DEEDS 3.0
Powering Educator Credentialing

Salary Stipends User Guide

This user guide will detail the steps involved in applying for a Salary Stipend.

Sections:

Requirements

Some educators who hold national certifications may apply for and earn a salary stipend. The details of these requirements are outlined on the National Certification & Stipends page of the Licensure & Certification website.

Educators that may qualify for a salary stipend include the following certifications:

- Teacher, National Board Certified
- Audiologist, Certificate of Clinical Competence
- Music Therapist, Board Certified
- School Counselor, Nationally Certified
- School Nurse, Nationally Certified
- School Psychologist, Nationally Certified
- Speech Pathologist, Certificate of Clinical Competence
- Athletic Director, NIAAA Certified

Access to DEEDS 3.0

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

If you are new to Early Learning, new to K-12 or non-state employee or unemployed K-12, then you will need to Register an EdAccess Account.

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

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

User is directed to **Educator Dashboard**.

Apply for Salary Stipend

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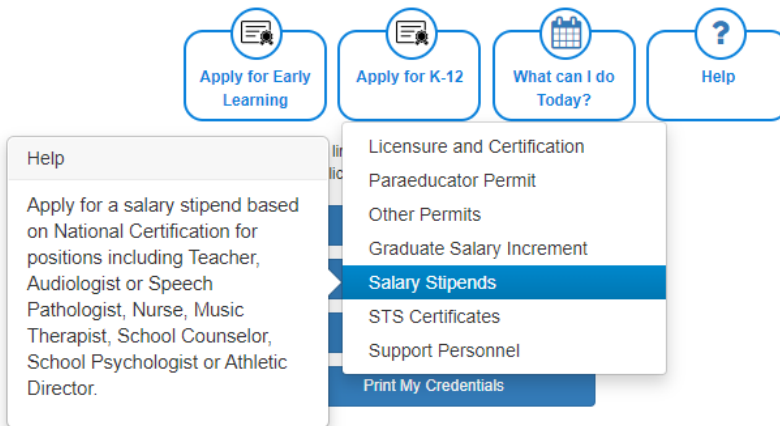

Figure SS-MNU-01: Salary Stipends Menu Selection

Select **Salary Stipends** from the dropdown menu options.

User is directed to **Salary Stipend Application** start:

Figure SS-ATS-01: Salary Stipend Application Start

Applying for a **Salary Stipend** is designed to guide the user through the series of steps that need to be completed in order to submit the application. Note the numbered arrows that are displayed across the top of the data entry area, as these are the pieces of information that are required to complete the application request. The **Salary Stipend Application** arrow is highlighted blue to signify that the user is currently on this step in the process.

The numbered arrows are displayed to show progress throughout the application process; however, these are not clickable, meaning that they have no associated action if they are clicked.

Click the down arrow to the right of the **Apply for Salary Stipend Using**: dropdown list to view the options:
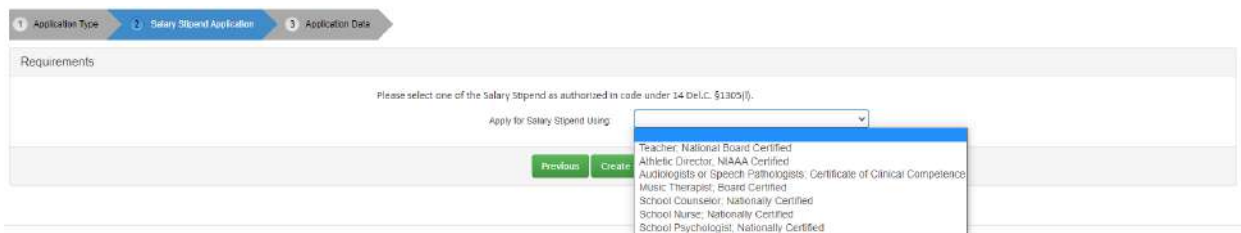
Figure SS-ATS-02: Salary Stipend Application Type Options

The dropdown list options include:

- Teacher, National Board Certified
- Audiologists or Speech Pathologists, Certificate of Clinical Competence
- School Nurses, Nationally Certified
- Music Therapist, Board Certified
- School Counselor, Nationally Certified
- School Psychologist, Nationally Certified
- Athletic Director, Nationally Certified

Select the Certification Area that you are using to apply for the Salary Stipend from the *Apply for Salary Stipend Using:* dropdown list.

Figure SS-ATS-03: Salary Stipend Application Type Selection

Click *Create New Application* to continue.

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

To withdraw the application at a later time, click the *View My Applications* button on the *Educator Dashboard*, find the *Salary Stipend* in the *Application Type* column and click the associated *Withdraw* button. The user will be prompted to confirm withdrawal of the application.

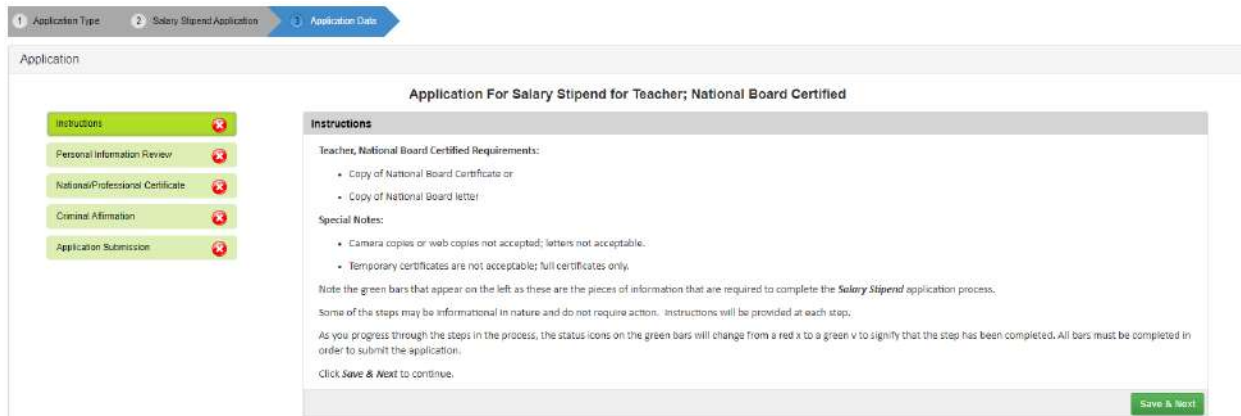**Application Data**

The *Application Data* window is presented:

Figure SS-AD-01: Salary Stipend Application Data

The ***Salary Stipend Application*** arrow that was previously highlighted is now disabled (gray) and the ***Application Data*** arrow is highlighted blue to signify that the user is currently on this step in the process.

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

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

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

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

Personal Information Review

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

Figure SS-PIR-01: Salary Stipend Personal Information Review Bar

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

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

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

National/Professional Certificate

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

Figure SS-NPC-01: Salary Stipend National/Professional Certificate Bar

This step is the most important step in the process, as it is where the National/Professional Certificate is uploaded as proof of national certification status. If National or Professional Certificate data has been added to the system for the educator, it will appear here; otherwise, the table will be blank. If the certification data has already been added to the system and no further documentation is needed, then click the **Save & Next** button and skip to the next step. Otherwise, follow the next steps to add new **National/Professional Certification** information.

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

Figure SS-NPC-02: Salary Stipend Add National/Professional Certificate Form

National/Professional Certificates entry form is presented for entering certification related information specific to the Salary Stipend 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 the **Cancel** button 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 Board Certified Teacher (NBCT) Certificate (stipend eligible)	Mathematics/Adolescence and Young Adulthood	DE	01/01/2020	12/30/2024		Pending	☐	Download	

Figure SS-NPC-03: Salary Stipend National/Professional Certificate 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 **National/Professional Certificate** bar is designated with a green √ to signify that the step has been completed.

Criminal Affirmation

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

Figure SS-CRI-01: Salary Stipend Criminal Affirmation Bar

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

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

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

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

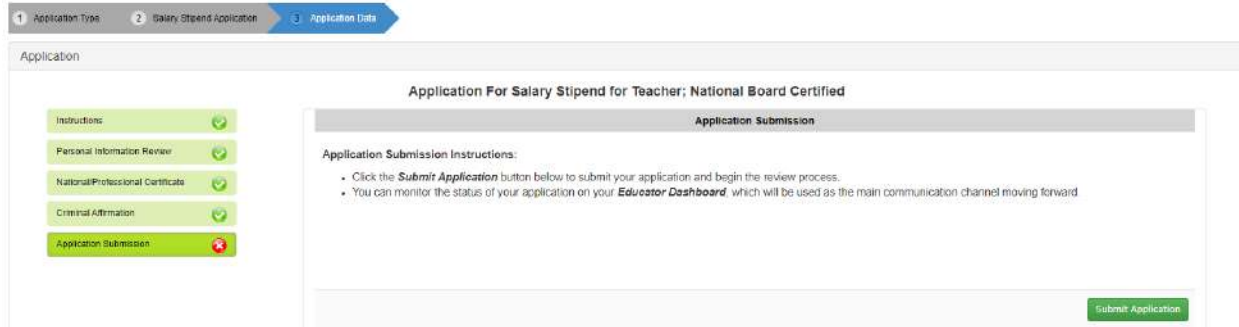Figure SS-CRI-02: Salary Stipend Criminal Affirmation Form Complete

Click **Save & Next** button.

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

Application Submission

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

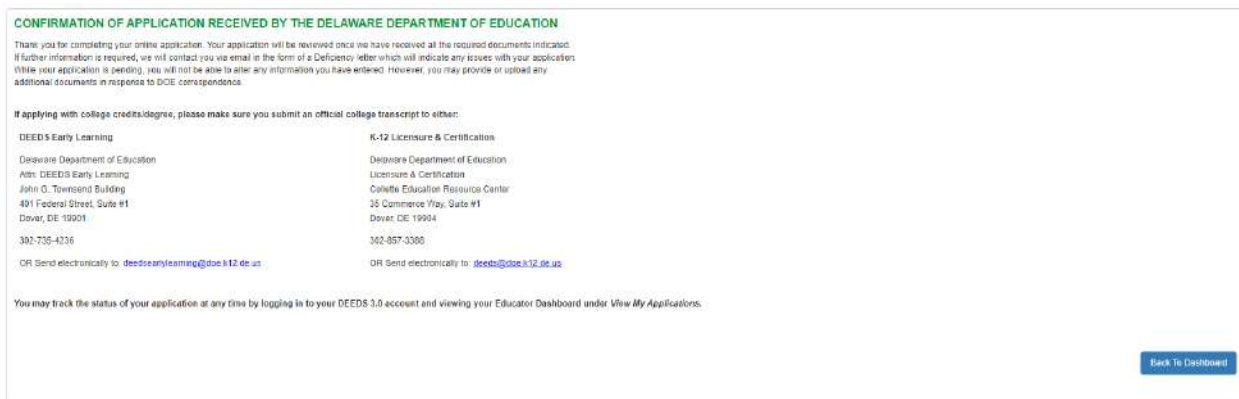Figure SS-APS-01: Salary Stipends Application Submission

The **Salary Stipend Application** Process is complete, in that all the information has been provided and the is ready for submission.

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

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

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

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

Figure SS-APS-02: Salary Stipend Application Submission Confirmation

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

Click the **Back To Dashboard** button.

Application Tracker

User is directed to the **View My Applications** page, showing the **Application Tracker**. The new **Salary Stipend** application is shown:

Figure SS-APT-01: Salary Stipend Application Tracker

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

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

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

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

View Salary Stipend

Click the **View/Update My File** button below the menu icons.

Figure SS-VMF-01: Educator View My File Page

User is redirected to the **View My File** page containing all the educator data. The Educator data tabs across the top represent the different categories of data. Upon entry, the **Personal Info** tab is selected by default.

Click the **Stipends** tab.

Figure SS-VMF-02: Educator View My File Stipend Tab

A new entry has been added for a **Salary Stipend**, showing the **Requested Date** and **School Year**. Once the **Salary Stipend** application has been approved, the **Stipend Amount, Approval Date** and **Expiration Date** fields will be populated.

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

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

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

Deficiencies

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

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

On the **Educator Dashboard**, there is a new red **Respond to Deficiency** button that appears on the right side of the page under the menu options. This **Respond to Deficiency** button is an immediate indicator that a deficiency has been raised and action is required by the Educator in order to move forward with the application process.
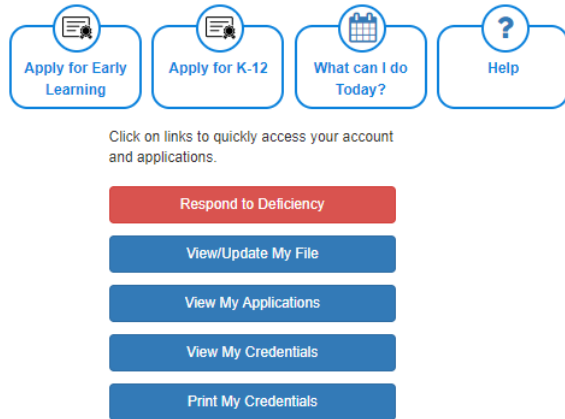
Figure SS-DEF-01: Salary Stipend Dashboard Respond to Deficiency Button

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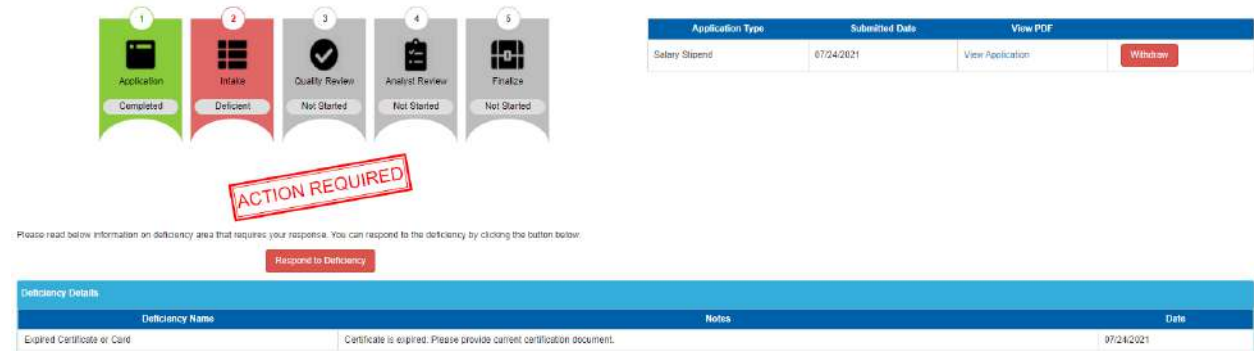

Figure SS-DEF-02: Salary Stipend Application Tracker with Deficiency Raised

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

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

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

Figure SS-DEF-02: Salary Stipend Application Respond to Deficiency Action

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

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

Figure SS-DEF-03: Salary Stipend Application Respond to Deficiency Resolution

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

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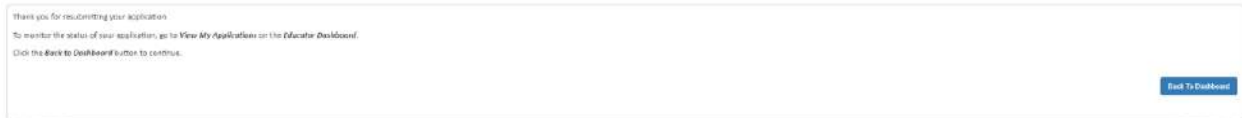
Click the **ReSubmit** button.

Figure SS-DEF-04: Salary Stipend Application Resubmit Application Confirmation

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

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

Figure SS-DEF-06: Salary Stipend Application Tracker after Deficiency Addressed

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

Application Complete

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

Figure SS-CMP-01: Salary Stipends Application Tracker after Stipend Issued

An email is also sent to indicate that the Salary Increment application has been approved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject **DDOE – Salary Stipend Application Approval**.

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

Click the **View/Update My File** button or the View My Credentials button, as either option will direct the user to the Educator Data page containing all the educator data.

Click the **Stipends** tab to review salary stipend information.

Figure SS-CMP-02: Salary Stipend Educator Data Tab

The **Salary Stipend** entry has been updated in the Stipends table. Note the **Stipend Amount** and **Expiration Date** fields, as these are the most important pieces of information.

Congratulations! The Salary Stipend request has been completed successfully.

General Instructions

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

Associate Document

When a document needs to be provided, the document can either be uploaded or associated. There may be instances where documents have already been uploaded to the system for the educator. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to **Associate** the document, meaning that the pre-loaded document will be used. To Associate a document, click the **Associate Existing Documents** button.
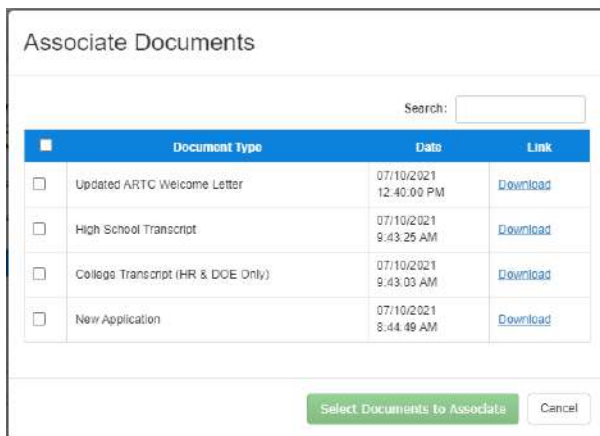

Figure DEM-GAD-01: Associate Document Window

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.
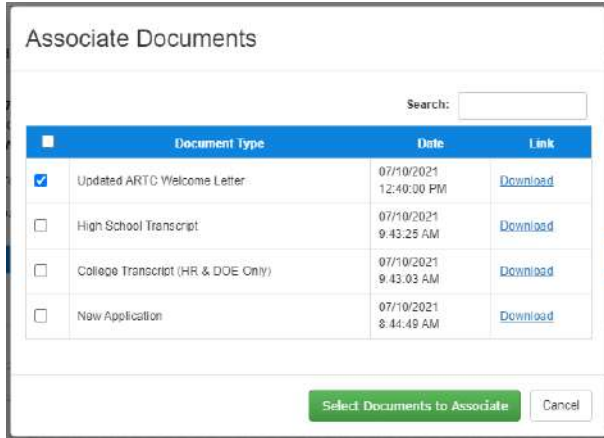

Figure DEM-GAD-02: Associate Document Selection

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*.