



HB97 PERMIT APPLICATION REQUIREMENTS and DEEDS OPERATIONS

	1523 Long-Term Substitute Permit	1525 Intern Permit	1526 Contractor Permit	1527 Student Support Personnel Permit
Employee of LEA?	Yes or No	No, unless employed simultaneously as a paraeducator	No	Yes or No
Who	Employed, either full time or part time, in a long-term substitute teacher, long-term substitute specialist, or long-term paraeducator position in a district or charter school.	“Intern” means a person who is completing a post-secondary capstone clinical experience or residency to become licensed as an educator or an individual who is completing a clinical experience for a license issued under Title 24. An intern may be paid or unpaid.	“Contractor” means a person who is not otherwise licensed or permitted under specific code or Title 24 and who is employed or self-employed for compensation and contracts with a school district or charter school in Delaware to provide direct services to students,	“Student support personnel” means a public-school employee or contracted employee who works in a student instructional support or behavior support role and is not otherwise licensed.
Documents for Application	- Official transcripts from highest level of education completed - Completed application	Form 1525 Intern Authorization Form OR IHE authorizing letter - Unofficial Transcript(s) - Completed application	Form 1526 Contractor Authorization Form - Verification of identity (license, state identity card, or passport) - Completed application	- Official transcripts reflecting a minimum of a bachelor’s degree or higher in prescribed area - Or bachelor’s degree in any area with 2 years of full-time work experience on Form E/NT – Verification of Non-Teaching Experience Form in a human services field. - Experience as a Behavior Para may be counted after req’d 40-hr training is completed and submitted on either Behavior Interventionist – State Training Behavior Interventionist – District Training form(s) - Completed application
Duration	5 years	1 year ending 6/30	1 year ending 8/31	5 years
Reissue/ Renew/ Replace	5 year renewal upon application; no requirements for renewal	Replace for extenuating circumstances or for completion of internship in next school year.	Replace if: - Employed with same contracting agency w/proof of 10 hours of contracted work in previous year OR - Employed with new agency w/proof of 10 hours training w/current employer. - Lapse of 1 year of employment w/proof of 10 hours training w/current employer	5 year renewal upon application if: 15 clock hours of PD within 5 years prior are submitted
Notifications of expiration	Yes (90,60,30, Expired)	Yes – 1 time; 30 days	Yes (60, 30, Expired)	Yes (90,60,30, Expired)
Included in LEA Reimbursement Report	No	No	No	Yes
Include on Unpermitted Report	No	No	No	Yes
Data Available	Internal Report for DOE	Internal Report for DOE; shared with IHEs through Ed Ex office)	*NEW* Report available to DOE and LEAs	Internal Report for DOE