

## District and Charter School Emergency/COE User Guide

This user guide will detail the steps involved in raising and managing emergencies. The following emergency types are covered: Emergency Recommendation, Emergency Extension, Emergency Upgrade and 91-Day Application.

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## Emergency Requirements

If an educator lacks the necessary skills and knowledge to meet certification requirements in a specific content area, then a temporary credential may be granted. This temporary credential is called an Emergency Certificate. Refer to the L&C website for more details on the [Emergency Certificate](#) requirements.

Routes for emergency recommendations include [Alternate Routes to Certification \(ARTC\)](#), Out of Area (Additional), [Certificates of Eligibility \(COE\)](#), [Skilled & Technical Sciences \(STS\)](#) and 91-day in lieu of student teaching. For the 91-day in lieu of student teaching route, a 91-day application must be submitted and approved first. The requirements for each of these emergency recommendations routes can be viewed in more detail using the links provided with each type.

For an Emergency Certificate to be recommended, the educator must be employed by a Delaware public or charter school and the emergency must be requested by the employer. The Emergency Certificate is valid for one school year and can be renewed if progress towards certification is being made. Emergency Certificates are not issued for all content areas. Please refer to the specific content area requirements for eligibility.

## DEEDS 3.0 Access

To access DEEDS 3.0, you must have an EdAccess account.

If you do not have an EdAccess Account, 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.

District or Charter school user is directed to **LEA Dashboard**.

## Emergency Recommendation

Click **Emergencies & COEs** menu to view list of options.

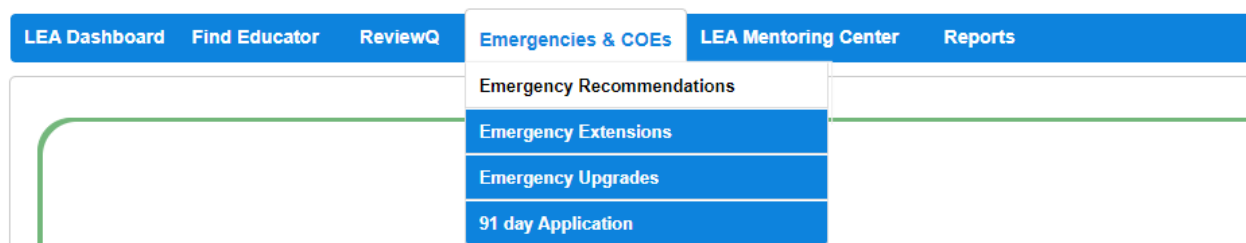


Figure DEM-ERI-01: District Emergency Recommendations Menu Option

Select **Emergency Recommendations** from the dropdown menu options.

User is directed to **Emergency Recommendations** page.

First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
Samuel		Enters	07/04/1974	91 day in lieu of student teaching	Health Education Teacher (Grades K-12)	Pending	BRANDYWINE SCHOOL DISTRICT	<a href="#">Continue Application</a> <a href="#">Withdraw</a>
Andrew		Enters	02/10/1986	STS	Skilled and Technical Sciences (STS): Programming and Software Development (Computer Science)	Issued	BRANDYWINE SCHOOL DISTRICT	<a href="#">+</a>

Figure DEM-ERI-02: District Existing Emergency Recommendations Page

**Existing Emergency Certificate Recommendations** tab is selected by default, listing all of the existing emergency recommendations in the table below the search area. The tab appears green to indicate that it is selected.

Click the **Recommend New Emergency Certificate** tab.

Emergency / COE Recommendation

This Emergency/COE Recommendation process is designed to guide you through the progression of steps required to recommend an Emergency Certificate. New sections will be added to the page as you move through the steps. During the process, it may be necessary to scroll down to view newly added sections. The top section of the page, Search Educators, is used to locate a specific educator.

Emergency/COE Recommendation instructions:

- Enter search terms in this Search Educator section to find the educator that is being recommended for an Emergency Certificate. Search results are restricted to educators within your school district. Search fields are not case-sensitive. Click Search button to find Educator.
- Click Select button in the Action column of the desired educator to continue to next step.

Search Educators

Figure DEM-ERI-03: District New Emergency Recommendations Page

The Emergency Recommendation process is designed to guide the District or Charter school user through the series of steps that need to be completed in order to recommend an Emergency Certificate.

New sections may be added to the page through the progression of steps. During the process, it may be necessary to scroll down to view newly added sections.

Enter search terms in the **Search Educators** section to find the educator that is being recommended for an Emergency Certificate. Search fields are not case-sensitive. Search results will be limited to those educators that are employed in the District or Charter user's school district or unemployed educators.

Click the **Search** button.

**Emergency / COE Recommendation**

This *Emergency/COE Recommendation* process is designed to guide you through the progression of steps required to recommend an Emergency Certificate. New sections will be added to the page as you move through the steps. During the process, it may be necessary to scroll down to view newly added sections. The top section of the page, *Search Educators*, is used to locate a specific educator.

**Emergency/COE Recommendation Instructions:**

- Enter search terms in this *Search Educator* section to find the educator that is being recommended for an Emergency Certificate. Search results are restricted to educators within your school district. Search fields are not case-sensitive. Click *Search* button to find Educators.
- Click *Select* button in the Action column of the desired educator to continue to next step.

**Search Educators**

First Name: Embers  
 Last Name: Embers  
 Date of Birth: MM/DD/YYYY  
 SSN: XXX-XX-XXXX

Showing 1 of 1 Records

First Name	Middle Name	Last Name	Date of Birth	SSN	Action
Embers		Embers	06/01/1977	XXX-XX-7737	Select

Figure DEM-ERI-04: District Emergency Recommendations Search Educator Results

Educators that meet the search criteria are listed in the table below. The results table shows **First Name**, **Middle Name**, **Last Name**, **Date of Birth**, **Social Security Number (SSN)** and **Action**. The SSN is masked to only show the last four digits.

Locate the desired educator and click the associated **Select** button in the **Action** column.

**Add Recommendation**

**Emergency Certificate Recommendation Instructions:**

- Select the *Route* specific to the Emergency Certificate from the dropdown list of option. When *Route* is selected, acknowledgement checkboxes specific to the *Route* selected will be dynamically added in this section.
- Select the desired certificate from the *Certificate* dropdown list. The *Certificate* options are restricted to the content areas that are eligible for an Emergency Certificate based on the *Route* selected.
- All of the acknowledgement checkboxes are mandatory fields and must be checked in order to proceed.
- Click *Save & Continue* to continue.

Route: -- Select --  
 Certificate: -- Select --  
 Notes:

Save and Continue Cancel

Figure DEM-ERI-05: District Add New Emergency Recommendation

An **Add Recommendation** section is inserted for entering information specific to the emergency recommendation request.

The required fields are designated with a red \* and include: **Route** and **Certificate**. Click the down arrow of the **Route** dropdown list.

**Add Recommendation**

**Emergency Certificate Recommendation Instructions:**

- Select the *Route* specific to the Emergency Certificate from the dropdown list of option. When *Route* is selected, acknowledgement checkboxes specific to the *Route* selected will be dynamically added in this section.
- Select the desired certificate from the *Certificate* dropdown list. The *Certificate* options are restricted to the content areas that are eligible for an Emergency Certificate based on the *Route* selected.
- All of the acknowledgement checkboxes are mandatory fields and must be checked in order to proceed.
- Click *Save & Continue* to continue.

Route\*: -- Select --  
 Certificate\*: -- Select --  
 Notes:

Save and Continue Cancel

Figure DEM-ERI-06: District Add New Recommendation - Emergency Route Options

Emergency **Route** options are displayed. Select the desired emergency route from the **Route** dropdown list. When the **Route** option is selected, the screen will dynamically change, adding acknowledgement checkboxes specific to the **Route** chosen.

**Add Recommendation**

**Emergency Certificate Recommendation Instructions:**

- Select the **Route** specific to the Emergency Certificate from the dropdown list of option. When **Route** is selected, acknowledgement checkboxes specific to the **Route** selected will be dynamically added in this section.
- Select the desired certificate from the **Certificate** dropdown list. The **Certificate** options are restricted to the content areas that are eligible for an Emergency Certificate based on the **Route** selected.
- All of the acknowledgement checkboxes are mandatory fields and must be checked in order to proceed.
- Click **Save & Continue** to continue.

Route:  Certificate:

Notes:

Educator has a bachelor's degree

Employment position requires emergency

Educator is employed in the certificate area requested and is the teacher of record.

Figure DEM-ERI-07: District Add New Recommendation – Emergency Route Selected

If the desired **Route** is **91-day in lieu of student teaching**, then there are pre-requisites to be met first. A 91-day Application must have been submitted and approved, and the educator must have fulfilled the 91-day teaching requirement for 91 days. An emergency recommendation for the **91-day in lieu of student teaching** option cannot be raised prior to the 92<sup>nd</sup> day.

If **91-day in lieu of student teaching** option is selected in the absence of a 91-day Application or prior to the 92<sup>nd</sup> day, then an error message is displayed in a red banner above the **Add Recommendation** section. The message can be dismissed by clicking the red x in the upper right-hand corner of the message banner. To continue with the **91-day in lieu of student teaching**, follow the [91-Day Application](#) instructions in this user guide.

Select the desired certificate from the **Certificate** dropdown list. The **Certificate** options are restricted to the content areas that are eligible for an Emergency Certificate. Optionally add any **Notes** that may be relevant to the emergency recommendation.

All of the acknowledgement checkboxes are mandatory fields and must be checked in order to proceed. Check the boxes by clicking inside the checkbox. 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 any of the checkboxes are unchecked, an error message will be displayed in a red banner directly above the **Add Recommendation** section. If an error is displayed, click the x in the upper right-hand corner of the red banner to dismiss the error message.

**Add Recommendation**

**Emergency Certificate Recommendation Instructions:**

- Select the **Route** specific to the Emergency Certificate from the dropdown list of option. When **Route** is selected, acknowledgement checkboxes specific to the **Route** selected will be dynamically added in this section.
- Select the desired certificate from the **Certificate** dropdown list. The **Certificate** options are restricted to the content areas that are eligible for an Emergency Certificate based on the **Route** selected.
- All of the acknowledgement checkboxes are mandatory fields and must be checked in order to proceed.
- Click **Save & Continue** to continue.

Route:  Certificate:

Notes:

Educator has a bachelor's degree

Employment position requires emergency

Educator is employed in the certificate area requested and is the teacher of record.

Figure DEM-ERI-08: District Add New Emergency Recommendation Form Complete

Click **Save & Continue** button to continue.

## Application Data – Emergency Recommendation

The **Application Data** section is added. It may be necessary to scroll down to view the **Application Data** section completely.

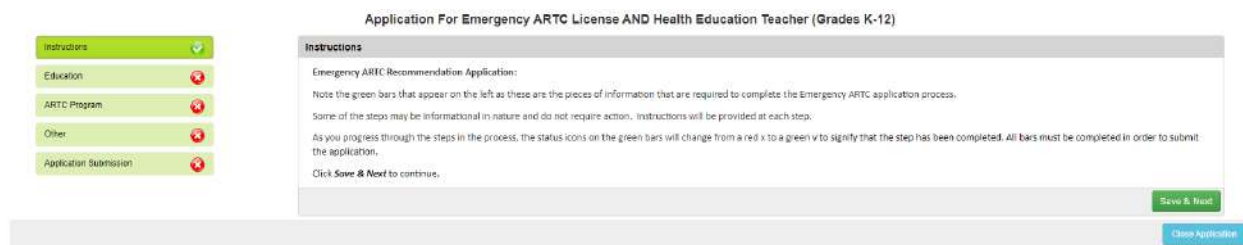


Figure DEM-RAD-01: District Emergency Recommendation Application Data

Note the green bars on the left, as these are the pieces of information that are required to complete the emergency application request. The green bars that appear on the left are dependent on the route selected for the emergency recommendation. In the step-by-step process, the user may or may not be required to answer questions specific to the following topics: **Education, Experience, Tests, ARTC Program, National/Professional Certificate** and **Other** which are designated as optional in the sections below. **Instructions** and **Application Submission** bars are present for every emergency application type.

Once the application process has been initiated, it can be paused at any time by clicking the **Close Application** button on the right-hand side, below the **Save & Next** button. The emergency certificate recommendation application is saved in the current state for future editing. To resume editing, click the **Existing Emergency Certificate Recommendations** tab on the **Emergency Recommendations** page and locate the educator. Click the **Continue Application** button associated with the educator. The emergency recommendation application can be resumed from where it was last saved.

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

Click **Save & Next** button.

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

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [Education](#), [Experience](#), [Tests](#), [National/Professional Certificate](#), [ARTC Program](#), [Other](#), [Application Submission](#).

### Education (optional) – Emergency Recommendation

If required, the **Education** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Instructions related to **Education** data entry are displayed.

- Instructions ✔
- Education ✖
- ARTC Program ✖
- Other ✖
- Application Submission ✖

**Application For Emergency ARTC License AND Health Education Teacher (Grades K-12)**

**Education**

**Education Instructions:**

- Click **Add Education** to enter your high school and/or college education. Click **Save** to save the changes.
- The new Education data will appear in the Education 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.
- If you submitted the documents previously and wish to use them for this application, check the box under "Use Toward Application".
- Only official transcripts may be submitted for credentialing.
- Document submission:
  - **Early Learning**
    - If entering high school, you must upload a high school diploma or high school student transcript.
    - Early Learning must submit their official college transcripts either electronically or via mail directly from the institution to the Department of Education. College transcripts uploaded into the application are not considered official and will not be accepted toward certification.
  - **K-12 Educators**
    - K-12 Educators must submit their official transcript through their HR office, or send it directly to Licensure & Certification.
- Click **Save & Next** to continue.

[Add Education](#)

Showing 1 to 0 of 0 records

institution	School ID	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used Toward Application	Actions
No records found.												

[Save & Next](#)

Figure DEM-RED-01: District Emergency Recommendation Education Bar

If **Education** data has already been entered in DEEDS for the selected educator, it is shown listed in the Education table; otherwise, the table is blank. At least one Education entry is required in order to proceed. If additional education information is not needed for this educator, click **Save & Next** to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add Education** information.

Click the **Add Education** button.

Institution :\*

City :\*

Degree :\* -Select Degree-

Start Date :\* YYYY

Major :

Graduated : MM/DD/YYYY

Currently Attending

Student Teaching Completed

School ID :

State :\* -Select State-

End Date : YYYY

Minor :

Student ID :

Document Type	Date	Link	Action
No Record Found			

Document Type :\* -Select Document Type-

Document :\*

Drop file here to upload or click here to browse and select file(s) to upload.

[Associate Existing Documents](#)

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 DEM-RED-02: District Emergency Recommendation Add Education Form

**Education** entry form is presented for entering education related information specific to the emergency recommendation application request. 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 [Associate Document](#) 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 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.


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	1998	2002				College Transcript (HR & DOE Only)	<input type="checkbox"/>	

Figure DEM-RED-03: District Emergency Recommendation 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 Education information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.

Click **Save & Next** button.

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

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [Experience](#), [Tests](#), [National/Professional Certificate](#), [ARTC Program](#), [Other](#), [Application Submission](#).

### Experience (optional) – Emergency Recommendation

If required, the **Experience** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Instructions related to **Experience** data entry and form submission are displayed.

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](#)

**Application For Emergency STS Skilled and Technical Sciences (STS) Facility and Mobile Equipment Maintenance (Aeronautics/Aviation Technician)**

**Experience**

Experience Instructions:

- Click **Add Experience** to enter information that is relevant to your background and the Certificate requested. Click **Save** to save changes.
- The new Experience data will appear in the Experience 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.
- Document submission:
  - **Educator Only**
    - If you submitted the documents previously and wish to use them for this application, check the box under "Use Toward Application".
    - All newly submitted documents must be an official, original copy submitted directly to your HR department or to Licensure & Certification and then uploaded. You may expedite this process by choosing the appropriate form from the list in **Special Notes** and forwarding it to the appropriate organization.
  - **District or Charter School Only**
    - If you submitted the documents previously and wish to use them for this application, check the box under "Use Toward Application".
    - Alternately, you can upload a new Experience document. Select the desired **Document Type** from the dropdown list and click inside the document upload area to select a file from your computer.
- Click **Save & Next** to continue.

Special Notes:

The following forms may be used to verify Experience:

- [Form E - Verification of Teaching Experience](#)
- [Form E/NT - Verification of Non-Teaching Experience Form](#)
- [Form T - Verification of Student Teaching Program](#)
- [Form C - Verification of School Counseling Clinical Experience](#)

**Add Experience**

Showing 1 to 0 of 0 records:

Received Date	Work Type	School Type	State	Place	City	Begin Date	End Date	Years	Months	Grade and Subjects	Full Time	Satisfactory Eval	Used Inward Application	Documents	Actions
---------------	-----------	-------------	-------	-------	------	------------	----------	-------	--------	--------------------	-----------	-------------------	-------------------------	-----------	---------

**Save & Next**

Figure DEM-REX-01: District Emergency Recommendation Experience Bar

If **Experience** data has already been entered in DEEDS for the selected educator, then the information is listed in the **Experience** table; otherwise, the table will be blank. At least one **Experience** entry is required in order to proceed. If no additional data is needed to support the emergency recommendation

for this educator, then click **Save and Next** button to continue and skip to the end of this section. Otherwise, follow the instructions in this section to add **Experience** information.

Click the **Add Experience** button.

Figure DEM-REX-02: District Emergency Recommendation Add Experience Form

**Experience** entry form is presented for entering experience related information that is specific to the emergency recommendation application request.

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**. Dropdown lists are provided for **Work Type, School Type** and **State**, offering valid options from which to choose. **Begin Date** and **End Date** need to be entered in **MM/DD/YYYY** format.

Click the **Save** button to save **Experience** data.

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

Received Date	Work Type	School Type	State	Place	City	Begin Date	End Date	Years	Months	Grade and Subjects	Full Time	Satisfactory Evals	Used toward Application	Documents	Actions
	Supervised Internship	Private	DE	Tatnall	Hockessin	09/01/2018	06/01/2020	2			Yes	No	<input type="checkbox"/>		

Figure DEM-REX-03: District Emergency Recommendation Experience Table

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

If the **Experience** 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 **Experience** bar is designated with a green ✓ to signify that the step has been completed.

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [Tests](#), [National/Professional Certificate](#), [ARTC Program](#), [Other](#), [Application Submission](#).

## Tests (optional) – Emergency Recommendation

If required, the **Tests** bar is highlighted and designated with a red X to signify that the step has not yet been reviewed. All information on the Tests bar is read-only. If Test data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank.

Figure DEM-RTS-01: District Emergency Recommendation Tests Bar

Click the **Save & Next** button.

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

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [National/Professional Certificate](#), [ARTC Program](#), [Other](#), [Application Submission](#).

## National/Professional Certificate (optional) – Emergency Recommendation

If required, the **National/Professional Certificate** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

Figure DEM-RNP-01: District Emergency Recommendation National/Professional Certificate Bar

This step is where the National/Professional Certificate is uploaded as proof of the educator’s 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. Please check the information for accuracy and completeness. If no additional certification information needs to be added, click **Save &**

**Next** button to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add National/Professional Certification** information.

Please ensure that the certification is current and valid prior to adding new information. Documents that are uploaded need to be in pdf or image format.

Click the **Add New Nat/Pro Certification** button.

The screenshot shows a web form for adding a National/Professional Certificate. The top section contains several dropdown menus for 'Type', 'Content Area', and 'State', and two date input fields for 'Effective Date' and 'Expiration Date', both with a placeholder 'MM/DD/YYYY'. A text input field for 'Description' is also present. Below this is a table with a blue header containing columns: 'File Description', 'Document Type', 'Date', 'Link', and 'Action'. The table body contains the text 'No Record Found'. At the bottom of the form, there is a section for document management. It includes a 'File Description' input field, a 'Document Type' dropdown menu, and a large dashed box for uploading files with the text 'Drop file here to upload or click here to browse and select file(s) to upload.' To the right of this box is a blue button labeled 'Associate Existing Documents' and a block of explanatory text: '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.' At the very bottom right, there are two buttons: 'Save Nat/Pro Certificate' (green) and 'Cancel' (grey).

Figure DEM-RNP-02: District Emergency Recommendation Add National/Professional Certificate Form

**National/Professional Certificates** entry form is presented for entering certification related information specific to the emergency recommendation application request. The top section is for entering descriptive data specific to the certification earned and the bottom section is for uploading supporting documentation.

Complete the required fields specific to the **National/Professional Certificate** in the top section. The required fields are designated with a red \* and include: **Type**, **Effective Date**, **Expiration Date**, **Document Type** and **Document**. Dropdown lists are provided for **Type**, **Content Area**, **State** and **Document Type**, offering valid options from which to choose. **Effective Date** and **Expiration Date** needs to be entered in **MM/DD/YYYY** format.

The next step is to upload certificate documentation in the form of a pdf or image document. Please ensure that certificate is current and valid. Click the down arrow of the **Document Type** dropdown list in the bottom section and select **Nat./Pro. Certificate** from the **Document Type** dropdown list. 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 **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 [Associate Document](#) section for a detailed description of the how to associate a document.

If the certification 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 the **Save Nat/Pro Certificate** button to upload the document and save the **Nat/Pro Certificate** data or click Cancel to cancel the add operation. Either option will exit edit mode.

If data is saved, a new record is added to the **Nat/Pro Certificate** table.

Type	Content Area	State	Effective Date	Expiration Date	Description	Status	Used toward Application	Document	Actions
National Vocational Certification	Mathematics/Adolescence and Young Adulthood	DE	01/01/2019	12/30/2024		Pending	<input type="checkbox"/>	Download	 

Figure DEM-RNP-03: District Emergency Recommendation National/Professional Certificate Table

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

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 **National/Professional Certificate** bar is designated with a green v to signify that the step has been completed.

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [ARTC Program](#), [Other](#), [Application Submission](#).

### ARTC Program (optional) – Emergency Recommendation

If required, the **ARTC Program** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

Figure DEM-RAR-01: District Emergency Recommendation ARTC Program Bar

This step is for uploading ARTC Program documentation that supports the requirements for the emergency recommendation application request.

If there is no **ARTC Program** information to be entered, then click **Save & Next** button to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add ARTC Program** information.

Click **Add ARTC Program** button.

If there is existing **ARTC Program** data in the table, the error message: **You already have an active program. Please complete or leave that program before adding another.** is displayed in a red banner above the ARTC Program table. If this message appears, then skip to the end of this section. Otherwise, continue to follow the instructions in this section to add **ARTC Program** information.

Figure DEM-RAR-02: District Emergency Recommendation Add ARTC Program Form

**ARTC Program** box is presented for entering ARTC program related information specific to the emergency recommendation application request.

The required fields are designated with a red \* and include: **Program** and **Start Date**.

Complete the required fields specific to **ARTC Program** in the top section. The bottom section is for uploading documents related to the ARTC Program. Click the down arrow of the **Document Type** dropdown list in the bottom section.

Figure DEM-RAR-03: District Emergency Recommendation Add ARTC Program Document Type Options

The **Document Type** dropdown list options include ARTC Program specific document types. Select the desired document type from the list.

The next step is to upload ARTC Program related data 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 the **ARTC** documents, such as welcome or progress letters, 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 **ARTC Program** 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 ARTC Program 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.

Figure DEM-RAR-04: District Emergency Recommendation Add ARTC Program Form Completed

Click the **Save** button to save the new **ARTC Program** 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 **ARTC Program** table.

Program	Start	End	Recommendation District	District Employed	Hire	Recommendation Area	Active Area	Status	Documents	Actions
Test ARTC Program	09/01/2020		BRANDYWINE SCHOOL DISTRICT	BRANDYWINE SCHOOL DISTRICT		Health Education Teacher (Grades K-12)		Active	Updated ARTC Welcome Letter	<b>Complete</b> <b>Leave</b>

Figure DEM-RAR-05: District Emergency Recommendation ARTC Program Table

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

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

Click **Save & Next** button.

The **ARTC Program** bar is designated with a green v to signify that the step has been completed.

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: Other, Application Submission.

### Other (optional) – Emergency Recommendation



If required, the **Other** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

Figure DEM-ROT-01: District Emergency Recommendation Other Bar

If the **Other** bar is included in the Application Data, then additional documentation may be required for this Emergency Recommendation application.

If no other documentation needs to be added to support the emergency recommendation, then click **Save & Next** button to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add Other** documentation.

Click the **Add Other** button.

Figure DEM-ROT-02: District Emergency Recommendation Add Other Form

**Other** entry form is presented for entering information specific to the emergency recommendation 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 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.

The screenshot shows a web form for adding a document. At the top, there are several input fields: 'Type' (dropdown menu with 'A valid CPR & First Aid training'), 'Description' (text box with 'CPR training certificate'), 'State' (dropdown menu with 'Delaware'), 'Received Month/Year' (text box with '10/2019'), and 'Exp. Date' (text box with 'MM/DD/YYYY'). Below these fields is a table with columns for 'Document Type', 'Date', 'Link', and 'Action'. The table is currently empty, displaying 'No Record Found'. To the right of the table is a large dashed box containing the text 'Drop file here to upload or click here to browse and select file(s) to upload.'. Below this box is a table with columns for 'Name' and 'Action'. The table contains one entry: 'CPR Training Certificate.pdf' with a trash bin icon in the 'Action' column. At the bottom right of the form are 'Save' and 'Cancel' buttons.

Figure DEM-ROT-03: District Emergency Recommendation Add Other Form Completed

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 CPR & First Aid training	CPR training certificate	DE	10/2019		A valid CPR & First Aid training	

Figure DEM-ROT-04: District Emergency Recommendation Other Table

Click the **Save & Next** button.

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

### Application Submission – Emergency Recommendation

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

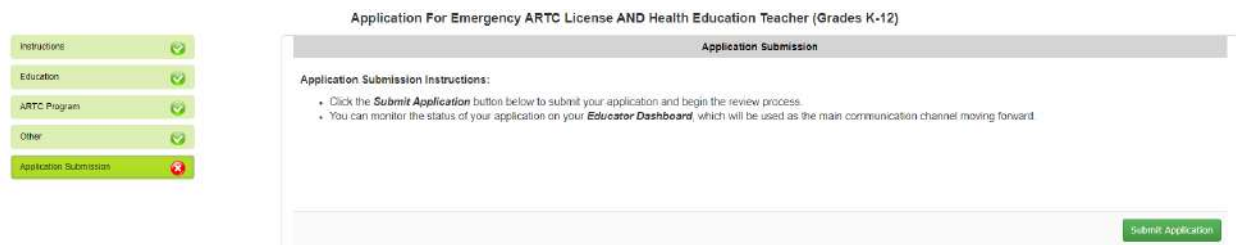


Figure DEM-RAS-01: District Emergency Recommendation Application Submission

The **Emergency Recommendation** application process is complete, in that all the required information has been provided and is ready for submission.

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

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

Message box asking “**Are you sure you want to submit this recommendation?**” is presented to confirm submission of the emergency recommendation. Click the **OK** button to submit the application, or the **Cancel** button to cancel the application submission.

If OK is selected, confirmation of the application submission is displayed in a green banner under the main menu at the top of the page.

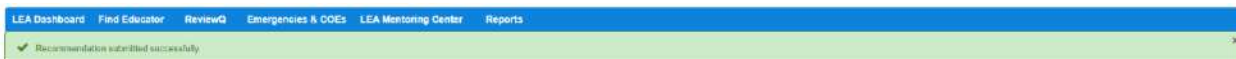


Figure DEM-RAS-02: District Emergency Recommendation Application Submission Confirmation

The message can be dismissed by clicking the x in the upper right-hand corner of the green banner.

When the Emergency Recommendation application request is submitted, an email is automatically sent to the educator as notification that an emergency recommendation has been raised on their behalf.

### Managing Emergency Certificate Recommendations

Select the **Existing Emergency Certificate Recommendations** tab at the top of the page directly under the main menu.

Search Existing Recommendations:

First Name:

Middle Name:

Last Name:

Date of Birth: MM/DD/YYYY

Route:

Certificate:

District:

First Name	Middle Name	Last Name	Date of Birth	Route	Certificate	Status	District	Action
Hayes		Embers	09/07/1977	ARTC	Health Education Teacher (Grades K-12)	Pending	BRANDYWINE SCHOOL DISTRICT	<input type="button" value="Withdraw"/> <input type="button" value="User Icon"/>

Figure DEM-MER-01: District New Emergency Recommendation Added

The list of educators that have an Emergency Recommendation are displayed in the table below the **Search Existing Recommendations** search area. The educator that was most recently recommended for an Emergency Certificate should appear at the top of the list. Alternately, search for the newly recommended educator using the search entry form. Note the details in the table which specifies the Emergency Route in the **Route** column, and a **Status** of Pending. In the **Action** column, there is a red **Withdrawal** button that can be used at any time to withdrawal the emergency recommendation. In the **Action** column there is also a green button with a user icon that can be used to view the profile of the associated educator.

This **Emergency Recommendations** page is used to manage all emergency recommendations. The **Recommend New Emergency Certificate** tab is used for raising new **Emergency Recommendations**, as needed. The **Existing Emergency Certificate Recommendations** tab is for monitoring status and managing the individual emergency recommendations.

Once the Emergency Recommendation application has been submitted, it is directed to the educator to Accept, review and complete the required Application Data sections and submit.

From this point forward, the Emergency Recommendation applications can be monitored through this Emergency Recommendations page. When the educator has accepted and submitted the emergency recommendation, the associated listing in the table will be updated.

First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
Hayes		Embers	09/07/1977	ARTC	Health Education Teacher (Grades K-12)	Accepted	BRANDYWINE SCHOOL DISTRICT	<input type="button" value="User Icon"/>

Figure DEM-MER-02: District Emergency Recommendation – Accepted Status

Note that **Accepted** appears in the **Status** column and the red **Withdraw** button has disappeared from the **Actions** column.

If the educator has rejected the emergency recommendation, the associated listing in the table will be updated.

First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
Jones		Embers	04/09/1981	BTS	Skilled and Technical Sciences (STS) Business Information Management (Academy of Business and Information)	Rejected	BRANDYWINE SCHOOL DISTRICT	<input type="button" value="User Icon"/>

Figure DEM-MER-03: District Emergency Recommendation – Rejected Status

Note that **Rejected** appears in the **Status** column and the red **Withdraw** button has disappeared from the **Actions** column.

Once the Emergency Recommendation application has been accepted and submitted by the educator, it is directed to the DDOE L&C team for final review and approval.

After the DDOE L&C team has approved the emergency recommendation application and issued the Emergency Certificate, the process is complete and the associated listing in the table appears as:

First Name	Middle Name	Last Name	Date of Birth	Role	Certificate	Status	District	Action
Halley		Embers	09/07/1977	ARTC	Health Education Teacher (Grades K-12)	Issued	BRANDYWINE SCHOOL DISTRICT	

Figure DEM-MER-04: District Emergency Recommendation – Issued Status

Note that **Issued** appears in the **Status** column and the red **Withdraw** button has disappeared from the **Actions** column.

Congratulations! The Emergency Recommendation request has been completed successfully.

### Emergency Extensions

The Emergency Certificate is valid for one school year and can be renewed if progress towards certification is being made by the educator. When an Emergency Certificate is within 60 days of expiring, it is eligible for renewal which requires creating and submitting an Emergency Extension application. Similar to an Emergency Recommendation, an Emergency Extension is initiated by the District or Charter office.

The most important part of the emergency extension recommendation application is entering details of **Proof of Progress**. This proof of progress should include specifics related to how the educator has progressed since being granted an Emergency Certificate and what steps have been taken in moving towards certification. It is important to provide proof of professional growth when applying for an Emergency Certificate extension.

A list of Proof or Progress types follows:

- Praxis II Test Attempt, or Praxis II Test Passing Score
- Performance Assessment Attempt, or Performance Assessment Passing Score
- ACTFL Test Attempt, or ACTFL Test Passing Score
- Copy of Test Registration, or Receipt of Test Registration
- Coursework - Official Transcript
- Coursework - Unofficial Transcript, ARTC Non-Credit Course Record, or ARTC Status

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.

District or Charter school user is directed to **LEA Dashboard**.

Click ***Emergencies & COEs*** menu to view list of options.

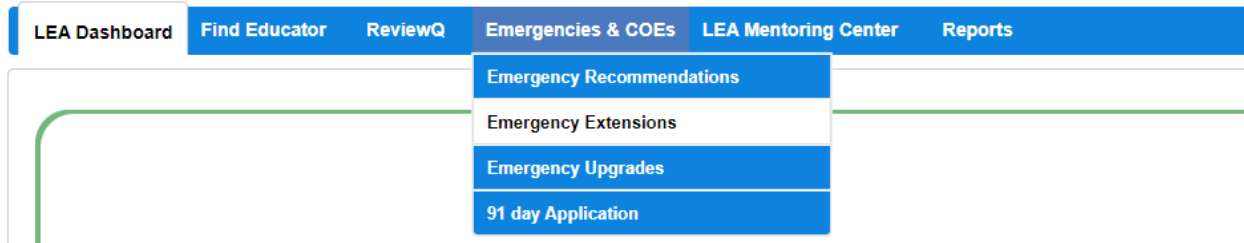


Figure DEM-EEI-01: District Emergency Extensions Menu Option

Select ***Emergency Extensions*** from the dropdown menu options.

User is directed to ***Emergency Extensions*** page.

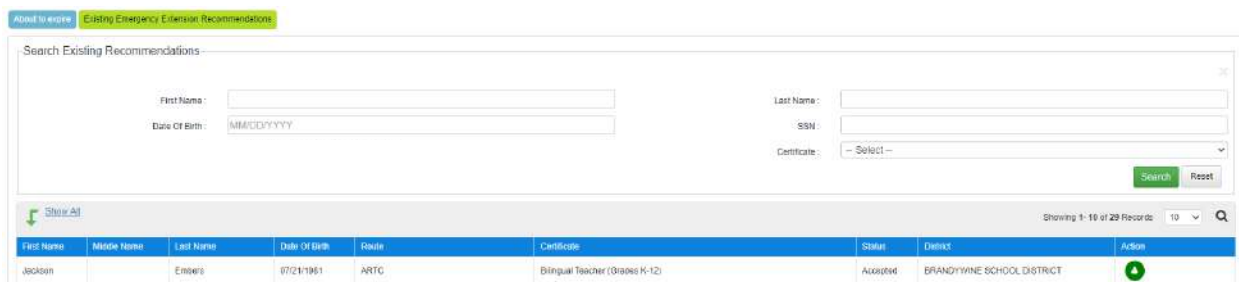


Figure DEM-EEI-02: District Existing Emergency Extensions Page

***Existing Emergency Extension Recommendations*** tab is selected by default, listing all of the existing emergency extension recommendations in the table below the search area. The tab appears green to indicate that it is selected.

Click the ***About to expire*** tab.

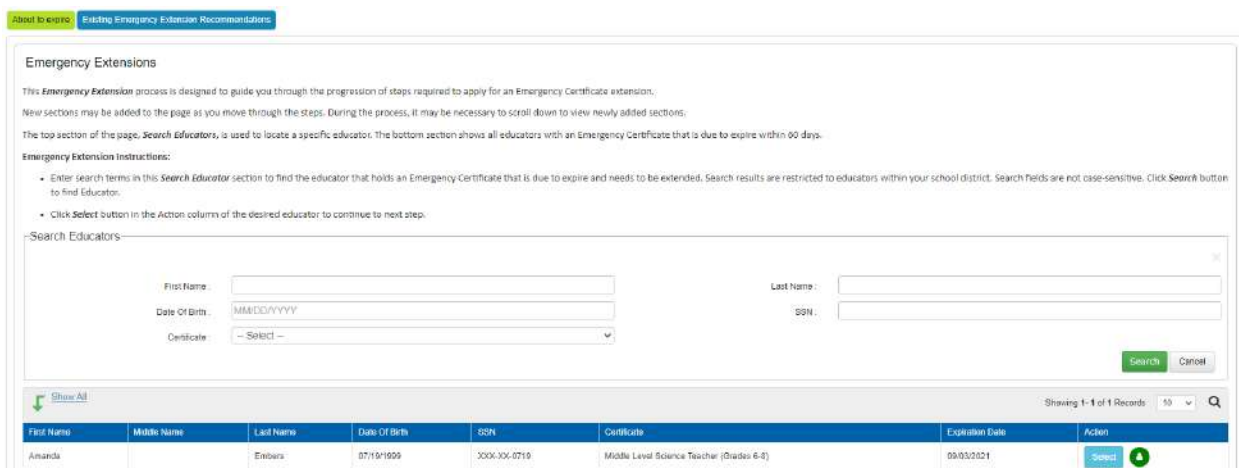


Figure DEM-EEI-03: District About to Expire Emergencies Page

The Emergency Extension process is designed to guide the District or Charter user through the series of steps that need to be completed in order to apply for an Emergency Certificate extension.

New sections may be added to the page through the progression of steps. During the process, it may be necessary to scroll down to view newly added sections.

The top section of the page, **Search Educators**, is used to locate a specific educator. The bottom section contains a table, listing all educators with an Emergency Certificate that is due to expire within 60 days.

Enter search terms in the **Search Educators** section to find the educator that holds an Emergency Certificate that is due to expire and needs to be extended. Search fields are not case-sensitive. Search results will be limited to those educators that are employed in the District or Charter user's school district or unemployed educators.

Click **Search** button.

Emergency Extensions

This **Emergency Extension** process is designed to guide you through the progression of steps required to apply for an Emergency Certificate extension. New sections may be added to the page as you move through the steps. During the process, it may be necessary to scroll down to view newly added sections. The top section of the page, **Search Educators**, is used to locate a specific educator. The bottom section shows all educators with an Emergency Certificate that is due to expire within 60 days.

**Emergency Extension Instructions:**

- Enter search terms in this **Search Educator** section to find the educator that holds an Emergency Certificate that is due to expire and needs to be extended. Search results are restricted to educators within your school district. Search fields are not case-sensitive. Click **Search** button to find Educator.
- Click **Select** button in the Action column of the desired educator to continue to next step.

Search Educators:

First Name: halley Last Name: embers  
Date Of Birth: MM/DD/YYYY SSN:   
Certificate: -- Select --

Show All Showing 1 - 1 of 1 Records

First Name	Middle Name	Last Name	Date Of Birth	SSN	Certificate	Expiration Date	Action
Halley		Embers	08/07/1977	XXX-XX-7737	Health Education Teacher (Grades K-12)	08/30/2021	Select

Figure DEM-EEI-04: District About to Expire Emergencies Search Educator Results

Educators that meet the search criteria are listed in the table below. The results table shows **First Name**, **Middle Name**, **Last Name**, **Date of Birth**, Social Security Number (**SSN**), **Certificate**, **Expiration Date** and **Action**.

Locate the desired educator and click the associated **Select** button in the **Action** column.

Add Recommendation

**Emergency Extension Recommendation Instructions:**

- Enter the educator's professional progress information in the Details of progress entry field. This should include specifics related to how the educator has progressed since being granted an Emergency Certificate. It is important to provide proof of professional growth when applying for an Emergency Certificate extension.
- All of the acknowledgement checkboxes are mandatory fields and must be checked in order to proceed.
- Click **Save & Continue** to continue.

Details of proof of progress: \*

Employment position requires emergency

Educator is employed in the certificate area requested and is the teacher of record

Save and Continue Cancel

Figure DEM-EEI-05: District Add New Emergency Extension Form

**Add Recommendation** section is inserted within the page for entering information specific to the emergency extension request. User may need to scroll down to see the **Add Recommendation** section.

Enter the educator's professional progress information in the **Details of proof of progress** entry field. This should include specifics related to how the educator has progressed since being granted an Emergency Certificate. It is important to provide proof of professional growth when applying for an Emergency Certificate extension.

All of the acknowledgement checkboxes are mandatory fields and must be checked in order to proceed. Check the boxes by clicking inside the checkbox. 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 any of the checkboxes are unchecked, an error message will be displayed in a red banner directly above the **Add Recommendation** section.

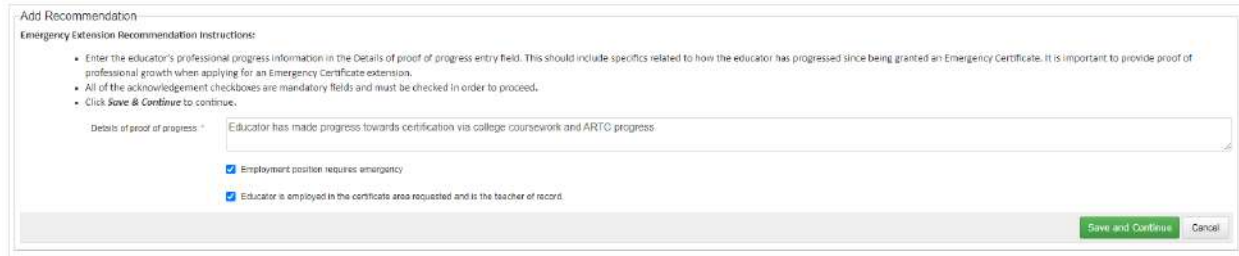


Figure DEM-EEI-06: District Add New Emergency Extension Form Complete

Click the **Save & Continue** button to continue.

### Application Data – Emergency Extension

The **Application Data** section is added. User may need to scroll down to see the entire **Application Data**:

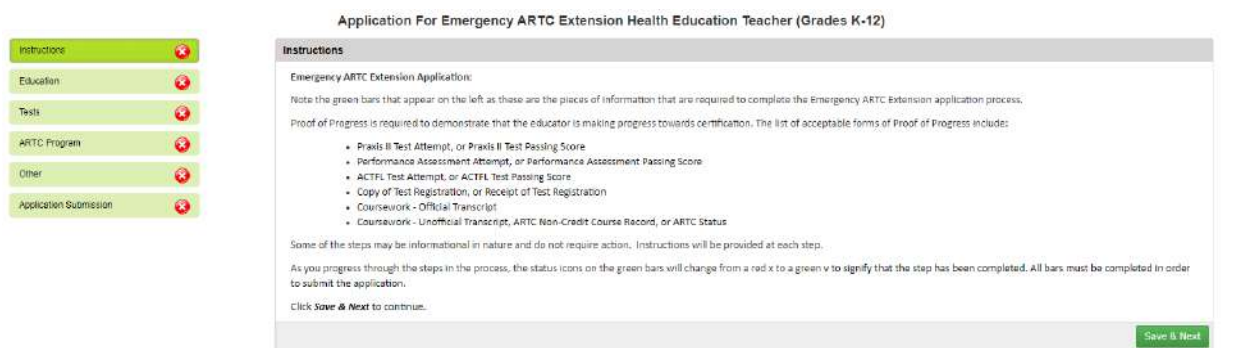


Figure DEM-EAD-01: District Emergency Extension Application Data

Note the green bars on the left, as these are the pieces of information that are required to complete the emergency extension application request. The green bars that appear on the left are dependent on the route selected for the emergency certificate extension. In the step-by-step process, may be required to answer questions specific to the **ARTC Program**, if applicable, and this section is designated as optional below. **Instructions**, **Education**, **Tests**, **Other** and **Application Submission** bars are present for every emergency extension application type.

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

Click **Save & Next** button.

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

### Education – Emergency Extension

The **Education** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Instructions related to **Education** data entry are displayed.



**Application For Emergency ARTC Extension Health Education Teacher (Grades K-12)**

- Instructions ✔
- Education ✖
- Tools ✖
- ARTC Program ✖
- Other ✖
- Application Submission ✖

**Education**

Education Instructions:

- Click **Add Education** to enter your high school and/or college education. Click **Save** to save the changes.
- The new Education data will appear in the Education 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.
- If you submitted the documents previously and wish to use them for this application, check the box under "Use Toward Application".
- Only official transcripts may be submitted for credentialing.
- Document submission:
  - Early Learning**
    - If entering high school, you must upload a high school diploma or high school student transcript.
    - Early Learning must submit their official college transcripts either electronically or via mail directly from the institution to the Department of Education. College transcripts uploaded into the application are not considered official and will not be accepted toward certification.
  - K-12 Educators**
    - K-12 Educators must submit their official transcript through their HR office, or send it directly to Licensure & Certification.

Add Education

Showing 1 to 2 of 2 records

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	1998	2002				College Transcript (HR & DOE Only)	<input type="checkbox"/>	

Figure DEM-EED-01: District Emergency Extension Education Bar

The **Education** data that has already been entered in DEEDS for the selected educator is shown listed in the Education table. At least one Education entry is required in order to proceed. If no additional Education information needs to be added, click **Save & Next** button to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add Education** information

Click the **Add Education** button.

Institution \*

City \*

Degree \* -Select Degree-

Start Date \*

Major

Graduated

Currently Attending

Student Teaching Completed

School Id

State \* -Select State-

End Date

Minor

Student ID

No Record Found

Document Type \* -Select Document Type-

Document \* 

Drop file here to upload or click here to browse and select file(s) to upload.

Associate Existing Documents

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 DEM-EED-02: District Emergency Extension Add Education Form

**Education** entry form is presented for entering education related information specific to the emergency extension application request. 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 [Associate Document](#) 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	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	1998	2002				College Transcript (HR & DDE Only)	<input type="checkbox"/>	
UNIVERSITY OF DELAWARE	5811	Newark	DE	Graduate-level Coursework	2019						<input type="checkbox"/>	

Figure DEM-EED-03: District Emergency Extension 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 Education information is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.

Click **Save & Next** button.

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

### Tests – Emergency Extension

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

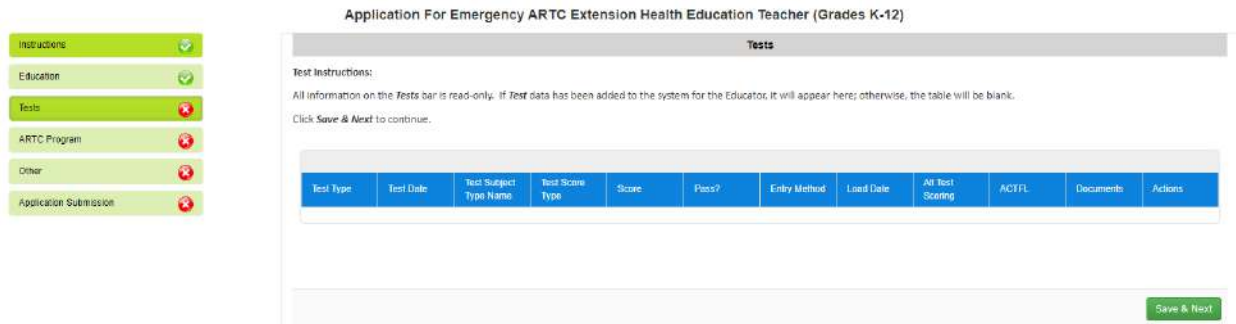


Figure DEM-ETS-01: District Emergency Extension Tests Bar

Click **Save & Next** button.

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

The next green bar presented will be dependent on the emergency route and specific requirements for an extension. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [ARTC Program](#), [Other](#).

### ARTC Program (optional) – Emergency Extension

If required, the **ARTC Program** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

Figure DEM-EAR-01: District Emergency Extension ARTC Program Bar

This step is for adding or editing ARTC Program information that supports the requirements for the emergency extension application request.

If **ARTC Program** information has been previously added for the educator, it will appear in the table; otherwise, the table is blank. If there is **ARTC Program** data in the table, then review and update the information appropriately using the pencil icon in the **Actions** column. Additional documents may be added to the ARTC Program data by clicking the pencil icon and uploading a new document.

If no additional **ARTC Program** information needs to be added, click **Save & Next** button to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add ARTC Program** information.

Click the **Add ARTC Program** button.

If there is existing **ARTC Program** data in the table, the error message: **You already have an active program. Please complete or leave that program before adding another.** is displayed in a red banner above the ARTC Program table. If this message appears, then skip to the end of this section. Otherwise, continue to follow the instructions in this section to add **ARTC Program** information.

Figure DEM-EAR-02: District Emergency Extension Add ARTC Program Form

**ARTC Program** box is presented for entering ARTC program related information specific to the emergency recommendation application request. The top section is for entering information related to the ARTC Program and the bottom section is for uploading supporting documentation.

Complete the required fields specific to **ARTC Program** in the top section. The required fields are designated with a red \* and include: **Program** and **Start Date**. A dropdown list is provided for **Program**, offering valid options from which to choose.

Complete the required fields in the bottom section. The required fields are **Document Type** and **Document**. A dropdown list is provided for **Document Type**. Click the down arrow of the **Document Type** dropdown list in the bottom section.

Figure DEM-EAR-03: District Emergency Extension Add ARTC Program Document Type Options

The **Document Type** dropdown list options include ARTC Program specific document types. Select the desired document type from the list.

The next step is to upload ARTC Program related data 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 the **ARTC** documents, such as welcome or progress letters, 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 **ARTC Program** 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 ARTC Program 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.

The screenshot shows a form with the following elements:

- Program: Test ARTC Program
- Start Date: 09/01/2020
- Document Type: Updated ARTC Welcome
- Document upload area: "Drop file here to upload or click here to browse and select file(s) to upload"
- Associate Existing Documents button
- Text: "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."
- Table of existing documents:
 

Name	Action
Updated ARTC Welcome Letter	[Trash icon]
- Save and Cancel buttons at the bottom right.

Figure DEM-EAR-04: District Emergency Extension Add ARTC Program Form Completed

Click the **Save** button to save the new **ARTC Program** 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 **ARTC Program** table.

Program	Start	End	Recommendation District	District Employed	Hire	Recommendation Area	Active Area	Status	Documents	Actions
Test ARTC Program	09/01/2020		BRANDYWINE SCHOOL DISTRICT	BRANDYWINE SCHOOL DISTRICT		Health Education Teacher (Grades K-12)		Active	Updated ARTC Welcome Letter	[Pencil icon] [Complete] [Leave]

Figure DEM-EAR-05: District Emergency Extension ARTC Program 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 **ARTC Program** bar is designated with a green v to signify that the step has been completed.

### Other – Emergency Extensions

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

**Application For Emergency ARTC Extension Health Education Teacher (Grades K-12)**

**Other**

**Other Instructions:**

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

- Click **Add Other** to upload a document. Upload one of the document types listed in the **Document Type** dropdown list. Documents that are uploaded need to be in pdf or image format. Click **Save** to save the changes.
- 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.
- Click **Save & Next** to continue.

For emergency extensions and upgrades, **Proof of Progress** is required to demonstrate that the educator is making progress towards certification. The list of acceptable forms of Proof of Progress include:

- Praxis II Test Attempt, or Praxis II Test Passing Score
- Performance Assessment Attempt, or Performance Assessment Passing Score
- ACTFL Test Attempt, or ACTFL Test Passing Score
- Copy of Test Registration, or Receipt of Test Registration
- Coursework - Official Transcript
- Coursework - Unofficial Transcript, ARTC Non-Credit Course Record, or ARTC Status

**Add Other**

Showing 1 to 0 of 0 records

Type	Description	State	Received Month/Year	Exp. Date	Documents	Actions
No Record Found						

**Save & Next**

Figure DEM-EOT-01: District Emergency Extension Other Bar

The **Other** bar is included in the Application Data for uploading additional documentation. If documents have already been uploaded, they will appear in the documents table. This step is the perfect place to include proof of progress documents. **Proof of Progress** is required to demonstrate that the educator is making progress towards certification. The list of acceptable forms of Proof of Progress include:

- Praxis II Test Attempt, or Praxis II Test Passing Score
- Performance Assessment Attempt, or Performance Assessment Passing Score
- ACTFL Test Attempt, or ACTFL Test Passing Score
- Copy of Test Registration, or Receipt of Test Registration
- Coursework - Official Transcript
- Coursework - Unofficial Transcript, ARTC Non-Credit Course Record, or ARTC Status.

If no additional documentation needs to be added, click **Save & Next** button to continue and [skip](#) to the next step. Otherwise, follow the instructions in this section to **Add Other** information.

Click the **Add Other** button.

Type \*

Description \*

State \*

Received Month/Year \*

Exp. Date:

Document Type	Date	Link	Action
No Record Found			

Document Type \*

Document \* 

Drop file here to upload or click here to browse and select file(s) to upload.

**Associate Existing Documents**

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 DEM-EOT-02: District Emergency Extension Other Form

**Other** entry form is presented for entering additional information specific to the emergency extension application request. The top section is for defining the information and the bottom section is for uploading supporting documents.

Complete the entry fields in the top section. The required fields are designated with a red \* and include: **Type, Description, State** and **Received Month/Year**. Dropdown lists are provided for **Type** and **State**, offering valid options from which to choose. **Received Month/Year** needs to be entered in **MM/YYYY** format.

The next step is to complete the bottom section by providing supporting information 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 a document has 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 desired document has not been associated, then follow the next steps to upload the document for the emergency extension application.

Select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
- Click inside the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click **Open**.

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click the **Save** button to save the changes.

The newly added document listing will appear in the **Documents** table. If a document has been added previously, then this document will appear in the table as well. If the document is not the right one, click the trash can icon in the **Action** column to delete the file.

Type	Description	State	Received Month/Year	Exp. Date	Documents	Actions
An ARTC Program completion letter	ARTC program completion	DE	05/2021		91 Day Completion Letter	

Figure DEM-EOT-03: District Emergency Extension Other Table



Click the **Save & Next** button.

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

### Application Submission – Emergency Extension

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

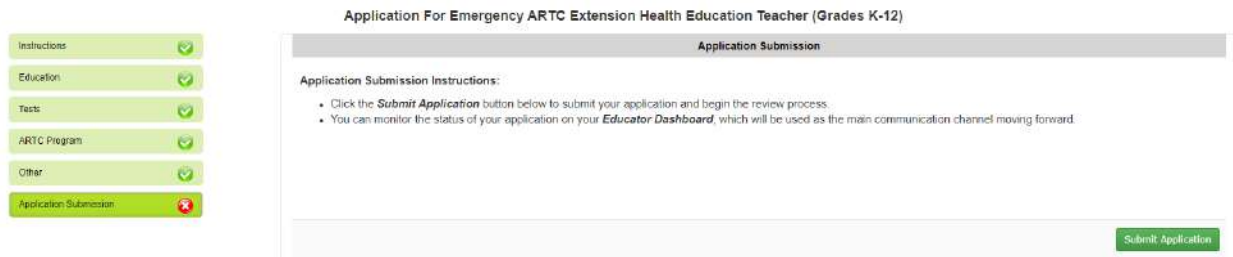


Figure DEM-EAS-01: District Emergency Extension Application Submission

The **Emergency Extension** application process is complete, in that all the required information has been provided and is ready for submission.

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

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

If a message box is presented to confirm submission of the emergency extension, click **OK** button to submit the application, or **Cancel** button to cancel the application submission.

Confirmation of the application submission is displayed in a green banner under the main menu at the top of the page.



Figure DEM-EAS-02: District Emergency Extension Application Submission Confirmation

The message can be dismissed by clicking the x in the upper right-hand corner of the green banner.

When the Emergency Extension application request is submitted, an email is automatically sent to the educator as notification that an Emergency Extension has been raised on their behalf.

### Managing Emergency Certificate Extensions

Select the **Existing Emergency Extension Recommendations** tab at the top of the page directly under the main menu.

About to expire Existing Emergency Extension Recommendations

Search Existing Recommendations

First Name:  Last Name:   
 Date Of Birth: MM/DD/YYYY SSN:   
 District: BRANDYWINE SCHOOL DISTRICT Certificate: -- Select --

Showing 1-10 of 30 Records

First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
Hailey		Embers	08/07/1977	ARTC	Health Education Teacher (Grades K-12)	Pending	BRANDYWINE SCHOOL DISTRICT	<input type="button" value="Withdraw"/> <input type="button" value="User"/>

Figure DEM-MEE-01: District New Emergency Extension Added

The list of educators that an Emergency Extension has been raised for is displayed in the table below the **Search Existing Recommendations** search area. The educator that was most recently recommended for an Emergency Certificate Extension should appear at the top of the list. Alternately, search for the newly recommended educator using the search entry form. Note the details in the table which specifies the Emergency Route in the **Route** column, and a **Status** of Pending. In the **Action** column, there is a red **Withdrawal** button that can be used at any time to withdrawal the emergency recommendation. In the **Action** column there is also a green button with a user icon that can be used to view the profile of the associated educator.

This **Emergency Extensions** page is used to manage all emergency extension applications. The **About to expire** tab is used for raising new **Emergency Extensions**, as needed when the Emergency Certificate is within 60 days of expiring. The **Existing Emergency Extension Recommendations** tab is for monitoring status and managing the individual emergency extension applications.

Once the Emergency Extension application has been submitted, it is directed to the educator to Accept, complete the required Application Data sections and submit.

From this point forward, the Emergency Extension applications can be monitored through this Emergency Extensions page. When the educator has accepted and submitted the extension application, the associated listing in the table will be updated.

First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
Hailey		Embers	08/07/1977	ARTC	Health Education Teacher (Grades K-12)	Accepted	BRANDYWINE SCHOOL DISTRICT	<input type="button" value="User"/>

Figure DEM-MEE-02: District Emergency Extension – Accepted Status

Note that **Accepted** appears in the **Status** column (previously Pending) and the red **Withdraw** button has disappeared from the **Actions** column.

If the educator has rejected the extension application, the associated listing in the table will be updated.

First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
Luke		Embers	10/03/1993	COE	Special Education Teacher of Students with Disabilities (Grades K-12)	Rejected	BRANDYWINE SCHOOL DISTRICT	<input type="button" value="User"/>

Figure DEM-MEE-03: District Emergency Extension – Rejected Status

Note that **Rejected** appears in the **Status** column (previously Pending) and the red **Withdraw** button has disappeared from the **Actions** column.

Once the Emergency Extension application has been accepted and submitted by the educator, it is directed to the DDOE L&C team for final review and approval.

After the DDOE L&C team has approved the emergency extension application and issued the Emergency Certificate extension, the process is complete and the associated listing in the table appears as:

First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
Haley		Emmers	08/07/1977	ARTC	Health Education Teacher (Grades 6-12)	Issued	BRANDYWINE SCHOOL DISTRICT	

Figure DEM-MEE-04: District Emergency Extension – Issued Status

Note that **Issued** appears in the **Status** column and the red **Withdraw** button has disappeared from the **Actions** column.

Congratulations! The Emergency Extension request has been completed successfully.

## Emergency Upgrades

An educator that has been issued an **Emergency Certificate** will work towards meeting the requirements of a **Standard Certificate**. Once all the requirements have been met for the certificate, the educator must apply for an upgrade to a standard certificate. Similar to an Emergency Recommendation and Emergency Extension, an Emergency Upgrade is initiated by the District or Charter office.

The Emergency Upgrade application will need to demonstrate that the educator meets the requirements for an upgrade to a Standard Certificate. Required documents may include:

- Official Passing scores for the required Praxis II tests
- Official Passing Scores for the ACTFL in the target language (World Language Certificates only)
- Official Passing scores for a Performance Assessment – edTPA or PPAT
- ARTC Completion Letter
- District/LEA Letter of Recommendation (attests to completion of two satisfactory summative evaluations)
- Official Transcript of completed coursework or degree conferred.

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.

District or Charter school user is directed to **LEA Dashboard**.

Click **Emergencies & COEs** menu to view list of options.

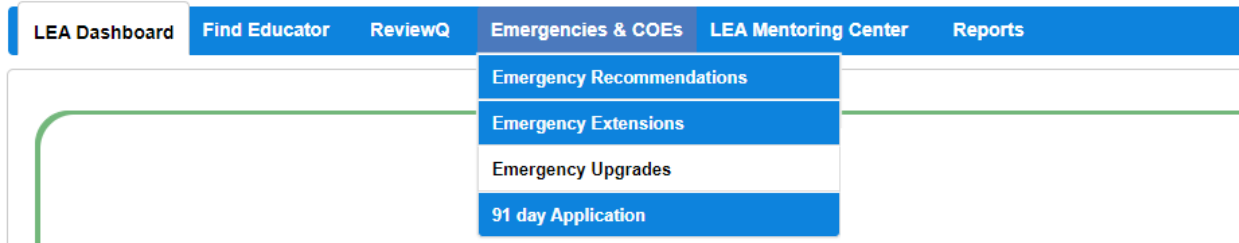


Figure DEM-EUI-01: District Emergency Upgrades Menu Option

Select **Emergency Upgrades** from the dropdown menu options.

User is directed to **Emergency Upgrades** page.

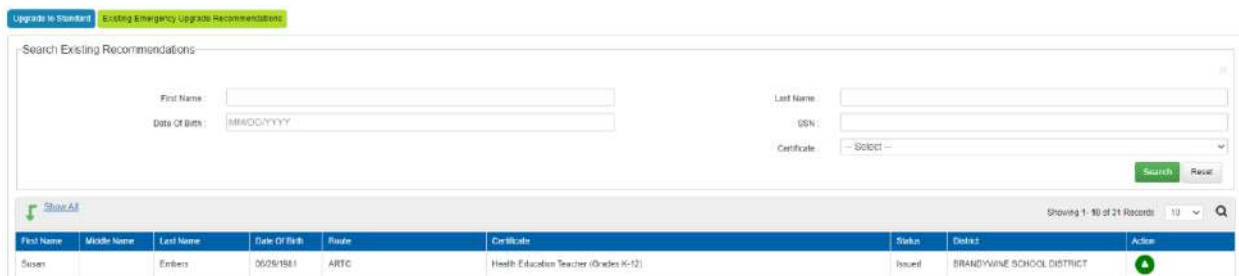


Figure DEM-EUI-02: District Existing Emergency Upgrades Page

**Existing Emergency Upgrade Recommendations** tab is selected by default, listing all of the existing emergency upgrade recommendations in the table below the search area. The tab appears green to indicate that it is selected.

Click the **Upgrade to Standard** tab.

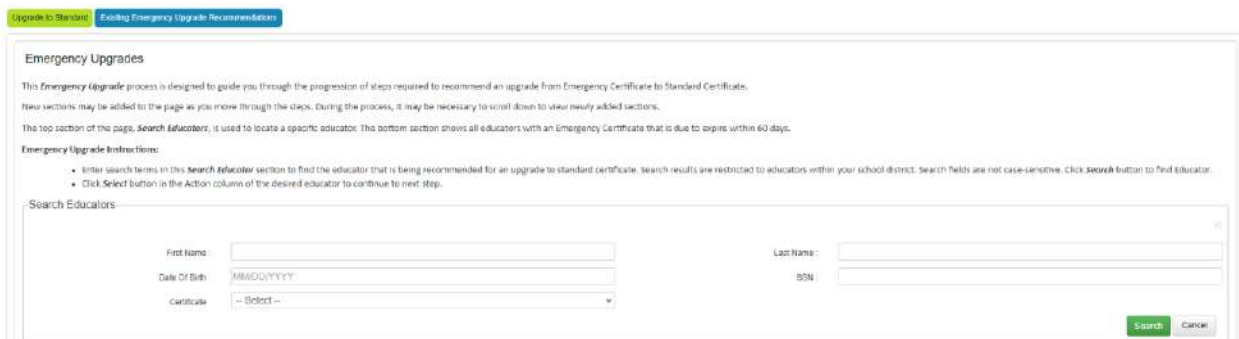


Figure DEM-EUI-03: District Emergency Upgrade to Standard Page

The Emergency Upgrade process is designed to guide the user through the series of steps that need to be completed in order to apply for an Emergency Certificate upgrade to Standard Certificate.

New sections may be added to the page through the progression of steps. During the process, it may be necessary to scroll down to view newly added sections.

The top section of the page, **Search Educators**, is used to locate a specific educator. The bottom section shows all educators that have been issued an Emergency Certificate.

Enter search terms in the **Search Educators** section to find the educator that is being recommended for an upgrade to standard certificate. Search fields are not case-sensitive. Search results will be limited to

those educators that are employed in the District or Charter user’s school district or unemployed educators.

Click **Search** button.

First Name	Middle Name	Last Name	Date of Birth	SSN	Certificate	Expiration Date	Action
Haley		Eubers	03/07/1977	XXX-XX-7727	Health Education Teacher (Grades K-12)	06/26/2022	Select

Figure DEM-EUI-04: District Emergency Upgrades Search Educator Results

Educators that meet the search criteria are listed in the table below. The results table shows **First Name**, **Middle Name**, **Last Name**, **Date of Birth**, Social Security Number (**SSN**), **Certificate**, **Expiration Date** and **Action**.

Locate the desired educator and click the associated **Select** button in the **Action** column.

Emergency Upgrade Recommendation Instructions:

- Enter any information that supports the upgrade to standard for the educator in the Notes entry field. This should include information that needs to be captured outside the normal Application Data for the upgrade.
- All of the acknowledgement checkboxes are mandatory fields and must be checked in order to proceed.
- Click **Save & Continue** to continue.

Notes:

Educator has two successful summative evaluations with a satisfactory rating.

Figure DEM-EUI-05: District Add New Emergency Upgrade

**Add Recommendation** section is added to the bottom of the page for entering information specific to the emergency extension request.

In the **Notes** entry field, enter any information that supports the upgrade to standard for the selected educator. This should include information that needs to be captured outside the normal Application Data for the upgrade.

All of the acknowledgement checkboxes are mandatory fields and must be checked in order to proceed. Check the boxes by clicking inside the checkbox. 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 any of the checkboxes are unchecked, an error message will be displayed in a red banner directly above the **Add Recommendation** section.

Click the **Save & Continue** button to continue.

### Application Data – Emergency Upgrade

The **Application Data** section is added:

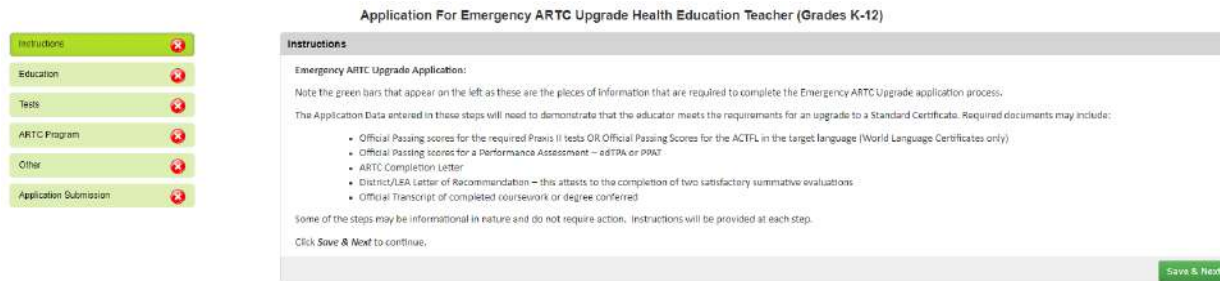


Figure DEM-UAD-01: District Emergency Upgrade Application Data

Note the green bars on the left, as these are the pieces of information that are required to complete the **Emergency Upgrade** application request. The green bars that appear on the left are dependent on the route that was taken when the **Emergency Certificate** was issued. In the step-by-step process, the user may or may not be required to answer questions specific to the following topics: **Tests**, **ARTC Program**, and **Other** which are designated as optional in the sections below. **Instructions**, **Education** and **Application Submission** bars are present for every emergency upgrade application type.

The Application Data entered in these steps will need to demonstrate that the educator meets the requirements for an upgrade to a Standard Certificate. Required documents may include:

- Official Passing scores for the required Praxis II tests OR Official Passing Scores for the ACTFL in the target language (World Language Certificates only)
- Official Passing scores for a Performance Assessment – edTPA or PPAT
- ARTC Completion Letter
- District/LEA Letter of Recommendation – this attests to the completion of two satisfactory summative evaluations
- Official Transcript of completed coursework or degree conferred

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 v to signify that the step has been completed.

### Education – Emergency Upgrade

The **Education** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Instructions related to **Education** data entry are displayed.

- Instructions ✔
- Education ✖
- Tests ✖
- ARTC Program ✖
- Other ✖
- Application Submission ✖

### Application For Emergency ARTC Upgrade Health Education Teacher (Grades K-12)

#### Education

**Education Instructions:**

- Click **Add Education** to enter your high school and/or college education. Click **Save** to save the changes.
- The new Education data will appear in the Education 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.
- If you submitted the documents previously and wish to use them for this application, check the box under "Use Toward Application".
- Only official transcripts may be submitted for credentialing.
- Document submission:
  - **Early Learning**
    - If entering high school, you must upload a high school diploma or high school student transcript.
    - Early Learning must submit their official college transcripts either electronically or via mail directly from the institution to the Department of Education. College transcripts uploaded into the application are not considered official and will not be accepted toward certification.
  - **K-12 Educators**
    - K-12 Educators must submit their official transcript through their HR office, or send it directly to Licensure & Certification.
- Click **Save & Next** to continue.

[Add Education](#)

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	1995	2002				College Transcript (HR & DOE Only)	<input type="checkbox"/>	✎ ✖

[Save & Next](#)

Figure DEM-UED-01: District Emergency Upgrade Education Bar

If **Education** data has already been entered in DEEDS for the selected educator, it is shown listed in the Education table; otherwise, the table is blank. At least one **Education** entry is required in order to proceed. If additional education information is not needed for this educator, click **Save & Next** to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add Education** information.

Click the **Add Education** button.

Institution :\*

City :\*

Degree :\*

Start Date :\*

Major :

Graduated :

Currently Attending

Student Teaching Completed

School Id :

State :\*

End Date :

Minor :

Student ID :

Document Type	Date	Link	Action
No Record Found			

Document Type :\*

Document :\*

Drop file here to upload or click here to browse and select file(s) to upload.

[Associate Existing Documents](#)

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 DEM-UED-02: District Emergency Upgrade Add Education Form

**Education** entry form is presented for entering education related information specific to the emergency extension application request. 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 [Associate Document](#) 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	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Nowark	DE	Bachelor	1998	2002				College Transcript (HR & DOE Only)	<input type="checkbox"/>	
UNIVERSITY OF DELAWARE	5811	Nowark	DE	Graduate-level Coursework	2019					College Transcript (HR & DOE Only)	<input type="checkbox"/>	

Figure DEM-UED-03: District Emergency Upgrade 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 Education 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.

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [Tests](#), [ARTC Program](#), [Other](#), [Application Submission](#).

### Tests (optional) – Emergency Upgrade

If required, the **Tests** bar is highlighted and designated with a red X to signify that the step has not yet been reviewed. All information on the Tests bar is read-only. If Test data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank.

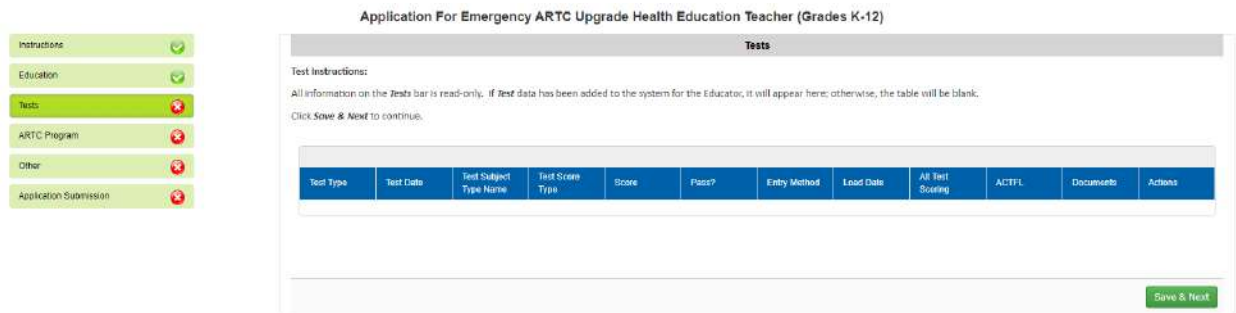


Figure DEM-UTS-01: District Emergency Upgrade Tests Bar

Click **Save & Next** button.

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

The next green bar presented will be dependent on the emergency extension type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [ARTC Program](#), [Other](#), [Application Submission](#).

### ARTC Program (optional) – Emergency Upgrade

If required, the **ARTC Program** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

Figure DEM-UAR-01: District Emergency Upgrade ARTC Program Bar

This step is for entering **ARTC Program** information that supports the requirements for the emergency upgrade application request.

If there is no **ARTC Program** information to be entered, then click **Save & Next** button to continue and skip to the end of this section. Otherwise, follow the instructions in this section to [Complete ARTC Program](#) or [Add ARTC Program](#) information, if applicable to the emergency upgrade request.

### Complete ARTC Program

If the educator has completed the **ARTC Program**, then click the **Complete** button in the **Actions** column of the ARTC Program listed in the table.

Figure DEM-UAR-02: District Emergency Upgrade ARTC Program Completion Form

An ARTC Completion form section is inserted above the **ARTC Program** table.

The **Program** and **Start Date** fields are auto-populated with the data that was entered previously when the **ARTC Program** was added and cannot be modified. Enter the date that the educator completed the program in the **End Date** field.

The next step is to upload the **ARTC Completion Letter** 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 **Updated ARTC Letters** from the list of options. 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 **ARTC Completion Letter** has 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 **ARTC Completion Letter** has not been associated, then follow the next steps to upload the document for the emergency upgrade 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 **ARTC Completion** data.

Program	Start	End	Recommendation District	District Employed	Hire	Recommendation Area	Active Area	Status	Documents	Actions
Test ARTC Program	09/01/2020	06/28/2021	BRANDYWINE SCHOOL DISTRICT	BRANDYWINE SCHOOL DISTRICT		Health Education Teacher (Grades K-12)	Health Education Teacher (Grades K-12)	Complete	Updated ARTC Welcome Letter Updated ARTC Letters	

Figure DEM-UAR-02: District Emergency Upgrade ARTC Program Marked Complete

The ARTC Program information is updated in the **ARTC Program** table. Note that there are no buttons or icons in the **Actions** column, and the **Status** has changed to **Complete**. Click the **Save & Next** button to continue and skip to the end of this section.

### Add ARTC Program

Click **Add ARTC Program** button.

If there is existing **ARTC Program** data in the table, the error message: **You already have an active program. Please complete or leave that program before adding another.** is displayed in a red banner above the ARTC Program table. Use the buttons and/or icons in the **Actions** column to update the data, such as adding additional documents, as necessary.

Figure DEM-UAR-04: District Emergency Upgrade Add ARTC Program Form

**ARTC Program** entry form is presented for entering ARTC program related information specific to the emergency extension application request. The top section is for defining the **ARTC Program** information and the bottom section is for uploading supporting **ARTC Program** documents.

Complete the entry fields in the top section. The required fields are designated with a red \* and include: **Program** and **Start Date**. A dropdown list is provided for **Program**, offering valid options from which to choose. **Start Date** needs to be entered in **MM/DD/YYYY** format.

The next step is to complete the bottom section by providing **ARTC Program** related information 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 the **ARTC** 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 **ARTC Program** 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 ARTC Program document has not been associated, then follow the next steps to upload the document for the emergency extension application.

Select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
- Click inside the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click **Open**.

File name is displayed along with a trash bin icon on the right. If the file selected is not the correct file, click on the trash icon bin to delete it.

Click the **Save** button to upload the document and save the **ARTC Program** data.

New ARTC Program information entered is displayed in the ARTC Program table.

Program	Start	End	Recommendation District	District Employed	File	Recommendation Area	Active Area	Status	Documents	Actions
Test ARTC Program	09/01/2020		BRANDYWYNE SCHOOL DISTRICT	BRANDYWYNE SCHOOL DISTRICT		Health Education Teacher (Grades K-12)	Health Education Teacher (Grades K-12)	Active	Updated ARTC Welcome Letter	Complete

Figure DEM-UAR-05: District Emergency Upgrade ARTC Program Table

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

Click **Save & Next** button.

The **ARTC Program** bar is designated with a green v to signify that the step has been completed.

The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [Other](#), [Application Submission](#).

### Other (optional) – Emergency Upgrade

If required, the **Other** bar is highlighted and designated with a red X to signify that the step has not yet been completed.

Figure DEM-UOT-01: District Emergency Upgrade Other Bar

If the **Other** bar is included in the Application Data, then additional documentation may be required for this Emergency Upgrade application. Documents that have already been uploaded are shown in the Documents table.

Documents that may be required for the emergency upgrade request include:

- Official Passing scores for the required Praxis II tests
- Official Passing Scores for the ACTFL in the target language (World Language Certificates only)
- Official Passing scores for a Performance Assessment – edTPA or PPAT

- ARTC Completion Letter
- District/LEA Letter of Recommendation (completion of two satisfactory summative evaluations)
- Official Transcript of completed coursework or degree conferred.

If no other documentation needs to be added to support the emergency upgrade, then click **Save & Next** button to continue and [skip](#) to the next step. Otherwise, follow the instructions in this section to **Add Other** documentation.

Click the **Add Other** button.

The screenshot shows a web form for adding other documentation. The top section contains several required fields (marked with a red asterisk): 'Type' (dropdown), 'Description' (text), 'State' (dropdown), 'Received Month/Year' (text in MM/YYYY format), and 'Exp. Date' (text in MM/DD/YYYY format). Below this is a table with a blue header containing columns for 'Document Type', 'Date', 'Link', and 'Action'. The table body contains the text 'No Record Found'. At the bottom of the form, there is a 'Document Type' dropdown, a 'Document' field with a dashed border and the instruction 'Drop file here to upload or click here to browse and select file(s) to upload.', a blue button labeled 'Associate Existing Documents', and a text block explaining that if a document has already been uploaded, the user should click the 'Associate Existing Documents' button. At the very bottom right, there are 'Save' and 'Cancel' buttons.

Figure DEM-UOT-02: District Emergency Recommendation Add Other Form

**Other** entry form is presented for entering information specific to the emergency recommendation 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 **ARTC Program** 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 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.

Figure DEM-UOT-03: District Emergency Recommendation Add Other Form Completed

Click the **Save** button to save the changes.

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

Showing 1 to 1 of 1 records.						
Type	Description	State	Received Month/Year	Exp. Date	Documents	Actions
An ARTC Program completion letter	ARTC completed	DE	02/2021		91 Day Completion Letter	

Figure DEM-UOT-04: District Emergency Recommendation Other Table

Click the **Save & Next** button.

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

## Application Submission - Emergency Upgrade

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



Figure DEM-UAS-01: District Emergency Upgrade Application Submission

The **Emergency Upgrade** application process is complete, in that all the required information has been provided and is ready for submission.

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

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

If a message box is presented to confirm submission of the emergency recommendation, click **OK** button to submit the application, or **Cancel** button to cancel the application submission.

Confirmation of the application submission is displayed in a green banner under the main menu at the top of the page.

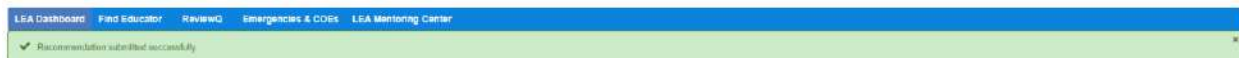


Figure DEM-UAS-02: District Emergency Upgrade Application Submission Confirmation

The message can be dismissed by clicking the x in the upper right-hand corner of the green banner.

When the Emergency Upgrade application request is submitted, an email is automatically sent to the educator as notification that an Emergency Upgrade has been raised on their behalf.

## Managing Emergency Upgrade Recommendations

Select the **Existing Emergency Upgrade Recommendations** tab at the top of the page directly under the main menu.



Figure DEM-MEU-01: District New Emergency Upgrade Added



The list of educators that an Emergency Upgrade has been applied for is displayed in the table below the **Search Existing Recommendations** search area. The educator that was most recently recommended for an Emergency Upgrade to Standard should appear at the top of the list. Alternately, search for the newly recommended educator using the search entry form. Note the details in the table which specifies the Emergency Route in the **Route** column, and a **Status** of Pending. In the **Action** column, there is a red **Withdrawal** button that can be used at any time to withdrawal the emergency recommendation. In the **Action** column there is also a green button with a user icon that can be used to view the profile of the associated educator.

This **Emergency Upgrades** page is used to manage all emergency upgrade applications. The **Upgrade to Standard** tab is used for raising new **Emergency Upgrades**, as needed when the educator has met the requirements for a standard certificate. The **Existing Emergency Upgrade Recommendations** tab is for monitoring status and managing the individual emergency upgrade applications.

Once the Emergency Upgrade application has been submitted, it is directed to the educator to Accept, complete the required Application Data sections and submit.

From this point forward, the Emergency Upgrade applications can be monitored through this Emergency Upgrades page. When the educator has accepted and submitted the upgrade application, the associated listing in the table will be updated.

First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
Haley		Embers	08/07/1977	ARTC	Health Education Teacher (Grades K-12)	Accepted	BRANDYVINE SCHOOL DISTRICT	

Figure DEM-MEU-02: District New Emergency Upgrade – Accepted Status

Note that **Accepted** appears in the **Status** column (previously Pending) and the red **Withdraw** button has disappeared from the **Actions** column.

If the educator has rejected the extension application, the associated listing in the table will be updated.

First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	Reason	District	Action
Luis		Embers	10/03/1993	COE	Special Education Teacher of Students with Disabilities (Grades K-12)	Rejected		BRANDYVINE SCHOOL DISTRICT	

Figure DEM-MEU-03: District New Emergency Upgrade – Rejected Status

Note that **Rejected** appears in the **Status** column (previously Pending) and the red **Withdraw** button has disappeared from the **Actions** column.

Once the Emergency Upgrade application has been accepted and submitted by the educator, it is directed to the DDOE L&C team for final review and approval.

After the DDOE L&C team has approved the emergency upgrade application and issued the Standard Certificate, the process is complete and the associated listing in the table appears as:

First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
Haley		Embers	08/07/1977	ARTC	Health Education Teacher (Grades K-12)	Issued	BRANDYVINE SCHOOL DISTRICT	

Figure DEM-MEU-04: District Emergency Upgrade – Issued Status

Note that **Issued** appears in the **Status** column and the red **Withdraw** button has disappeared from the **Actions** column.

Congratulations! The Emergency Upgrade request has been completed successfully.

### 91-Day Application

Before recommending an educator for a 91-Day application, please note the following requirements: The 91 day applicant must have a regionally accredited Bachelor degree and be employed as a long-term substitute teacher, in one assignment, during the entire 91 day period. This is not an option for individuals teaching elementary, English language arts, mathematics, science, social studies, or special education. This option may not be used in lieu of internships or practica required by teacher or specialist licensure or certificate areas. Relevant Praxis II test in content area must also be passed prior to the end of the 91 day period. Upon issuance of an Initial License and Emergency Certificate, the educator must complete an additional 15 semester credit hours of coursework in the content area (at least six of those credits must be in pedagogy) as determined by the LEA/Department agreement.

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.

District or Charter school user is directed to **LEA Dashboard**.

Click **Emergencies & COEs** menu to view list of options.

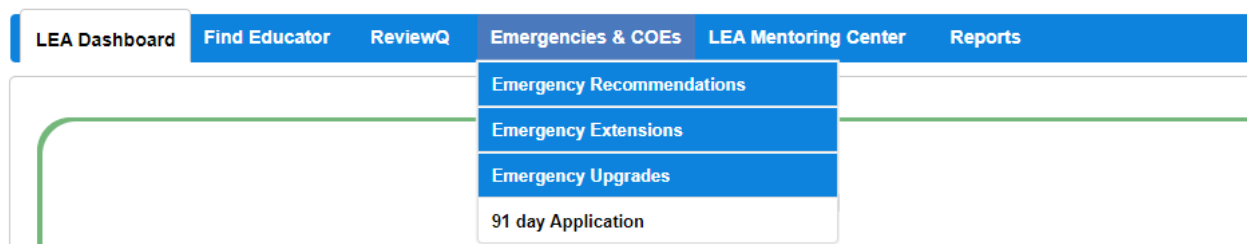


Figure DEM-91I-01: District 91 Day Application Menu Option

Select **91 day Application** from the dropdown menu options.

User is directed to **Emergency 91 day Application** page.

Figure DEM-91I-02: District Existing 91 Day Applications Page

**Existing 91 Day Applications** tab is selected by default, listing all of the existing 91-day applications in the table below the search area. The tab appears green to indicate that it is selected.

Click the **91 Day Application** tab.

Figure DEM-91I-03: District New 91 Day Application Page

The **91 Day Application** process is designed to guide the user through the series of steps that need to be completed in order to create and submit a 91 day Application, as a pre-requisite for the **91 day in lieu of student teaching** Emergency Certificate.

New sections may be added to the page through the progression of steps. During the process, it may be necessary to scroll down to view newly added sections.

Enter search terms in the **Search Educators** section to find the educator that is being recommended for an Emergency Certificate. Search fields are not case-sensitive. Search results will be limited to those educators that are employed in the District or Charter user’s school district or unemployed educators.

Click the **Search** button.

**91 Day Application**

This **91-day Application** process is designed to guide you through the progression of steps required to create and submit a **91-Day Application**, as a pre-requisite for the **91 day in lieu of student teaching** Emergency Certificate.

New sections will be added to the page as you move through the steps. During the process, it may be necessary to scroll down to view newly added sections.

The top section of the page, **Search Educators**, is used to locate a specific educator.

**91-Day Application Instructions:**

- Enter search terms in the **Search Educator** section to find the educator that is being recommended for an Emergency Certificate. Search results are restricted to educators within your school district. Search fields are not case sensitive. Click **Search** button to find Educator.
- Click **Select** button in the Action column of the desired educator to continue to next step.

**Search Educators**

First Name:  Last Name:   
 Date of Birth:  SSN:   
 Certificate:

First Name	Middle Name	Last Name	Date Of Birth	SSN	Certificate	Expiration Date	Action
O'Neil		Embers	07/6/1981	300000-1701			<input type="button" value="Select"/> <input type="button" value="Add"/>

Showing 1 - 1 of 1 Records 1/3

Figure DEM-91I-04: District 91 Day Application Search Educator Results

Educators that meet the search criteria are listed in the table below. The results table shows **First Name**, **Middle Name**, **Last Name**, **Date of Birth**, Social Security Number (**SSN**) and **Action**.

Locate the desired educator and click the associated **Select** button in the **Action** column.

**Add Recommendation**

**Emergency 91-Day Application Recommendation**

- Select the desired certificate from the **Certificate** dropdown list. The Certificate options are restricted to the content areas that are eligible for a 91-Day Application.
- Enter the **Start Date**, as this is the day that the timer will start for the required 91 days.
- Click **Save & Continue** to continue.

Certificate:   
 Start Date:  End Date:   
 Notes:

Figure DEM-91I-05: District Add New 91 Day Application Form

**Add Recommendation** section is added for entering information specific to the 91 day application request.

The required fields are designated with a red \* and include: **Certificate** and **Start Date**. Select the desired certificate from the **Certificate** dropdown list. The **Certificate** options are restricted to the content areas that are eligible for the **91 day in lieu of student teaching** Emergency Certificate **Route**. Optionally add any **Notes** that may be relevant to the 91 day application.

Click the **Save & Continue** button to continue.

**Application Data – 91 Day Application**

The **Application Data** section is added:

**Application For 91 Day Application**

**Instructions**

**Emergency 91-Day Application:**

Note the green bars that appear on the left as these are the pieces of information that are required to complete the 91-Day application process.

Some of the steps may be informational in nature and do not require action. Instructions will be provided at each step.

As you progress through the steps in the process, the status icons on the green bars will change from a red x to a green v to signify that the step has been completed. All bars must be completed in order to submit the application.

Click **Save & Next** to continue.

Figure DEM-91AD-01: District 91 Day Application – Application Data

Note the green bars on the left, as these are the pieces of information that are required to complete the 91-day application request process.

Some of the steps may be informational in nature and do not require action. Instructions will be provided at each step.

As you progress through the steps in the process, the status icons on the green bars will change from a red x to a green v to signify that the step has been completed. All bars must be completed in order to submit the application.

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 v to signify that the step has been completed.

### Education – 91 Day Application

The **Education** bar is highlighted and designated with a red X to signify that the step has not yet been completed. Instructions related to **Education** data entry are displayed.

Application For 91 Day Application

Instructions

Education

Other

Application Submission

Education

Education Instructions:

- Click **Add Education** to enter your high school and/or college education. Click **Save** to save the changes.
- The new Education data will appear in the Education 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.
- If you submitted the documents previously and wish to use them for this application, check the box under "Use Toward Application".
- Only official transcripts may be submitted for credentialing.
- Document submission:
  - Early Learning
    - If entering high school, you must upload a high school diploma or high school student transcript.
    - Early Learning must submit their official college transcripts either electronically or via mail directly from the institution to the Department of Education. College transcripts uploaded into the application are not considered official and will not be accepted toward certification.
  - K-12 Educators
    - K-12 Educators must submit their official transcript through their HR office, or send it directly to Licensure & Certification.
- Click **Save & Next** to continue.

Showing 1 to 0 of 0 records

Institution	School ID	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
-------------	-----------	------	-------	--------	------------	----------	-------	-------	-----------	-----------	-------------------------	---------

Save & Next

Figure DEM-91ED-01: District 91 Day Application Education Bar

If **Education** data has already been entered in DEEDS for the selected educator, it is shown listed in the Education table; otherwise, the table is blank. At least one **Education** entry is required in order to proceed. If additional education information is not needed for this educator, click the **Save & Next** button to continue and [skip](#) to the next step. Otherwise, follow the instructions in this section to **Add Education** information.

Click **Add Education** button.

Figure DEM-91ED-02: District 91 Day Application Add New Education Form

**Education** entry form is presented for entering education related information specific to the emergency extension application request. 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 [Associate Document](#) 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	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				College Transcript (HR & DOE Only)	<input type="checkbox"/>	

Figure DEM-EED-03: District Emergency Extension 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 **Education** 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 – 91 Day Application

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

Figure DEM-91OT-01: District 91 Day Application Other Bar

Additional documentation may be required for this **91 Day Application** request.

If no other documentation needs to be added to support the 91 day application, then click **Save & Next** button to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add Other** documentation.

Click the **Add Other** button.

Figure DEM-91OT-02: District 91 Day Application Add Other Form

**Other** entry form is presented for entering information specific to the emergency recommendation 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 **ARTC Program** 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 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 the **Save** button to save the changes.

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


Document Type	Date	Link	Action
91 day letter	04/01/2021 10:58:30 AM	<a href="#">Download</a>	

Figure DEM-91OT-03: District 91 Day Application Recommendation Other Table

Click the **Save & Next** button.

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

### Application Submission – 91 Day Application

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

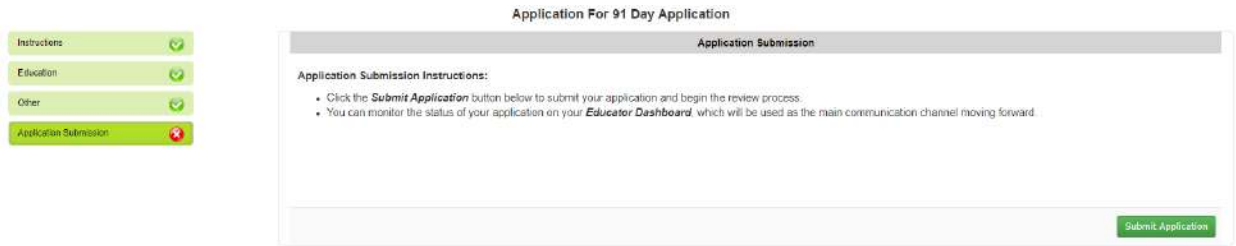


Figure DEM-91AS-01: District 91 Day Application Submission

The **91 Day Application** process is complete, in that all the information has been provided for submission of the 91-Day application.

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

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

If a message box is presented to confirm submission of the emergency recommendation, click **OK** button to submit the application, or **Cancel** button to cancel the application submission.

Confirmation of the application submission is displayed in a green banner under the main menu at the top of the page.

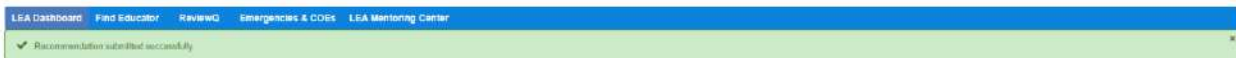


Figure DEM-91AS-02: District 91 Day Application Submission Confirmation

The message can be dismissed by clicking the x in the upper right-hand corner of the green banner.

When the 91-day application request is submitted, an email is automatically sent to the educator as notification that a 91-day application request has been raised on their behalf. Unlike other emergencies, the educator does not need to accept the recommendation; however, an email notification is still sent as notification of the application request.

## Managing 91 Day Applications

Select the **Existing 91 Day Applications** tab at the top of the page directly under the main menu.



Figure DEM-M91-01: District New 91 Day Application Added

The list of educators that have a 91 day application are displayed in the table below the **Search Existing Recommendations** search area. The educator that was most recently recommended for a 91 day

application should appear at the top of the list. Alternately, search for the newly recommended educator using the search entry form. Note the details in the table which specifies the Emergency Route in the **Route** column, and a **Status** of Pending. In the **Action** column, there is a red **Withdrawal** button that can be used at any time to withdrawal the 91 day application. In the **Action** column there is also a green button with a user icon that can be used to view the profile of the associated educator.

This **91 Day Applications** page is used to manage all 91 day applications. The **91 Day Application** tab is used for raising new **91 Day Applications**, as needed. The **Existing 91 Day Applications** tab is for monitoring status and managing the individual 91 day application.

Once the 91 day application has been submitted, it is directed to the DDOE L&C team for review and approval.

From this point forward, the 91 Day applications can be monitored through this Emergency 91 Day Application page. When the DDOE L&C team has approved the 91 day application, the associated listing in the table will be updated.

First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
Lars		Andersson	04/22/1962	91 Day Application	Marketing Education Teacher (Grades 9-12; also valid grades 6-8 in a Middle School)	Issued	BRANDYWYNE SCHOOL DISTRICT	

Figure DEM-M91-02: District 91 Day Application – Issued Status

Note that **Issued** appears in the **Status** column (previously Pending) and the red **Withdraw** button has disappeared from the **Actions** column.

Congratulations! The 91 Day Application request has been completed successfully.

### General Instructions

This section contains detailed instructions for operations that are shared across all emergencies. The individual emergency recommendation type 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.

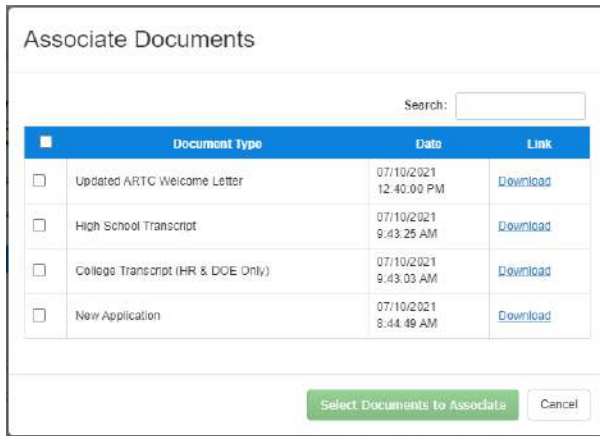


Figure DEM-GAD-01: Associate Document Window

An **Associate Documents** popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Note that the **Select Documents to Associate** button is disabled because nothing has been selected.

Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. The field acts as a toggle and will check and uncheck each time it is clicked. As soon as a document is selected, the **Select Documents to Associate** button is enabled. If the desired document does not appear in the table of documents, simply click the **Cancel** button to dismiss the **Associate Documents** window and follow steps to [Upload Document](#).

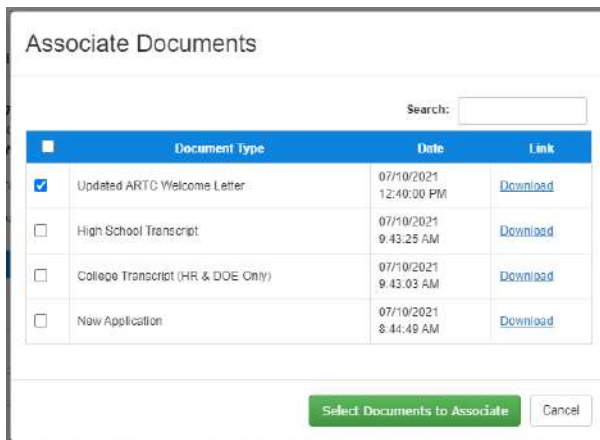


Figure DEM-GAD-02: Associate Document Selection

Click the **Select Documents to Associate** button to save the information or the **Cancel** button to exit the operation without saving data. Either will dismiss the **Associate Documents** popup window. If the **Select Documents to Associate** button is selected, then the document appears in the document upload area.

## Upload Document

When a document needs to be provided, the document can either be uploaded or associated. If the document has already been loaded in DEEDS, then the correct action is to associate the document. If the

document has not been loaded in DEEDS, then the document is uploaded. The following steps outline the way to upload a document.

Select the file to be uploaded in one of two ways:

- Drag the file from your computer to the middle of the area designated with the text: ***Drop file here to upload or click here to browse and select file to upload.***
- Click inside the area designated with the text: ***Drop file here to upload or click here to browse and select file to upload.***
  - File Explorer is opened to allow document to be selected from computer files.
  - Select the desired file and Click ***Open***.