

(DATE)

Licensure and Certification
Delaware Department of Education
35 Commerce Way, Suite #1
Dover DE 19904

Licensure and Certification:

This letter will serve as official notice to the Licensure and Certification Office that **(NAME)** has completed 91 days of teaching experience in one assignment at the **(SCHOOL DISTRICT/CHARTER NAME)**. During this period of time, regular evaluations were conducted and the teaching performance of this individual is satisfactory. This official notification will allow this 91-day teaching experience to substitute for student teaching that is necessary for licensure.

The date of the 92nd day is **(DATE)**.

(If the applicant has already completed required coursework/professional development, include this section in your memo.) We understand that 91-day applicants must complete fifteen 15 semester hour credits or their equivalent in professional development (225 hours) related to the area of certification, and at least 6 of those credits or equivalent (90 hours) must focus on pedagogy. Our district/charter will accept the following coursework/professional development:

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Signature of Personnel Director/Date

Signature of Chief School Officer/Date