menu options.

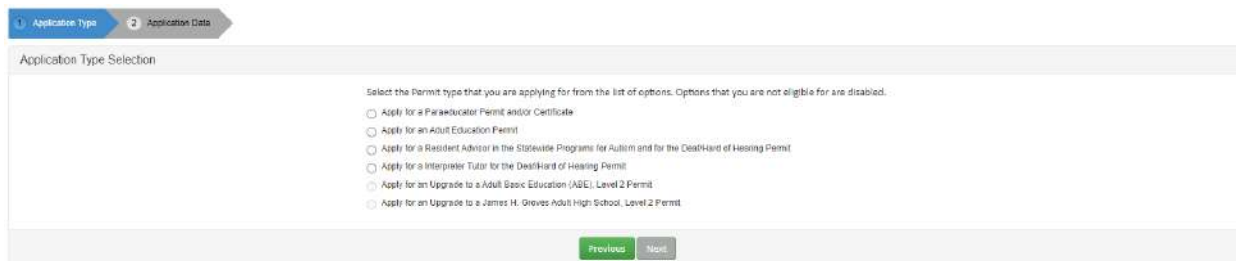Educator is redirected to *Application Type* selection page:

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

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

The numbered arrows are displayed to show progress throughout the application process; however, these are not clickable, meaning that they have no associated action if they are clicked. The red **Cancel Application** button in the upper right-hand corner under the menu icons can be clicked at any time to cancel the application process that has been initiated.

Select **Apply for an Interpreter Tutor for the Deaf/Hard of Hearing Permit** radio button from the list of options.

Figure ITD-ATS-02: Apply for an Interpreter Tutor for the Deaf/Hard of Hearing Permit Option Selection

Note that when **Apply for an Interpreter Tutor for the Deaf/Hard of Hearing Permit** option was selected, an additional numbered arrow, **Autism/Deaf/Hard of Hearing Permit Application**, was inserted between **Application Type** and **Application Data**. This occurred because there is an additional step in the process based on the permit selection. The **Application Type** arrow remains highlighted blue to signify that the user is currently on this step in the process.

The **Application Type** options listed are based on eligibility. The last two options: **Apply for an Upgrade to an Adult Basic Education (ABE), 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.

Click the **Next** button.

Figure ITD-AST-01: Interpreter Tutor Permit Application Start

The **Autism/Deaf/Hard of Hearing Permit Application** arrow is highlighted blue to signify that the user is currently on this step in the process.

The requirements for an Interpreter Tutor permit are outlined in the **Requirements** area. Read the requirements carefully to ensure that you qualify for the permit.

If you meet the permit requirements, then click the **Create Application** button to start the process.

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

Application Data

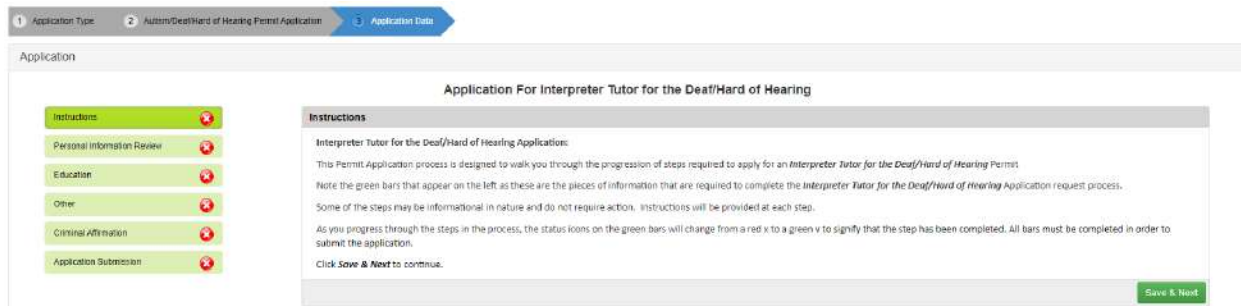The **Application Data** window is presented:

Figure ITD-AD-01: Interpreter Tutor Permit Application Data

Applying for an **Interpreter Tutor** Permit is designed to walk the user through the series of steps that need to be completed in order to submit the application. The **Autism/Deaf/Hard of Hearing Permit Application** arrow that was previously highlighted is now disabled (gray) and the **Application Data** arrow is highlighted blue to signify that the user is currently on this step in the process.

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

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

Click the **Save & Next** button.

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

Personal Information Review

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

Figure ITD-PIR-01: Interpreter Tutor Personal Information Review Bar

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

Click the **Save & Next** button.

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

Education

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

Figure ITD-EDU-01: Interpreter Tutor Education Bar

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

Click the *Add Education* button.

Figure ITD-EDU-02: Interpreter Tutor Add Education Form

Education form is presented below the instructions for entering education related information specific to the *Interpreter Tutor Permit* application request. The required fields are designated with a red * and include: *Institution*, *City*, *State*, *Degree* and *Start Date*. Dropdown lists are provided for *State* and *Degree*, offering valid options to choose from. The *Start Date* entry field requires *YYYY* format.

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.

Click the *Save* button to save the new *Education* 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 record is added to the *Education* table at the bottom of the window.

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	2000	2004					☐	✏️ 🗑️

Figure ITD-EDU-03: Interpreter Tutor Education Table

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

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

Click the ***Save & Next*** button.

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

Other

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

Figure ITD-OTH-01: Interpreter Tutor Other Bar

Entering information on this tab is optional; however, any documents that can be provided to substantiate the ***Interpreter Tutor Permit*** application will support the subsequent review and approval process. If additional information is not needed, click ***Save & Next*** to continue and skip to the next step. Otherwise, follow the instructions in this section to ***Add Other*** information.

Click the ***Add Other*** button.

Figure ITD-OTH-02: Interpreter Tutor Add Other Form

Other entry form is presented for entering information specific to the ***Interpreter Tutor Permit*** application request that does not fit nicely into other data categories. 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 Associate Document 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 for the Interpreter Tutor Permit application.

Select the file to be uploaded in one of two ways:
- Drag the file from your computer to the middle of the area designated with the text: ***Drop file here to upload or click here to browse and select file to upload.***
- Click inside the area designated with the text: ***Drop file here to upload or click here to browse and select file to upload.***

o   File Explorer is opened to allow document to be selected from computer files.
o   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 save the changes.

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

Type	Description	State	Received Month/Year	Exp. Date	Documents	Actions
A valid driver's license	Driver License	DE	05/2019		A valid driver's license	

Figure ITD-OTH-03: Interpreter Tutor Other Table

Click the **Save & Next** button.

The **Other** bar is designated with a green √ to signify that the step has been completed.

Criminal Affirmation

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

Figure ITD-CRI-01: Interpreter Tutor Criminal Affirmation Bar

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

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

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

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

Figure ITD-CRI-02: Interpreter Tutor Criminal Affirmation Form Completed

Click the **Save & Next** button.

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

Application Submission

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

Figure ITD-APS-01: Interpreter Tutor Application Submission

The **Interpreter Tutor for the Deaf/Hard of Hearing Permit Application** process is complete, in that all the required information has been supplied and the application is ready for submission.

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

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

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

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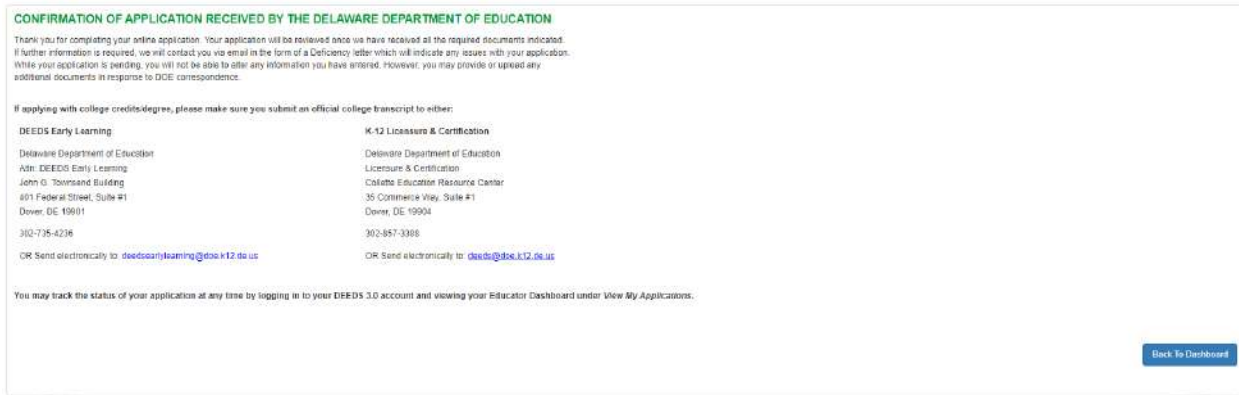

Figure ITD-APS-02: Interpreter Tutor Application Submission Confirmation

In addition to the on-screen confirmation, an email is sent to the user. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us containing information regarding your application*.*

Click **Back To Dashboard** button.

Application Tracker

User is directed to the **View My Applications** page, showing the **Application Tracker**. The new **Interpreter Tutor for the Deaf/Hard of Hearing** permit application is shown:

Figure ITD-APT-01: Interpreter Tutor Application Tracker - In Progress Status

Note that the **Application** banner is green to signify that this step has been completed and the status appears as **Completed**. The **Intake** banner is yellow to signify that this step is in progress and the status appears as **In Progress**. From this point forward, status can be monitored via the **View My Applications** button on the **Educator Dashboard**. The Application Tracker is comprised of five banners: **Application**, **Intake**, **Quality Review**, **Analyst Review**, and **Finalize.** These banners are used to represent the various stages that an application may go through. Not all application types will be required to go through each of the stages, but all of the banners will always be present for completeness. It is important to note that the progression will always move from left to right and will never move backwards. The **Interpreter Tutor** permit application progress can be monitored through this **View My Applications** page.

The *View My Applications* tab will show the last three (3) applications that have been submitted. In the event that there are more than three, click the *More* button to see more applications.

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

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

View Credentials

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

The *Interpreter Tutor Permit* can be found in the *Other Permits* section. Scroll down to the *Other Permits* section to see the following:

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
Permit					Application Pending

Figure ITD-VMC-01: Interpreter Tutor View My Credentials - Application Pending

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

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

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

Deficiencies

When the *Interpreter Tutor Permit* application is reviewed by the DDOE L&C team, there may be deficiencies identified that need to be resolved. The important thing is to respond to these deficiencies as quickly and completely as possible. When a deficiency is raised, the Educator will be informed in three ways:
- An email will be sent to the Educator primary email address to notify that there is a deficiency in the application that needs to be resolved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject *DDOE – Deficiencies in Application.*
- A *Respond to Deficiency* button appears on the *Educator Dashboard* home page.
- A Deficiency is listed on the *View My Applications* page of the *Educator Dashboard.*

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

that a deficiency has been raised and action is required by the Educator in order to move forward with the application process.
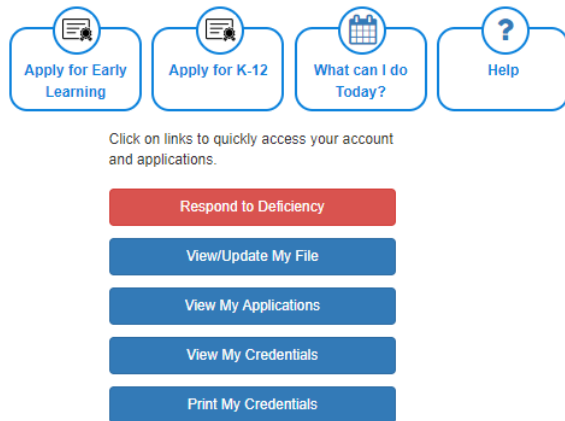

Figure ITD-DEF-01: Interpreter Tutor Dashboard Respond to Deficiency Button

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

Figure ITD-DEF-02: Interpreter Tutor Application Tracker with Deficiency Raised

Note that the color of the **Intake** banner has changed to red and the status has changed to **Deficient**. Additionally, there is an **Action Required** stamp below the Application Tracker as an alert that action is required. Refer to the **Deficiency Details** table below the Application Tracker for details regarding the deficiency raised. A brief description of the deficiency is listed in the **Deficiency Name** column and a brief description of the required action is listed in the **Notes** column. The date that the deficiency was raised is shown in the **Date** column.

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

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

Figure ITD-DEF-03: Interpreter Tutor Respond to Deficiency Action

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

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

Figure ITD-DEF-04: Interpreter Tutor Respond to Deficiency Resolution

When the **Resolved** checkbox is clicked, the **Save Changes** button is enabled. Click the **Save Changes** button within the **Deficiency** box. Click the **Save Changes** button within the **Deficiency** box.

Note the icon on the green bar has changed to a green V to indicate that the required action is complete.
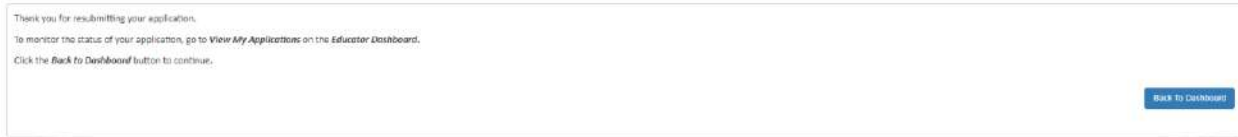
Click the **ReSubmit** button.

Figure ITD-DEF-05: Interpreter Tutor Resubmit Application Confirmation

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

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

Figure ITD-DEF-06: Interpreter Tutor Application Tracker after Deficiency Addressed

Note that the color of the **Intake** banner has changed to yellow and the status has changed to **In Progress**. This status has changed because the deficiency has been addressed and the application has been put back into the Intake queue for review by the DDOE L&C team. There is no further action required at this time.

Application Complete – Interpreter Tutor Permit Issued

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

Figure ITD-CMP-01: Interpreter Tutor Application Tracker after Permit Issued

An email will be sent to the Educator primary email address to notify that the application has been approved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with information regarding the approval of the **Interpreter Tutor for the Deaf/Hard of Hearing Permit.**

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

Figure ITD-CMP-02: Interpreter Tutor Credentials after Permit Issue

There is a new listing in the *Other Permits* section for the *Interpreter Tutor for the Deaf/Hard of Hearing* Permit. One of the most important pieces of information is the *Expiration Date*. When the Permit is due to expire, the Educator will need to renew the permit.

Congratulations! The *Interpreter Tutor for the Deaf/Hard of Hearing* has been successfully issued.

Print Credentials

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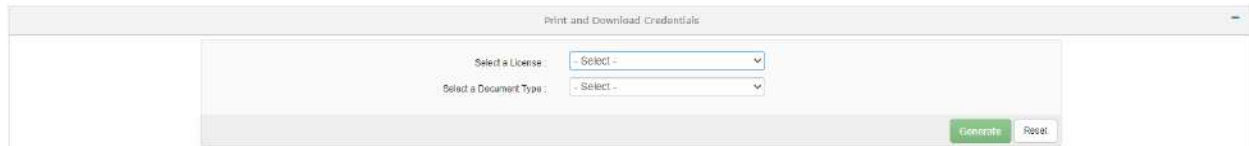

Figure ITD-PC-01: Interpreter Tutor Print Credentials Form

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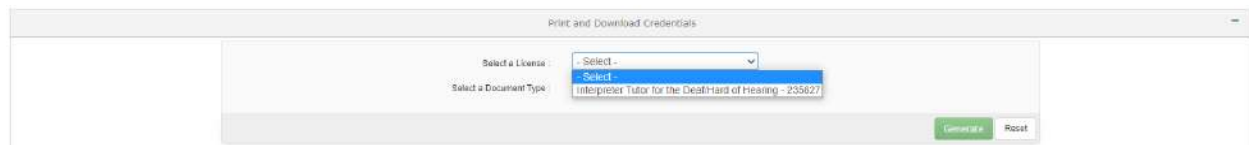

Figure ITD-PC-02: Interpreter Tutor Print Credentials Certificate Options

The list of options displayed is limited to the credentials that have been issued to the user. Select the *Interpreter Tutor Certificate* option. Click the down arrow to the right of the *Select a Document Type* dropdown list. The list of *Document Type* options displayed is limited to the certificates that can be printed for the credential selected in the *Select a License* list. Select the *Wall Certificate for Permits* option from the list.

Figure ITD-PC-03: Interpreter Tutor Print Credentials Selection

When both options have been specified, the *Generate* button is enabled. Click the *Generate* button. A pdf version of the certificate is downloaded to the *Downloads* folder of the user's computer. Go to the Downloads folder and locate newly generated credential file. Open pdf file to view contents:
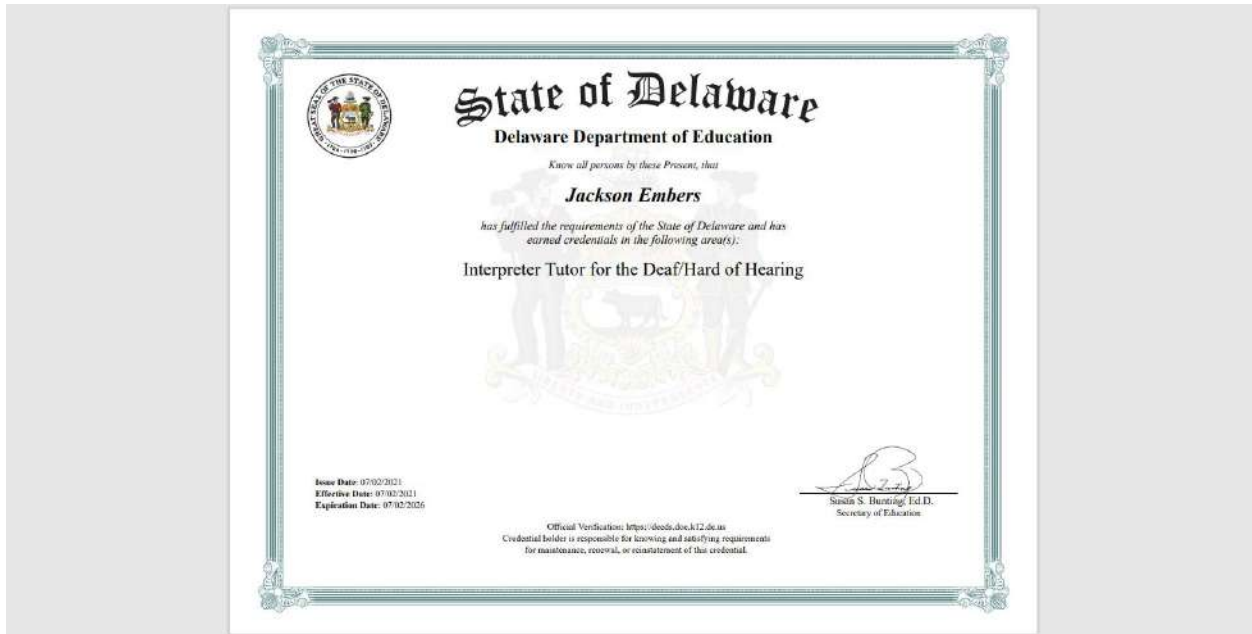
Figure ITD-PC-04: Interpreter Tutor Wall Certificate

A wall certificate of the **Interpreter Tutor Certificate**, suitable for framing, has been downloaded to the user computer.

During the credential selection process described above, a number appeared in the **Select a License** dropdown list next to the certificate name, in this example: **Interpreter Tutor Certificate – 235827**.

Figure ITD-PC-05: Interpreter Tutor Certificate Identification Number

This number associated with the certificate is the identification number of the credential issued to the individual. Note that the **Other Permits** table on the **View My Credentials** page lists **235827** in the **Credential No** column, which corresponds with the credential selected for printing.

General Instructions

This section contains detailed instructions for functionality that is shared across screens. The individual application data sections contain high-level descriptions of the operations, but here the instructions are provided in more details, including screen shots, if applicable.

Associate Document

When a document needs to be provided, the document can either be uploaded or associated. There may be instances where documents have already been uploaded to the system for the educator. If a

document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to *Associate* the document, meaning that the pre-loaded document will be used. To Associate a document, click the *Associate Existing Documents* button.
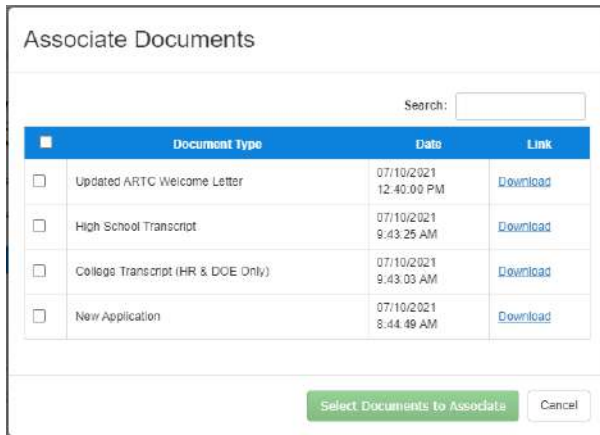

Figure ITD-GAD-01: Associate Document Window

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.
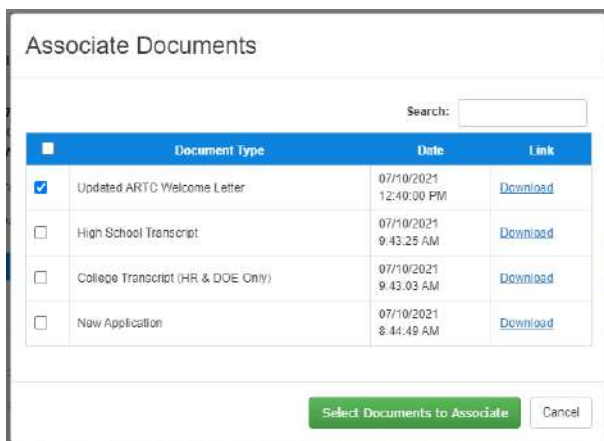

Figure ITD-GAD-02: Associate Document Selection

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***.