

LONG-TERM SUBSTITUTE PERMIT APPLICATION INSTRUCTIONS

The Long-Term Substitute Permit application instructions are designed to walk you through the progression of steps required to apply for a Long-Term Substitute Permit. Holders of this permit are employed, either full time or part time, in long-term substitute teacher, long-term substitute specialist, or long-term substitute paraeducator positions in Delaware public schools unless: the individual holds a valid and current educator license and certificates, or is otherwise licensed and permitted under Title 24, or the individual works for less than 12 consecutive weeks in 1 public school.

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

User is directed to Educator Dashboard.

Apply for Long-Term Substitute Permit

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

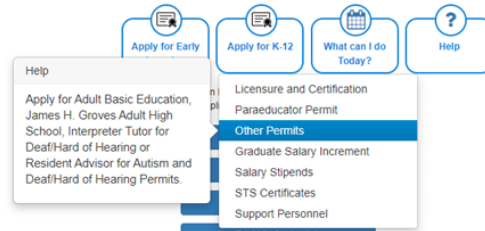


Figure GA1-MNU-01: Other Permits Menu Selection

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

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

Select Other Permits from the dropdown menu options.

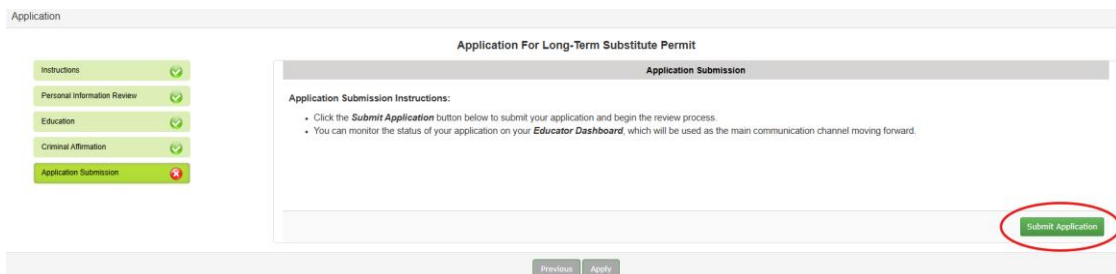
Application Type selection page; select **Apply for a Long-Term Substitute Permit** and select **Next**

Select the Permit type that you are applying for from the list of options. Options that you are not eligible for are disabled.

- ☐ Apply for a Paraeducator Permit and/or Certificate
- ☐ Apply for an Adult Education Permit
- ☐ Apply for a Resident Advisor in the Statewide Programs for Autism and for the Deaf/Hard of Hearing Permit
- ☐ Apply for an Interpreter Tutor for the Deaf/Hard of Hearing Permit
- ☐ Apply for an Upgrade to a Adult Basic Education (ABE), Level 2 Permit
- ☐ Apply for an Upgrade to a James H. Groves Adult High School, Level 2 Permit
- ☐ Apply for a Classroom Aide Permit
- ☐ Apply for a Student Support Personnel Permit
- ☐ Apply for an Intern Permit
- ☐ Apply for a Contractor Permit
- ☒ Apply for a Long Term Substitute Permit

Previous Next

Navigate through all prompts to ensure information is accurate (a green check mark should appear at each section).



The screenshot shows the 'Application For Long-Term Substitute Permit' form. On the left, there is a sidebar with a progress indicator showing: Instructions (checked), Personal Information Review (checked), Education (checked), Criminal Affirmation (checked), and Application Submission (not checked). The main content area is titled 'Application Submission' and contains the following text: 'Application Submission Instructions: 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.' At the bottom right of the form, there is a green button labeled 'Submit Application' which is circled in red.

Select **Submit Application**. Once the application is submitted you will see a confirmation page.



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 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/>