



Experience-Based Licensing Framework for Early Childhood Review Checklist

Implemented 06/30/2026;

Last modified 08/07/2026

The Experience-Based Licensing Plan is a limited time plan to ensure that qualified teachers currently working in Delaware schools can efficiently move from non-licensed status to licensed status to conform to the provisions of HB 97.

Instructions:

1. Please complete sections 1 and 2. Applicants who do not meet all the requirements outlined in Section 2 are required to complete the Emergency section 3.
2. A candidate who meets the minimum requirements may be submitted for the Secretary's consideration for a license. Submission does not confirm issuance.
3. Educator minimum requirements (1) hired prior to September 1, 2025, (2) holds a Bachelor's Degree or higher, (3) has completed the content area requirements for the certificate.
4. Employer must submit this form by October 15, 2026, along with the appropriate Secretary of Education Review Request form for a candidate to be considered for an EBL.
5. All relevant documents must have been uploaded to candidate's DEEDS account prior to submission.
6. Educators who earn an emergency certificate must complete their plan within 3 years and submit annual proof of progress.
7. All credits must be earned from an accredited college as indicated in the specific regulation.
8. Special education, administration, and specialist certificates are not available through this process.
9. Once this form has been completed, attach it to the Secretary of Education Review Request Form. Submit both completed documents together to the DEEDS mailbox for review.

SECTION 1					CANDIDATE DEMOGRAPHICS	
					Complete this section for all candidates.	
Candidate Name					Date	
DEEDS Person ID						
Hire Date						
Certificate Area Sought						
District or Charter School					Hire Date	
Degree Held and Major						
Employing Authority Name						
Employing Authority Signature						
LEA is requesting the following certificate for this Candidate (Check one)			☐	License and Standard Certificate (Fully completed Section 1 and 2)	☐	License and Emergency Certificate (Fully completed Section 1 and partially completed Section 2)
SECTION 2						
CERTIFICATE REQUIREMENTS THAT HAVE BEEN COMPLETED BY CANDIDATE						
Complete this section with all requirements that have been completed.						
Requirement Area	Requirement Complete Both	List Information		Document/ Verification	DDOE Review	
Experience Requirement Educator must meet both requirements	☐ 3 years of teaching experience AND	List district/charter, assignment(s) and years of service		Verification in DEEDS: ☐ Employment is as indicated ☐ Educator was employed as a teacher of record in PHRST	☐ Meets Requirement ☐ Does Not Meet Requirement	
		Year	School			
		Year	School			
		Year	School			
	☐ Minimum of 2 successful summative evaluations	List school and year(s) of evaluations		☐ Attach most recent evaluation	☐ Meets Requirement ☐ Does Not Meet Requirement	
		Year	School			
		Year	School			

Content Knowledge Requirement <i>Educator must have completed this requirement</i>	☐ 15 credits of Early Childhood coursework	List courses Below <table border="1"> <thead> <tr> <th>Couse#</th> <th>Course Title:</th> <th>Institute of Higher Education</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Couse#	Course Title:	Institute of Higher Education																☐ Official transcript	☐ Meets Requirement ☐ Does Not Meet Requirement
Couse#	Course Title:	Institute of Higher Education																				
Pedagogical Knowledge Requirement <i>Educator must have completed one of these options</i>	OPTION #1 ☐ 15 credits in teaching that include six (6) credits in pedagogy AND ☐ Six (6) credits in evidence-based literacy List completed teaching courses here	List courses below <table border="1"> <thead> <tr> <th>Course #</th> <th>Course Title:</th> <th>Institute of Higher Education</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Course #	Course Title:	Institute of Higher Education										☐ Official transcript	☐ Meets Requirement ☐ Does Not Meet Requirement						
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List literacy completed courses here	<table border="1"> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>																					
OPTION #2 ☐ 15 credits in teaching that include six (6) credits in pedagogy AND List completed teaching courses here List completed pedagogy courses here	List courses below <table border="1"> <thead> <tr> <th>Course#</th> <th>Course Title:</th> <th>Institute of Higher Education</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Course#	Course Title:	Institute of Higher Education													☐ Official transcript	☐ Meets Requirement ☐ Does Not Meet Requirement				
Course#	Course Title:	Institute of Higher Education																				
☐ LETRS Training 1 & 2 may fulfill the literacy requirement if the applicant already has 15 teaching credits	☐ LETRS Certificate	☐ Meets Requirement ☐ Does Not Meet Requirement																				

Instructions:

Complete this section if the candidate does not yet fulfill the requirements of a standard certificate but intends to complete those requirements in the next three (3) years or less. Annual proof of progress must be submitted by the educator and annual requests for the emergency certificate must be submitted by the district or charter school.

SECTION 3 EMERGENCY PLAN: CERTIFICATE REQUIREMENTS THAT WILL BE COMPLETED BY CANDIDATE						
<i>List only the institute of higher education and the specific courses that the candidate will undertake to complete certification requirements.</i>						
Requirement Area	Requirement Complete Both	List Information		Document/ Verification	DDOE Review	
Experience Requirement Plan <i>Educator must meet both requirements</i>	☐ 1 year of teaching experience AND	List district/charter, assignment(s) and years of service already completed		Verification in DEEDS: ☐ Employment is as indicated ☐ Educator was employed as a teacher of record in PHRST	☐ Meets Requirement ☐ Does Not Meet Requirement	
		Year	School			
		Year	School			
	☐ Minimum of 2 successful summative evaluations	List school and year(s) of evaluations that have already been completed		☐ Attach most recent evaluations	☐ Meets Requirement ☐ Does Not Meet Requirement	
		Year	School			
		Year	School			
Content Knowledge Requirement	REQUIREMENTS MUST HAVE BEEN FULLY MET PRIOR TO APPLICATION					
Pedagogical Knowledge Requirement Plan <i>Educator must complete one of these options. Select the option that the candidate will complete to fulfill this requirement.</i>	☐ 15 credits in teaching that include six (6) credits in pedagogy AND	List courses below		Institute of Higher Education	Meets Requirement	
		Course #	Course Title:		Yes	No
	☐ Six (6) credits in evidence-based literacy				☐	☐
					☐	☐
	List planned teaching credits here				☐	☐
					☐	☐
	List planned pedagogy credits here				☐	☐
					☐	☐
	List planned literacy courses or PD here				☐	☐
					☐	☐

EDUCATOR ACKNOWLEDGEMENT

By signing below, I acknowledge that I have reviewed this plan, understand its requirements, and have agreed to meet all outlined expectations.

Candidate Signature: _____ **Date** _____

LEA ACKNOWLEDGEMENT

By signing below, I acknowledge that I have reviewed this plan and will support the candidate in meeting all outlined expectations.

Employing Authority Signature: _____ **Date** _____

DOE EVALUATION AND COMMENTS

To be completed by L&C only

Requirement Area	Meets Requirement		Does Not Meet Requirement		Additional Documentation Needed	
	Standard	Emergency	Standard	Emergency	Standard	Emergency
Experience	☐	☐	☐	☐	☐	☐
Content Knowledge	☐	☐	☐	☐	☐	☐
Pedagogy Knowledge	☐	☐	☐	☐	☐	☐
Evaluator Findings	☐ Issue Standard ☐ Issue Emergency ☐ Incomplete application					
Comments:						
Reviewer	Date					