James H. Groves Adult High School Permits User Guide

This user guide will detail the steps involved in applying for James H. Groves Adult High School (Groves HS) Permits.

It is important to note that Educators who already hold a current Delaware teaching license and standard certification will not need a permit to teach adult education programs; however, they are not restricted from applying for James H. Groves Adult High School permits.

James H. Groves High School is a high school diploma program for adults. There are three (3) James H. Groves Permit types:

- James H. Groves High School Level 1 Permit
- James H. Groves High School Level 2 Permit
- James H. Groves High School Administrator Permit

The requirements for each Groves HS Permit type are detailed in the Requirements Section.

An Educator may apply for a Groves HS Level 1 Permit or a Groves HS Administrator Permit directly. To obtain a Groves HS Level 2 Permit, the Educator must have been issued a Groves HS Level 1 Permit first. The processes for obtaining the different Groves HS Permits are detailed in this user guide.

Sections:

Requirements

The requirements for the three (3) James H. Groves High School Permits are outlined below:

- James H. Groves High School Level 1 (valid 3 years)
  - o Bachelor's degree from a regionally accredited college or university that shows student teaching (ed prep program) has been completed OR an expired teaching license.
- James H. Groves High School Level 2 (valid 5 years)
  - o Must have provided 25 clock hours in the content area in which instruction was being given while holding a Level 1 Permit for three (3) years and then apply for the Level 2 Permit.
  - o Must not receive more than one (1) unsatisfactory summative evaluation during the term of the Level 1 Permit.
- James H. Groves High School Level 3 (Administrator)
  - o Master's degree from a regionally accredited college or university
  - o Provide proof of three (3) years of experience ([Form E - Verification of Teaching Experience](#)) in an adult education setting working as an administrator, coordinator or teacher (and 1 of these 3 years may be as an administrator in an alternative education or non-traditional educational setting as long as the program is regulatory organized and supported by state or federal funds).
  - o Completed 18 semester hours directly related to Adult Education and Program Administration within the Master's degree or in addition to the Master's degree.

The renewal requirements for the three (3) James H. Groves High School Permits are outlined below:

- James H. Groves High School Level 1 (valid 3 years)
  - Cannot be renewed. Need to **Upgrade** to Level 2 Permit.
- James H. Groves High School Level 2 (valid 5 years)
  - Must complete 45 clock hours of approved professional development in the content area in which instruction is being given every five (5) years.
  - Must not receive more than one (1) unsatisfactory summative evaluation during the term of the Level 2 Permit.
- James H. Groves High School Level 3 (Administrator)
  - No renewal required, as permit never expires.

DEEDS 3.0 Access

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

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

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

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

User is directed to **Educator Dashboard**.

Apply for James H. Groves High School (Groves HS) Level 1 Permit

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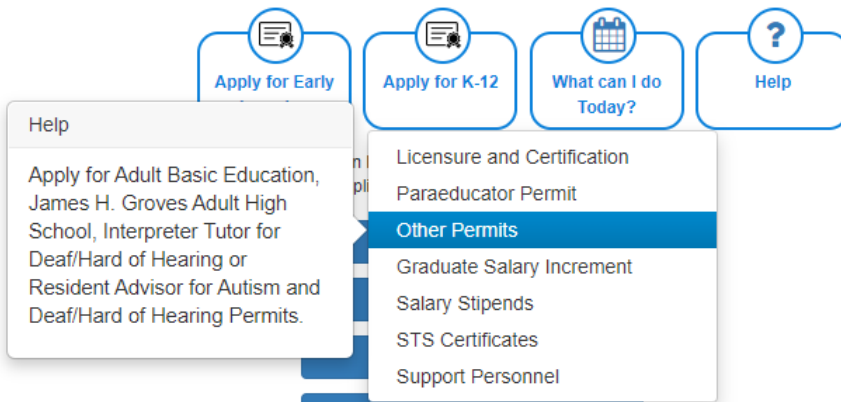

Figure GA1-MNU-01: Other Permits Menu Selection

Select **Other Permits** from the dropdown menu options.

Educator is redirected to **Application Type** selection page:

Figure GA1-ATS-01: Other Permits Application Type Options

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

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

The *Application Type* options listed are based on eligibility. The last two options: *Apply for an Upgrade to a Adult Basic Education (ABE), Level 2 Permit* and *Apply for an Upgrade to a James H. Groves Adult High School, Level 2 Permit* are only enabled if the educator has obtained a corresponding Level 1 Permit first.

Select *Apply for an Adult Education Permit* radio button from the list of options.

Figure GA1-ATS-02: Apply for an Adult Education Permit Option Selected

Note that when the *Apply for an Adult Education Permit* option was selected, an additional numbered arrow, *Adult Education Permit Application*, was inserted between *Application Type* and *Application Data*. This occurred because there are multiple application options for an *Adult Education Permit* and therefore another level of selection is required. The *Application Type* arrow remains highlighted blue to signify that the user is currently on this step in the process.

Click the *Next* button.

Figure GA1-ATS-03: Adult Education Permit Type Selection Step

The *Adult Education Permit Application* arrow is highlighted blue to signify that the user is currently on this step in the process.

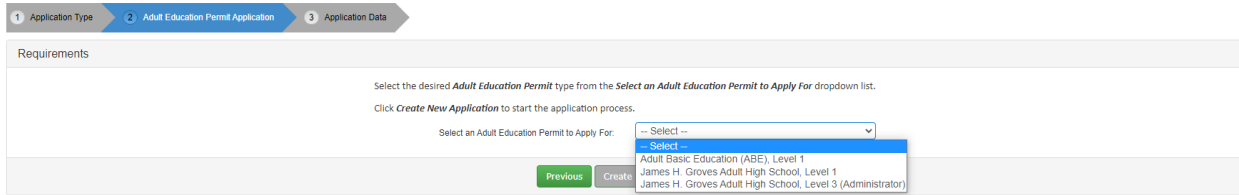Click the down arrow of the *Select an Adult Education Permit to Apply For* dropdown list.

Figure GA1-ATS-04: Adult Education Permit Type Options

Select *James H. Groves Adult High School, Level 1* from the *Select an Adult Education Permit to Apply For* dropdown list.

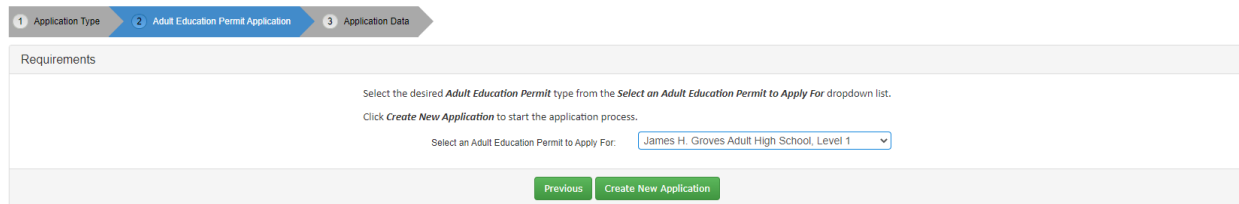
Figure GA1-ATS-05: James H. Groves Adult High School, Level 1 Permit Type Selected

Click the *Create New Application* button to start the process.

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

Application Data – Level 1
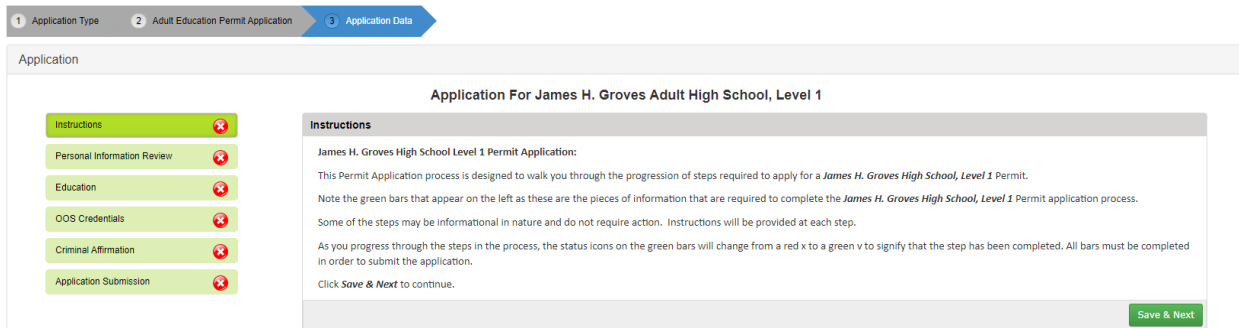
The *Application Data* window is presented:

Figure GA1-AD-01: Groves Level 1 Application Data

The *James H. Groves High School* Permit application process is designed to walk the user through the series of steps that need to be completed in order to submit the application. The *Adult Education*

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

Note the green bars on the left, as these are the pieces of information that are required to complete the application request. The green bars that appear on the left include: *Instructions, Personal Information Review, Education, OOS Credentials, 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. 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 √ to signify that the step has been completed.

Personal Information Review – Level 1

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

Figure GA1-PIR-01: Groves Level 1 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 the *Save/Update* button.

Click the *Save & Next* button to continue.

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

Education – Level 1

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

Figure GA1-EDU-01: Groves Level 1 Education Bar

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

Click the **Add Education** button.

Figure GA1-EDU-02: Groves Level 1 Add Education Form

Education box is presented for entering education related information specific to the adult education permit application request. Only official transcripts may be submitted for credentialing. You may provide

official documents directly to the DDOE, or to your HR department or HR office and they can upload them for you.

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*.

Click *Save* button to save new *Education* information.

New *Education* data 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					☐	✏️ 🗑️

Figure GA1-EDU-03: Groves Level 1 Education Table

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

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

Click the *Save & Next* button.

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

OOS (Out of State) Credentials – Level 1

The *OOS Credentials* bar is highlighted and designated with a red X to signify that the step has not yet been completed.
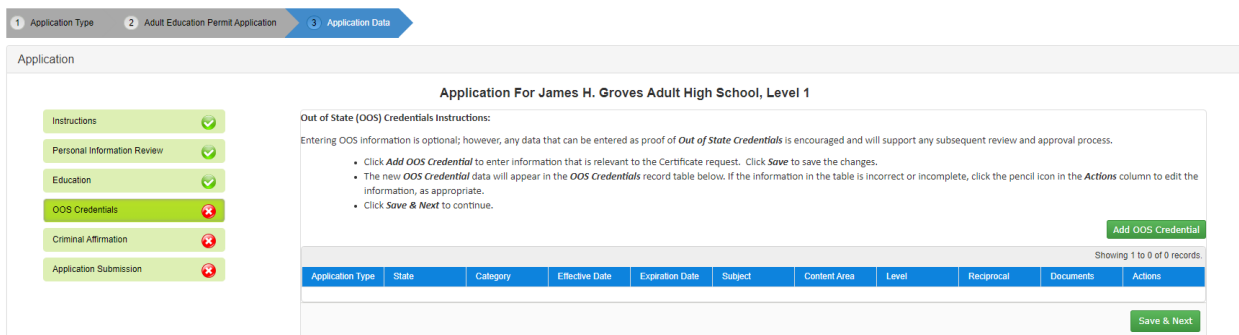
Figure GA1-OOS-01: Groves Level 1 OOS Credentials Bar

Entering information in this step is optional; however, any data that can be entered as proof of out of state credentials is encouraged and will support the subsequent review and approval process. If additional OOS information is not needed, click *Save & Next* to continue and skip to the end of this section. Otherwise, follow the instructions in this section to *Add OOS Credential* information.

Click the **Add OOS Credential** button.

Figure GA1-OOS-02: Groves Level 1 Add OOS Credentials Form

OOS Credentials entry form is presented for entering out of state related information specific to the adult education permit application request. The top section is for entering information specific to the out of state credentials and the bottom section is for uploading supporting documentation.

Complete the required fields in the top section. The required fields are designated with a red * and include: **Application Type, State, Category, Effective Date, Subject, Content Area**, **Level**, **Document Type** and **Document**. Dropdown lists are provided for selection of **Application Type, State, Category** and **Subject**, offering a valid list of options from which to choose**.**

In the top section, all of the entry fields have standard controls; however, the **Level** control allows the user to select multiple options. Use of the **Level** control will be detailed in the next few steps.

Click the **Level** button.

Figure GA1-OOS-03: Groves Level 1 Add OOS Credentials Level Control

A *Select Level* box is presented to select all of the levels that apply to the credential. Note that multiple levels may be selected using this control. Scroll down to see all of the *Level* options. Click inside the checkbox next to the grade that applies, and a checkmark appears in the box. Check all grades that apply to the credential being added. To deselect a level, simply click inside the checkbox again. The checkbox acts as a toggle, turning the selection on (checked) and off (unchecked).
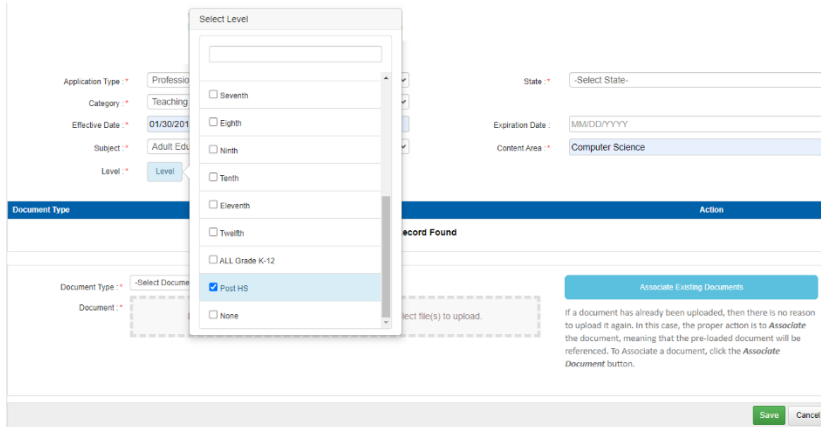
Figure GA1-OOS-04: Groves Level 1 OOS Credentials Level(s) Selection

Once the appropriate selections are made, click the *Level* box again to dismiss the *Select Level* box. The *Level* box is shaded light blue to indicate that data has been entered.

Click the down arrow of the *Document Type* dropdown list in the bottom section and select *OOS Credential* as the document type from the list. The next step is to upload documentation in the form of a pdf or image document. This can be done by uploading a new document or associating a document that has already been uploaded to the system.

There may be instances where out of state credential documents have already been uploaded to the system. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to *Associate* the document, meaning that the pre-loaded document will be used.

To Associate a document, click the *Associate Existing Documents* button. An *Associate Documents* popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. Click the *Select Documents to Associate* button to save the information or the *Cancel* button to exit the operation without saving data. If necessary, refer to the Associate Document section for a detailed description of the how to associate a document.

If the *OOS Credentials* document has not been associated, then follow the next steps to upload the document for the adult education permit application.

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

- Click inside the area designated with the text: ***Drop file here to upload or click here to browse and select file to upload.***
  - 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 ***OOS Credentials*** 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 ***OOS Credentials*** table at the bottom of the window

Application Type	State	Category	Effective Date	Expiration Date	Subject	Content Area	Level	Reciprocal	Documents	Actions
Professional Certificate	Pennsylvania	Teaching	01/30/2019		Adult Education	Computer Science	Post HS		OOS Credential	

Figure GA1-OOS-05: Groves Level 1 OOS Credentials Table

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

Criminal Affirmation – Level 1

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

Figure GA1-CRI-01: Groves Level 1 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 GA1-CRI-02: Groves Level 1 Criminal Affirmation Form Completed

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

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

Application Submission – Level 1

The ***Application Submission*** bar is highlighted and designated with a red X to signify that the step has not yet been completed.
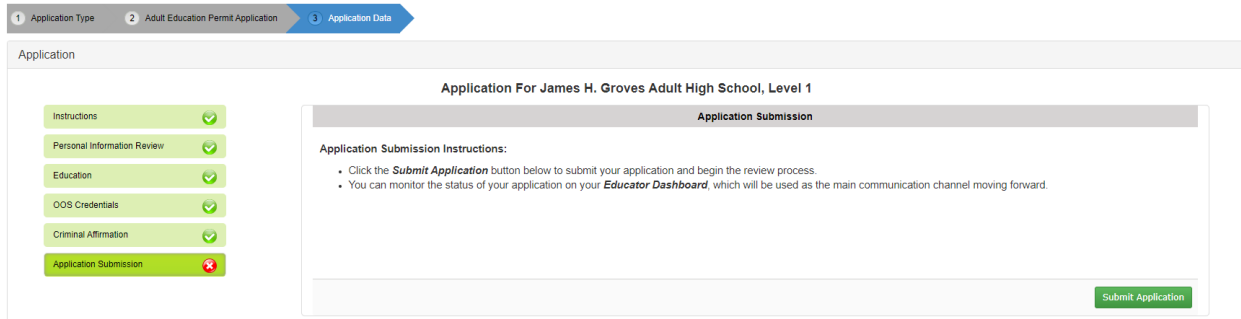
Figure GA1-APS-01: Groves Level 1 Application Submission

The **James H. Groves Adult High School, Level 1 Permit** Application process is complete, in that all the required information has been supplied and the application is ready for submission.

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

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

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

Confirmation of the application submission is presented along with additional information:
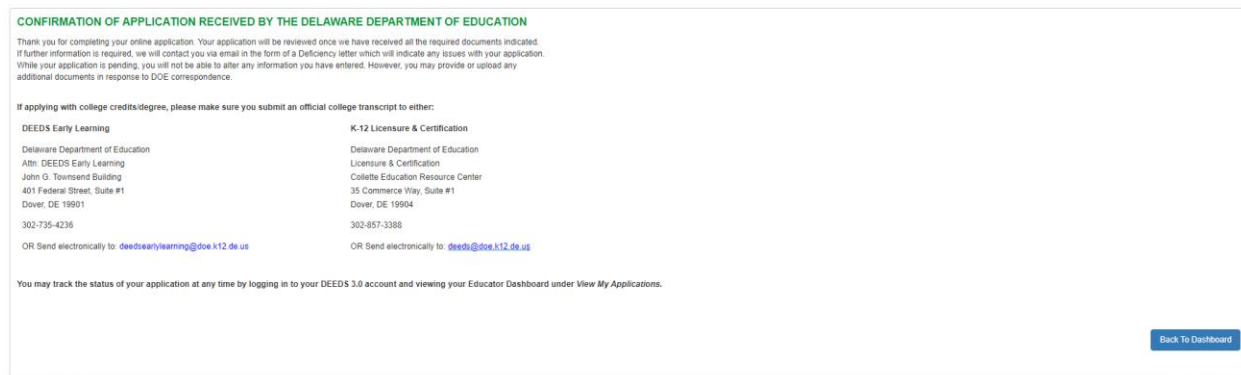
Figure GA1-APS-02: Groves Level 1 Application Submission Confirmation

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 **James H. Groves Adult High School Level 1** permit application is shown:

Figure GA1-APT-01: Groves Level 1 Application Tracker - Application Pending

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 **James H. Groves Adult High School, Level 1** permit application progress can be monitored through this page.

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

To the right of the Application Tracker are the details of the **James H. Groves Adult High School, Level 1** application submitted in the previous steps. **James H. Groves Adult High School, Level 1** 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.

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

View Credentials – Level 1

The **Groves HS Level 1 Permit** can be found in the **Other Permits** section. Scroll down to the **Other Permits** section to see the following:

Figure GA1-VMC-01: Groves Level 1 View My Credentials - Application Pending

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

Once the **Groves HS Level 1 Permit** application has been submitted, the application is directed to the DDOE Licensure & Certification (L&C) team for review and approval.

From this point forward, all communication is done through this ***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 ***Groves HS Level 1 Permit*** application is reviewed by the DDOE L&C team, there may be deficiencies identified that need to be resolved. The important thing is to respond to these deficiencies as quickly and completely as possible. When a deficiency is raised, the educator will be informed in three ways:

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

On the ***Educator Dashboard***, there is a new red ***Respond to Deficiency*** button that appears on the right side of the page under the menu options. This ***Respond to Deficiency*** button is an immediate indicator that a deficiency has been raised and action is required by the educator in order to move forward with the application process.
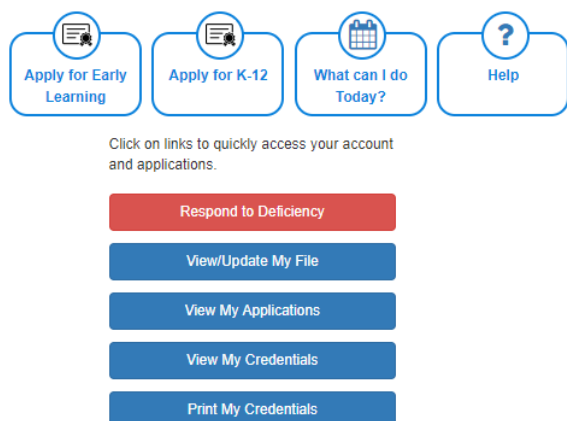
Figure GA1-DEF-01: Groves Level 1 Dashboard Respond to Deficiency Button

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

Figure GA1-DEF-02: Groves Level 1 Application Tracker with Deficiency Raised

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

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

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

Figure GA1-DEF-03: Groves Level 1 Respond to Deficiency Action

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

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

Figure GA1-DEF-04: Groves Level 1 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 √ to indicate that the required action is complete.

Click the **ReSubmit** button.

Figure GA1-DEF-05: Groves Level 1 Resubmit Application Confirmation

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

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

Figure GA1-DEF-06: Groves Level 1 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. The **Deficiency Details** remain listed on the Application Tracker page until the issue has been cleared by the DDOE L&C team.

Application Complete – Groves Adult HS Level 1 Permit Issued

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

Application Type	Submitted Date	View PDF
James H. Groves Adult High School, Level 1	07/01/2021	View Application
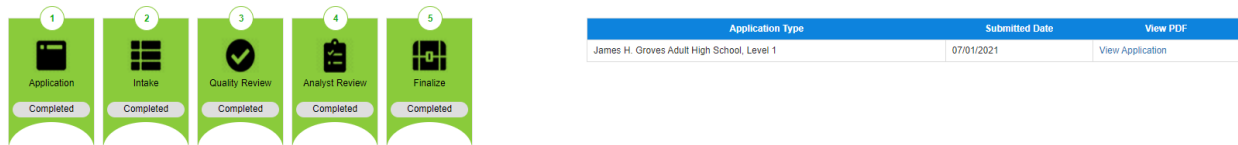
Figure GA1-CMP-01: Groves Level 1 Application Tracker after Permit Issued

An email will be sent to the Educator primary email address to notify that the application has been approved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject **DDOE – James H. Groves Adult High School, Level 1 Permit Application Approval.**

Click the **Home** button to return to the **Educator Dashboard**.

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

Other Permits

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
James H. Groves Adult High School, Level 1	235826	07/01/2021	07/01/2021	07/01/2024	Issued
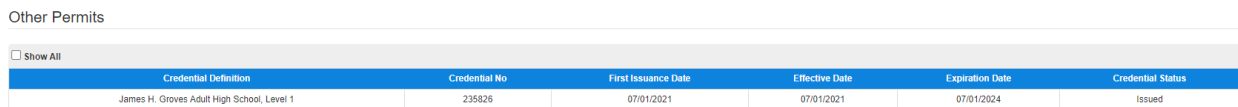
Figure GA1-CMP-02: Groves Level 1 Credentials after Permit Issued

There is a new listing in the **Other Permits** section for the **James H. Groves Adult High School, Level 1** Permit. One of the most important pieces of information is the **Expiration Date**. When the Permit is due to expire, the educator will need to apply for a **James H. Groves Adult High School, Level 2** Permit.

Congratulations! The **James H. Groves Adult High School, Level 1 Permit** has been successfully issued.

Print Credentials – Level 1

Once the **Groves Adult HS, Level 1** Permit has been issued, the Permit can be printed. From the **Educator Dashboard**, click either the **Print My Credentials** button or the **View My Credentials** button on the right side of the page. Either option will direct you to the **Credentials** tab of the user data. At the top of the page is a **Print and Download Credentials** section:
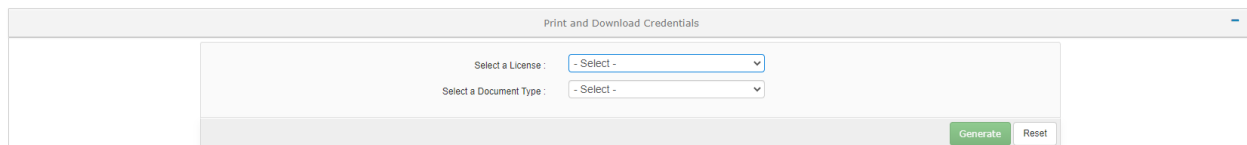
Figure GA1-PC-01: Groves Level 1 Print Credentials Form

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

Figure GA1-PC-02: Groves Level 1 Print Credentials Certificate Options

The list of options displayed is limited to the credentials that have been issued to the user. Select the *James H. Groves Adult High School Level 1* option. Click the down arrow to the right of the *Select a Document Type* dropdown list and select the *Wall Certificate for Permits* option from the list.

Figure GA1-PC-03: Groves Level 1 Print Credentials Selection

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

Figure GA1-PC-04: Groves Level 1 Wall Certificate

A wall certificate of the *James H. Groves Adult High School, Level 1 Certificate*, suitable for framing, has been downloaded to the user computer.

During the credential selection process described above, a number appeared in the *Select a License* dropdown list next to the certificate name, in this example: *James H. Groves Adult High School Level 1 – 235826*.

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
James H. Groves Adult High School, Level 1	235826	07/01/2021	07/01/2021	07/01/2024	Issued

Figure GA1-PC-05: Groves Level 1 Certificate Identification Number

This number associated with the certificate is the identification number of the credential issued to the individual. Note that the **Other Permits** table on the **View My Credentials** page lists **235826** in the **Credential No** column, which corresponds with the credential selected for printing.

Apply for James H. Groves Adult High School, Level 2 Permit

To obtain the **James H. Groves Adult High School, Level 2 Permit**, the Educator must hold a **James H. Groves Adult High School, Level 1 Permit** first. The application process for the **Groves HS Level 2 Permit** is similar to the steps for the **Groves HS Level 1 Permit**, but the required **Application Data** steps will vary. Specific requirements for the Groves HS Level 2 Permit are outlined in the Requirements section.

An upgrade to the Groves Adult HS Level 2 Permit is permissible when the Level 1 Permit is within 6 months of expiring. The upgrade requirements are mainly based on clock hour requirements. There are two ways to enter the clock hours required for the upgrade to the Groves Adult HS Level 2 Permit:

- Enter the Clock Hours during the application request process. In this scenario, a Clock Hours tab will be provided during the application process for entering details regarding the 25 required clock hours.
- Enter the Clock Hours in advance of the application request process. To add clock hours to DEEDS, click the **View/Update My File** button on the **Educator Dashboard**. Click the **Clock Hours** tab at the top of the page. Clock hours can be added and managed on this page.

Although the clock hours can be added during the application process, it is good practice to keep the clock hours data current, so that the data is there when needed.

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**.

When the **James H. Groves Adult High School Level 1 Permit** is within six months of expiring, a red **Upgrade My James H. Groves Adult High School Permit** button will appear on the **Educator Dashboard** as shown:
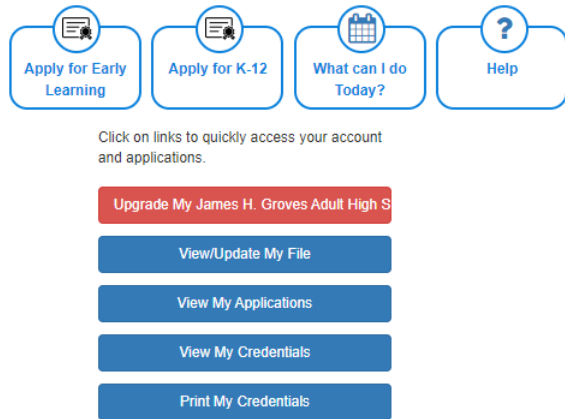
Figure GA2-UGB-01: Groves Permit Upgrade Reminder Button

There are two ways to initiate the upgrade application process: either click the **Upgrade My James H. Groves Adult High School Permit** button or follow the steps to navigate through the menu options.

Clicking the **Upgrade My James H. Groves Adult High School Permit** button will direct the educator to the **Application Type** selection page, and you can skip to the appropriate section in this user guide. Otherwise, follow the next steps to navigate to the **Application Type** selection page through the menu options.

Click the **Apply for K-12** menu icon in the upper right-hand portion of the dashboard. List of options is displayed:
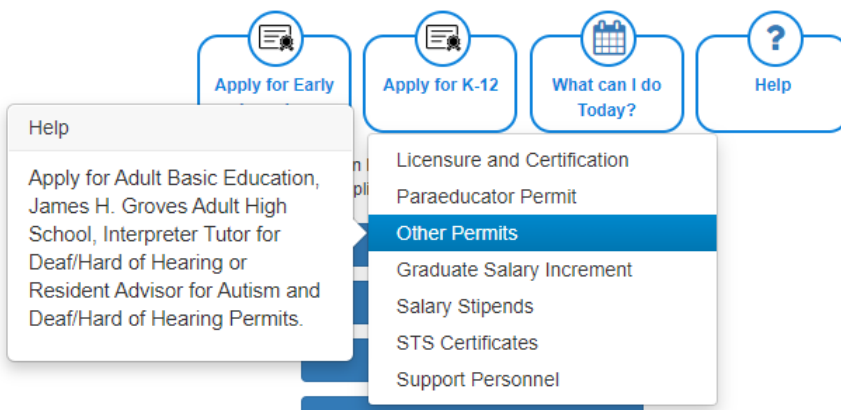
Figure GA2-MNU-01: Other Permits Menu Selection

Select **Other Permits** from the dropdown menu options.

Educator is redirected to **Application Type** selection page:

Figure GA2-ATS-01: Other Permits Application Type Options

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

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

The *Apply for an Upgrade to a James H. Groves Adult High School, Level 2 Permit* that was previously disabled will be enabled for selection if the corresponding Level 1 Permit has already been issued and is within 6 months of expiring.

Select *Apply for an Upgrade to a James H. Groves Adult High School, Level 2 Permit* radio button from the list of options.

Figure GA2-ATS-02: Apply for an Upgrade to a James H. Groves Adult High School, Level 2 Permit Option Selection

Click the *Next* button.

Figure GA2-ATS-03: Groves Level 2 Create Application

To upgrade from a James H. Groves Adult High School Level 1 Permit to a James H. Groves Adult High School Level 2 Permit, the requirements are:

- Must have provided 25 clock hours in the content area in which instruction was being given while holding a Level 1 Permit for three (3) years and then apply for the Level 2 Permit.
- Must not receive more than one (1) unsatisfactory summative evaluation during the term of the Level 1 Permit

To maintain and renew the Level 2 Permit, the requirements are:
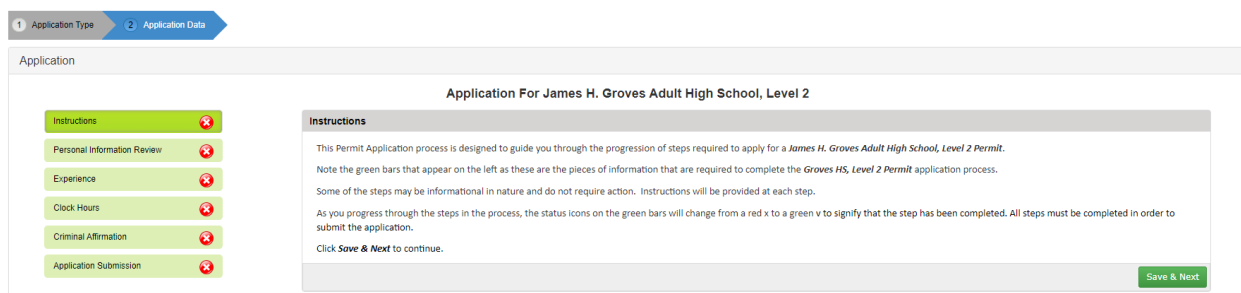
- Must complete 45 clock hours of approved professional development in the content area in which instruction is being given every five (5) years to maintain and renew the Level 2 Permit.
- Must not receive more than one (1) unsatisfactory summative evaluation during the term of the Level 2 Permit.

If the requirements are satisfied, click the **Create Application** button to start the process.

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

Application Data – Level 2

The **Application Data** window is presented:

Figure GA2-AD-01: Groves Level 2 Application Data

Applying for a **James H. Groves Adult High School, Level 2 Permit** is designed to guide the user through the series of steps that need to be completed in order to submit the application. The **Application Type** 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, Experience, Clock Hours, 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 – Level 2

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

Figure GA2-PIR-01: Groves Level 2 Personal Information Review Bar

The *Personal Information* bar steps are identical to those outlined when applying for the *Groves Adult HS, Level 1 Permit*. The steps are listed below for completeness.

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 the *Save/Update* button.

Click the *Save & Next* button.

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

Experience

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
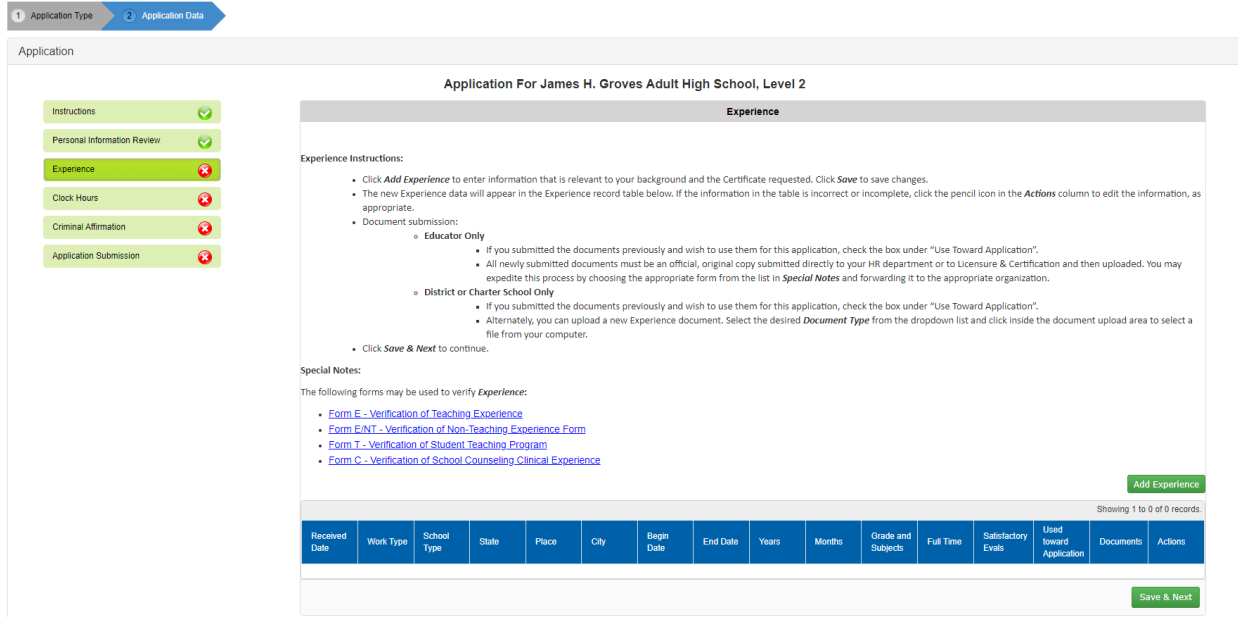
Figure GA2-EXP-01: Groves Level 2 Experience Bar

If **Experience** data has been added to the system for the educator, it will appear in the **Experience** table; otherwise, the table will be blank. If **Experience** data is listed in the table, then adding additional information is optional. However, if the **Experience** table is blank, then the user is required to add **Experience** information. Any data that can be entered as proof of **Experience** is encouraged and will support the subsequent review and approval process. If additional experience data is not needed, click the **Save & Next** button to continue and skip to the next step. Otherwise, follow the instructions in this section to **Add Experience** information.

Click the **Add Experience** button.

Figure GA2-EXP-02: Groves Level 2 Add Experience Form

Experience form is presented for entering experience related information specific to the Groves Level 2 application request. 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 to choose from. The **Begin Date** and **End Date** entry fields require **MM/DD/YYYY** format. Complete the required fields specific to work **Experience**.

Click the **Save** button to save new **Experience** information.

New *Experience* data 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
	Delaware Private School Teaching	Private	DE	Tatnall	Hockessin	09/01/2018	06/01/2020	0			Yes	No	☐		✏️ 🗑️

Figure GA2-EXP-04: Groves Level 2 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 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.

Clock Hours – Level 2

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

Figure GA2-CLH-01: Groves Level 2 Clock Hours Bar

As a general rule, educators are encouraged to keep their clock hours current in the DEEDS system throughout the term of the permit. In this way the educator's data is always up to date and everything is complete and ready to go at upgrade or renewal application time.

If no *Clock Hours* data has been added to the system, then the *Clock Hours* table will be blank and a warning of *No record found* will be displayed in a red banner across the top of the section as shown above. The *No record found* message can be dismissed by clicking the x in the upper right-hand corner of the red banner. If clock hours have been added, they will appear in the *Clock Hours* table.

Above the **Clock Hours** table is a summary of the clock hours. The summary shows **Verified Total Hours**, **Unverified Total Hours**, **Total Hours** and **Accepted Hours**. **Verified Total Hours** are hours that have been checked and verified by the L&C team. Conversely, **Unverified Total Hours** are hours that have been entered by the educator, but not yet checked and verified by the L&C team. **Total Hours** are the summation of the **Verified Total Hours** and **Unverified Total Hours** values. Lastly, **Accepted Hours** are hours that have been accepted by the L&C team toward the 25 clock hours requirement for upgrading from a Groves Level 1 permit to a Groves Level 2 permit.

If additional clock hours are not needed, click the **Save & Next** button to continue and skip to the next step. Otherwise, follow the instructions in this section to **Add Clock Hours** information.

Click the **Add Clock Hours** button.

Figure GA2-CLH-02: Groves Level 2 Add Clock Hours Form

Clock Hours form is presented for entering clock hours related to the upgrade application request. The top section is for entering information specific to characterization of the clock hours and the bottom section is for uploading supporting documentation for the clock hours earned.

Complete the required fields in the top section. The required fields are designated with a red * and include: **Category/Option, Title/Description, Begin Date, Completed Date** and **Hours**. A dropdown list is provided for selection of the predefined **Category/Option** options**. Begin Date** and **Completed Date** need to be entered in **MM/DD/YYYY** format.

When entering clock hours data, one of the most important things to note is the date range for the clock hours, which are entered in the **Begin Date** and **Completed Date** fields. Clock hours need to be earned within the term of the Groves Level 1 permit. If clock hours are either before the **Begin Date** or after the **Completed Date**, then they are not considered valid for the upgrade application.

Click the down arrow of the **Document Type** dropdown list in the bottom section and select **Clock Hours** as the document type from the list. The next step is to upload documentation in the form of a pdf or image document. This can be done by uploading a new document or associating a document that has already been uploaded to the system.

There may be instances where clock hours documents have already been uploaded to the system. If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to *Associate* the document, meaning that the pre-loaded document will be used.

To Associate a document, click the *Associate Existing Documents* button. An *Associate Documents* popup window is displayed for selection of the document to be associated. The documents shown are those that have been added to the system for the educator. Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. Click the *Select Documents to Associate* button to save the information or the *Cancel* button to exit the operation without saving data. If necessary, refer to the Associate Document section for a detailed description of the how to associate a document.

If the *Clock Hours* document has not been associated, then follow the next steps to upload the document for the adult education permit application.

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

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

Click the *Save* button to upload the document and save *Clock Hours* data.

New *Clock Hours* information entered is displayed in the clock hours summary and associated table at the bottom of the *Clock Hours* section. Note that the *Unverified Total Hours* and *Total Hours* values have been updated to reflect the new data entered.

Verified Total Hours: 0.00		UnVerified Total Hours: 20.00		Total Hours: 20.00		Accepted Hours: 0.00

Showing 1 to 0 of 0 records.

Category/Option	Title/Description	Begin Date	Completed Date	Hours	Verification	Documents	Actions
Professional Conferences/Workshops	East Coast Teachers Conference	02/23/2021	02/26/2021	20.00	Not Verified	Clock Hours	✏️ 🗑️

Figure GA3-CLH-06: Groves Level 2 Clock Hours Summary and Table

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

Continue to add Clock Hours until the 25 clock hours requirement for the upgrade to James H. Groves Level 2 application has been satisfied.

Click the *Save & Next* button.

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

Criminal Affirmation – Level 2

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

Figure GA2-CRI-01: Groves Level 2 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 GA2-CRI-02: Groves Level 2 Criminal Affirmation Form Completed

Click the **Save & Next** button.

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

Application Submission – Level 2

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

Figure GA2-APS-01: Groves Level 2 Application Submission

The **James H. Groves Adult High School, Level 2 Permit Application** process is complete.

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 **Educator Dashboard** will be used as the communication channel going forward.

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

Confirmation of the application submission is presented along with additional information:
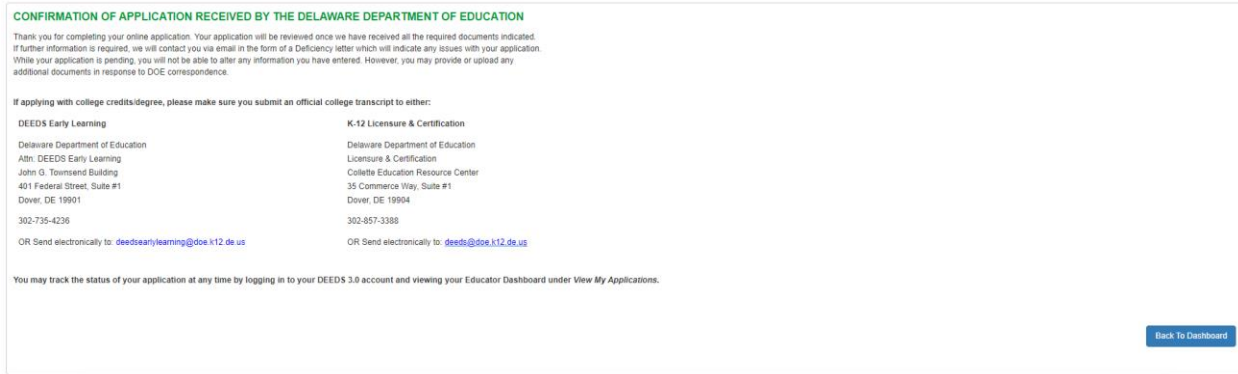
Figure GA2-APS-02: Groves Level 2 Application Submission Confirmation

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 - Level 2

User is directed back to the **View My Applications** page. The new **James H. Groves Adult High School, Level 2** permit application is shown:
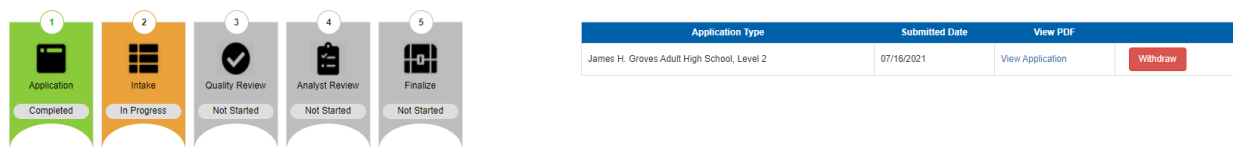
Figure GA2-APT-01: Groves Level 2 Application Tracker - Application Pending

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 **James H. Groves Adult High School, Level 2** permit application progress can be monitored through this tab.

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

To the right of the Application Tracker are the details of the **Groves Level 2** application submitted in the previous steps **James H. Groves Adult High School, Level 2** is displayed in the **Application Type** column along with the **Submitted Date**. A **View Application** link is provided in the **View PDF** column, allowing the user to view and print a pdf version of the application details that were submitted. Although this is

not necessary, it can be useful for reference. Additionally, a **Withdraw** button is provided so that the application can be withdrawn at any time.

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

View Credentials

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

The **James H. Groves Adult High School, Level 2 Permit** can be found in the **Other Permits** section. Scroll down to the **Other Permits** section to see the following:

Other Permits

☐ Show All					
Credential Definition	**Credential No**	**First Issuance Date**	**Effective Date**	**Expiration Date**	**Credential Status**
Permit					Application Pending
James H. Groves Adult High School, Level 1	234664	09/15/2018	09/15/2018	09/15/2021	Issued

Figure GA2-VMC-01: Groves Level 2 View My Credentials - Application Pending

Note that **Permit** appears in the **Credential Definition** column and shows a status of **Application Pending**. The **James H. Groves Adult High School, Level 1 Permit** that is already held by the educator is listed below and shows a **Credential Status** of **Issued**.

Once the **James H. Groves Adult High School, Level 2 Permit** application has been submitted, the application is directed to the DDOE Licensure & Certification (L&C) team for review and approval.

From this point forward, all communication is done through this **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.

For the **James H. Groves Adult High School, Level 2 Permit** application, deficiencies are handled in exactly the same way as they were handled for the **James H. Groves Adult High School, Level 1 Permit** application. When a deficiency is raised by the DDOE L&C team, the Educator must **Respond to the Deficiency** and **Resubmit** the application for further review and approval. To review the process for responding to deficiencies, refer to the Deficiencies section of this document. Within the instructions and screen shots, simply substitute Level 2 wherever Level 1 is listed.

Application Complete – Groves HS Level 2 Permit Issued

Once the deficiencies, if raised, have been resolved and the application has been approved by the DDOE L&C team, the information on the **View My Applications** page will change to:
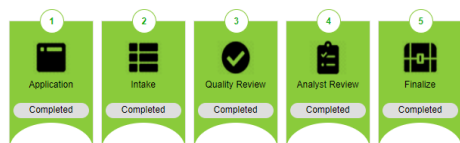
1 Application Completed	**2** Intake Completed	**3** Quality Review Completed	**4** Analyst Review Completed	**5** Finalize Completed		**Application Type**	**Submitted Date**	**View PDF**
						James H. Groves Adult High School, Level 2	07/16/2021	View Application

Figure GA2-CMP-01: Groves Level 2 Permit Upgrade Complete

An email will be sent to the Educator primary email address to notify that the application has been approved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject ***DDOE – James H. Groves Adult High School, Level 2 Permit Application Approval.***

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

Other Permits

☐ Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
James H. Groves Adult High School, Level 2	108745	06/01/2019	06/01/2021	06/01/2021	Issued
James H. Groves Adult High School, Level 1	108745	06/01/2019	06/01/2019	06/01/2019	Previous

Figure GA2-CMP-02: Groves Level 2 View My Credentials - Permit Issued

There is a new listing in the ***Other Permits*** section for the ***James H. Groves Adult High School, Level 2*** Permit. The new Level 2 Permit appears at the top of the list and shows a status of ***Issued*** in the ***Credential Status*** column. The Level 1 Permit now shows a status of ***Previous*** in the ***Credential Status*** column since the Level 2 Permit has replaced the Level 1 Permit. Only one of these Groves HS permits can be active at any one time. One of the most important pieces of information is the ***Expiration Date***. When the Permit is due to expire, the Educator will need to renew the ***James H. Groves Adult High School, Level 2*** Permit.

Congratulations! The ***James H. Groves Adult High School, Level 2 Permit*** has been successfully issued.

Print Credentials - Level 2

Once the ***Groves Adult HS, Level 2*** Permit has been issued, the Permit can be printed. From the ***Educator Dashboard***, click either the ***Print My Credentials*** button or the ***View My Credentials*** button on the right side of the page. Either option will direct you to the ***Credentials*** tab of the user data. At the top of the page is a ***Print and Download Credentials*** section:

Print and Download Credentials

Select a License :   - Select -

Select a Document Type :   - Select -

Generate   Reset

Figure GA2-PC-01: Groves Level 2 Print Credentials Form

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

Print and Download Credentials

Select a License :   James H. Groves Adult High School,
                      - Select -
                      James H. Groves Adult High School, Level 2 - 108738

Select a Document Type :

Generate   Reset

Figure GA2-PC-02: Groves Level 2 Print Credentials Certificate Options

The list of options displayed is limited to the credentials that have been issued to the user. Select the ***James H. Groves Adult High School Level 2*** option. Click the down arrow to the right of the ***Select a Document Type*** dropdown list and select the ***Wall Certificate for Permits*** option from the list.

Figure GA2-PC-03: Groves Level 2 Print Credentials Selection

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

Figure GA2-PC-04: Groves Level 2 Wall Certificate

A wall certificate of the **James H. Groves Adult High School, Level 2 Certificate**, suitable for framing, has been downloaded to the user computer.

During the credential selection process described above, a number appeared in the **Select a License** dropdown list next to the certificate name, in this example: **James H. Groves Adult High School Level 2 – 108738**.

Figure GA2-PC-05: Groves Level 2 Certificate Identification Number

This number associated with the certificate is the identification number of the credential issued to the individual. Note that the **Other Permits** table on the **View My Credentials** page lists **108738** in the **Credential No** column, which corresponds with the credential selected for printing.

Apply for James H. Groves Adult High School Level 3 (Administrator) Permit

An educator may obtain the **James H. Groves Adult High School Level 3 (Administrator) Permit** directly as long as the permit requirements are met. Unlike the other two Groves Adult HS permits, there are no permit prerequisites. Although the Groves HS Administrator Permit is sometimes referred to as Level 3, it is not necessary for the educator to have obtained either the Groves HS Level 1 Permit or the Groves HS Level 2 Permit first. Specific requirements for the Groves Adult High School Administrator Permit are outlined in the Requirements section.

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**.

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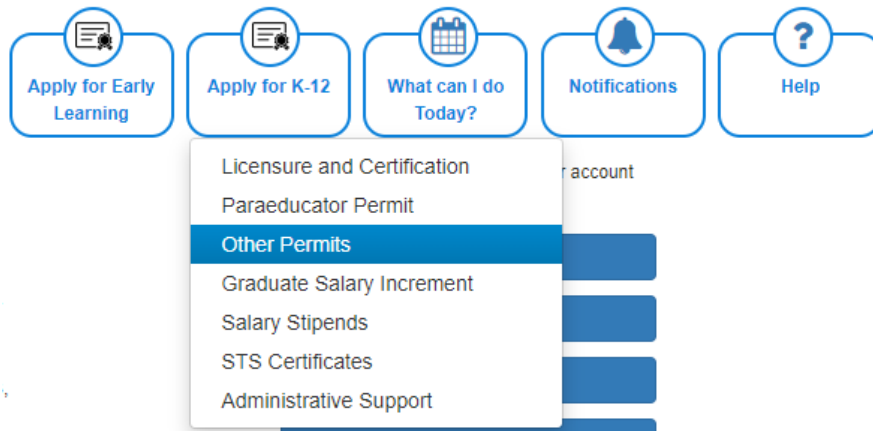

Figure GA3-OP-01: Other Permits Application Type Options

Select **Other Permits** from the dropdown menu options.

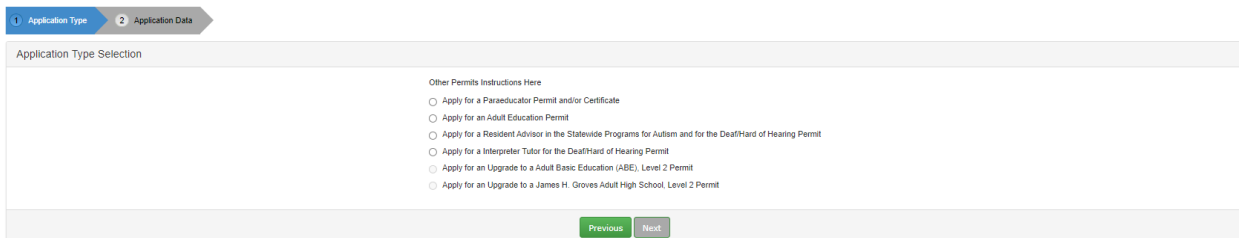Educator is redirected to **Application Type** selection page:

Figure GA3-ATS-01: Other Permits Application Type Options

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

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

The *Application Type* options listed are based on eligibility. The last two options: *Apply for an Upgrade to a Adult Basic Education (ABE), Level 2 Permit* and *Apply for an Upgrade to a James H. Groves Adult High School, Level 2 Permit* are only enabled if the educator has obtained a corresponding Level 1 Permit first and the Level 1 Permit is due to expire within six months.

Select *Apply for an Adult Education Permit* radio button from the list of options.

Figure GA3-ATS-02: Apply for an Adult Education Permit Option Selected

Note that when the *Apply for an Adult Education Permit* option was selected, an additional numbered arrow, *Adult Education Permit Application*, was inserted between *Application Type* and *Application Data*. This occurred because there are multiple application options for an *Adult Education Permit* and therefore another level of selection is required. The *Application Type* arrow remains highlighted blue to signify that the user is currently on this step in the process.

Click the *Next* button.

Figure GA3-ATS-03: Adult Education Permit Type Selection Step

The *Adult Education Permit Application* arrow is highlighted blue to signify that the user is currently on this step in the process.

Click the down arrow of the *Select an Adult Education Permit to Apply For* dropdown list.
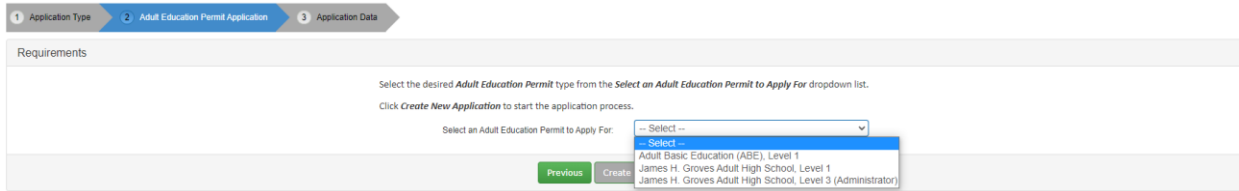
Figure GA3-ATS-04: Adult Education Permit Type Options

Select *James H. Groves Adult High School, Level 3 (Administrator)* from the *Select an Adult Education Permit to Apply For* dropdown list.
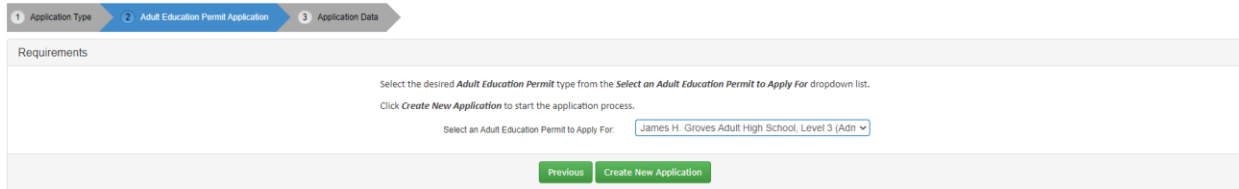
Figure GA3-ATS-05: James H. Groves Adult High School, Level 3 (Administrator) Permit Type Selected

Click the *Create New Application* button to start the process.

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

Application Data – Level 3

The *Application Data* window is presented:
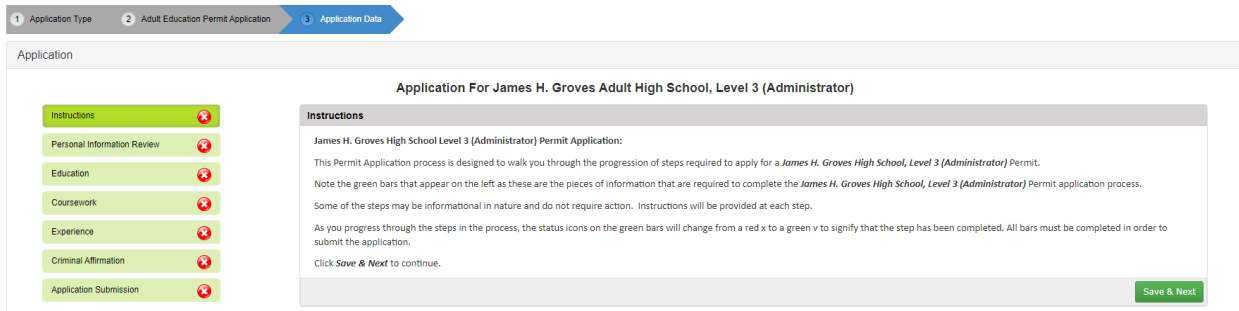
Figure GA3-AD-01: Groves Level 3 Application Data

Applying for a *James H. Groves Adult High School, Level 3 (Administrator)* Permit is designed to walk the user through the series of steps that need to be completed in order to submit the application. The *Adult Education Permit Application* arrow that was previously highlighted is now disabled (gray) and the *Application Data* arrow is highlighted blue to signify that the user is currently on this step in the process.

Note the green bars on the left, as these are the pieces of information that are required to complete the application request. The green bars that appear on the left include: *Instructions, Personal Information Review, Education, Coursework, Experience, 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. 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 √ to signify that the step has been completed.

Personal Information Review – Level 3

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

Figure GA3-PIR-01: Groves Level 3 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 the *Save/Update* button.

Click the *Save & Next* button.

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

Education – Level 3

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

Figure GA3-EDU-01: Groves Level 3 Education Bar

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

Click the *Add Education* button.

Figure GA3-EDU-02: Groves Level 3 Education Form

Education form is presented for entering education related information specific to the *James H. Groves Adult High School Administrator Permit* application request. Only official transcripts may be submitted for credentialing. Official documents may be provided directly to the DDOE, or to your HR department or HR office and they can upload them to DEEDS.

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*.

Click the *Save* button to save new *Education* information.

New *Education* data 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	Master	2015	2019					☐	✏️ 🗑️

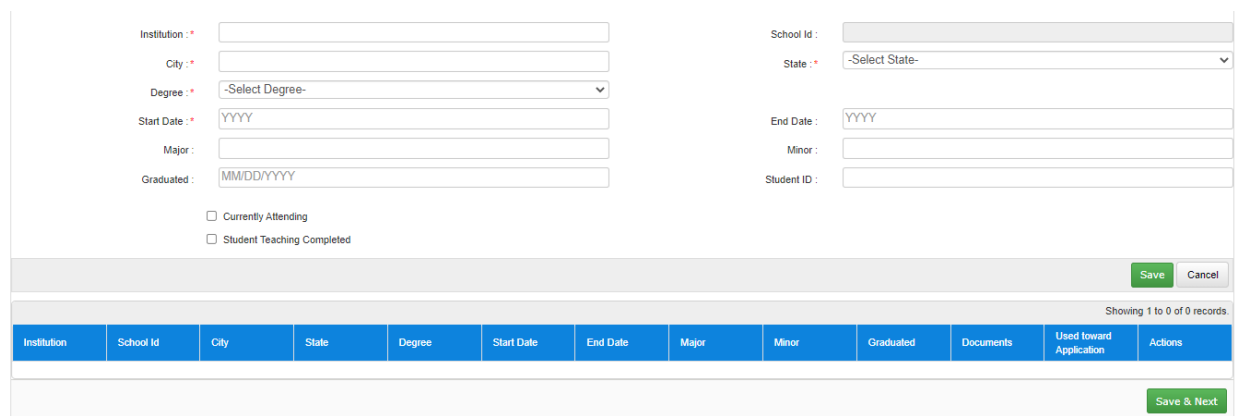Figure GA3-EDU-03: Groves Level 3 Education Table

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

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

Click the *Save & Next* button.

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

Coursework – Level 3

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

Figure GA3-CWK-01: Groves Level 3 Coursework Bar

Entering information in this step is optional; however, any data that can be entered as proof of *Coursework* that is relevant to the Groves Administrator Permit request is encouraged and will support the subsequent review and approval process. If additional coursework information is not needed, click

the **Save & Next** button to continue and skip to the next step. Otherwise, follow the instructions in this section to **Add Coursework** information.

Click the **Add New Coursework** button.

Figure GA3-CWK-02: Groves Level 3 Add Coursework Form

Coursework form is presented for entering coursework related information specific to the Groves Administrator application request.

Enter the coursework information in the entry fields. The required fields are designated with a red * and include: **Title**, **Course Number**, **Month/Year Completed**, **Credits, Grade** and **Institution**. The **Month/Year Completed** entry field requires **MM/YYYY** format. When the cursor is in the **Month/Year Completed** field, a monthly calendar is presented for selection/specification of the Month and Year that the coursework was completed. Enter the **Institution** where the coursework was completed. Note that while typing, the information is auto-filling with appropriate choices. Select the correct **Institution** from the list.

Click the **Save Coursework** button to save new coursework information.

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

Course Number	Title	Credits	Grade	Institution	Month/Year Completed	Received	Used toward Application	Actions
MAT411	Integral Mathematics	3	A	UNIVERSITY OF DELAWARE	06/2020		☐	✏ 🗑

Figure GA3-CWK-03: Groves Level 3 Coursework 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 **Coursework** bar is designated with a green √ to signify that the step has been completed.

Experience – Level 3

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

Figure GA3-EXP-01: Groves Level 3 Experience Bar

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](#)

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

Click the *Add Experience* button.

Figure GA3-EXP-02: Groves Level 3 Add Experience Form

Experience form is presented for entering experience related information specific to the James H. Groves Level 3 (Administrator) application request. 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 to choose from. The *Begin Date* and *End Date* entry fields require *MM/DD/YYYY* format. Complete the required fields specific to work *Experience*.

Click the *Save* button to save new *Experience* information.

New *Experience* data 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
	School Administration (Principal, Asst. Principal, Superintendent, etc.)	Private	DE	Tatnall	Hockessin	09/01/2016	06/03/2019	0			Yes	No	☐		✏️ 🗑️

Figure GA3-EXP-03: Groves Level 3 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.
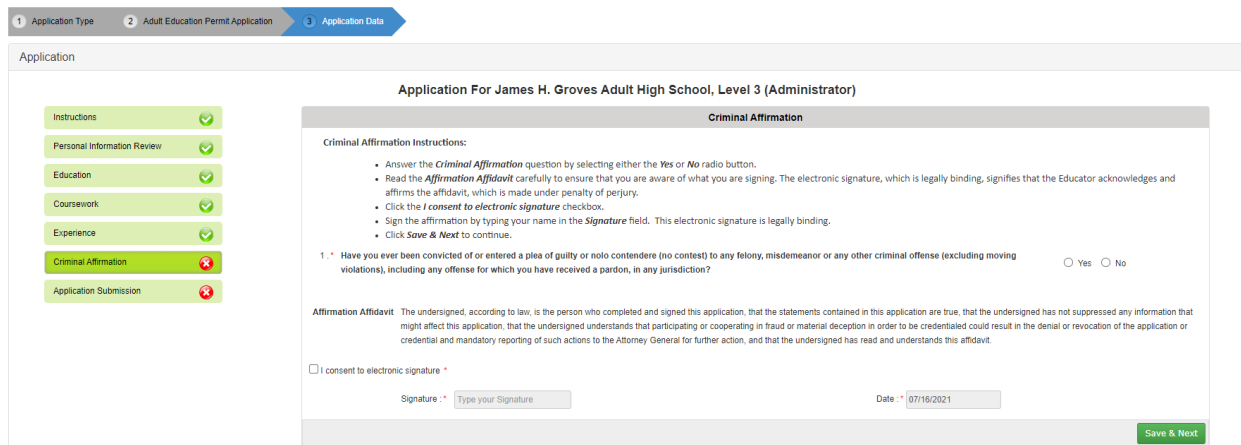
If the information is incorrect or incomplete, click the pencil icon in the *Actions* column to edit the information, as appropriate.

Click the *Save & Next* button.

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

Criminal Affirmation – Level 3

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

Figure GA3-CRI-01: Groves Level 3 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 GA3-CRI-01: Groves Level 3 Criminal Affirmation Bar Completed

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

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

Application Submission – Level 3

The ***Application Submission*** bar is highlighted and designated with a red X to signify that the step has not yet been completed.
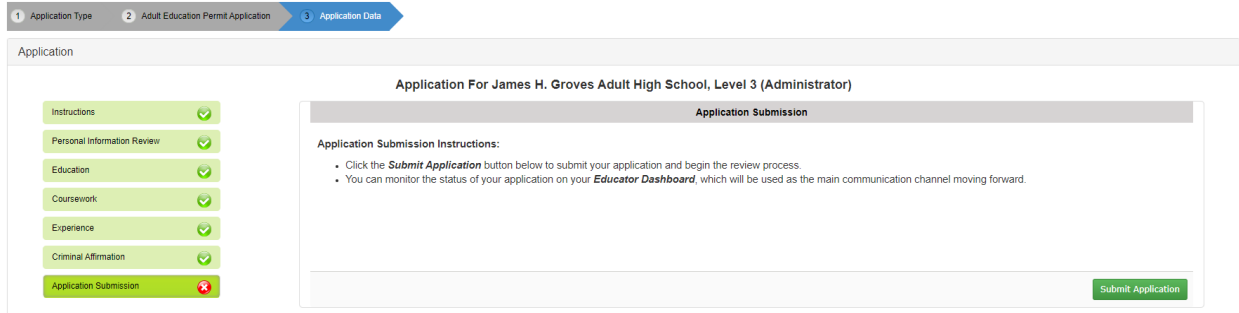
Figure GA3-APS-01: Groves Level 3 Application Submission

The *James H. Groves Adult High School, Level 3 (Administrator) Permit* Application process is complete, in that all the required data has been provided and the application is ready for submission.

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

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

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

Confirmation of the application submission is presented along with additional information:
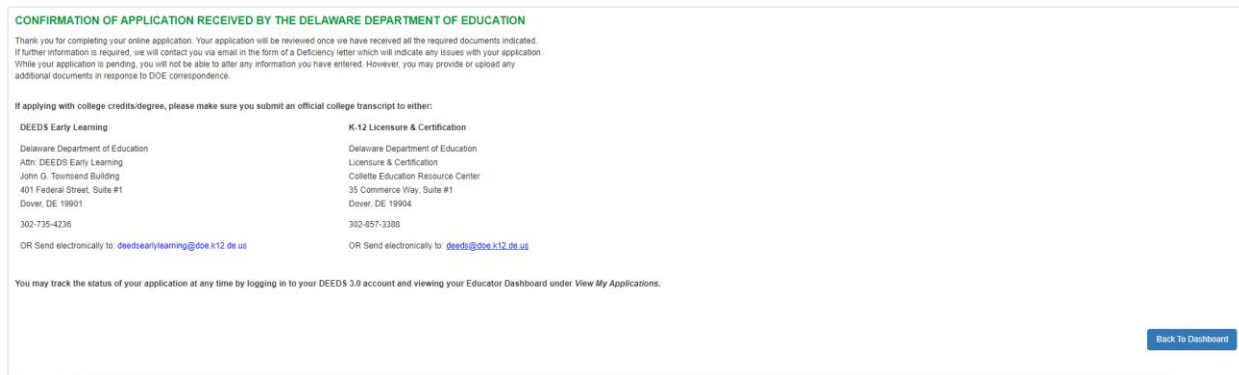
Figure GA3-APS-02: Groves Level 3 Application Submission Confirmation

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.

User is directed to the *View My Applications* page.

Application Tracker – Level 3

The new *James H. Groves Adult High School, Level 3 (Administrator)* permit application is shown:
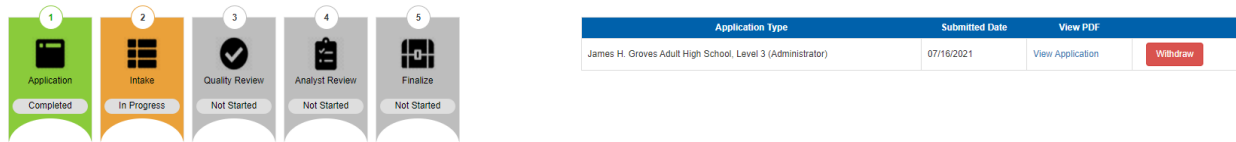
Figure GA3-APT-01: Groves Level 3 Application Tracker – Application Pending

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 *Groves Adult HS Administrator* permit application progress can be monitored through this page.

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

To the right of the Application Tracker are the details of the *Groves Adult HS Administrator* application submitted in the previous steps. *James H. Groves Adult High School, Level 3 (Administrator)* is displayed in the *Application Type* column along with the *Submitted Date*. A *View Application* link is provided in the *View PDF* column, allowing the user to view and print a pdf version of the application details that were submitted. Although this is not necessary, it can be useful for reference. Additionally, a *Withdraw* button is provided so that the application can be withdrawn at any time.

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

View Credentials – Level 3

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

The *Groves HS Administrator Permit* can be found in the *Other Permits* section. Scroll down to the *Other Permits* section to see the following:

Figure GA3-VMC-01: Groves Level 3 View My Credentials – Application Pending

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

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

From this point forward, all communication is done through this **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.

For the **James H. Groves Adult High School, Level 3 (Administrator) Permit** application, deficiencies are handled in exactly the same way as they were handled for the **James H. Groves Adult High School, Level 1 Permit** application. When a deficiency is raised by the DDOE L&C team, the Educator must **Respond to the Deficiency** and **Resubmit** the application for further review and approval. To review the process for responding to deficiencies, refer to the **Deficiencies** section of this document. Within the instructions and screen shots, simply substitute Level 3 wherever Level 1 is listed.

Application Complete – Groves HS Administrator Permit Issued

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

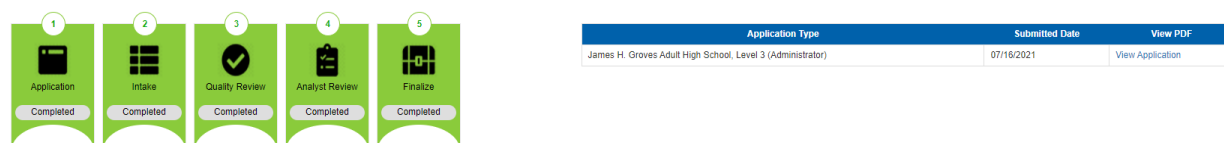| Application Type	Submitted Date	View PDF
James H. Groves Adult High School, Level 3 (Administrator)	07/16/2021	View Application

Figure GA3-CMP-01: Groves Level 3 Application Tracker after Permit Issued

An email will be sent to the Educator primary email address to notify that the application has been approved. Go to your email provider mailbox and find the email sent from deeds@doe.k12.de.us with the Subject **DDOE – James H. Groves Adult High School, Level 3 (Administrator) Permit Application Approval.**

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

Other Permits

☐ Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	Credential Status
James H. Groves Adult High School, Level 3 (Administrator)	234673	07/16/2021	07/16/2021	07/16/2041	Issued

Figure GA3-CMP-02: Groves Level 3 Credentials after Permit Issued

There is a new listing in the **Other Permits** section for the **James H. Groves Adult High School, Level 3 (Administrator)** Permit. Although there is an expiration date listed in the credentials table, this permit does not expire and there is no requirement to renew the permit.

Congratulations! The **James H. Groves Adult High School, Level 3 (Administrator) Permit** has been successfully issued.

Print Credentials – Level 3

Once the **Groves Adult HS, Level 3** Permit has been issued, the Permit can be printed. From the **Educator Dashboard**, click either the **Print My Credentials** button or the **View My Credentials** button on the right side of the page. Either option will direct you to the **Credentials** tab of the user data. At the top of the page is a **Print and Download Credentials** section:

Figure GA3-PC-01: Groves Level 3 Print Credentials Form

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

Figure GA3-PC-02: Groves Level 3 Print Credentials Certificate Options

The list of options displayed is limited to the credentials that have been issued to the user. Select the *James H. Groves Adult High School Level 3 (Administrator)* option. Click the down arrow to the right of the *Select a Document Type* dropdown list and select the *Wall Certificate for Permits* option from the list.

Figure GA3-PC-03: Groves Level 3 Print Credentials Selection

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

Figure GA3-PC-03: Groves Level 3 Wall Certificate

A wall certificate of the *James H. Groves Adult High School, Level 3 (Administrator) Certificate*, suitable for framing, has been downloaded to the user computer.

During the credential selection process described above, a number appeared in the *Select a License* dropdown list next to the certificate name, in this example: *James H. Groves Adult High School Level 3 (Administrator) – 234673*.
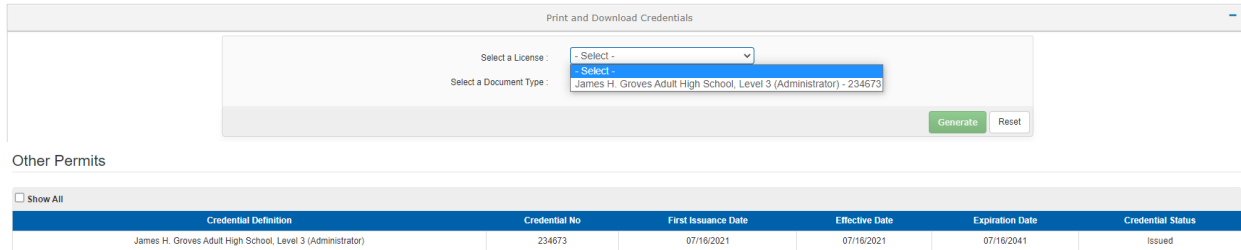

Figure GA3-PC-03: Groves Level 3 Certificate Identification Number

This number associated with the certificate is the identification number of the credential issued to the individual. Note that the *Other Permits* table on the *View My Credentials* page lists *234673* in the *Credential No* column, which corresponds with the credential selected for printing.

General Instructions

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

Associate Document

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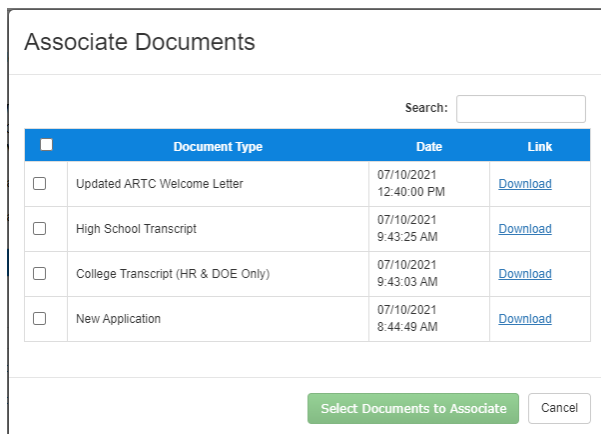

Figure DEM-GAD-01: Associate Document Window

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.
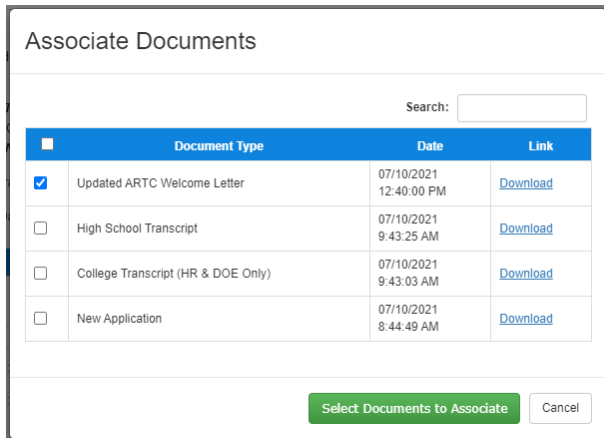

Figure DEM-GAD-02: Associate Document Selection

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***.