



Emergency/COE User Guide

This user guide will detail the steps taken by an educator to respond to three types of Emergency Certifications: Recommendations, Extensions and Upgrades.

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Emergency Recommendations

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

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

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

Emergency Recommendation Initiation

Unlike most Licensure and Certification applications, an Emergency Recommendation application is initiated by the District or Charter office. The details of the application are completed by the District or Charter office on behalf of the educator and then the application is directed to the educator for acceptance, completion and submission.

When an Emergency Recommendation application has been submitted, the educator will be sent an email with notification of the emergency. This email notification will be sent to your primary email on record. The email will be sent from deeds@doe.k12.de.us and will have the Subject **DDOE – Emergency Recommendation**. If you receive this email, then you have been recommended for emergency certification and will need to follow the steps outlined in this user guide.

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**.

Emergency Recommendation Acceptance

There is a new red **View my Recommendation** button that appears on the right side of the page under the menu icons. This **View my Recommendation** button is an immediate indicator that an emergency recommendation has been raised on behalf of the educator and action is required to move forward with the emergency recommendation application process.

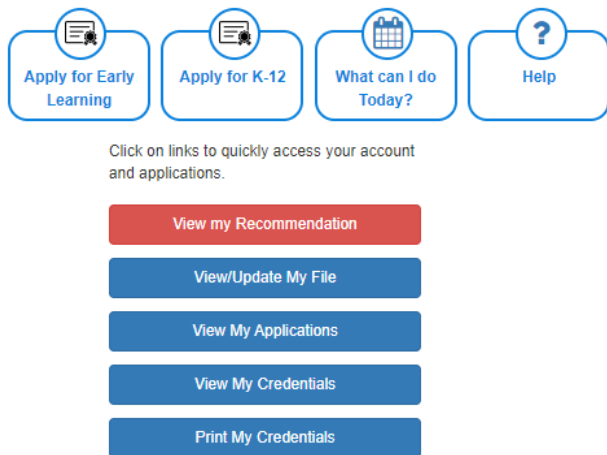


Figure EEM-ERA-01: Emergency Recommendation Notification

Click the **View my Recommendation** button or click the **View My Applications** button, as either choice will direct the user to the **View My Applications** page. The new **Emergency Certificate Recommendation** is shown:

Type	Route	Certificate	Status	Notes	District	Actions
Emergency Certificate Recommendation	ARTC	Health Education Teacher (Grades K-12)	Pending		BRANDYWINE SCHOOL DISTRICT	Accept Reject

Figure EEM-ERA-02: Emergency Recommendation Accept or Reject Options

Review the high-level details of the recommendation in the table. Details include **Type, Route, Certificate, Status, District** and **Actions**. If the details are not correct and you do not wish to accept this emergency recommendation, then click the **Reject** button in the **Actions** column. If the details are correct and you wish to accept this emergency recommendation, then click the **Accept** button in the **Actions** column.

The screenshot shows a web form titled "Emergency Certificate Recommendations" with a sub-section "Add Recommendation". It contains "Emergency Certificate Recommendation Acceptance Instructions" with three bullet points. Below are two dropdown menus: "Route" set to "ARTC" and "Certificate" set to "Health Education Teacher (Grades K-12)". There is a "Notes" text area and a checklist of three items, each with an unchecked checkbox. Below the checklist is a mandatory checkbox labeled "I understand and accept the following:" followed by a list of five bullet points detailing emergency certificate rules. At the bottom right, there are two buttons: "Accept, Acknowledge and Continue Application" (green) and "Cancel" (grey).

Figure EEM-ERA-03: Emergency Recommendation Acceptance Form

An **Add Recommendation** form is inserted in the **Emergency Certification Recommendations** section displaying the details of the recommendation. User may need to scroll down to view the entire section.

Note that there is a checkbox at the bottom with the text: **I understand and accept the following:**, followed by a list of emergency details to which you are acknowledging acceptance. Read the emergency details carefully prior to accepting the emergency recommendation.

The **I understand and accept the following:** checkbox is a mandatory field and needs to be checked in order to proceed. Check the box by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. If this checkbox is left unchecked when trying to continue, an error message will be displayed in a red banner directly above the **Add Recommendation** section. To dismiss an error message, click the x in the upper right-hand corner of the red banner.

Click the **Accept, Acknowledge and Continue Application** button to proceed.

The screenshot shows a small dialog box with a light grey border. At the top, it says "deeds30.doe.k12.de.us says". Below that is the question "Are you sure you want to accept the recommendation?". At the bottom, there are two buttons: "OK" (blue) and "Cancel" (white with blue border).

Figure EEM-ERA-04: Emergency Recommendation Acceptance Confirmation Prompt

A confirmation message box is displayed: **Are you sure you want to accept the recommendation?**

Click **Cancel** to deny acceptance of the emergency recommendation and return to the **Emergency Recommendation Acceptance Form**. Click **OK** button to accept and continue.

Application Data – Emergency Recommendation

The user is directed to the **Application Data** page for review and completion of the application.

The screenshot shows a web application interface for an emergency recommendation. At the top, there are two tabs: '1 Application Type' and '2 Application Data', with '2 Application Data' being the active tab. Below the tabs, the page is titled 'Application' and 'Application For Emergency ARTC License AND Health Education Teacher (Grades K-12)'. On the left side, there is a vertical list of steps, each with a green bar and a status icon: 'Instructions' (green bar with a green checkmark), 'Personal Information Review' (green bar with a red X), 'Education' (green bar with a green checkmark), 'ARTC Program' (green bar with a green checkmark), 'Other' (green bar with a green checkmark), 'Criminal Affirmation' (green bar with a red X), and 'Fee and Payment' (green bar with a red X). The 'Instructions' bar is highlighted. To the right of this list is a large box titled 'Instructions' containing the following text: 'Emergency ARTC Recommendation Application: Note the green bars that appear on the left as these are the pieces of information that are required to complete the Emergency ARTC application process. Some of the steps may be informational in nature and do not require action. Instructions will be provided at each step. As you progress through the steps in the process, the status icons on the green bars will change from a red x to a green v to signify that the step has been completed. All bars must be completed in order to submit the application. Click **Save & Next** to continue.' At the bottom right of this box is a green button labeled 'Save & Next'.

Figure EEM-RAD-01: Emergency Recommendation Application Data

Note the green bars on the left, as these are the pieces of information that are required to complete the emergency application request. The green bars that appear on the left are dependent on the route selected for the emergency recommendation. Some of the bars are already marked with a green v since the Emergency Recommendation application was initiated by the district office. The bars that are marked with a red X indicate that action is required by the educator.

In the step-by-step process, the user may or may not be required to answer questions specific to the following topics: **Education**, **Experience**, **Tests**, **National/Professional Certificate**, **ARTC Program**, and **Other**, which are designated as optional in the sections below. **Instructions**, **Personal Information Review** and **Criminal Affirmation** bars are present for every emergency application type. If this is the first license being applied for, then the **Fee and Payment** bar will be shown, and the educator is charged a one-time payment of \$100; otherwise, the **Application Submission** bar will be shown.

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

Click **Save & Next** button.

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

Personal Information Review – Emergency Recommendation

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

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

Personal Information Review

Personal Information Instructions:

The Personal Information that you entered previously is displayed below.

- Please check the information for accuracy and completeness. Update the information as appropriate.
- Ensure 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.
- If changes are made to the information, click **Save/Update**.
- Click **Save & Next** to continue.

First Name: * Haley Prefix: -- Select --
 Middle Name: Suffix: -- Select --
 Last Name: * Embers Professional Title: -- Select --
 SSN: * 737-73-7737 Gender: Male Female Other
 DOB: * 08/07/1977 Age: 43

Home/Mailing Address

Attn:
 Street Line 1: 737 Frog Pond Rd
 Street Line 2:
 City: Middletown State: Delaware Zip: 19709
 County/Parish: New Castle Country: United States
 Work Phone: (XXX) XXX-XXXX Primary/User Email: scd737@mailinator.com
 Cell: (737) 737-7377 Secondary Email: joe@email.com

I authorize the Delaware Department of Education to send text messages to the listed cell phone.

Save/Update

Save & Next

Figure EEM-RPI-01: Emergency Recommendation Personal Information Review Bar

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

Click the **Save & Next** button.

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

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

Education (optional) – Emergency Recommendation

If required for the emergency recommendation, the **Education** bar is highlighted and designated with a green ✓ to signify that the step has been completed, as this information was provided by the District or Charter office.

Application

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

Education

Education Instructions:

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

Showing 1 to 1 of 1 records

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	1998	2002				College Transcript (HR & DOE Only)	<input type="checkbox"/>	

Figure EEM-RED-01: Emergency Recommendation Education Bar

The **Education** data that has already been entered in DEEDS by the District of Charter office is shown listed in the Education table. Please check the education information for accuracy and completeness.

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

Click **Add Education** button.

Institution : *

City : *

Degree : *

Start Date : *

Major :

Graduated : MM/DD/YYYY

Currently Attending

Student Teaching Completed

School Id :

State : *

End Date : YYYY

Minor :

Student ID :

Save Cancel

Figure EEM-RED-02: Emergency Recommendation Add Education Form

Education entry form is presented for entering education related information specific to the emergency application request.

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 **Education** data.

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



Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	1998	2002				College Transcript (HR & DOE Only)	<input type="checkbox"/>	
UNIVERSITY OF DELAWARE	5811	Newark	DE	Graduate-level Coursework	2019						<input type="checkbox"/>	 

Figure EEM-RED-03: Emergency Recommendation Education Table

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

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

Click the **Save & Next** button.

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









Experience (optional) – Emergency Recommendation

If required for the emergency recommendation, the **Experience** bar is highlighted and designated with a green V to signify that the step has been completed, as this information was provided by the District or Charter office.

The following forms may be used to verify **Experience**:

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

Application For Emergency STS License AND Skilled and Technical Sciences (STS) Science and Mathematics (Biomedical Sciences)

- Instructions 
- Personal Information Review 
- Education 
- Experience 
- National/Professional Certificate 
- ARTC Program 
- Criminal Affirmation 
- Fee and Payment 

Experience

Experience Instructions:

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

Special Notes:

The following forms may be used to verify **Experience**:

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

[Add Experience](#)

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

[Save & Next](#)

Figure EEM-REX-01: Emergency Recommendation Experience Bar

The **Experience** data that has already been entered in DEEDS by the District of Charter office is shown listed in the Experience table. Please check the experience information for accuracy and completeness.

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

Click the **Add Experience** button.

Figure EEM-REX-02: Emergency Recommendation Add Experience Form

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

Complete the required fields specific to work **Experience**. The required fields are designated with a red * and include: **Work Type, Place, City, State, Begin Date** and **End Date**.

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

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



Received Date	Work Type	School Type	State	Place	City	Begin Date	End Date	Years	Months	Grade and Subjects	Full Time	Satisfactory Evals	Used toward Application	Documents	Actions
	Supervised Internship	Private	DE	Tatnall	Hockessin	09/01/2018	06/01/2020	2			Yes	No	<input type="checkbox"/>		
	Trade and Industry		DE	Astra Zeneca Pharmaceuticals	Wilmington	06/01/2016	06/01/2018	2			Yes	No	<input type="checkbox"/>		 

Figure EEM-REX-03: Emergency Recommendation Experience Table

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

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

Click the **Save & Next** button.

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

Tests (optional) – Emergency Recommendation

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

The screenshot shows a web application interface for an emergency recommendation. On the left, a vertical navigation menu lists several steps: Instructions, Personal Information Review, Education, Tests, Other, Criminal Affirmation, and Application Submission. The 'Tests' step is highlighted in green with a checkmark, indicating it is the current step. The main content area is titled 'Application For Emergency 91 Day Physical Education Teacher (Grades K-12)'. Below this title, there is a section for 'Tests' with the following text: 'Test Instructions: All information on the Tests bar is read-only. If Test data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank. Click Save & Next to continue.' Below the instructions is a table with the following columns: Test Type, Test Date, Test Subject Type Name, Test Score Type, Score, Pass?, Entry Method, Load Date, All Test Scoring, ACTFL, Documents, and Actions. The table is currently empty. At the bottom right of the main content area, there is a green button labeled 'Save & Next'.

Figure EEM-RTS-01: Emergency Recommendation Tests Bar

Click the **Save & Next** button.

The **Tests** bar is designated with a green v to signify that the step has been completed. The next green bar presented will be dependent on the emergency recommendation type requirements. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [National/Professional Certificate](#), [ARTC Program](#), [Other](#), [Criminal Affirmation](#).

National/Professional Certificate (optional) – Emergency Recommendation

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

The screenshot shows a web application interface for an emergency recommendation. On the left, a vertical navigation menu lists several steps: Instructions, Personal Information Review, Education, Experience, National/Professional Certificate, ARTC Program, Criminal Affirmation, and Application Submission. The 'National/Professional Certificate' step is highlighted in green with a checkmark, indicating it is the current step. The main content area is titled 'Application For Emergency STS'. Below this title, there is a section for 'National/Professional Certificate' with the following text: 'Nat./Pro. Certificate Tab Instructions'. Below the instructions is a table with the following columns: Type, Content Area, State, Effective Date, Expiration Date, Description, Status, Used Inward Application, Document, and Actions. The table is currently empty. At the bottom right of the main content area, there is a green button labeled 'Save & Next'.

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

National or Professional Certificates are uploaded as proof of national certification status. If National or Professional Certificate data has been added to the system, it will appear here; otherwise, the table will be blank. Please check the certification information for accuracy and completeness.

If no additional National or Professional Certificates need to be added, click **Save & Next** button to continue and skip to the end of this section. Otherwise, follow the instructions in this section to **Add New Nat/Pro Certification** information.

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

The screenshot shows a web application interface for adding a National/Professional Certificate. On the left, a sidebar contains a list of steps: Instructions, Personal Information Review, Education, Experience, National/Professional Certificate (highlighted), ARTC Program, Criminal Affirmation, and Application Submission. The main form area is titled 'Application For Emergency STS' and 'National/Professional Certificate'. It contains the following fields: 'Type' (dropdown), 'Content Area' (dropdown), 'State' (dropdown), 'Effective Date' (text input with MM/DD/YYYY format), 'Expiration Date' (text input with MM/DD/YYYY format), and a 'Description' text input. Below the form is a table with columns 'Document Type', 'Date', 'Link', and 'Action'. The table is currently empty, displaying 'No Record Found'. At the bottom of the form, there is a 'Document Type' dropdown, a 'Document' field with a dashed border and the instruction 'Drop file here to upload or click here to browse and select file(s) to upload.', an 'Associate Document' button, and 'Save Nat/Pro Certificate' and 'Cancel' buttons.

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

A National/Professional Certification entry form is presented for entering and uploading certification information. The data is used to support qualifications for the emergency application request.

Complete the required fields specific to National/Professional Certification credentials. The required fields are designated with a red * and include: **Type**, **Content Area**, **State**, **Effective Date** and **Expiration Date**. Dropdown lists are provided for selection of **Type**, **Content Area** and **State**.

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

Select **Nat./Pro. Certificate** from the **Document Type** dropdown list.

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

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

Click **Save Nat/Pro Certificate** button to upload document and save **National/Professional Certificate** data.



Type	Content Area	Slate	Effective Date	Expiration Date	Description	Status	Used toward Application	Document	Actions
National Vocational Certification	Career and Technical Education/Early Adolescence through Young Adulthood	DE	01/01/2020	12/30/2023		Pending	<input type="checkbox"/>	Download	 

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

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

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

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

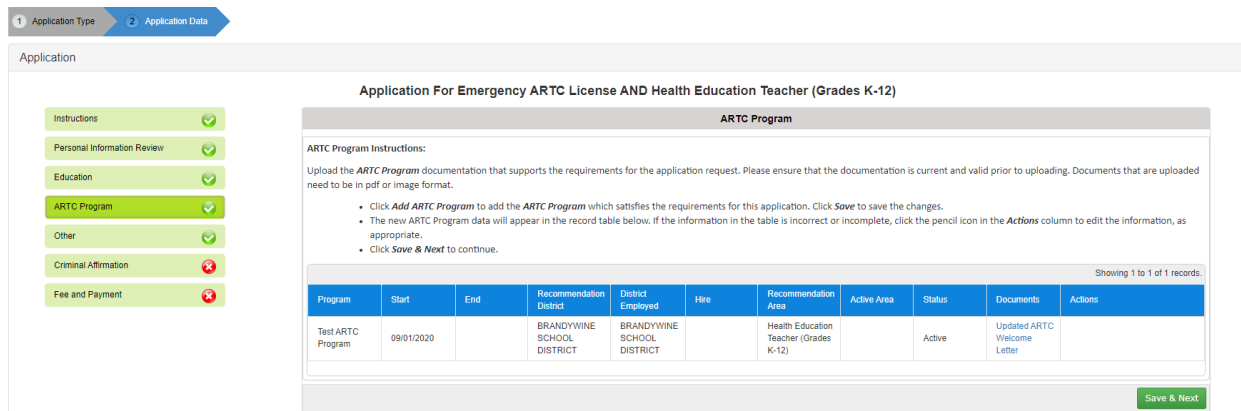
Click **Save & Next** button.

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

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

ARTC Program (optional) – Emergency Recommendation

If required for the emergency recommendation, the **ARTC Program** bar is highlighted and designated with a green v to signify that the step has been completed, as this information was provided by the District or Charter office.



The screenshot shows a web application interface for an Emergency Recommendation. On the left, a vertical navigation bar contains several steps: 'Application Type', 'Application Data', 'Application', 'Instructions', 'Personal Information Review', 'Education', 'ARTC Program', 'Other', 'Criminal Affirmation', and 'Fee and Payment'. The 'ARTC Program' step is highlighted in green with a checkmark, indicating it is completed. The main content area displays the 'Application For Emergency ARTC License AND Health Education Teacher (Grades K-12)'. Below this, there is a section for 'ARTC Program' with instructions and a table of records. The table has columns for Program, Start, End, Recommendation District, District Employed, Hire, Recommendation Area, Active Area, Status, Documents, and Actions. One record is shown for 'Test ARTC Program' with a status of 'Active' and a document of 'Updated ARTC Welcome Letter'. A 'Save & Next' button is visible at the bottom right.

Figure EEM-RAR-01: Emergency Recommendation ARTC Program Bar

The **ARTC Program** data that has already been entered in DEEDS by the District of Charter office is shown listed in the Education table. Review the information in the **ARTC Program** table for accuracy and completeness. Any information entered by the District or Charter office is not editable, so no action is required.

Click the **Save & Next** button.

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

Other (optional) – Emergency Recommendation

If required for the emergency recommendation, the **Other** bar is highlighted and designated with a green V to signify that the step has been completed, as this information was provided by the District or Charter office.

The screenshot shows a web application interface for an emergency recommendation. On the left, a vertical navigation bar lists steps: Instructions, Personal Information Review, Education, ARTC Program, Other (highlighted in green with a checkmark), Criminal Affirmation, and Fee and Payment. The main content area is titled 'Application For Emergency ARTC License AND Health Education Teacher (Grades K-12)'. It features an 'Other' section with instructions and a table of documents. The table has columns for Type, Description, State, Received Month/Year, Exp. Date, Documents, and Actions. One record is shown: 'A valid CPR & First Aid training' with a description of 'CPR training certificate', state 'DE', received date '10/2019', and document 'A valid CPR & First Aid training'. Buttons for 'Add Other' and 'Save & Next' are visible.

Type	Description	State	Received Month/Year	Exp. Date	Documents	Actions
A valid CPR & First Aid training	CPR training certificate	DE	10/2019		A valid CPR & First Aid training	

Figure EEM-ROT-01: Emergency Recommendation Other Bar

If the **Other** bar is included in the Application Data, then additional documentation may be required for this Emergency Recommendation application. If supporting documents have already been added, then the information is listed in the document table; otherwise, the table will be blank and **No Record Found** will be displayed in the center.

If no additional documents need to be uploaded, click **Save & Next** button to continue and [skip](#) to the next step. Otherwise, follow the instructions in this section to add supporting documents.

Click the **Add Other** button.

The screenshot shows a web form for adding an emergency recommendation. At the top, there are five input fields: 'Type' (dropdown), 'Description' (text), 'State' (dropdown), 'Received Month/Year' (text with mask MM/YYYY), and 'Exp. Date' (text with mask MM/DD/YYYY). Below these is a table with a blue header containing 'Document Type', 'Date', 'Link', and 'Action'. The table body contains the text 'No Record Found'. Underneath the table is a section for document management. It includes a 'Document Type' dropdown menu, a 'Document' field with a dashed border and the text 'Drop file here to upload or click here to browse and select file(s) to upload.', a blue button labeled 'Associate Existing Documents', and a paragraph of explanatory text: 'If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.' At the bottom right of the form are 'Save' and 'Cancel' buttons.

Figure EEM-ROT-02: Emergency Recommendation Add Other Form

Other form is presented for entering information specific to the emergency recommendation application request that does not fit nicely into one of the other data categories.

The required fields are designated with a red * and include: **Type**, **Description**, **State**, **Received Month/Year**, **Document Type** and **Document**. Dropdown lists are provided for **Type**, **State** and **Document Type**, offering valid options from which to choose.

Complete the required fields in the top section. The bottom section is for uploading documents related to the **Other** data. Click the down arrow of the **Document Type** dropdown list in the bottom section and select the desired document type from the list.

The next step is to upload documentation in the form of a pdf or image document. This can be done by uploading a new document or associating a document that has already been uploaded to the system.

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

To Associate a document, click the **Associate Existing Documents** button. An **Associate Documents** popup window is displayed for selection of the 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 **Other** document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

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

- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**

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

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

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

Type	Description	State	Received Month/Year	Exp. Date	Documents	Actions
A valid CPR & First Aid training	CPR training certificate	DE	10/2019		A valid CPR & First Aid training	
A valid CPR & First Aid training	First Aid Training	DE	02/2020		A valid CPR & First Aid training	

Figure EEM-ROT-02: Emergency Recommendation Other Table

The newly added document listing will appear in the record table. If the document is not the right one, click the trash can icon in the **Action** column to delete the file.

Click the **Save & Next** button.

Criminal Affirmation (mandatory) – Emergency Recommendation

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

Figure EEM-RCR-01: Emergency Recommendation 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.

The ***I consent to electronic signature*** checkbox is a mandatory field and must be checked in order to proceed. Check the box by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. The ***Signature*** field is also enabled and disabled as the consent checkbox is checked and unchecked, respectively.

Check the ***I consent to electronic signature*** checkbox and 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.

The screenshot shows a web application interface for an Emergency Recommendation Criminal Affirmation Form. On the left, a vertical progress bar lists seven steps: 'Instructions', 'Personal Information Review', 'Education', 'ARTC Program', 'Other', 'Criminal Affirmation', and 'Fee and Payment'. The 'Criminal Affirmation' step is highlighted in green with a checkmark, while 'Fee and Payment' is highlighted in red with an 'X'. The main content area is titled 'Application For Emergency ARTC License AND Health Education Teacher (Grades K-12)'. It features a 'Criminal Affirmation' section with instructions, a question about criminal convictions, an affirmation affidavit, a checked 'I consent to electronic signature' checkbox, a signature field containing 'Haley Embers', and a date field showing '07/11/2021'. A 'Save & Next' button is located at the bottom right of the form.

Figure EEM-RCR-02: Emergency Recommendation Criminal Affirmation Form Completed

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

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

The next green bar presented will be dependent on whether the educator has already obtained or applied for a Delaware license. If this is the first license being applied for, then the ***Fee and Payment*** bar will be shown, and the educator is charged a one-time payment of \$100; otherwise, the ***Application Submission*** bar will be shown. Based on the next step, use one of the following links to jump to the appropriate section in this guide: [Fee and Payment](#), [Application Submission](#).

Fee and Payment – Emergency Recommendation

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

The ***Fee and Payment*** box is presented for entry of payment information.

- Instructions
- Personal Information Review
- Education
- ARTC Program
- Other
- Criminal Affirmation
- Fee and Payment

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

Fee and Payment

Payment Method :

New License Fee :

Total Fees :

SECURE PAYMENT PORTAL

Application Name : New Application Application Id : 8404

Invoice Number : 10007256

<p>Order Information</p> <p>Total : US \$100.00</p> <p>Payment Information</p> <p style="text-align: center;">Credit Card Information</p> <p style="text-align: center;"></p> <p>Card Number : * <input type="text"/></p> <p style="font-size: small;">(no dash or space accepted)</p> <p>CVV : * <input type="text"/></p> <p>Expiration Date : * <input type="text"/> / <input type="text"/></p>	<p>Billing Information * Required Fields</p> <p><input type="checkbox"/> Copy details from application</p> <p>First Name : * <input type="text"/></p> <p>Last Name : * <input type="text"/></p> <p>Street : <input type="text"/></p> <p>City : <input type="text"/></p> <p>State/Province : <input type="text"/></p> <p>Zip/Postal Code : <input type="text"/></p> <p>Country : <input type="text" value="USA"/></p>
--	--

Your credit/debit card will be charged by Delaware Department of Education. The Delaware Department of Education fees are **NON-REFUNDABLE, PLEASE ENSURE THE ACCURACY OF YOUR INFORMATION.**

Credit Card Processing

I acknowledge that the \$100 fee is non-refundable.

Figure EEM-RFP-01: Emergency Recommendation Fee and Payment Bar

Enter Payment Information in the fields provided. Click the **Copy details from application** checkbox to copy name and address information from the data entered on the **Personal Information Review** bar. Note the text at the bottom of the **Fee and Payment** box stating that **Delaware Department of Education fees are NON-REFUNDABLE. PLEASE ENSURE THE ACCURACY OF YOUR INFORMATION.**

The **I acknowledge that the \$100 fee is non-refundable** checkbox is a mandatory field and must be checked in order to proceed. Check the box by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. The **Pay & Submit** button is also enabled and disabled as the consent checkbox is checked and unchecked, respectively.

Check the **I acknowledge that the \$100 fee is non-refundable** checkbox and click the **Pay & Submit** button to complete the application process. An email with the Subject **Transaction Receipt** is sent to the user primary email to confirm payment.

Since the application submission step is embedded in the Fee and Payment step, the next section can be skipped. Jump ahead to the [Application Submission Confirmation](#) section of this user guide.

Application Submission – Emergency Recommendation

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

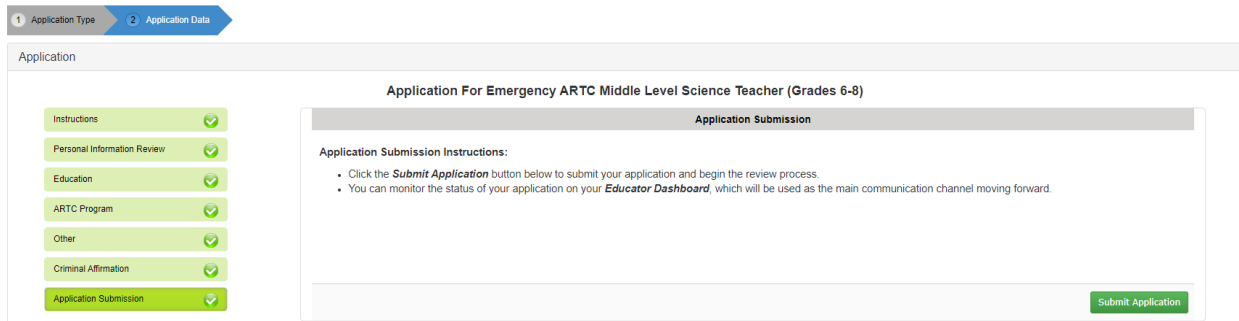


Figure EEM-RAS-01: Emergency Recommendation Application Submission

The **Emergency Recommendation** application process is complete 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.

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

Application Submission Confirmation – Emergency Recommendation

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

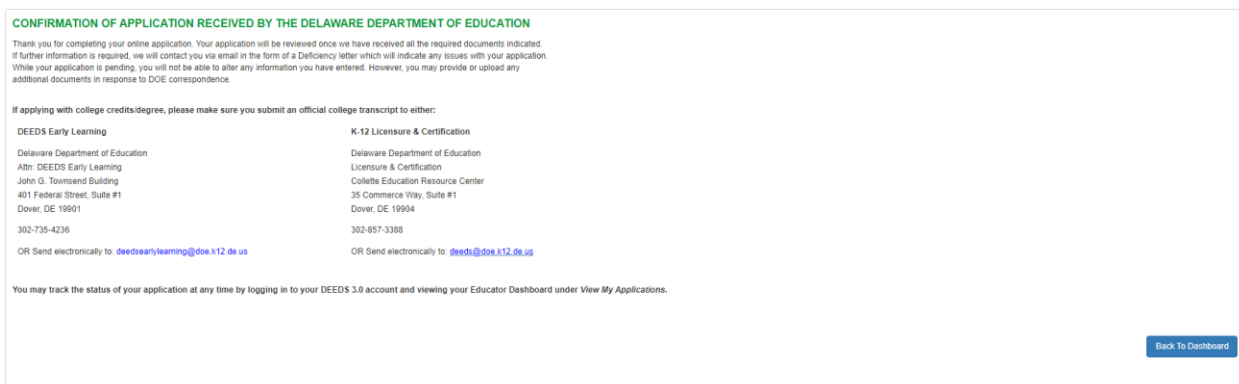


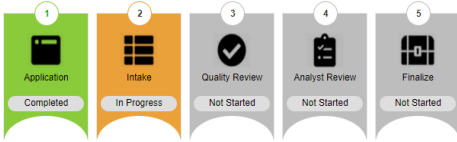
Figure EEM-RAS-02: Emergency Recommendation Application Submission Confirmation

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 **Back To Dashboard** button.

Application Tracker – Emergency Recommendation

Educator is directed to the **View My Applications** page. The **Emergency Recommendation** application is shown:



Application Type	Submitted Date	View PDF
Emergency Application for ARTC for Initial License AND Health Education Teacher (Grades K-12)	07/11/2021	View Application Withdraw

Figure EEM-RAT-01: Emergency Recommendation Application Tracker

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

View Credentials – Emergency Recommendation

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.

There will be a **K-12 Licenses** section showing the following:

K-12 Licenses

Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	PA Due Date	Credential Status
License						Application Pending

K-12 Certificates										
ID	App. Complete?	When	Status	Area	Class	Issued	Effective	Expires	Replaced	
262197	Yes	07/10/2021	Application Pending	Health Education Teacher (Grades K-12)	Emergency				No	

Figure EEM-RVC-01: Emergency Recommendation View My Credentials – Application Pending

Note that the **License** appears at the top of the section and shows a status of **Application Pending**. The **K-12 Certificate** for this emergency recommendation appears in the **Area** column and the **Class** is identified as **Emergency**. The **K-12 Certificate** also shows a status of **Application Pending**. It is important

to understand that there is a one- to-many relationship between the **License** and the **K-12 Certificate(s)**. The Educator is required to have one **License**, but can have more than one **Certificate**. If the Educator had multiple **Certificates**, they would all appear here in the **K-12 Certificates** section under the **License**.

Once the **Emergency** 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 Applications** page on the **Educator Dashboard**. The Educator can monitor status and respond to deficiencies, as raised by the DDOE L&C team.

Deficiencies – Emergency Recommendation

When the **Emergency** 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.



Click on links to quickly access your account and applications.

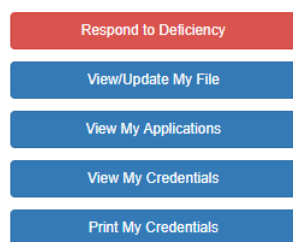


Figure EEM-RDF-01: Emergency Recommendation Dashboard Respond to Deficiency Button

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



ACTION REQUIRED

Please read below information on deficiency area that requires your response. You can respond to the deficiency by clicking the button below.

[Respond to Deficiency](#)

Application Type	Submitted Date	View PDF
Emergency Application for ARTC for Initial License AND Health Education Teacher (Grades K-12)	07/11/2021	View Application Withdraw

Deficiency Name	Notes	Date
ARTC Tab Deficiency	please provide ARTC progress letter	07/11/2021

Figure EEM-RDF-02: Emergency Recommendation 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. Read the **Notes** to 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 **Respond to Deficiency** button.

Educator is directed to the section of the application where there is a deficiency. In this example, there is a deficiency on the ARTC Program bar. The green bar is designated with a red x to indicate that the issue is unresolved. Attention will be focused on the **Deficiency** section at the bottom.

Deficiency

Read the information in the **Staff Notes** field, describing what deficiency needs to be resolved. In the **Educator Notes** field, enter information related to corrective measures that have been taken to address the deficiency raised.

Check the **Resolved** checkbox to indicate that the deficiency has been resolved. Note that when the **Resolved** checkbox is checked, a **Save Changes** button appears and the green bar icon changes to a green v to indicate that the required action is complete.

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

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to.

Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

ARTC Tab Deficiency (Applicant) Resolved

Staff Notes:

Educator Notes:

[Save & Next](#)

[ReSubmit](#)

Figure EEM-RDF-03: Emergency Recommendation Respond to Deficiency Action

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. Note that when the **Resolved** checkbox is checked, a **Save Changes** button appears and is enabled at the top of the **Deficiency** section.

Deficiency [Save Changes](#)

Read the information in the **Staff Notes** field, describing what deficiency needs to be resolved. In the **Educator Notes** field, enter information related to corrective measures that have been taken to address the deficiency raised.

Check the **Resolved** checkbox to indicate that the deficiency has been resolved. Note that when the **Resolved** checkbox is checked, a **Save Changes** button appears and the green bar icon changes to a green v to indicate that the required action is complete.

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

If more than one green bar is presented, then click **Save & Next** button to move to the next deficiency to be responded to.

Once all the green bars have been visited and all deficiencies have been responded to, click **ReSubmit** to resubmit the application for review and approval.

ARTC Tab Deficiency (Applicant) Resolved

Staff Notes:

Educator Notes:

[Save & Next](#)

[ReSubmit](#)

Figure EEM-RDF-04: Emergency Recommendation Respond to Deficiency Resolution

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

Note the **Save Changes** button disappears and the icon on the green bar has changed to a green V to indicate that the required action is complete.

Click **ReSubmit** button.

Thank you for resubmitting your application.

To monitor the status of your application, go to [View My Applications](#) on the **Educator Dashboard**.

Click the [Back to Dashboard](#) button to continue.

[Back to Dashboard](#)

Figure EEM-RDF-05: Emergency Recommendation Resubmit Application Confirmation

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

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

Application Type	Submitted Date	View PDF
Emergency Application for ARTC for Initial License AND Health Education Teacher (Grades K-12)	07/11/2021	View Application Withdraw

Deficiency Name	Notes	Date
ARTC Tab Deficiency	please provide ARTC progress letter	07/11/2021

Figure EEM-RDF-06: Emergency Recommendation 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 **Action Required** stamp below the Application Tracker has disappeared, but the **Deficiency Details** table remains for reference.

Emergency Recommendation Complete

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

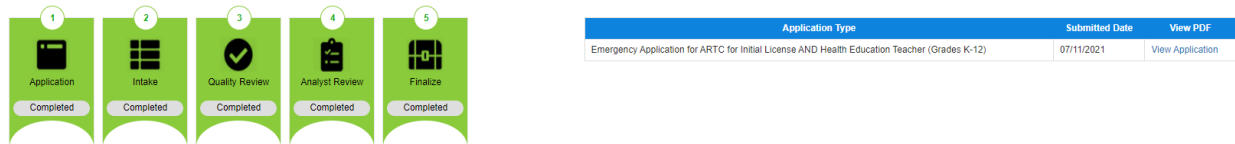


Figure EEM-RAC-01: Emergency Recommendation Application Tracker after Emergency Certificate Issued

An email is also sent to indicate that the Emergency 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 – Emergency Application Approval**.

Click **View My Credentials** button on the **Educator Dashboard**. Locate the K-12 Licenses section.

K-12 Licenses

Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	PA Due Date	Credential Status
Initial License	235845	07/11/2021	07/11/2021	07/11/2025		Issued

K-12 Certificates

ID	App. Complete?	When	Status	Area	Class	Issued	Effective	Expires	Replaced
262197	Yes	07/10/2021	Issued	Health Education Teacher (Grades K-12)	Emergency	07/11/2021	07/11/2021	06/30/2022	No

Figure EEM-RAC-02: Emergency Recommendation Credentials after Emergency Certificate Issued

A new **Emergency Certificate** entry has been added to the **K-12 Certificates** table. Note the certificate is listed as **Emergency** in the **Class** column and there is an **Expiration Date** in the Expires column. It is important to note that Emergency Certificates will expire, unlike other certificates. The **Expiration Date** typically defaults to the end of the school year.

Congratulations! The Emergency Certificate Recommendation request has been completed successfully.

Emergency Extensions

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

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

The list of acceptable forms of Proof of Progress include:

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

Emergency Extension Initiation

In the same way that an Emergency Certificate Recommendation application is initiated, Emergency Extensions are also initiated by the District or Charter Office. The details of the extension request are completed by the District or Charter office on behalf of the educator and then the application is directed to the educator for acceptance, completion and submission.

When an Emergency Extension application has been submitted, the educator will be sent an email with notification of the emergency extension. This email notification will be sent to the educator's primary email on record. The email will be sent from deeds@doe.k12.de.us and will have the Subject **DDOE – Emergency Extension Recommendation**. If you receive this email, then you have been recommended for an extension on your Emergency Certificate, that is due to expire within 60 days, and will need to follow the steps outlined in this user guide.

Emergency Extension Acceptance

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**.

There is a new red **View my Recommendation** button that appears on the right side of the page under the menu icons. This **View my Recommendation** button is an immediate indicator that an emergency recommendation has been raised on behalf of the educator and action is required to move forward with the emergency recommendation application process.



Click on links to quickly access your account and applications.

- [View my Recommendation](#)
- [View/Update My File](#)
- [View My Applications](#)
- [View My Credentials](#)
- [Print My Credentials](#)

Figure EEM-EEA-01: Emergency Extension Notification

Click the **View my Recommendation** button or click the **View My Applications** button, as either choice will direct the user to the **View My Applications** page. The new **Emergency Extension Recommendation** is shown:

Type	Route	Certificate	Status	Notes	District	Actions
Emergency Extension Recommendation	ARTC	Health Education Teacher (Grades K-12)	Pending	Educator has made progress towards certification via college coursework and ARTC progress	BRANDYWINE SCHOOL DISTRICT	<input type="button" value="Accept"/> <input type="button" value="Reject"/>

Figure EEM-EEA-02: Emergency Extension Accept or Reject Options

Review the high-level details of the recommendation in the table. Details include **Type**, **Route**, **Certificate**, **Status**, **District** and **Actions**. Note that the **Type** is specified as **Emergency Extension Recommendation** and the **Status** is **Pending**. If the details are not correct and you do not wish to accept this emergency extension recommendation, then click the **Reject** button in the **Actions** column. If the details are correct and you wish to accept this emergency extension recommendation, then click the **Accept** button in the **Actions** column.

Emergency Certificate Recommendations

Add Recommendation

Emergency Extension Recommendation Acceptance Instructions:

- Read the emergency details carefully prior to accepting the Emergency Certificate extension.
- The **I understand and accept the following** checkbox is a mandatory field and needs to be checked in order to proceed. Check the box by clicking inside the checkbox.
- Click the **Accept, Acknowledge and Continue Application** button to proceed.

Route: Certificate:

Details of proof of progress:

Employment position requires emergency

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

I understand and accept the following:

- An Emergency Certificate is valid for one school year.
- An Emergency Certificate must be renewed annually for up to two school years or until completion.
- Recommendation for a renewal must come from your employing district or charter school and be approved by DOE.
- Renewal is contingent upon annual proof of progress toward completion the ARTC Program requirements.
- I agree to complete the requirements of the ARTC program in which I am enrolled.

Figure EEM-EEA-03: Emergency Extension Acceptance Form

An **Add Recommendation** box is inserted in the **Emergency Certification Recommendations** section displaying the details of the extension. User may need to scroll down to view the entire section.

Note that there is a checkbox at the bottom with the text: ***I acknowledge and Accept this application.*** This checkbox is a mandatory field and needs to be checked in order to proceed. Check the box by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. If this checkbox is left unchecked when trying to continue, an error message will be displayed in a red banner directly above the **Add Recommendation** section. To dismiss an error message, click the x in the upper right-hand corner of the red banner.

Click the **Accept, Acknowledge and Continue Application** button to proceed.

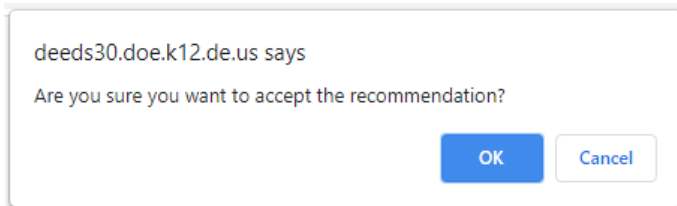


Figure EEM-EEA-04: Emergency Extension Acceptance Confirmation Prompt

A confirmation message box is displayed: ***Are you sure you want to accept the recommendation?***

Click **OK** button to accept and continue.

Application Data – Emergency Extension

The user is directed to the **Application Data** page for review and completion of the application.

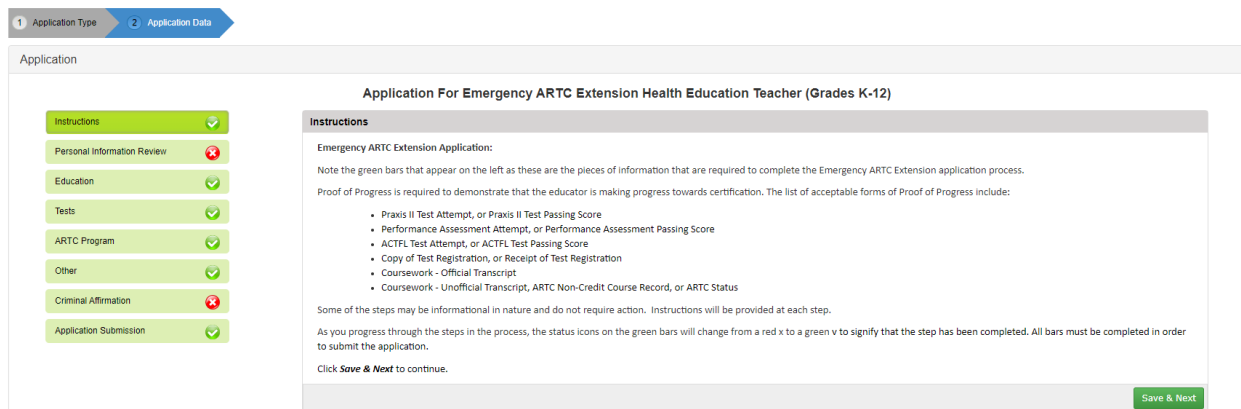


Figure EEM-EAD-01: Emergency Extension Application Data

Note the green bars on the left, as these are the pieces of information that are required to complete the emergency extension application request. Some of the bars are already marked with a green v since the Emergency Extension application was initiated by the district office. The bars that are marked with a red X indicate that action is required by the educator.

The green bars that appear on the left are dependent on the route selected for the emergency extension recommendation. In the step-by-step process, the user may or may not be required to answer questions specific to the **ARTC Program**, which is designated as optional in the section below. **Instructions, Personal Information Review, Education, Tests, Other, Criminal Affirmation and Application Submission** bars are present for every emergency extension application.

Proof of Progress is required to demonstrate that the educator is making progress towards certification. The list of acceptable forms of Proof of Progress include:

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

Some of the steps may be informational in nature and do not require action. Information may have already been provided by the district or charter office when the emergency extension application was submitted. Instructions will be provided at each step.

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

Click the **Save & Next** button.

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

Personal Information Review – Emergency Extension

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

Figure EEM-EPI-01: Emergency Extension Personal Information Review Bar

The **Personal Information** entered previously is displayed. Check the information for accuracy and completeness. Ensure that the **Home/Mailing Address** section is completed with your current address.

If you do not wish to receive text messages, uncheck the text message authorization checkbox. Update the information, as appropriate. If changes are made to the information, click **Save/Update**.

Click the **Save & Next** button.

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

Education – Emergency Extension

The **Education** bar is highlighted and designated with a green ✓ since the information has already been provided by the District or Chart office when the emergency extension recommendation application was raised. Instructions related to **Education** data entry are displayed.

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

Education

Education Instructions:

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

Add Education

Showing 1 to 2 of 2 records

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	1998	2002				College Transcript (HR & DOE Only)	<input type="checkbox"/>	
UNIVERSITY OF DELAWARE	5811	Newark	DE	Graduate-level Coursework	2019						<input type="checkbox"/>	

Save & Next

Figure EEM-EED-01: Emergency Extension Education Bar

The **Education** data that has already been entered in DEEDS will appear here. Please check the education information for accuracy and completeness.

If no additional education information needs to be added, 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 EEM-EED-02: Emergency Extension Add Education Form

Education entry form is presented for entering education related information specific to the emergency extension request.

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 **Education** data.

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

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	1998	2002				College Transcript (HR & DOE Only)	<input type="checkbox"/>	
UNIVERSITY OF DELAWARE	5811	Newark	DE	Graduate-level Coursework	2019						<input type="checkbox"/>	
UNIVERSITY OF DELAWARE	5811	Newark	DE	Graduate-level Coursework	2020						<input type="checkbox"/>	

Figure EEM-EED-03: Emergency Extension Education Table

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

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

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

Tests – Emergency Extension

The **Tests** bar is highlighted and designated with a green v. All information on the Tests bar is read-only. If Test data has been added to the system for the educator, it will appear here; otherwise, the table will be blank.

Figure EEM-ETS-01: Emergency Extension Tests Bar

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

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

ARTC Program (optional) – Emergency Extension

If required, the **ARTC Program** bar is highlighted and designated with a green V since the information has already been provided by the District or Chart office when the emergency extension application was raised. Instructions related to **ARTC Program** data entry are displayed.

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

Figure EEM-EAR-01: Emergency Extension ARTC Program Bar

If **ARTC Program** information has been previously added for the educator, it will appear in the table; otherwise, the table is blank. If data exists, please check the **ARTC Program** information for accuracy and completeness. Any information entered by the District or Charter office is not editable, so no action is required.

Click the **Save & Next** button.

Other – Emergency Extension

If required for the emergency extension, the **Other** bar is highlighted and designated with a green V to signify that the step has been completed, as this information was provided by the District or Charter office.

The screenshot shows a web application interface for an emergency extension. On the left, a vertical navigation menu lists steps: Instructions, Personal Information Review, Education, Tests, ARTC Program, Other (highlighted in green with a checkmark), Criminal Affirmation, and Application Submission. The main content area is titled 'Application For Emergency ARTC Extension Health Education Teacher (Grades K-12)'. Below this title is a section labeled 'Other'. It contains 'Other Instructions' and a list of acceptable forms of 'Proof of Progress'. At the bottom of the 'Other' section is a table with columns: Type, Description, State, Received Month/Year, Exp. Date, Documents, and Actions. The table contains one record: 'An ARTC Program completion letter' with a description of 'ARTC program completion', state 'DE', received date '05/2021', and a document of '91 Day Completion Letter'. There are 'Add Other' and 'Save & Next' buttons.

Figure EEM-EOT-01: Emergency Extension Other Bar

The **Other** bar is included to upload additional documentation to support this Emergency Extension application. If documents have already been uploaded, they will appear in the documents table. This step is the perfect place to include proof of progress documentation. **Proof of Progress** is required to demonstrate that steps are being made towards certification. The list of acceptable forms of Proof of Progress include:

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

If the **Other** bar is included in the Application Data, then additional documentation may be required for this Emergency Extension application. If supporting documents have already been added, then the information is listed in the document table; otherwise, the table will be blank.

If no additional documents need to be uploaded, click **Save & Next** button to continue and [skip](#) to the next step. Otherwise, follow the instructions in this section to add supporting documents.

Click the **Add Other** button.

Figure EEM-EOT-02: Emergency Extension Add Other Form

Other form is presented for entering information specific to the emergency extension application request that does not fit nicely into one of the other data categories. The top section is for entering information specific to the data to be added and the bottom section is for uploading supporting documents related to the **Other** data.

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

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

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

To Associate a document, click the **Associate Existing Documents** button. An **Associate Documents** popup window is displayed for selection of the 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 **Other** document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

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

- Drag the file from your computer to the middle of the area designated with the text: **Drop file here to upload or click here to browse and select file to upload.**

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

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

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

Type	Description	State	Received Month/Year	Exp. Date	Documents	Actions
A valid CPR & First Aid training	CPR training certificate	DE	02/2020		A valid CPR & First Aid training	

Figure EEM-EOT-03: Emergency Extension Other Table

The newly added document listing will appear in the record table.

Click the **Save & Next** button.

Criminal Affirmation – Emergency Extension

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

Figure EEM-ECR-01: Emergency Extension 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.

The ***I consent to electronic signature*** checkbox is a mandatory field and must be checked in order to proceed. Check the box by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. The ***Signature*** field is also enabled and disabled as the consent checkbox is checked and unchecked, respectively.

Check the ***I consent to electronic signature*** checkbox and 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.

The screenshot shows a web application interface for 'Application For Emergency ARTC Extension Health Education Teacher (Grades K-12)'. On the left, a vertical navigation menu lists steps: Instructions, Personal Information Review, Education, Tests, ARTC Program, Other, Criminal Affirmation (highlighted in green with a checkmark), and Application Submission (highlighted in green with a checkmark). The main content area is titled 'Criminal Affirmation' and contains instructions for completing the form. It includes a 'Criminal Affirmation' section with a 'Yes/No' question and an 'Affirmation Affidavit' section. A checkbox labeled 'I consent to electronic signature' is checked. Below it, the 'Signature' field contains the text 'Hayley Embert' and the 'Date' field is auto-populated with '07/13/2021'. A 'Save & Next' button is visible at the bottom right.

Figure EEM-ECR-02: Emergency Extension Criminal Affirmation Form Completed

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

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

Application Submission – Emergency Extension

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

The screenshot shows the same web application interface, but now the 'Application Submission' step is highlighted in green with a checkmark in the navigation menu. The main content area is titled 'Application Submission' and contains instructions for submitting the application. It includes a 'Submit Application' button at the bottom right.

Figure EEM-EAS-01: Emergency Extension Application Submission

The **Emergency Extension** application process is complete 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.

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

Confirmation of the application submission is presented along with additional information

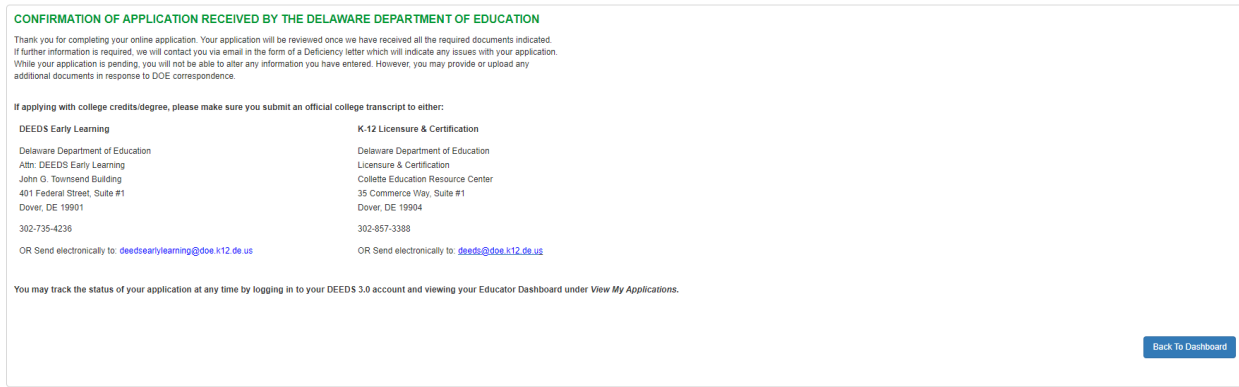


Figure EEM-EAS-02: Emergency Extension Application Submission Confirmation

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 – Emergency Extension

User is directed back to the **View My Applications** page. The **Emergency Extension** application is shown:

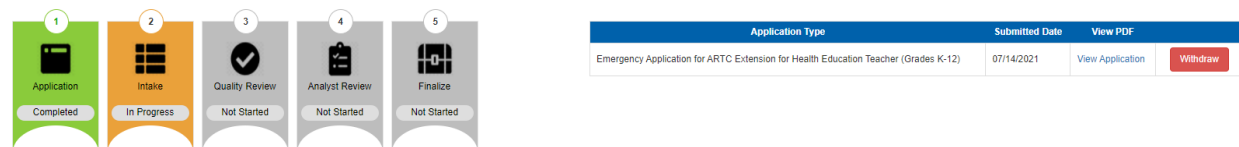


Figure EEM-EAT-01: Emergency Extension Application Tracker

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

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

There will be a **K-12 Licenses** section showing the following:

K-12 Licenses

Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	PA Due Date	Credential Status
Initial License	234953	07/14/2021	07/14/2021	07/14/2025		Issued

K-12 Certificates									
ID	App. Complete?	When	Status	Area	Class	Issued	Effective	Expires	Replaced
262153	Yes	07/14/2021	Application Pending	Health Education Teacher (Grades K-12)	Emergency				No
262148	Yes	07/14/2021	Issued	Health Education Teacher (Grades K-12)	Emergency	07/14/2021	07/14/2021	09/30/2021	No

Figure EEM-EVC-01: Emergency Extension View My Credentials – Application Pending

Note that the **License** appears at the top of the section and shows a status of **Issued**, as the license was issued as part of the **Emergency Certificate Recommendation** process. There are two entries in the **K-12 Certificate** table, both identified with a **Class of Emergency**. The bottom record is for the Emergency Certificate that was previously issued and shows a **Status of Issued**. The top record is for this **Emergency Extension** application and shows a **Status of Application Pending**.

Once the **Emergency** 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 Applications** page on the **Educator Dashboard**. The Educator can monitor status and respond to deficiencies, as raised by the DDOE L&C team.

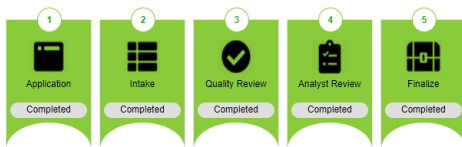
Deficiencies – Emergency Extension

For the **Emergency Extension** application, deficiencies are handled in exactly the same way as they were handled for the **Emergency Recommendation** 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 – Emergency](#)

[Recommendations](#) section of this document. Within the instructions and screen shots, simply substitute **Emergency Extension** wherever **Emergency Recommendation** is referenced.

Emergency Extension Complete

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



Application Type	Submitted Date	View PDF
Emergency Application for ARTC Extension for Health Education Teacher (Grades K-12)	07/14/2021	View Application

Figure EEM-EAC-01: Emergency Extension Application Tracker after Certificate Extension Issued

An email is also sent to indicate that the Emergency 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 – Emergency Extension Approval**.

Click **View My Credentials** button on the **Educator Dashboard**. Locate the K-12 Licenses section.

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	PA Due Date	Credential Status
Initial License	234953	07/14/2021	07/14/2021	07/14/2025		Issued

ID	App. Complete?	When	Status	Area	Class	Issued	Effective	Expires	Replaced
262153	Yes	07/14/2021	Issued	Health Education Teacher (Grades K-12)	Emergency	07/14/2021	07/14/2021	06/30/2022	No
262148	Yes	07/14/2021	Replaced	Health Education Teacher (Grades K-12)	Emergency	07/14/2021	07/14/2021	09/30/2021	Yes

Figure EEM-EAC-01: Emergency Extension Credentials after Certificate Extension Issued

A new **Emergency Certificate** entry has been added to the **K-12 Certificates** table. Note that there are now two rows in the table listed as **Emergency** in the **Class** column. The top-most entry displays a **Status** of **Issued** and the entry directly below it displays a **Status** of **Replaced**. The Emergency Extension has replaced the previously issued Emergency Certificate. Note the dates in the **Expires** column, as the extension date has been extended for the newly **Issued** certificate. It is important to note that Emergency Certificates will expire, unlike other certificates. The **Expires** date typically defaults to the end of the school year.

Congratulations! The Emergency Certificate Extension request has been completed successfully.

Emergency Upgrades

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

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

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

Emergency Upgrade Initiation

In the same way that Emergency Certificate Recommendations and Emergency Certificate Extensions are initiated, an Emergency Upgrade is also initiated by the District or Charter Office. The details of the upgrade request are completed by the District or Charter office on behalf of the educator and then the application is directed to the educator for acceptance, completion and submission.

When an Emergency Upgrade application has been submitted, the educator will be sent an email with notification of the emergency upgrade request. This email notification will be sent to the educator's primary email on record. The email will be sent from deeds@doe.k12.de.us and will have the Subject **DDOE – Emergency Upgrade Recommendation**. If you receive this email, then you have been recommended for an upgrade from an Emergency Certificate to a Standard Certificate, and will need to follow the steps outlined in this user guide.

Emergency Upgrade Acceptance

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***.

There is a new red ***View my Recommendation*** button that appears on the right side of the page under the menu icons. This ***View my Recommendation*** button is an immediate indicator that an emergency recommendation has been raised on behalf of the educator and action is required to move forward with the emergency upgrade recommendation application process.

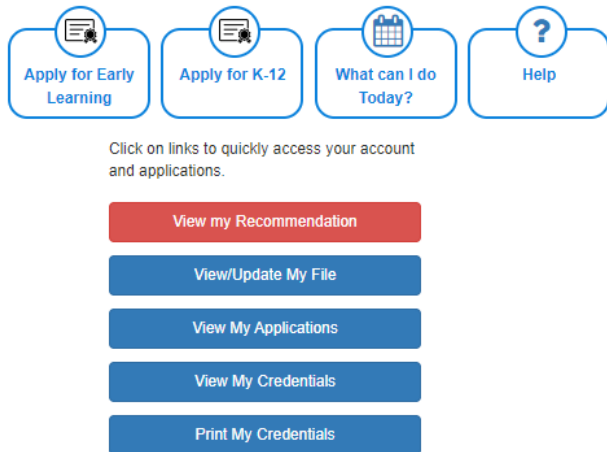


Figure EEM-EUA-01: Emergency Upgrade Notification

Click the **View my Recommendation** button or click the **View My Applications** button, as either choice will direct the user to the **View My Applications** page. The new **Emergency Certificate Recommendation** is shown:

Type	Route	Certificate	Status	Notes	District	Actions
Emergency Upgrade Recommendation	ARTC	Health Education Teacher (Grades K-12)	Pending		BRANDYWINE SCHOOL DISTRICT	Accept Reject

Figure EEM-EUA-02: Emergency Upgrade Accept or Reject Options

Review the high-level details of the recommendation in the table. Details include **Type**, **Route**, **Certificate**, **Status**, **District** and **Actions**. If the details are not correct and you do not wish to accept this emergency upgrade recommendation, then click the **Reject** button in the **Actions** column. If the details are correct and you wish to accept this emergency upgrade recommendation, then click the **Accept** button in the **Actions** column.

Add Recommendation

Emergency Upgrade Recommendation Acceptance Instructions:

- Read the emergency details carefully prior to accepting the Emergency Certificate upgrade.
- The **I understand and accept the following:** checkbox is a mandatory field and needs to be checked in order to proceed. Check the box by clicking inside the checkbox.
- Click the **Accept, Acknowledge and Continue Application** button to proceed.

Notes:

Educator has two successful summative evaluations with a satisfactory rating

I understand and accept the following:

- An Emergency Certificate is valid for one school year.
- An Emergency Certificate must be renewed annually for up to two school years or until completion.
- Recommendation for a renewal must come from your employing district or charter school and be approved by DOE.
- Renewal is contingent upon annual proof of progress toward completion the ARTC Program requirements.
- I agree to complete the requirements of the ARTC program in which I am enrolled.

Accept, Acknowledge and Continue Application Cancel

Figure EEM-EUA-03: Emergency Upgrade Recommendation Acceptance Form

An **Add Recommendation** form is inserted in the **Emergency Certification Recommendations** section displaying the details of the upgrade to standard. User may need to scroll down to view the entire section.

Note that there is a checkbox at the bottom with the text: **I acknowledge and Accept this application**. This checkbox is a mandatory field and needs to be checked in order to proceed. Check the box by

clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. If this checkbox is left unchecked when trying to continue, an error message will be displayed in a red banner directly above the **Add Recommendation** section.

Click the **Accept, Acknowledge and Continue Application** button to proceed.

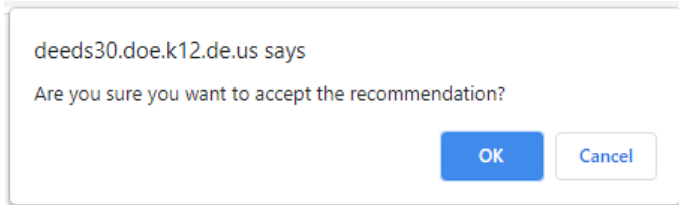


Figure EEM-EUA-04: Emergency Upgrade Acceptance Confirmation Prompt

A confirmation message box is displayed: **Are you sure you want to accept the recommendation?**

Click **OK** button to accept and continue.

Application Data – Emergency Upgrade

The user is directed to the **Application Data** page for review and completion of the application.

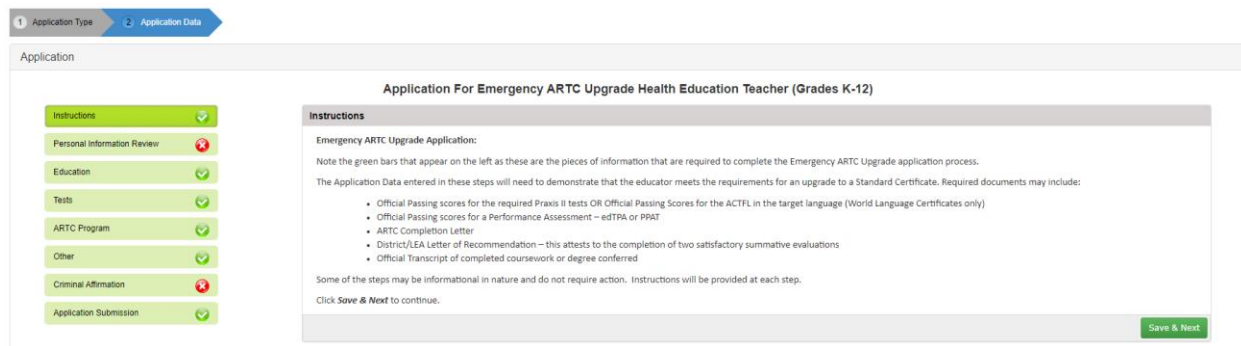


Figure EEM-UAD-01: Emergency Upgrade Application Data

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

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

Click **Save & Next** button.

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

Personal Information Review – Emergency Upgrade

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

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

Personal Information Review

Personal Information Instructions:

The Personal Information that you entered previously is displayed below.

- Please check the information for accuracy and completeness. Update the information as appropriate.
- Ensure 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.
- If changes are made to the information, click **Save/Update**.
- Click **Save & Next** to continue.

First Name * Halley Prefix: -- Select --

Middle Name: Suffix: -- Select --

Last Name * Embers Professional Title: -- Select --

SSN * 737-73-7737 Gender: Male Female Other

DOB * 08/07/1977 Age: 43

Home/Mailing Address

Attn: []

Street Line 1: 737 Frog Pond Rd

Street Line 2: []

City: Middletown State: Delaware Zip: 19709

County/Parish: New Castle Country: United States

Work Phone: (XXX) XXX-XXXX Primary User Email: scd737@mailinator.com

Cell: (737) 737-7377 Secondary Email: joe@email.com

I authorize the Delaware Department of Education to send text messages to the listed cell phone.

Save/Update

Save & Next

Figure EEM-UPI-01: Emergency Upgrade Personal Information Review Bar

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

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

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

Education – Emergency Upgrade

If required for the emergency upgrade, the **Education** bar is highlighted and designated with a green V to signify that the step has been completed, as this information was provided by the District or Charter office. Instructions related to **Education** data entry are displayed.

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

- Instructions ✔
- Personal Information Review ✔
- Education** ✔
- Tests ✔
- ARTC Program ✔
- Other ✔
- Criminal Affirmation ✘
- Application Submission ✔

Education

Education Instructions:

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

[Add Education](#)

Showing 1 to 2 of 2 records.

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	1998	2002				College Transcript (HR & DOE Only)	<input type="checkbox"/>	

[Save & Next](#)

Figure EEM-UED-01: Emergency Upgrade Education Bar

The **Education** data that has already been entered in DEEDS will appear here; otherwise, the table will be blank. Please check the education information for accuracy and completeness.

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

Click the **Add Education** button.

Institution :*

City :*

Degree :*

Start Date :*

Major :

Graduated :

Currently Attending

Student Teaching Completed

School Id :

State :*

End Date :

Minor :

Student ID :

[Save](#)
[Cancel](#)

Figure EEM-UED-02: Emergency Upgrade Add Education Form

Education entry form is presented for entering education related information specific to the emergency extension request.

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 **Education** data.

New education information entered is displayed in the **Education** table at the bottom of the window.

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	1998	2002				College Transcript (HR & DOE Only)	<input type="checkbox"/>	
UNIVERSITY OF DELAWARE	5811	Newark	DE	Graduate-level Coursework	2019						<input type="checkbox"/>	

Figure EEM-UED-03: Emergency Extension Education Table

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

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

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

Tests (optional) – Emergency Upgrade

The **Tests** bar is highlighted and designated with a green v to signify that the step has been completed, as this information was provided by the District or Charter office. All information on the Tests bar is read-only. If Test data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank.

Figure EEM-UTS-01: Emergency Upgrade Tests Bar

Click the **Save & Next** button.

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

ARTC Program (optional) – Emergency Upgrade

If required for the emergency upgrade, the **ARTC Program** bar is highlighted and designated with a green v to signify that the step has been completed, as this information was provided by the District or Charter office.

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

ARTC Program

ARTC Program Instructions:
 Upload the **ARTC Program** documentation that supports the requirements for the application request. Please ensure that the documentation is current and valid prior to uploading. Documents that are uploaded need to be in pdf or image format.

- Click **Add ARTC Program** to add the **ARTC Program** which satisfies the requirements for this application. Click **Save** to save the changes.
- The new ARTC Program data will appear in the record table below. If the information in the table is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.
- Click **Save & Next** to continue.

Showing 1 to 1 of 1 records:

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

Save & Next

Figure EEM-UAR-01: Emergency Upgrade ARTC Program Bar

If **ARTC Program** information has been previously added for the educator, it will appear in the table; otherwise, the table is blank. If data exists, please check the **ARTC Program** information for accuracy and completeness. Any information entered by the District or Charter office is not editable, so no action is required.

Click the **Save & Next** button.

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

Other (optional)– Emergency Upgrade

If required for the emergency upgrade, the **Other** bar is highlighted and designated with a green V to signify that the step has been completed, as this information was provided by the District or Charter office. Instructions related to **Other** data entry are displayed.

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

Other

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

- Click **Add Other** to upload a document. Upload one of the document types listed in the **Document Type** dropdown list. Documents that are uploaded need to be in pdf or image format. Click **Save** to save the changes.
- The new data will appear in the Other record table below. If the information in the table is incorrect or incomplete, click the pencil icon in the **Actions** column to edit the information, as appropriate.
- Click **Save & Next** to continue.

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

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

Add Other

Showing 1 to 1 of 1 records:

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

Save & Next

Figure EEM-UOT-01: Emergency Upgrade Other Bar

The **Other** bar is included to upload additional documentation to support this emergency upgrade application. If documents have already been uploaded, they will appear in the documents table.

This Emergency Upgrade application will need to demonstrate that the requirements for an upgrade to a Standard Certificate have been met. Required documents may include:

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

Please upload any additional documents to support the upgrade review and approval process.

If there is no additional documentation to provide, click the **Save & Next** button to continue and [skip](#) to the next step. Otherwise, follow the instructions in this section to upload **Other** documents.

Click the **Add Other** button.

The screenshot shows a web form for adding other documents. At the top, there are five required fields: 'Type' (dropdown), 'Description' (text), 'State' (dropdown), 'Received Month/Year' (text), and 'Exp. Date' (text). Below these is a table with a blue header containing 'Document Type', 'Date', 'Link', and 'Action'. The table body contains the text 'No Record Found'. At the bottom of the form, there is a section for 'Document Type' (dropdown) and 'Document' (a dashed box for file upload). To the right of the document upload area is a blue button labeled 'Associate Existing Documents' and a text block explaining that if a document has already been uploaded, the user should click 'Associate Existing Documents' to reference the pre-loaded document. At the bottom right of the form are 'Save' and 'Cancel' buttons.

Figure EEM-UOT-02: Emergency Upgrade Add Other Form

Other form is presented for entering information specific to the emergency upgrade application request that does not fit nicely into one of the other data categories. The top section is for entering information specific to the data to be added and the bottom section is for uploading supporting documents related to the **Other** data.

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

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

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

To Associate a document, click the **Associate Existing Documents** button. An **Associate Documents** popup window is displayed for selection of the 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 **Other** document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

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

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

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

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

Type	Description	State	Received Month/Year	Exp. Date	Documents	Actions
A valid CPR & First Aid training	CPR training certificate	DE	02/2020		A valid CPR & First Aid training	

Figure EEM-UOT-03: Emergency Upgrade Other Table

The newly added document listing will appear in the record table.

Click the **Save & Next** button.

Criminal Affirmation – Emergency Upgrade

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

Figure EEM-UCR-01: Emergency Upgrade 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.

The ***I consent to electronic signature*** checkbox is a mandatory field and must be checked in order to proceed. Check the box by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. The ***Signature*** field is also enabled and disabled as the consent checkbox is checked and unchecked, respectively.

Check the ***I consent to electronic signature*** checkbox and 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 EEM-UCR-02: Emergency Upgrade 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 – Emergency Upgrade

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

Figure EEM-UAS-01: Emergency Upgrade Application Submission

The **Emergency Upgrade** application process is complete 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.

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

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

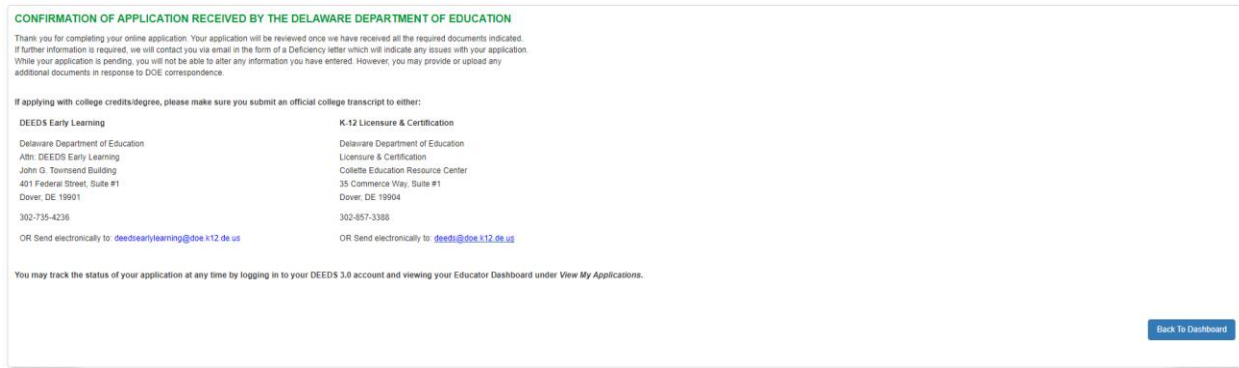


Figure EEM-UAS-02: Emergency Upgrade Application Submission Confirmation

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 **Back To Dashboard** button.

Application Tracker – Emergency Upgrade

User is directed to the **View My Applications** page. The **Emergency Upgrade** application is shown:

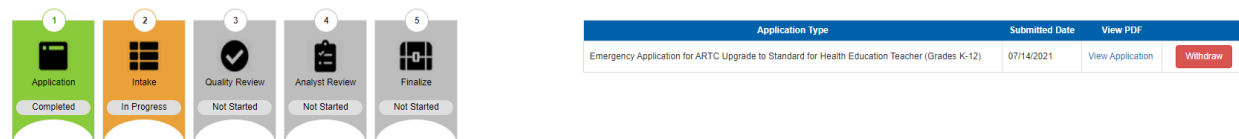


Figure EEM-UAT-01: Emergency Upgrade Application Tracker

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

View Credentials – Emergency Upgrade

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.

There will be a **K-12 Licenses** section showing the following:

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	PA Due Date	Credential Status
Initial License	234653	07/14/2021	07/14/2021	07/14/2025		Issued

ID	App. Complete?	When	Status	Area	Class	Issued	Effective	Expires	Replaced
262160	Yes	07/14/2021	Application Pending	Health Education Teacher (Grades K-12)	Standard				No
262153	Yes	07/14/2021	Issued	Health Education Teacher (Grades K-12)	Emergency	07/14/2021	07/14/2021	06/30/2022	No
262148	Yes	07/14/2021	Replaced	Health Education Teacher (Grades K-12)	Emergency	07/14/2021	07/14/2021	06/30/2021	Yes

Figure EEM-UVC-01: Emergency Upgrade View My Credentials – Application Pending

Note that the **License** appears at the top of the section and shows a status of **Issued**, as the license was issued as part of the **Emergency Certificate Recommendation** process. There are now three entries in the **K-12 Certificate** table, two identified with a **Class of Emergency** and one identified with a **Class of Standard**. The bottom record is for the **Emergency Certificate** that was first issued and shows a **Status of Replaced**. The middle record is for the **Emergency Extension** that replaced the original Emergency Certificate and shows a **Status of Issued**. The top record is for this **Upgrade to Standard** application request and shows a **Status of Application Pending**.

Once the **Emergency Upgrade** 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 Applications** page on the **Educator Dashboard**. The Educator can monitor status and respond to deficiencies, as raised by the DDOE L&C team.

Deficiencies – Emergency Upgrade

For the **Emergency Upgrade** application, deficiencies are handled in exactly the same way as they were handled for the **Emergency Recommendation** 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 – Emergency Recommendation](#) section of this document. Within the instructions and screen shots, simply substitute **Emergency Upgrade** wherever **Emergency Recommendation** is referenced.

Emergency Upgrade Complete

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

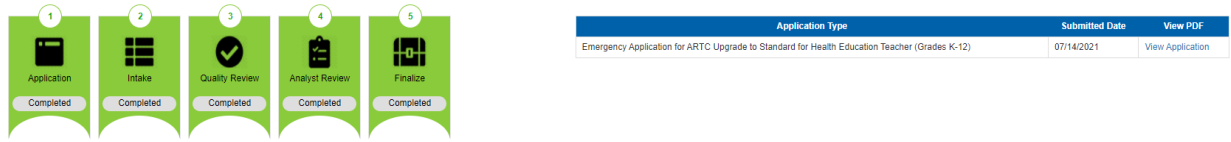


Figure EEM-UAC-01: Emergency Upgrade Application Tracker after Upgrade to Standard Certificate Issued

An email is also sent to indicate that the Emergency 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 – Emergency Application Approval**.

Click **View My Credentials** button on the **Educator Dashboard**. Locate the K-12 Licenses section.

K-12 Licenses

Show All

Credential Definition	Credential No	First Issuance Date	Effective Date	Expiration Date	PA Duo Date	Credential Status
Initial License	234653	07/14/2021	07/14/2021	07/14/2025		Issued

K-12 Certificates

ID	App. Complete?	When	Status	Area	Class	Issued	Effective	Expires	Replaced
262160	Yes	07/14/2021	Issued	Health Education Teacher (Grades K-12)	Standard	07/14/2021	07/14/2021		No
262153	Yes	07/14/2021	Replaced	Health Education Teacher (Grades K-12)	Emergency	07/14/2021	07/14/2021	06/30/2022	Yes
262148	Yes	07/14/2021	Replaced	Health Education Teacher (Grades K-12)	Emergency	07/14/2021	07/14/2021	09/30/2021	Yes

Figure EEM-UAC-01: Emergency Upgrade Credentials after Upgrade to Standard Certificate Issued

The entry at the top of the **K-12 Certificates** table has been updated such that the certificate is listed as **Standard** in the **Class** column and there is no **Expiration Date** in the **Expires** column. Directly below the **Standard** entry is the **Emergency** entry listed as **Emergency** in the **Class** column and with an expiration date in the **Expires** column. The **Status** for the **Standard** Certificate is shown as **Issued** and the **Status** for the **Emergency** Certificate is shown as **Replaced**. It is important to note that the newly issued **Standard** Certificate will not expire, unlike the **Emergency** Certificate that had an expiration date assigned.

Congratulations! The Emergency Upgrade request has been completed successfully.

General Instructions

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

Associate Document

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

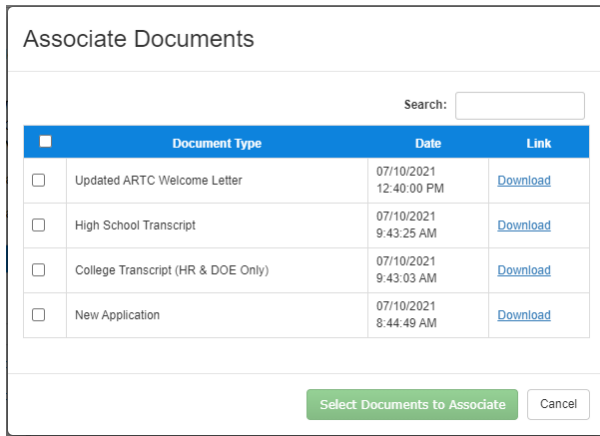


Figure DEM-GAD-01: Associate Document Window

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

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

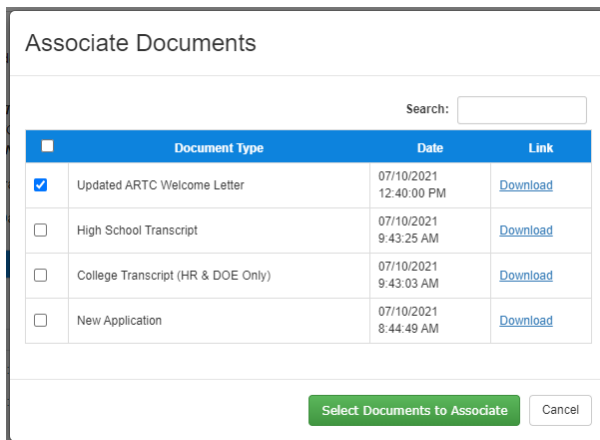


Figure DEM-GAD-02: Associate Document Selection

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

Upload Document

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

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

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

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