

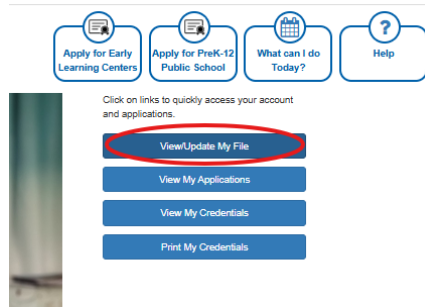
DPR PROFESSIONAL LICENSE/CERTIFICATE DOCUMENTATION INSTRUCTIONS

The DPR Professional License/Certificate Documentation Instructions are designed to guide you through the steps required to properly document your professional credentials in DEEDS. All Division of Professional Regulation (DPR) license holders and all nationally recognized license/certificate holders are required to maintain current credential documentation in DEEDS.

Via the EdAccess or ClassLink dashboard, click the DEEDS 3.0 icon. ****Instructions to apply for an EdAccess account are listed on the second page.***

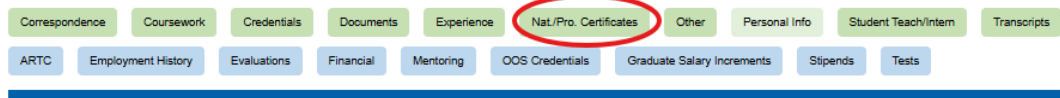
Uploading professional license/certificate

On the Educator Dashboard, select **View/Update My File**.

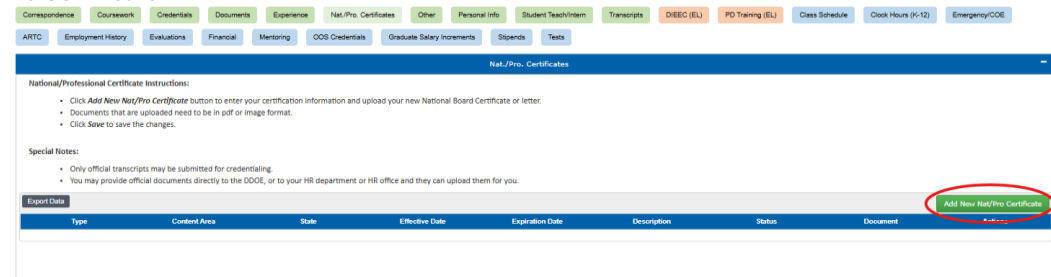


Select **Nat./Pro. Certificates** from the tab options.

The educator's data is divided into 3 categories: **Green = K-12 & Early Learning**; **Orange = Early Learning only**; **Blue = K-12 only**.



Select Add New Nat/Pro Certificate



Please complete all highlighted fields, where applicable, to ensure the information is accurate and complete.

National/Professional Certificate Instructions:

- Click **Add New Nat/Pro Certificate** button to enter your certification information and upload your new National Board Certificate or letter.
- Documents that are uploaded need to be in pdf or image format.
- Click **Save** to save the changes.

Special Notes:

- Only official transcripts may be submitted for credentialing.
- You may provide official documents directly to the DDOE, or to your HR department or HR office and they can upload them for you.

Type	Content Area	State	Effective Date	Expiration Date	Description	Status	Document
No Record Found							

File Description: File Type: File Name: Date: Link: Action:

File Description: Document Type: Associate Existing Documents

Drop file here to upload or click here to browse and select file(s) to upload.

Save Nat/Pro Certificate

Select **Save Nat/Pro Certificate** to upload the file to the DEEDS profile. Once uploaded, the document will appear in the **Nat/Pro Certificates** tab.



EdAccess and ClassLink Access Instructions

Step-by-step instructions for accessing EdAccess and ClassLink

Delaware K-12 district and charter school staff

- If you work at a Delaware K-12 public or charter school, use your school's Single Sign-on (ClassLink) to access your applications. You do not need to apply for a separate EdAccess account.
- If you have trouble logging in or need help with your account, contact your school's technology department. The Delaware Department of Education cannot assist with account management or login issues for K-12 public or charter school users.

Existing EdAccess Users (not currently employed at K-12 district or charter school)

- If you do not work at a K-12 public or charter school but already have an EdAccess account and need technical support, please contact the technology department here: <https://education.delaware.gov/forms/program-assistance/>

Create an EdAccess account and access DEEDS

The first step to becoming a Delaware educator is for candidates to first create an EdAccess account. Once your account has been created and verified, you can login to DEEDS to submit the appropriate documentation/application(s).

- Go to: <https://education.delaware.gov/educators/child-care-licensing-and-careers/educator-credentialing/credentialing-application-deeds/>
- Scroll down to 'Apply for Educator Credentialing in DEEDS' and select the box 'Register for an EdAccess Account'

Apply for Educator Credentialing in DEEDS

To access DEEDS you must have an EdAccess account.

If you already have an EdAccess Account:

- With DEEDS application access
- Requesting DEEDS application access

LOG INTO EDACCESS

If you do not have an EdAccess account and are one of the following:

- New to Early Learning
- New to K-12 or non-state employee
- Unemployed K-12

If you are Early Learning you will select eLearning from the Account Type drop-down.

If you are K-12 you will select eLearning from the Account Type drop-down.

REGISTER FOR AN EDACCESS ACCOUNT

If you are employed in a K12 Public or Charter School:

Please contact your technology department to access your local Single Sign-On Solution (ClassLink) for applications. You do NOT need to apply for an EdAccess account.

The DDOE cannot assist you directly with account management or login issues, support requests should be sent to your technology department.

- **Select eLearning as the account type from the drop-down menu when completing the application.** Complete remaining application requirements and submit.
- Please allow 24-48 hours for the account to be created and to receive the next steps to access DEEDS once your account is ready.
- Once the EdAccess account is verified you will select the box 'Log into EdAccess' to request DEEDS application access.

<https://education.delaware.gov/educators/child-care-licensing-and-careers/educator-credentialing/credentialing-application-deeds/>