

District and Charter School Emergency/COE User Guide

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

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DDOE Licensure & Certification

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Emergency Requirements

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

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

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

DEEDS 3.0 Access

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

If you do not have an EdAccess Account, then you will need to Register an EdAccess Account.

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

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

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

Emergency Recommendation

Click Emergencies & COEs menu to view list of options.

LEA Dashboard	Find Educator	ReviewQ	Emergencies & COEs	LEA Mentoring	Center	Reports
			Emergency Recommend	ations		
			Emergency Extensions			
			Emergency Upgrades			
			91 day Application			

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

Select *Emergency Recommendations* from the dropdown menu options.

User is directed to *Emergency Recommendations* page.

Recommend N	ocommend New Emergency Centificate Existing Emergency Centificate Recommendations												
Search E	Search Existing Recommendations												
		First Name				Last Name							
Date Of Birth : MM/DD/YYYY						SSN							
	Custicate: Select V												
									Search Reset				
L Show	All								Showing 1- 10 of 83 Records 10 - Q				
First Name	Middle Name	Last Name	Date Of Birth	Route	Certricate		Status	District	Action				
Samuel		Embers	07/04/1974	91 day in lieu of student teaching	Health Education Teacher (Grades K-12)			BRANDYWINE SCHOOL DISTRICT	Continue Application Withdraw				
Andrew		Embers	07/10/1980	STS	Skilled and Technical Sciences (STS) Programming and	Software Development (Computer Science)	Issued	BRANDYWINE SCHOOL DISTRICT	٥				

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

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

Click the *Recommend New Emergency Certificate* tab.

Recommend New Emergency Certificate Existing Emerge	ncy Certificate Recommendations										
Emergency / COE Recommendation											
This Emergency/COE Recommendation process is designed to guide you through the progression of steps required to recommend an Emergency Certificate.											
New sections will be added to the page as you move through the steps. During the process, it may be necessary to scroll down to view newly added sections.											
The top section of the page, search Educators, is used to locate a specific educator.											
Emergency/COE Recommendation Instructions:											
Enter search terms in this Search Educator se	Enter search terms in this Search Educator section to find the educator that is being recommended for an Emergency Certificate. Search results are restricted to educators within your school district. Search fields are not case-sensitive. Click Search button to find Educator.										
Click Select button in the Action column of th	e desired educator to continue to next step.										
Search Educators											
First Name :		Last Name :									
Date Of Birth :	MM/DD/YYYY	SSN :									
			Search Cancel								

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

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

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

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

Click the *Search* button.

Recommend New Emergency Certificate Existing E	Emergency Certificate Recommendations										
Emergency / COE Recommendation											
This Emergency/COE Recommendation proce	is Energency/COE Recommendation process is designed to guide you through the progression of steps required to recommend an Emergency Certificate.										
New sections will be added to the page as you	av sections will be added to the page as you move through the steps. During the process, it may be necessary to scroll down to view newly added sections.										
The top section of the page, Search Educators, is used to locate a specific educator.											
Emergency/COE Recommendation Instruction	inergency/COE Recommendation Instructions:										
Enter search terms in this Search Educa	- Inter search terms in this Search Educator section to find the educator that is being recommended for an Emergency Certificate. Search results are restricted to educators within your school district. Search fields are not case-sensitive. Click Search button to find Educator.										
Click Select button in the Action column	Click-Select button in the Action column of the desired educator to continue to next step.										
Search Educators	Search Educators										
First Name :	haley			Last Name :	embers						
Date Of Birth	MM/DD/YYYY			SSN :							
					Search Cancel						
↓ Show All	Showing 1-1 of 1 Records 10 V Q										
First Name M	iddle Name	Last Name	Date Of Birth	SSN	Action						
Haley		Embers	08/07/1977	XXX-XX-7737	Select						

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

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

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

Add Recommendation Emergency Certificate Recommendation Instruc	ctions:										
 select the Route specific to the Emergency Certificate from the dropdown list of option. When Route is selected, acknowledgement checkboxes specific to the Route selected will be dynamically added in this section. select the distribution of the derivation of the Certificate dropdown list of option. The Certificate option are restricted to the content areas that are eligible for an Emergency Certificate based on the Route selected. All of the acknowledgement checkboxes are mandatory fields and must be checked in order to proceed. Click Sove & Confinue to continue. 											
Route:*	- Select -	~	Certificate: *	Select	~						
Notes:											
					Save and Continue Cancel						

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

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

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

Add Recommendation	ctions:			
 Select the <i>Route</i> specific to the Er Select the desired certificate from All of the acknowledgement checi Click <i>Save & Continue</i> to continue 	regency Certificate from the dropdown list of option. When Route is selected, acknowledge the certificate dropdown list. The Certificate options are restricted to the content areas that knows are mandatory fields and must be checked in order to proceed. e.	ement checkboxes specific to the <i>Route</i> selected will t t are eligible for an Emergency Certrificate based on th	oe dynamically added in this section. he <i>Route</i> selected.	
Route:	Select 🗸	Certificate: *	- Select 🗸	
Notes:	- Salet - ARTC Out of Area (Additional) 91 day in lieu of student teaching COE STS			
			Save and Continue Cancel	

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

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

Add Recommendation					
Emergency Certificate Recommendation Instr	ructions:				
 Select the <i>Route</i> specific to the Select the desired certificate fra All of the acknowledgement ch Click <i>Save & Continue</i> to contin 	Emergency Certificate from the dropdown list of option. When Route is selected, acknowledgement checkboxes sp om the Certificate dropdown list. The Certificate options are restricted to the content areas that are eligible for an E eckboxes are mandatory fields and must be checked in order to proceed. ue.	ecific to the <i>Route</i> selected will Emergency Certificate based on t	be dynamically added in this section. the <i>Route</i> selected.		
Route:*	ARTC 🗸	Certificate: *	Select		~
Notes:					
	Educator has a bachelor's degree				
	Employment position requires emergency				
	Educator is employed in the certificate area requested and is the teacher of record.				
				Save and Continue	Cancel

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

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

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

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

All of the acknowledgement checkboxes are mandatory fields and must be checked in order to proceed. Check the boxes by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. If any of the checkboxes are unchecked, an error message will be displayed in a red banner directly above the *Add Recommendation* section. If an error is displayed, click the x in the upper right-hand corner of the red banner to dismiss the error message.

Ad	Id Recommendation								
Em	nergency Certificate Recommendation Instru	actions:							
	 Select the <i>Route</i> specific to the I Select the desired certificate fro All of the acknowledgement che Click <i>Save & Continue</i> to continue 	Emergency Certificate from the dropdown list of optic m the <i>Certificate</i> dropdown list. The <i>Certificate</i> option ckboxes are mandatory fields and must be checked in Je.	on. When <i>Route</i> is selected, acknowledgement checkboxes specifient ns are restricted to the content areas that are eligible for an Emer n order to proceed.	ic to the <i>Route</i> selected will t rgency Certificate based on ti	e dynamically added in this section. ne <i>Route</i> selected.				
	Route:*	ARTC	~	Certificate: *	Health Education Teacher (Grades K-12)		~		
	Notes:								
	Educator has a bachelor's degree Educator has a bachelor's degree Enclorment position requires emergency								
		Educator is employed in the certificate area requested	I and is the teacher of record.						
						Save and Continue	Cancel		

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

Click Save & Continue button to continue.

Application Data – Emergency Recommendation

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

Application For Emergency ARTC License AND Health Education Teacher (Grades K-12)											
Instructions	I	Instructions									
Education	•	Emergency ARTC Recommendation Application:									
ARTC Program	8	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.									
Other	8	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									
Application Submission	3	the application. Click Sove & Next to continue.									
		Save & Next									

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

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

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

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

Click *Save & Next* button.

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

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

Education (optional) – Emergency Recommendation

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

			Application I	For Emerge	ncy ARTC L	icense AND	Health Edu	cation Teacl	her (Grades	K-12)				
Instructions	0							Education						
Education ARTC Program Other Application Submission	0 0 0	Education Inc - C - T - a - P - C - C	Education Instructions:											
		Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
														Save & Next

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

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

Click the **Add Education** button.

Institution :* City :* Degree :* Start Date :* Major : Graduated :		School Id : State : * End Date : Minor : Student ID :	-Select State- YYYYY
Document Type	Currently Attending Student Teaching Completed Date Link No Rec	cord Found	Action
Document Type : * Document : *	-Select DocumentType- Drop file here to upload or click here to browse and sele	ect file(s) to upload.	Associate Existing Documents If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.

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

Education entry form is presented for entering education related information specific to the emergency recommendation application request. The top section is specific to education data specifics and the bottom section is for uploading documentation to support the education.

Complete the required fields specific to *Education* in the top section. Enter the *Institution* where the degree was obtained. Note that while typing, the information is auto-filling with appropriate choices. Select the correct Institution from the list. Enter the remainder of the *Education* information in the

entry fields. The required fields are designated with a red * and include: *Institution, City, State, Degree* and *Start Date*. Dropdown lists are provided for **State**, *Degree* and *Document Type*, offering valid options from which to choose. *Start Date* needs to be entered in *YYYY* format.

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

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

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

If the education document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

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

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

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

Click the *Save* button to save the new *Education* data or click the *Cancel* button to dismiss any changes. Either option will exit edit mode. Validation is performed with the *Save* operation to ensure that all required fields have been populated. If data is not entered for required fields, then an error is displayed in a red banner at the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the banner.

If data is saved, a new record is added to the *Education* table.

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	1998	2002				College Transcript (HR & DOE Only)		/ 0

Figure DEM-RED-03: District Emergency Recommendation Education Table

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

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

Click Save & Next button.

The *Education* bar is designated with a green \vee 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: <u>Experience</u>, <u>Tests</u>, <u>National/Professional Certificate</u>, <u>ARTC Program</u>, <u>Other</u>, <u>Application Submission</u>.

Experience (optional) – Emergency Recommendation

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

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

- Form E Verification of Teaching Experience
- Form T Verification of Student Teaching Program
- Form E/NT Verification of Non-Teaching Experience
- Form C Verification of School Counseling Clinical Experience

A	pplicat	ion For Eme	rgency ST	S Skilled	and Tech	nnical Sc	iences (S	TS) Facili	ity and Mo	bile Equi	pment Ma	aintenanc	e (Aerona	utics/Avi	ation Tech	nician)		
Instructions	0									Expe	rience							
Education	0		Experience In	structions:														
Experience	8			Click Add E	<i>perience</i> to e	nter informa	tion that is re	elevant to you	r background	and the Certif	icate reques	ted. Click Save	e to save chan	ges.				
National/Professional Certificate	8		•	The new Ex	perience data	will appear i	in the Experie	nce record ta	ble below. If t	he informatio	n in the table	is incorrect o	or incomplete,	click the pen	cil icon in the A	Actions colum	in to edit the i	nformation,
ARTC Program	8			Document s	ubmission: • Educator C	Only												
Application Submission	8		Special Notes The following <u>Form E</u> <u>Form T</u> <u>Form C</u>	Click <i>Save &</i> : forms may b <u>- Verificatic</u> <u>- Verificatio</u> <u>- Verificatio</u> <u>- Verificatio</u>	District or Next to cont Next to cont or Teaching ation of Non- n of Student :	If you su All newl expedite charter Schu If you su Alternat file from inue. fy Experience Experience Experience Teaching En Teaching In Counseling 0	bibmitted the y submitted to a this process sol Only bibmitted the lely, you can to your compute e: a sperience For ogram Clinical Expe	documents pr locuments m by choosing 1 documents pr pload a new ter.	eviously and t ust be an offic the appropriat eviously and to Experience do	vish to use thin al, original co e form from t vish to use thi cument. Selec	em for this aj py submittee he list in <i>Spe</i> em for this aj ct the desirec	oplication, chu d directly to yc cial Notes anu oplication, chu i Document T	eck the box un our HR departs of forwarding it eck the box un <i>ype</i> from the <i>i</i>	ider "Use Tov ment or to Li t to the appro- ider "Use Tov dropdown lisi	vard Applicatio censure & Cert ppriate organiz vard Applicatio t and click insic	n". ification and t ation. n". le the docume	then uploaded	L You may
																	Chowing 1 to	D of D records
																Used	Showing 1 to	o or o records.
			Received Date	Work Type	School Type	State	Place	City	Begin Date	End Date	Years	Months	Grade and Subjects	Full Time	Satisfactory Evals	toward Application	Documents	Actions
																	s	ave & Next

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

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

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

Click the Add Experience button.

Work Type :*	-Select Employment Type-		
School Type :	-Select School Type-	Place :*	
State :*	-Select State-	City :*	
Begin Date :*	MM/DD/YYYY	End Date :*	MM/DD/YYYY
Years :		Months :	
Grade and Subjects :		Full Time :	
Satisfactory Evals :		Comments :	
			Save Cancel

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

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

Complete the required fields specific to work *Experience*. The required fields are designated with a red * and include: *Work Type, Place, City, State, Begin Date* and *End Date*. Dropdown lists are provided for *Work Type, School Type* and *State*, offering valid options from which to choose. *Begin Date* and *End Date* need to be entered in *MM/DD/YYYY* format.

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

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

Received Date	Work Type	School Type	State	Place	City	Begin Date	End Date	Years	Months	Grade and Subjects	Full Time	Satisfactory Evals	Used toward Application	Documents	Actions
	Supervised Internship	Private	DE	Tatnall	Hockessin	09/01/2018	06/01/2020	2			Yes	No			10

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

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

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

Click the Save & Next button.

The *Experience* bar is designated with a green \vee 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: <u>Tests</u>, <u>National/Professional Certificate</u>, <u>ARTC Program</u>, <u>Other</u>, <u>Application Submission</u>.

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.

Application For Emergency 91 Day License AND Health Education Teacher (Grades K-12)													
Instructions	I						Те	sts					
Education	I	Test Instructions:	1										
Tests	8	All information or	1 the <i>Tests</i> bar is re	ead-only. If <i>Test</i> da	ita has been addec	to the system for	the Educator, it w	ill appear here; ot	herwise, the table	will be blank.			
Other	8		to continue.										
Application Submission	8			Test Subject	Test Score								
		Test Type	Test Date	Type Name	Туре	Score	Pass?	Entry Method	Load Date	Alt Test Scoring	ACTFL	Documents	Ac

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

Click the Save & Next button.

The *Tests* bar is designated with a green \vee 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: <u>National/Professional Certificate</u>, <u>ARTC Program</u>, <u>Other</u>, <u>Application Submission</u>.

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.

A	pplica	tion For Eme	rgency STS Sk	illed and Techr	ical Sciences (STS) Facility ar	nd Mobile Equip	oment Maintena	ance (Aeronauti	ics/Aviation Teo	:hnician)	
Instructions	0						National/Profes	sional Certificate				
Education	0		National/Profession	onal Certificate Instru	ictions:							
Experience	0		Click A Docum Click S	dd New Nat/Pro Cer nents that are upload	tificate button to ente ed need to be in pdf o	er your certification in or image format.	formation and upload	l your new National B	oard Certificate or lett	er.		
National/Professional Certificate	8		• CICK3	ave to save the chang	çes.							
ARTC Program	8		Special Notes:									
Application Submission	8		Only o You ma	fficial transcripts may ay provide official doo	be submitted for crea cuments directly to th	dentialing. e DDOE, or to your HF	department or HR of	ffice and they can uple	oad them for you.			
			Export Data								Add Ne	w Nat/Pro Certificate
			Туре	Content Area	State	Effective Date	Expiration Date	Description	Status	Used toward Application	Document	Actions
												Save & Next

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

This step is where the National/Professional Certificate is uploaded as proof of the educator's national certification status. If National or Professional Certificate data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank. Please check the information for accuracy and completeness. If no additional certification information needs to be added, click *Save &*

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

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

Type: * Content Area: State: Effective Date: * Description:	Select Select Select MM/DD/YYYY		Expiration Date: *	▼ ▼ ▼ MM/DD/YYYY	
File Description		Document Type	Dat No Reco	te Link rd Found	Action
File Description : Document :*	Drop file he	re to upload or click he	Document Type :* -Se	file(s) to upload.	Associate Existing Documents f a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.
					Save Nat/Pro Certificate Cancel

Click the Add New Nat/Pro Certification button.

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

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

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

The next step is to upload certificate documentation in the form of a pdf or image document. Please ensure that certificate is current and valid. Click the down arrow of the **Document Type** dropdown list in the bottom section and select **Nat./Pro. Certificate** from the **Document Type** dropdown list. Provision of documentation can be done by uploading a new document or associating a document that has already been uploaded to the system.

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

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

If the certification document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

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

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

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

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

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

Туре	Content Area	State	Effective Date	Expiration Date	Description	Status	Used toward Application	Document	Actions
National Vocational Certification	Mathematics/Adolescence and Young Adulthood	DE	01/01/2019	12/30/2024		Pending		Download	ø 🛍

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

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

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

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

Click the Save & Next button.

The *National/Professional Certificate* bar is designated with a green \vee 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: <u>ARTC Program, Other, Application Submission</u>.

ARTC Program (optional) – Emergency Recommendation

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

	Application For Emergency ARTC License AND Health Education Teacher (Grades K-12)														
Instructions	0							ARTC F	Program						
Education	0		ARTC Program Ins	structions:											
ARTC Program	8		Upload the ARTC	ad 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 pdf or image format.											
Other	8		• Cli	 Click Add ARTC Program to add the ARTC Program which satisfies the requirements for this application. Click Save to save the changes. 											
Application Submission	8		• Th ap	 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. 											
			• Cli	ck Save & Next to	continue.								Add ARTC	Program	
													Showing 1 to 0 of	0 records.	
			Program	Start	End	Recommendation District	District Employed	Hire	Recommendation Area	Active Area	Status	Documents	Actions		
				Save & Next											

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

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

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

Click Add ARTC Program button.

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

Program:	Select MM/DD/YYYY	~		
Document Type	Date	Link		Action
		No Record Four	d	
Document Type :*	-Select DocumentType- 🗸			Associate Existing Documents
Document : *	Drop file here to upload or click	here to browse and select file(s) to	upload. If a doc to uplo docume referen button.	ument has already been uploaded, then there is no reason ad it again. In this case, the proper action is to Associate the ent, meaning that the pre-loaded document will be ced. To Associate a document, click the Associate Document
				Save Cancel

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

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

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

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

Program	* Test ARTC Program		~		
Start Date:	* 09/01/2020				
Document Type		Date	Link		Action
			No Record F	Found	
Document Type :*	-Select DocumentType-				Associate Existing Documents
Document :*	91 day letter 92nd day letter Noncredit Course Report STS checklist Student Report Unofficial Test Score Report Unofficial Test Score Report Updated ARTC Letters Updated ARTC Welcome Letter	to upload or click he	ere to browse and select file(s) to upload.	If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.
					Save Cancel

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

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

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

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

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

If the ARTC Program document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

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

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

• Select the desired file and Click **Open**.

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

Program: *	Test ARTC Program	
Start Date:*	Date Link	Action
	No Record Found	
Document Type :*	Updated ARTC Welcom: 🗸	Associate Existing Documents
Document :*	Drop file here to upload or click here to browse and select file(s) to upload.	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.
	Name	Action
]	Updated ARTC Welcome Letter	Ċ
		Save

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

Click the **Save** button to save the new **ARTC Program** data or click the **Cancel** button to dismiss any changes. Either option will exit edit mode. Validation is performed with the **Save** operation to ensure that all required fields have been populated. If data is not entered for required fields, then an error is displayed in a red banner at the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the banner.

If data is saved, a new record is added to the *ARTC Program* table.

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

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

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

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

Click *Save & Next* button.

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

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

Other (optional) – Emergency Recommendation

DDOE Licensure & Certification

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

		Арр	lication For Emergency A	RTC License AND H	ealth Education Teacher (Grades K-12)						
Instructions	0				Other							
Education	0	Other Instructions:										
ARTC Program	0	The Other tab contai	ns documents and data that does no	ot fit nicely in any of the othe	r tab categories.							
Other	8	Click A the ch	Add Other to upload a document. Up langes.	bload one of the document ty	pes listed in the Document Type drop	odown list. Documents th	at are uploaded need to be in	pdf or image format. Click Sav	e to save			
Application Submission	8	The ne Click S	 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. 									
		 Praxis Perfor ACTFL Copy (Course Course 	II Test Attempt, or Pravis II Test Pass mance Assessment Attempt, or Part Test Attempt, or ACTFL Test Passing of Test Registration, or Receipt of Tes evork - Official Transcript ework - Unofficial Transcript, ARTC N	Ing Score ormance Assessment Passing Score at Registration Ion-Credit Course Record, or	i Score ARTC Status			A Showing 1 to 0 of	Add Other			
		Туре	Description	State	Received Month/Year	Exp. Date	Documents	Actions				
								_				
								Sav	re & Next			

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

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

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

Click the Add Other button.

Type:*	Select	~		
Description:*				
State: *	Select	~	Received Month/Year: *	MM/YYYY
Exp. Date:	MM/DD/YYYY			
Document Type	Date	Link		Action
		No Record Foun	d	
Document Type :*	-Select DocumentType-			Associate Existing Documents
Document :*	Drop file here to upload or cl	ick here to browse and select file(s) to	upload.	If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.
				Save Cancel

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

Other entry form is presented for entering information specific to the emergency recommendation application request that does not fit nicely into other data categories. The top section is for entering information specific to the data and the bottom section is for uploading related document.

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

Complete the required fields in the bottom section. Click the down arrow of the *Document Type* dropdown list in the bottom section. The *Document Type* dropdown list options include specific

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

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

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

If the desired document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

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

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

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

Type: Description: State: Exp. Date	A valid CPR & First CPR training certific: Delaware MM/DD/YYYY	Aid training ate	• •	Received Month/Year:*	10/2019		
Document Type		Date	Link			Action	
			No Record	d Found			
Document Type :*	A valid CPR & First Aid t				A	ssociate Existing Documents	
Document :*	Drop file h	ere to upload or click here	to browse and select file	e(s) to upload.	If a document has aire to upload it again. In 1 document, meaning t referenced. To Associa button.	eady been uploaded, then there is in this case, the proper action is to As : hat the pre-loaded document will be at a document, click the Associate at a document, click the Associate .	no reason sociate the De Document
			Name			Action	
			CPR Training Certificate.	.pdf		ů	
						Save	Cancel

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

Click the *Save* button to save the changes.

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

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

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

Click the **Save & Next** button.

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

Application Submission – Emergency Recommendation

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

		Application For Emergency ARTC License AND Health Education Teacher (Grades K-12)
Instructions	0	Application Submission
Education	0	Application Submission Instructions:
ARTC Program	0	 Click the Submit Application button below to submit your application and begin the review process. You can monitor the status of your application on your Educator Dashboard, which will be used as the main communication channel moving forward.
Other	0	
Application Submission	8	
		Submit Application

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

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

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

Click *Submit Application* to complete the application process.

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

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

LEA Dashboard Find Educator ReviewQ Emergencies & COEs LEA Mentoring Center Reports

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

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

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

Managing Emergency Certificate Recommendations

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

Recommend Ne	ew Emergency Cer	tificate Existing Eme	argency Certificate	Recommendations					
Search Ex	kisting Recom	mendations							
		First Name :				Last Name			
		Date Of Birth :	MM/DD/YYY	Ý		SSN			
		District :	BRANDYWI	NE SCHOOL DISTRICT	~	Certificate	: Sel	ect	v
									Search Reset
↓ Show A	All								Showing 1- 10 of 79 Records 10 🗸 Q
First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate		Status	District	Action
Haley		Embers	08/07/1977	ARTC	Health Education Teacher (Grades K-12)		Pending	BRANDYWINE SCHOOL DISTRICT	Withdraw

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

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

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

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

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

	First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action	
	Haley		Embers	08/07/1977	ARTC	Health Education Teacher (Grades K-12)	Accepted	BRANDYWINE SCHOOL DISTRICT	0	
I	gure DEM-MER-02: District Emergency Recommendation – Accepted Status									

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

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

T HOL THURS	initiation realition	Custituino	Date of birth	1 reade	Contribution and the second seco	Cidido	Chourter	1 Control 1
Jonas		Embers	04/09/1981	STS	Skilled and Technical Sciences (STS) Business Information Management (Academy of Business and Information)	Rejected	BRANDYWINE SCHOOL DISTRICT	٥
Figure D	EM-MER-	03: Distr	ict Emerg	ency	Recommendation – Rejected Status			

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

DDOE Licensure & Certification

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

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

First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
Haley		Embers	08/07/1977	ARTC	Health Education Teacher (Grades K-12)	Issued	BRANDYWINE SCHOOL DISTRICT	0
Figure	igure DEM-MER-04: District Emergency Recommendation – Issued Status							

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

Congratulations! The Emergency Recommendation request has been completed successfully.

Emergency Extensions

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

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

A list of Proof or Progress types follows:

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

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

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

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

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

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

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

LEA Dashboa	rd Find Educator	ReviewQ	Emergencies & COEs	LEA Mentoring	Center	Reports	
			Emergency Recommendat	tions			
			Emergency Extensions				
			Emergency Upgrades				
			91 day Application				

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

Select *Emergency Extensions* from the dropdown menu options.

User is directed to *Emergency Extensions* page.

About to expire	Existing Emergency E	xtension Recon	nmendations								
Search Exis	ting Recommen	dations									
	F	irst Name :						Last Name :			
	Dat	e Of Birth :	MM/DD/Y	YYY				SSN :			
								Certificate :	- Select		~
											Search Reset
↓ Show All										Showing 1- 10 of 2	9 Records 10 - Q
First Name	Middle Name	Last Name		Date Of Birth	Route	Certificate			Status	District	Action
Jackson		Embers		07/21/1981	ARTC	Bilingual Teacher (O	3rades K-12)		Accepted	BRANDYWINE SCHOOL DISTRICT	٥

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

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

Click the About to expire tab.

About to expire Existing Emerge	ncy Extension Recomme	endations										
Emergency Extension	ns											
This Emergency Extension pr	is Emergency Extension process is designed to guide you through the progression of steps required to apply for an Emergency Certificate extension.											
New sections may be added t	w sections may be added to the page as you move through the steps. During the process, it may be necessary to scroll down to view newly added sections.											
The top section of the page, 5	e top section of the page, Search Educators, is used to locate a specific educator. The bottom section shows all educators with an Emergency Certificate that is due to expire within 60 days.											
Emergency Extension Instruc	tions:											
 Enter search terms in t to find Educator. 	this Search Educator s	ection to find the educator	that holds an Emergency Ce	ertificate that is due to expire a	nd needs to be extended. Search results are restricted t	o educators within your school district. Search fields are not case-sensitive. Click Search button						
Click Select button in t	he Action column of th	he desired educator to con	tinue to next step.									
Search Educators												
	First Name :				Last Name :							
	Date Of Birth :	MM/DD/YYYY			SSN :							
	Certificate :	Select			*							
						Search Cancel						
↓ Show All						Showing 1-1 of 1 Records 10 V						
First Name Mic	ddle Name	Last Name	Date Of Birth	SSN	Certificate	Expiration Date Action						
Amanda		Embers	07/19/1999	XXX-XX-0719	Middle Level Science Teacher (Grades 6-8)	09/03/2021 Select						

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

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

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

DDOE Licensure & Certification

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

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

Click Search button.

A	bout to expire Existing Em	ergency Extension Recom	mendations						
	Emergency Extens	sions							
	This Emergency Extension	n process is designed to	guide you through the progre	ssion of steps required to ap	ply for an Emergency Certificate	extension.			
	New sections may be add	led to the page as you n	nove through the steps. During	g the process, it may be nece	ssary to scroll down to view nev	vly added sections.			
	The top section of the pa	ge, Search Educators, is	used to locate a specific educ	ator. The bottom section sho	ws all educators with an Emerge	ency Certificate that is due to expire within 60 days.			
	Emergency Extension Ins	tructions:							
	 Enter search terms to find Educator. 	in this Search Educato	r section to find the educator 1	that holds an Emergency Cert	tificate that is due to expire and	needs to be extended. Search results are restricted to	educators within your s	school district. Search	fields are not case-sensitive. Click Search button
	Click Select button	in the Action column o	f the desired educator to cont	inue to next step.					
	Search Educators								
		First Name :	haley			Last Name :	embers		
		Date Of Birth :	MM/DD/YYYY			SSN :			
		Contificato :	Select						
		Certificate .	outer						Search Cancel
	C Show All								Showing 1-1 of 1 Records 10 V Q
	First Name	Middle Name	Last Name	Date Of Birth	SSN	Certificate		Expiration Date	Action
	Haley		Embers	08/07/1977	XXX-XX-7737	Health Education Teacher (Grades K-12)		08/30/2021	Select

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

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

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

Add Recommendation	
Emergency Extension Recommendation Instr	uctions:
 Enter the educator's profession professional growth when appi All of the acknowledgement ch Click Save & Continue to contin 	nal progress information in the Details of proof of progress entry field. This should include specifics related to how the educator has progressed since being granted an Emergency Certificate. It is important to provide proof of ying for an Emergency Certificate extension. eckboxes are mandatory fields and must be checked in order to proceed. ue.
Details of proof of progress: *	
	Employment position requires emergency
	Educator is employed in the certificate area requested and is the teacher of record.
	Save and Continue Cancel

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

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

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

All of the acknowledgement checkboxes are mandatory fields and must be checked in order to proceed. Check the boxes by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. If any of the checkboxes are unchecked, an error message will be displayed in a red banner directly above the *Add Recommendation* section.

Add Recommendation	
Emergency Extension Recommendation Inst	ructions:
 Enter the educator's profession professional growth when app All of the acknowledgement ch Click Save & Continue to conti 	nal progress information in the Details of proof of progress entry field. This should include specifics related to how the educator has progressed since being granted an Emergency Certificate. It is important to provide proof of lying for an Emergency Certificate extension. nee.
Details of proof of progress:*	Educator has made progress towards certification via college coursework and ARTC progress
	Employment position requires emergency
	C Educator is employed in the certificate area requested and is the teacher of record.
	Save and Continue Cancel

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

Click the Save & Continue button to continue.

Application Data – Emergency Extension

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

		Application For Emergency ARTC Extension Health Education Teacher (Grades K-12)
Instructions	8	Instructions
Education	8	Emergency ARTC Extension Application:
Tests	8	Note the green bars that appear on the left as these are the pieces of information that are required to complete the Emergency ARTC Extension application process. 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:
ARTC Program	8	Praxis II Test Attempt, or Praxis II Test Passing Score
Other	8	Performance Assessment Attempt, or Performance Assessment Passing Score ACTFL Test Attempt, or ACTFL Test Passing Score
Application Submission	8	Copy of fest 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. 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.
		Save & Next



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

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

Click *Save & Next* button.

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

Education – Emergency Extension

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

DDOE Licensure & Certification

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

Instructions	I							Education						
ducation	8	Education In	ducation Instructions:											
ests	3	• C • T	 Click Add Education to enter your high school and/or college education. Click Sove 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 										t the	
RTC Program	3	• 11	information, as appropriate. • If you submitted the documents previously and wish to use them for this application, check the box under "Use Toward Application".											
ther	8	• 0	ocument submi	ssion:										
upplication Submission	0	• 0	。 K- lick Save & Nex	 If erection Earling Transition K-1: to continue. 	ntering high scho y Learning must Iscripts uploader 2 Educators mus	ool, you must up : submit their off d into the applic it submit their of	load a high scho icial college trar ation are not co ficial transcript	ol diploma or hi scripts either ele isidered official hrough their HR	gh school stude ectronically or vi and will not be a office, or send	nt transcript. a mail directly f accepted toward t directly to Lice	rom the institutio d certification. ensure & Certifica	on to the Depart ation.	ment of Educatio	n. Colle Add Edu
													Showing 1	to 2 of 2
		Institution	Institution School Id City State Degree Start Date End Date Major Minor Graduated Documents Used loward Application Actions											
		UNIVERSITY OF	5811	Newark	DE	Bachelor	1998	2002				College Transcript (HR & DOE		

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

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

Click the Add Education button.

Institution :* City :* Degree :*	Select Degree-	School Id : State :*	-Select State-
Major :		Minor :	
Document Type	Currently Attending Student Teaching Completed Date Link		Artion
Coolineit type	No Rec	cord Found	
Document Type :* Document :*	-Select DocumentType- V Drop file here to upload or click here to browse and sele	ect file(s) to upload.	Associate Existing Documents If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.
			Save

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

Education entry form is presented for entering education related information specific to the emergency extension application request. The top section is specific to education data specifics and the bottom section is for uploading documentation to support the education.

Complete the required fields specific to *Education* in the top section. Enter the *Institution* where the degree was obtained. Note that while typing, the information is auto-filling with appropriate choices. Select the correct Institution from the list. Enter the remainder of the *Education* information in the

entry fields. The required fields are designated with a red * and include: *Institution, City, State, Degree* and *Start Date*. Dropdown lists are provided for **State**, *Degree* and *Document Type*, offering valid options from which to choose. *Start Date* needs to be entered in *YYYY* format.

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

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

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

If the education document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

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

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

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

Click *Save* button to upload document and save *Education* data.

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

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	1998	2002				College Transcript (HR & DOE Only)		ø 🖞
UNIVERSITY OF DELAWARE	5811	Newark	DE	Graduate- level Coursework	2019							

Figure DEM-EED-03: District Emergency Extension Education Table

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

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

Click Save & Next button.

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

Tests – Emergency Extension

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

		Арр	lication For	Emergency	ARTC Exter	nsion Health	Education	Teacher (Gr	ades K-12)				
Instructions	I						Те	sts					
Education	I	Test Instructions:											
Tests	8	Click Save & Nex	t to continue.	read-only. If lest	data has been a	dded to the syste	m for the Educate	or, it will appear f	nere; otherwise,	the table will be	blank.		
ARTC Program	8												
Other	8	Test Type	Test Date	Test Subject	Test Score	Score	Pace?	Entry Method	Load Data	Alt Test	ACTEL	Documents	Act
Application Submission		iost type	Test Date	Type Name	Туре	GCOILE	1 0331	Ling meanou	Load Date	Scoring		Documenta	1

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

Click *Save & Next* button.

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

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

ARTC Program (optional) – Emergency Extension

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

			Applicat	ion For Emerge	ency ARTC Exte	ension Health E	Education Teac	her (Grades K	-12)				
Instructions	0		ARTC Program										
Education	0	ARTC Program Instru	in Instructions:										
Tests	0	Upload the ARTC Pro	e 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 task will appear to be in the equirements for this application. Click Save to save the changes. - The new ARTC Program task will appear in the record table bools with the information, as appropriate.										
ARTC Program	8	Click The n											
Other	8	Click:	Save & Next to contin	nue.								Add ARTC Progra	
Application Submission	8											Showing 1 to 1 of 1 recor	
		Program	Start	End	Recommendation District	District Employed	Hire	Recommendation Area	Active Area	Status	Documents	Actions	
		Test ARTC Program	09/01/2020		BRANDYWINE SCHOOL DISTRICT	BRANDYWINE SCHOOL DISTRICT		Health Education Teacher (Grades K-12)	Health Education Teacher (Grades K-12)	Active	Updated ARTC Welcome Letter	🖋 Complete Leave 🛍	
												Save & Ne	

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

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

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

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

Click the Add ARTC Program button.

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

Program: Start Date:	Select MM/DD/YYYY	~		
Document Type	Date	Link		Action
		No Record Four	nd	
Document Type :* Document :*	-Select DocumentType-	k here to browse and select file(s) to	upload.	Associate Existing Documents If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.
				Save Cancel

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

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

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

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

Program:	Test ARTC Program		~		
Start Date:	* 09/01/2020				
Document Type		Date	Link		Action
			No Reco	ord Found	
Document Type :*	-Select DocumentType- -Select DocumentType-				Associate Existing Documents
Document :*	91 day letter 92nd day letter Noncredit Course Report STS checklist Student Report Unofficial Test Score Report Unofficial Test Score Report Updated ARTC Letters Updated ARTC Welcome Letter	to upload or click he	re to browse and select	file(s) to upload.	If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.
					Save Cancel

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

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

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

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

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

If the ARTC Program document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

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

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

• Select the desired file and Click **Open**.

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

Program Start Date	Test ARTC Program			
Document Type	Date Link			Action
	No Record Found			
Document Type :*	Updated ARTC Welcome		Associ	ate Existing Documents
Document :*	Drop file here to upload or click here to browse and select file(s) to upload.	If ta da re ba	f a document has already o upload it again. In this c locument, meaning that t eferenced. To Associate a utton.	been uploaded, then there is no reason ase, the proper action is to Associate the he pre-loaded document will be document, click the Associate Documen
	Name			Action
	Updated ARTC Welcome Letter			Ċ
				Save Cance

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

Click the **Save** button to save the new **ARTC Program** data or click the **Cancel** button to dismiss any changes. Either option will exit edit mode. Validation is performed with the **Save** operation to ensure that all required fields have been populated. If data is not entered for required fields, then an error is displayed in a red banner at the top of the section. The error can be dismissed by clicking the x in the upper right-hand corner of the banner.

If data is saved, a new record is added to the *ARTC Program* table.

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

Figure DEM-EAR-05: District Emergency Extension ARTC Program Table

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

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

Click the Save & Next button.

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

Other – Emergency Extensions

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

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

Instructions	0				Other				
Education	0	Other Instructions:							
Tests ARTC Program	© ©	The Other tab contains docu Click Add Oth Save to save to	ments and data that does not er to upload a document. Uplo the changes.	fit nicely in any of the other to bad one of the document type	ab categories. Is listed in the <i>Document Typ</i>	e dropdown list. Docur	nents that are uploaded need	to be in pdf or image for	mat. Click
Other	8	 The new data appropriate. Click Save & I 	Will appear in the Other recor	d table below. If the informat	on in the table is incorrect o	r incomplete, click the j	encii icon in the Actions colun	in to edit the informatio	n, as
		 Praxis II Test A Performance. ACTFL Test Att Copy of Test F Coursework - Coursework - 	Attempt, or Praxis II Test Passin Assessment Attempt, or Perfo tempt, or ACTFL Test Passing S Registration, or Receipt of Test Official Transcript Unofficial Transcript, ARTC No	g Score rmance Assessment Passing S core Registration n-Credit Course Record, or AF	core TC Status				Add Other
								Showing 1 to	0 of 0 records.
		Туре	Description	State	Received Month/Year	Exp. Date	Documents	Actions	Save & Next

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

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

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

If no additional documentation needs to be added, click *Save & Next* button to continue and <u>skip</u> to the next step. Otherwise, follow the instructions in this section to *Add Other* information.

Click the Add Other button.

Type:* Description:* State:* Exp. Date:	Select Select MW/DD/YYYY	v	Received Month/Year.*	MMYYYY							
Document Type	Document Type Date Link Action No Record Found										
Document Type : * Document : *	-Select DocumentType- 🗸	click here to browse and select file(s	s) to upload.	Associate Existing Documents If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.							
				Save Cancel							

Figure DEM-EOT-02: District Emergency Extension Other Form

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

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

The next step is to complete the bottom section by providing supporting information in the form of a pdf or image document. This can be done by uploading a new document or associating a document that has already been uploaded to the system.

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

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

If the desired document has not been associated, then follow the next steps to upload the document for the emergency extension application.

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

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

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

Click the *Save* button to save the changes.

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

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

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

Click the Save & Next button.

The **Other** bar is designated with a green \vee 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.

		Application For Emergency ARTC Extension Health Education Teacher (Grades K-12)	
Instructions	I	Application Submission	
Education	I	Application Submission Instructions:	
Tests	I	 Click the Submit Application button below to submit your application and begin the review process. You can monitor the status of your application on your Educator Dashboard, which will be used as the main communication channel moving forward. 	
ARTC Program	I		
Other	I		
Application Submission	3		
			Submit Applicati

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

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

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

Click *Submit Application* to complete the application process.

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

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

LEA Dashboard Find Educator ReviewQ Emergencies & COEs LEA Mentoring Center Reports

 Recommendation submitted successfully;

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

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

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

Managing Emergency Certificate Extensions

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

1	bout to expire	Existing Emergen	cy Extension Recon	mendations								
	Search Exi	isting Recomm	endations									
			First Name :					Last Name :				
			Date Of Birth :	MM/DD/YYYY				SSN :				
			District :	BRANDYWINE SCH	HOOL DISTRICT	~		Certificate :	- Select -			~
												Search Reset
	L Show A	1									Showing 1- 10 of 30 l	Records 10 V Q
	First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate				Status	District	Action
	Haley		Embers	08/07/1977	ARTC	Health Education Teacher (Grad	es K-12)			Pending	BRANDYWINE SCHOOL DISTRICT	Withdraw

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

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

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

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

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

	First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
	Haley		Embers	08/07/1977	ARTC	Health Education Teacher (Grades K-12)	Accepted	BRANDYWINE SCHOOL DISTRICT	0
F	igure DE	M-MEE-0	2: Distrie	ct Emerge	ncy Extension – Accep	ted Status			

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

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



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

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

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

 First Nume
 Middle Name
 Last Name
 Date of Barbs
 Centrification
 Status
 District
 Action

 Haley
 Embers
 09/07/1977
 ARTC
 Health Education Teacher (Grades K-12)
 Issued
 BRANDYWINE SCHOOL DISTRICT
 Image: Centrification
 Image: Centring
 Image: C

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

Congratulations! The Emergency Extension request has been completed successfully.

Emergency Upgrades

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

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

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

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

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

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

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

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

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

LEA Dashboard	Find Educator	ReviewQ	Emergencies & COEs LEA Mentor	ng Center Reports
			Emergency Recommendations	
			Emergency Extensions	
			Emergency Upgrades	
			91 day Application	

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

Select *Emergency Upgrades* from the dropdown menu options.

User is directed to *Emergency Upgrades* page.

Upgrade to Stand	dard Existing Eme	rgency Upgrade Rec	commendations								
Search Exi	sting Recomme	endations									
		First Name :					Last Name :				
		Date Of Birth :	MM/DD/YYYY				SSN :				
							Certificate :	- Select			~
											Search Reset
C Show A	I									Showing 1-	10 of 31 Records 10 🗸 Q
First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate				Status	District	Action
Susan		Embers	05/29/1981	ARTC	Health Education Teacher (Grad	es K-12)			Issued	BRANDYWINE SCHOOL DISTRICT	0

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

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

Click the Upgrade to Standard tab.

Emergency Upgrades											
This Emergency Upgrade process is designed to a	his Emergency Upgrade process is designed to guide you through the progression of steps required to recommend an upgrade from Emergency Certificate to Standard Certificate.										
New sections may be added to the page as you m	ew sections may be added to the page as you move through the steps. During the process, it may be necessary to scroll down to view newly added sections.										
ve top section of the page, search Educators, is used to locate a specific educator. The bottom section shows all educators with an Emergency Certificate that is due to expire within 60 days.											
Emergency Upgrade Instructions:											
Enter search terms in this Search Educator section to find the educator that is being recommended for an upgrade to standard certificate. Search results are restricted to educators within your school district. Search fields are not case-sensitive. Click Search button to find Educator. Click Select Dutton in the Action column of the desired educator to continue to next step.											
 Click Select button in the Action co 	lumn of the desired educator to continue to next step.	ra deriticate. Search results are restricted to educators within	n your school district. search helds are not case-sensitive. Click Search button to find Educator.								
Click Select button in the Action co Search Educators	lumn of the desired educator to continue to next step.	ro ceruncate, search results are restricted to educators within	n your school district. search heids are not case-sensitive. Click Search button to find Educator.								
Click Select button in the Action of Search Educators	lumn of the desired educator to continue to next step.	ru de funcate. Search results are rescricted to educators within	n your school district, search neids are not case-sensitive. Click search putton to find Educator.								
Click Select button in the Action of Search Educators First Name :	lumn of the desired educator to continue to next step.	u cerumane: search results are result.cen u educators wom	your school district, search neids are not case-sensitive. Click search outton to find Educator.								
Click Select button in the Action co Search Educators First Name : Date Of Birth :	Iumn of the desired educator to continue to next step.	Last Name : SSN :	your school district, search neids are not case-sensitive. Click search button to find Educator.								
Citck select button in the Action or -Search Educators First Name : Date Of Pirth Certificate :	Iumn of the desired educator to continue to next step.	Last Name : SSN :	your school district, search neids are not case-sensitive. Click search button to find Educator.								

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

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

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

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

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

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

Click Search button.

Upgrade to Standard Exist	ng Emergency Upgrade Rec	mmendations											
Emergency Upgra	Emergency Upgrades												
This Emergency Upgrad	This Emergency Upgrade process is designed to guide you through the progression of steps required to recommend an upgrade from Emergency Certificate to Standard Certificate.												
New sections may be ad	vew sections may be added to the page as you move through the steps. During the process, it may be necessary to scroll down to view newly added sections.												
The top section of the p	The top section of the page, Search Educators, is used to locate a specific educator. The bottom section shows all educators with an Emergency Certificate that is due to expire within 60 days.												
Emergency Upgrade Ins	Imergency Upgrade Instructions:												
Enter sea	For a search terms in this Search Educator section to find the educator that is being recommended for an upgrade to standard certificate. Search results are restricted to educators within your school district. Search fields are not case-sensitive. Click Search button to find Educator.												
Click Sele	t button in the Action col	umn of the desired educator to	continue to next step.										
-Search Educators-													
	First Name :	haley			Last Name :	embers							
	Date Of Birth :	MM/DD/YYYY			SSN :								
	Certificate :	- Select			~								
								Search	Cancel				
C Show All	Showing 1-1 of 1 Records 10 V Q												
First Name	Middle Name	Last Name	Date Of Birth	SSN	Certificate		Expiration Date	Action					
Haley		Embers	08/07/1977	XXX-XX-7737	Health Education Teacher (Grades K-12)		06/30/2022	Select					

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

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

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

-Ad Em	ld Recommendation ergency Upgrade Recommendation Instructi	ons:		
	 Enter any information that support All of the acknowledgement chect Click Save & Continue to continue 	rs the upgrade to standard for the educator in the Notes entry field. This should include information that needs to be captured outside the normal Application Data for the upgrade. kboxes are mandatory fields and must be checked in order to proceed.		
	Notes:			
		Educator has two successful summative evaluations with a satisfactory rating		
			Save and Continue	Cancel

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

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

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

All of the acknowledgement checkboxes are mandatory fields and must be checked in order to proceed. Check the boxes by clicking inside the checkbox. A check will appear in the checkbox to indicate that the option is selected. The field acts as a toggle and will check and uncheck each time it is clicked. If any of the checkboxes are unchecked, an error message will be displayed in a red banner directly above the *Add Recommendation* section.

Click the Save & Continue button to continue.

Application Data – Emergency Upgrade

The *Application Data* section is added:

Application For Emergency ARTC Upgrade Health Education Teacher (Grades K-12) Instructions Emergency ARTC Upgrade Application Education 8 Note the green bars that appear on the left as these are the pieces of information that are required to complete the Emergency ARTC Upgrade app Tests The Application Data entered in these steps will need to demonstrate that the educator meets the requirements for an upgrade to a Standard Certificate. Required documents may include ARTC Program Official Passing scores for the required Praxis II tests OR Official Passing Scores for the ACTFL in the target language (World Language Certificates only) Official Passing scores for a Performance Assessment - edTPA or PPAT Other 8 ARTC Comple . on Lette ARIC Completion Letter District/LEA Letter of Recommendation – this attests to the completion of two satisfactory summative evaluations Official Transcript of completed coursework or degree conferred Official Transci Application Submission Some of the steps may be informational in nature and do not require action. Instructions will be provided at each Click Save & Next to continue Save & Next

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

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

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

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

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

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

Click the Save & Next button.

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

Education – Emergency Upgrade

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

			, de la marcia de	in or Emerg		opgrade in		aon reache	(/				
uctions	O							Education						
lucation	8	Education Inst	tructions:											
ests	8	• Cli • Th	ick Add Educatio	n to enter your h data will appea	high school and/o r in the Education	r college education record table bel	on. Click <i>Save</i> to ow. If the inform	save the changes ation in the table	is incorrect or in	complete, click th	ne pencil icon in t	he Actions colum	n to edit the info	ormation, as
ARTC Program	3	ap • If ' • Or	ppropriate. you submitted th nly official transc	e documents pro ripts may be sub	eviously and wish mitted for creder	to use them for tialing.	this application,	check the box un	der "Use Toward .	Application".				
Julier	U	• Do	ocument submiss	sion:										
		• CI	• K-1:	Early uploa Educators K-12 I Ko continue.	Learning must su ided into the appi Educators must si	bmit their officia lication are not cr ubmit their officia	l college transcrip onsidered official al transcript thro	ots either electro and will not be a ugh their HR offic	nically or via mail iccepted toward o e, or send it direc	directly from the ertification.	e institution to th	e Department of	Education. Colle Showing	Add Education 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)		/0
														Save & Next

Application For Emergency APTC Ungrade Health Education Teacher (Grades K 12)

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

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

Click the **Add Education** button.

Institution :*		School Id :	
City :*		State :*	-Select State-
Degree :*	-Select Degree-		
Start Date :*	YYYY	End Date :	YYYY
Major :		Minor :	
Graduated :	MM/DD/YYYY	Student ID :	
	Currently Attending Student Teaching Completed		
Document Type	Date Link		Action
	No Rec	cord Found	
Document Type :* Document :*	-Select DocumentType-	ect file(s) to upload.	Associate Existing Documents If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.
			Save Cancel

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

Education entry form is presented for entering education related information specific to the emergency extension application request. The top section is specific to education data specifics and the bottom section is for uploading documentation to support the education.

Complete the required fields specific to *Education* in the top section. Enter the *Institution* where the degree was obtained. Note that while typing, the information is auto-filling with appropriate choices.

Select the correct Institution from the list. Enter the remainder of the *Education* information in the entry fields. The required fields are designated with a red * and include: *Institution, City, State, Degree* and *Start Date*. Dropdown lists are provided for **State**, *Degree* and *Document Type*, offering valid options from which to choose. *Start Date* needs to be entered in *YYYY* format.

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

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

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

If the education document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

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

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

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

Click *Save* button to upload document and save *Education* data.

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

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	1998	2002				College Transcript (HR & DOE Only)		1
UNIVERSITY OF DELAWARE	5811	Newark	DE	Graduate- level Coursework	2019					College Transcript (HR & DOE Only)		ø 🖬

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

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

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

Click the *Save & Next* button.

The *Education* bar is designated with a green \vee 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: <u>Tests</u>, <u>ARTC Program</u>, <u>Other</u>, <u>Application Submission</u>.

Tests (optional) – Emergency Upgrade

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

truttoris Test Instructions: tata Click Save & Mext to continue. ter Click Save & Mext to continue. ter Click Save & Mext to continue. test instructions (click Save & Mext to continue. Test Skipled: test instructions (click Save & Mext to continue. Test Skipled: test instructions (click Save & Mext to continue. Test Skipled: test instructions (click Save & Mext to continue. Test Skipled: test instructions (click Save & Mext to continue. Test Skipled: test instructions (click Save & Mext to continue. Test Skipled: test instructions (click Save & Mext to continue. Test Skipled: test instructions (click Save & Mext to continue. Test Skipled: test instructions (click Save & Mext to continue. Test Skipled: test instructions (click Save & Mext to continue. Test Skipled: test instructions (click Save & Mext to continue. Test Skipled: test instructions (click Save & Mext to continue. Test Skipled: test instructions (click Save & Mext to continue. Test Skipled: test instructions (click Save & Mext to continue. Test Skipled: test instructions (click Save & Mext to continue. Test Skipled:	truttons Image: construction of the sets of the set o		
Education Cest Instructions: 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. Cest Starte Room Room Room Room Room Room Room Roo	Education Itest Instructions: Tests Call Information on the Yests' bar is read-only. If Yest data has been added to the system for the Educator, it will appear here; otherwise, the table will be blank. Click Sove & Next to continue. ARTC Program Call Other Call Application Submission Call Test Type Test Subject Test Type Test Subject Test Type Test Subject Test Subject Test Subject Test Type Test Subject	Instructions	I
Test O ARTC Program Citck Save & Next to continue. Other O Application Submission Test Type Test Date Test Skore Pass? Entry Method As Tiert AcTFL Documents	Tests Q ARTC Program Q Other Q Application Submission Q Test Type Test Subject Test Source Plass? Entry Method Load Date All Test Source J	Education	۲
Chter 2 Chter	Chter 3 Cher 3 Cher 3 Cher 3 Cher 4 C	Tests ARTC Program	8
Test Type Test Date Test Subject Frest Socie Score Pass? Entry Method Load Date AT Test Scoring ACTFL Documents	Test Type Test Date Test Store Score Pass? Entry Method Load Date ATTEX ACTFL Documents . Application Submission Image: Control of the state Type Name Type Score Pass? Entry Method Load Date ATTEX ACTFL Documents .	Other	8
		Application Submission	8

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

Click *Save & Next* button.

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

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

ARTC Program (optional) – Emergency Upgrade

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

			Application	For Emergen	icy ARTC Upg	rade Health I	Education Te	eacher (Grade	s K-12)			
Instructions	0						ARTC F	Program				
Education	۲	ARTC Program In	structions:									
Tests	0	Upload the ARTC to be in pdf or im	Program docume lage format.	ntation that supp	orts the requiremen	ts for the applicat	ion request. Pleas	e ensure that the do	ocumentation is c	urrent and valid p	rior to uploading. [Documents that are uploaded need
ARTC Program	8	• Cl	ick Add ARTC Prog	ram to add the Ai	RTC Program which	satisfies the requi	rements for this a	pplication. Click Sav	e to save the char	nges.	e Actions column	to edit the information as
Other	8	ap • Cl	propriate. ick Save & Next to	continue.		e below. If the line			complete, ener a	ie peneirieon in a	C Actions column	to cont the morniation, as
Application Submission	8											Add ARTC Program
												Showing 1 to 1 of 1 records.
		Program	Start	End	Recommendation District	District Employed	Hire	Recommendation Area	Active Area	Status	Documents	Actions
		Test ARTC Program	09/01/2020		BRANDYWINE SCHOOL DISTRICT	BRANDYWINE SCHOOL DISTRICT		Health Education Teacher (Grades K-12)	Health Education Teacher (Grades K-12)	Active	Updated ARTC Welcome Letter	Complete
												Save & Next

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

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

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

Complete ARTC Program

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

Program:	* Test ARTC Program		~		
Start Date:	* 09/01/2020		End	Date:*	IM/DD/YYYY
Document Type		Date	Link		Action
Updated ARTC Welcome Letter		07/14/2021 9:08:17 AM	Download		Ċ.
Document Type :*	-Select DocumentType- 🗸				Associate Existing Documents
Document : *	Drop file he	re to upload or click here to b	owse and select file(s) to upload.	If a to the ref Do	a document has already been uploaded, then there is no reason upload it again. In this case, the proper action is to Associate a document, meaning that the pre-loaded document will be erenced. To Associate a document, click the Associate <i>ucument</i> button.
					Save Cancel

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

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

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

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

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

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

If the *ARTC Completion Letter* has not been associated, then follow the next steps to upload the document for the emergency upgrade application.

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

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

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

Click Save button to upload document and save ARTC Completion data.

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

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

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

Add ARTC Program

Click Add ARTC Program button.

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

Program: Start Date:	Select MM/DD/YYYY	~		
Document Type	Date	Link		Action
		No Record Found		
Document Type :*	-Select DocumentType- 🗸			Associate Existing Documents
Document : *	Drop file here to upload or clic	k here to browse and select file(s) to uple	pad.	If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.
				Save Cancel

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

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

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

The next step is to complete the bottom section by providing *ARTC Program* related information in the form of a pdf or image document. This can be done by uploading a new document or associating a document that has already been uploaded to the system.

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

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

If the ARTC Program document has not been associated, then follow the next steps to upload the document for the emergency extension application.

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

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

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

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

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

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

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

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

Click *Save & Next* button.

The **ARTC Program** bar is designated with a green \vee 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: <u>Other</u>, <u>Application Submission</u>.

Other (optional) – Emergency Upgrade

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

Instructions	0				Other				
Education	0	Other Instructions:							
Tests	0	The Other tab contains doc	uments and data that does not	t fit nicely in any of the other	tab categories.	lesse list Descente that		lf in format, click com	
ARTC Program	0	click Add Ott changes. The new data	a will appear in the Other reco	rd table below. If the informa	tion in the table is incorrect or incom	plete click the pencil icon	in the Actions column to edit	the information as appropria	to save the
Other	8	Click Save &	Next to continue.	to table below. If the morns	norm the table is incorrect or incom	piete, click the pencil ton	in the Actions column to earc	ure mormation, as appropria	ite.
Application Submission	8	Praxis II Test Performance ACTFL Test A Copy of Test Coursework Coursework	Attempt, or Praxis II Test Passi Assessment Attempt, or Perf ttempt, or ACTFL Test Passing: Registration, or Receipt of Test - Official Transcript - Unofficial Transcript, ARTC N	on Socre mmance Assessment Passing Score Registration on-Credit Course Record, or A	Score			Showin 1 to 0.	Add Other
		Туре	Description	State	Received Month/Year	Exp. Date	Documents	Actions	
								Sa	ive & Next

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

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

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

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

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

If no other documentation needs to be added to support the emergency upgrade, then click **Save & Next** button to continue and <u>skip</u> to the next step. Otherwise, follow the instructions in this section to **Add Other** documentation.

Click the **Add Other** button.

Type: ' Description: ' State: ' Exp. Date	Select Select : MM/DD/YYYY	v v	Received Month/Year:*	MM/YYYY
Document Type	Date	Link No Record Four	nd	Action
Document Type :* Document :*	-Select DocumentType- Drop file here to upload or clici	chere to browse and select file(s) to	upioad.	Associate Existing Documents If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.
				Save Cancel

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

Other entry form is presented for entering information specific to the emergency recommendation application request that does not fit nicely into other data categories. The top section is for entering information specific to the data and the bottom section is for uploading related document.

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

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

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

To Associate a document, click the *Associate Existing Documents* button. An *Associate Documents* popup window is displayed for selection of the *ARTC Program* document to be associated. The documents shown are those that have been added to the system for the educator. Select the document by clicking inside the checkbox associated with the desired entry. A check will appear in the checkbox to indicate that the document is selected. Click the *Select Documents to Associate* button to save the

information or the *Cancel* button to exit the operation without saving data. If necessary, refer to the <u>Associate Document</u> section for a detailed description of the how to associate a document.

If the desired document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

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

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

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

Туре:	* A valid CPR & First Aid training	~							
Description:	* CPR training certificate								
State:	* Delaware	~	Received Month/Year: *	10/2019					
Exp. Date	: MM/DD/YYYY								
Document Type	Date	Link			Action				
	No Record Found								
Document Type :*	A valid CPR & First Aid t 🗸			As	ssociate Existing Documents				
Document : *	Drop file here to upload or click here to browse and select file(s) to upload. If a document has already to upload it again. In this document, meaning that referenced. To Associate a button.								
		Name			Action				
	CF	PR Training Certificate.pdf			Û				
					Save Cancel				

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

Click the *Save* button to save the changes.

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

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

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

Click the Save & Next button.

The **Other** bar is designated with a green \vee 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.

		Application For Emergency ARTC Upgrade Health Education Teacher (Grades K-12)	
Instructions	0	Application Submission	
Education	0	Application Submission Instructions:	
Tests	0	 Click the Submit Application button below to submit your application and begin the review process. You can monitor the status of your application on your Educator Dashboard, which will be used as the main communication channel moving forward. 	1
ARTC Program	0		
Other	0		
Application Submission	8		

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

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

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

Click *Submit Application* to complete the application process.

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

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

LEA Dashboard	Find Educator	ReviewQ	Emergencies & COEs	LEA Mentoring Center
✓ Recommenda	tion submitted succe	ssfully.		

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

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

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

Managing Emergency Upgrade Recommendations

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

Upgrade to Standa	ard Existing Emer	gency Upgrade Reco	mmendations									
Search Exis	ting Recommen	ndations										
		First Name :	Last Name :									
		Date Of Birth :	MM/DD/YYYY				SSN :					
		District :	BRANDYWINE SCH	DOL DISTRICT	~	c	Certificate : -	- Select				
										Search Reset		
C Show All	Show All Showing 1-10 of 32 Records 10 V Q											
First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate			Status	District	Action		
Haley		Embers	08/07/1977	ARTC	Health Education Teacher (Grades	K-12)		Pending	BRANDYWINE SCHOOL DISTRICT	Withdraw		

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

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

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

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

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

 First Nume
 Midde Name
 Last Name
 Date Of Birls
 Route
 Centrate
 Status
 Detect
 Addon

 Hatey
 Embers
 650719377
 ARTC
 Health Education Teacher (Grades K-12)
 Accepted
 BRANDYWINE SCHOOL DISTRICT
 Image: Centrate School Distri

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

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

First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	Reason	District	Action
Luke		Embers	10/03/1983	COE	Special Education Teacher of Students with Disabilities (Grades K-12)	Rejected		BRANDYWINE SCHOOL DISTRICT	0
Figure DE	gure DEM-MEU-03: District New Emergency Upgrade – Rejected Status								

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

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

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

 First Nume
 Mode
 Last Nume
 Date Of Birth
 Rode
 Centificate
 Status
 Debid
 Action

 Haley
 Embers
 08/07/1977
 ARTC
 Health: Education Teacher (Grades K-12)
 Issued
 BRANDYWINE SCHOOL DISTRICT
 Issued

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

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

DDOE Licensure & Certification

Congratulations! The Emergency Upgrade request has been completed successfully.

91-Day Application

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

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

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

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

Via the EdAccess dashboard, click the DEEDS 3.0 icon.

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

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

LEA Dashboard	Find Educator	ReviewQ	Emergencies & COEs	LEA Mentoring	Center	Reports
			Emergency Recommend	ations		
			Emergency Extensions			
			Emergency Upgrades			
			91 day Application			

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

Select 91 day Application from the dropdown menu options.

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

91 Day Application	Existing 91 Day A	pplication							
Search Exis	ting Recommen	dations							
		First Name :				Last Name :			
	D	ate Of Birth :	MM/DD/YYYY			SSN			
						Certificate :	- Select		~
									Search Reset
Show All								Showing 1	9 of 9 Records 10 V Q
First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate		Status	District	Action
Lars		Andersson	04/22/1982	91 Day Application	Marketing Education Teacher (Grades 9-12, also va	alid grades 6-8 in a Middle School)	Issued	BRANDYWINE SCHOOL DISTRICT	0

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

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

Click the **91 Day Application** tab.

31 Day Application				
nis 91-Day Application process is designed to	s guide you through the progression of steps required to create and	d submit a 91-Day Application, as a pre-requisi	te for the 91 day in lieu of student teaching o	ption and being issued an Initial License and an Emergency Certificate.
MINDER: The 91 day applicant must have a icial studies, or special education. This option d Emergency Certificate, the educator must	regionally accredited Bachelor degree and be employed as a long- n may not be used in lieu of internships or practica required by tea complete an additional 15 semester credit hours of coursework in	term substitute teacher, in one assignment, du cher or specialist licensure or certificate areas. the content area (at least six of those credits n	rring the entire 91 day period. This is not an o Relevant Praxis II test in content area must al nust be in pedagogy) as determined by the LEJ	ption for individuals teaching elementary, English language arts, mathematics, sci Iso be passed prior to the end of the 91 day period. Upon issuance of an Initial Lie A/Department agreement.
ew sections will be added to the page as you	move through the steps. During the process, it may be necessary t	to scroll down to view newly added sections.		
te top section of the page, Search Educators,	, is used to locate a specific educator.			
-Day Application Instructions:				
Day Application Instructions: • Enter search terms in this Searc find Educator. • Click Select button in the Action	b Educator section to find the educator that is being recommended column of the desired educator to continue to next step.	d for the 91 days option. Search results are res	tricted to educators within your school district	t and unemployed educators. Search fields are not case-sensitive. Click Search but
-Day Application Instructions: • Enter search terms in this Searc find Educator. • Click Select button in the Action Search Educators	It Educator section to find the educator that is being recommende i column of the desired educator to continue to next step.	d for the 91 days option. Search results are res	tricted to educators within your school district	t and unemployed educators. Search fields are not case-sensitive. Click Search but
-Day Application Instructions: - Enter search terms in this Searc find Educator. - Click Select button in the Action Search Educators	It followator section to find the educator that is being recommende i column of the desired educator to continue to next step.	d for the 91 days option. Search results are res	tricted to educators within your school district	t and unemployed educators. Search fields are not case-sensitive. Click Search but
Day Application Instructions: Enter search terms in this Searc find Educator: Cick Select button in the Action iearch Educators First Name :	It Educator section to find the educator that is being recommende a column of the desired educator to continue to next step.	d for the 91 days option. Search results are res	tricted to educators within your school district	t and unemployed educators. Search fields are not case-sensitive. Click Search but
Day Application Instructions: • Enter search terms in this Search find Educators • Citck Select Futton in the Action Search Educators First Name : Date Of Birth :	It Educator section to find the educator that is being recommende column of the desired educator to continue to next step.	d for the 91 days option. Search results are res	tricted to educators within your school district Last Name :	t and unemployed educators. Search fields are not case-sensitive. Click Search but

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

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

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

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

Click the *Search* button.

9	Day Application Existing 91 Day A	Application							
	91 Day Application								
	This 91-Day Application process	is designed to guid	le you through the j	progression of steps required to	create and submit a 91-Day Applicati	ion, as a pre-requisite for the 91 day in li	ieu of student teaching En	ergency Certificate.	
	New sections will be added to the page as you move through the steps. During the process, it may be necessary to scroll down to view newly added sections.								
	The top section of the page, Search Educators, is used to locate a specific educator.								
	91-Day Application Instructions:								
	Enter search terms	s in this Search Ed	acator section to fir	d the educator that is being rec	ommended for an Emergency Certific	ate. Search results are restricted to educ	ators within your school d	strict. Search fields are not case-sensitive.	Click Search button to find Educator.
	Click Select button Search Educators	n in the Action colu	mn of the desired e	educator to continue to next step	p.				
	Search Educators								
		First Name :	oliver				Last Name : er	nbers	
		Date Of Birth :	MM/DD/YYYY				SSN :		
		Certificate :	Select			~			
									Search Cancel
	Show All								Showing 1-1 of 1 Records 10 🗸
	First Name	Middle Name		Last Name	Date Of Birth	SSN	Certificate	Expiration Date	Action
	Oliver			Embers	07/01/1981	XXX-XX-1701			Select

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

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

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

ndation					
y Application Recommendation	on				
ect the desired certificate from ter the <i>Start Date</i> , as this is the ck <i>Save & Continue</i> to continu	n the <i>Certificate</i> dropdown list. The Certificate options e day that the timer will start for the required 91 days. e.	are restricted to the content areas that are eligible for a !	91-Day Application.		
Certificate: *	Select		~		
Start Date: *	MM/DD/YYYY		End Date:	MM/DD/YYYY	
Notes:					
					10
					Save and Continue Cancel
r y e te	Iddition Application Recommendati to the desired certificate fror tr the <i>Start Date</i> , as this is th <i>Start Date</i> , as this is the <i>Certificate</i> * Start Date. * Notes:	Idelion	Idelion	Idelion	Idelion

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

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

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

Click the Save & Continue button to continue.

Application Data – 91 Day Application

The *Application Data* section is added:

		Application For 91 Day Application
Instructions	8	Instructions
Education	3	Emergency 31-Day Application:
0.0	-	Note the green bars that appear on the left as these are the pieces of information that are required to complete the 91-Day application process.
Other	U	Some of the steps may be informational in nature and do not require action. Instructions will be provided at each step.
Application Submission	3	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.
		Save & Next

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

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

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

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

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

Click the Save & Next button.

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

Education – 91 Day Application

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

					Applicati	on For 91 Da	ay Applicati	on						
Instructions	0							Education						
Education Other Application Submission	0 0 0	Education instructions:								ormation, as ege transcripts				
			lick Save & Next	 K-12 I to continue. 	ducators must s	ubmit their offici	al transcript thro	ugh their HR offic	e, or send it dire	ctly to Licensure	& Certification.			
														Add Education
													Showing	1 to 0 of 0 records.
		Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
														Save & Next

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

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

Click Add Education button.

Institution : * City : *		School Id : State :*	-Select State-
Degree :*	-Select Degree-		
Start Date :*	YYYY	End Date :	YYYY
Major :		Minor :	
Graduated	MM/DD/YYYY	Student ID :	
	Currently Attending Student Teaching Completed		
Document Type	Date Link		Action
	No Re	cord Found	
Document Type ;* Document :*	-Select DocumentType- Drop file here to upload or click here to browse and select	t file(s) to upload.	Associate Existing Documents If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document
			button.

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

Education entry form is presented for entering education related information specific to the emergency extension application request. The top section is specific to education data specifics and the bottom section is for uploading documentation to support the education.

Complete the required fields specific to *Education* in the top section. Enter the *Institution* where the degree was obtained. Note that while typing, the information is auto-filling with appropriate choices. Select the correct Institution from the list. Enter the remainder of the *Education* information in the entry fields. The required fields are designated with a red * and include: *Institution, City, State, Degree* and *Start Date*. Dropdown lists are provided for **State**, *Degree* and *Document Type*, offering valid options from which to choose. *Start Date* needs to be entered in *YYYY* format.

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

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

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

If the education document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

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

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

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

Click *Save* button to upload document and save *Education* data.

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

Institution	School Id	City	State	Degree	Start Date	End Date	Major	Minor	Graduated	Documents	Used toward Application	Actions
UNIVERSITY OF DELAWARE	5811	Newark	DE	Bachelor	2000	2004				College Transcript (HR & DOE Only)		10

Figure DEM-EED-03: District Emergency Extension Education Table

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

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

Click the *Save & Next* button.

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

Other – 91 Day Application

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

Application For 91 Day Application

Instructions	0				Other				
Education	0	Other Instructions:							
Other Other Application Submission	 ♥ ♥	Other Instructions: The Other tab contains doc the changes. • The new dat • Click Add Ob • Click Save & For emergency extensions a • Praxis II Test • Performance • ACTFL Test A • Copy of Test • Coursework	uments and data that doe ther to upload a document wet to continue. and upgrades, <i>Proof of Pro</i> Attempt, or Praxis II Test A Assessment Attempt, or ACTFL Test Pas Registration, or Receipt o - Official Transcript, AR	s not fit nicely in any of the of L Upload one of the documen record table below. If the info pagress is required to demonst Passing Score Performance Assessment Pass sing Score T fest Registration TC Non-Credit Course Record,	her tab categories. t types listed in the <i>Document Type</i> d rmation in the table is incorrect or inc ate that the educator is making progr ing Score or ARTC Status	ropdown list. Dacuments omplete, click the pencil ess towards certification	: that are uploaded need to be in	ı pdf or image format. Clici dit the information, as app Proof of Progress include.	c Save to save ropriate. Add Other
								Showing 1 to	0 of 0 records.
		Туре	Description	State	Received Month/Year	Exp. Date	Documents	Actions	
									Save & Next

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

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

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

Click the Add Other button.

Type:*	Select		~		
Description:*	•				
State: *	Select		~	Received Month/Year: *	MM/YYYY
Exp. Date:	: MM/DD/YYYY				
Document Type		Date Link			Action
			No Record Found		
Document Type : *	-Select DocumentType- V				Associate Existing Documents
Document :*	Drop file here to	o upload or click here to browse a	and select file(s) to up	load.	If a document has already been uploaded, then there is no reason to upload it again. In this case, the proper action is to Associate the document, meaning that the pre-loaded document will be referenced. To Associate a document, click the Associate Document button.
					Save Cancel

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

Other entry form is presented for entering information specific to the emergency recommendation application request that does not fit nicely into other data categories. The top section is for entering information specific to the data and the bottom section is for uploading related document.

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

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

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

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

If the desired document has not been associated, then follow the next steps to upload the document for the emergency recommendation application.

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

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

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

Click the *Save* button to save the changes.

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

Document Type	Date	Link	Action
91 day letter	04/01/2021 10:58:30 AM	Download	Ŭ

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

Click the Save & Next button.

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

Application Submission – 91 Day Application

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

Instructions	0	Application Submission	
Education	0	Application Submission Instructions:	
Other	0	 Click the Submit Application button below to submit your application and begin the review process. You can monitor the status of your application on your Educator Dashboard which will be used as the main communication channel moving forward. 	
Application Submission	8	······································	
			Submit

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

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

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

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

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

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

LEA Dashboard	Find Educator	ReviewQ	Emergencies & COEs	LEA Mentoring Center
✓ Recommenda	ation submitted succ	assfully.		x
		2. D:-+-	dat 01 Day Ar	rliantics Subscience Confirmation

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

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

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

Managing 91 Day Applications

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

91 Day Application	Existing 91 Day Applic	ation								
Search Existin	ig Recommendat	ions								
	Firs	t Name :				Last	Name :			
	Date	Of Birth :	MM/DD/YYYY				SSN :			
		District :	BRANDYWINE SCHOO	L DISTRICT	~	Certi	ficate : - S	elect		~
										Search Reset
Show All									Showing 1- 10 of 28	Records 10 V Q
First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate			Status	District	Action
Oliver		Embers	07/01/1981	91 Day Application	Health Education Teacher (Grades K-12)			Pending	BRANDYWINE SCHOOL DISTRICT	Withdraw

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

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

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

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

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

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

	First Name	Middle Name	Last Name	Date Of Birth	Route	Certificate	Status	District	Action
	Lars		Andersson	04/22/1982	91 Day Application	Marketing Education Teacher (Grades 9-12, also valid grades 6-8 in a Middle School)	Issued	BRANDYWINE SCHOOL DISTRICT	0
F	igure DI	EM-M91-	02: Distr	rict 91 Da	y Application	– Issued Status			

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

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

General Instructions

This section contains detailed instructions for operations that are shared across all emergencies. The individual emergency recommendation type sections contain high-level descriptions of the operations, but here the instructions are provided in more details, including screen shots, if applicable.

Associate Document

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

Document Type Da	
07/40/202	ate Link
Updated ARTC Welcome Letter 12:40:00	PM Download
High School Transcript 07/10/202 9:43:25 Al	M Download
College Transcript (HR & DOE Only) 07/10/202 9:43:03 Al	M Download
New Application 07/10/202	1 M Download

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 <u>Upload</u> <u>Document</u>.

Associate Documents										
		Search:								
	Document Type	Date	Link							
	Updated ARTC Welcome Letter	07/10/2021 12:40:00 PM	Download							
	High School Transcript	07/10/2021 9:43:25 AM	Download							
	College Transcript (HR & DOE Only)	07/10/2021 9:43:03 AM	Download							
	New Application	07/10/2021 8:44:49 AM	Download							
		Select Documents to Asso	Cancel							

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**.