



Experience-Based Licensing Framework for Middle and Secondary 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 a 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	
<i>Complete this section for all candidates.</i>							
Candidate Name						Date	
DEEDS Person ID							
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 <i>(Check one)</i>	☐	License and Standard Certificate <i>(Fully completed Section 1 and 2)</i>			☐	License and Emergency Certificate <i>(Fully completed Section 1 and partially completed Section 2)</i>	

SECTION 2						CERTIFICATE REQUIREMENTS THAT HAVE BEEN COMPLETED BY CANDIDATE			
<i>Complete this section with all requirements that have been satisfied.</i>									
Requirement Area	Requirement Complete Both	List Information		Document/ Verification	DDOE Review				
Experience Requirement <i>Educator must have completed one of these options</i>	Option 1 ☐ At least 91 student contact days with 2 successful observations at least 30 days apart	<i>List district/charter, observations</i>		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						
	Option 2 ☐ 2 successful summative evaluations	<i>List school and year(s) of evaluations</i>		☐ Attach most recent observations ☐ Attach most recent eval	☐ Meets Requirement ☐ Does Not Meet Requirement				
		Year	School						
		Year	School						

Content Knowledge Requirement <i>Educator must have completed one of these options</i>	Option 1 ☐ Passage of Praxis (required for Standard)	Test #	Test Name:		☐ In DEEDS	☐ Meets Requirement ☐ Does Not Meet Requirement
	Option 2 ☐ 24 credits in content area coursework (required for emergency)	List courses below	Course Title:	Institute of Higher Education	☐ Official transcript	
		Course#				
Option 3 ☐ Hold an Education Studies degree (required for emergency)	Conferred	Institute of Higher Education		☐ Official transcript	☐ Meets Requirement ☐ Does Not Meet Requirement	
Pedagogical Knowledge Requirement <i>List any education or teaching coursework taken</i>	☐ Complete 15 credits in teaching that include 6 credits in pedagogy List completed teaching courses here	List courses below	Course Title:	Institute of Higher Education	☐ Official transcript	☐ Meets Requirement ☐ Does Not Meet Requirement
		Course#				
	List completed pedagogy courses here					

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 one of these options for a standard certificate</i>	☐ At least 91 student contact days with	List district/charter, observations that have been completed		Verification in DEEDS: ☐ Employment is as indicated ☐ Educator was employed as a teacher of record in PHRST ☐ Attach 2 successful observations	☐ Meets Requirement ☐ Does Not Meet Requirement	
	☐ 2 successful observations at least 30 days apart	Year	School			
	Year	School				
Content Knowledge Requirement	REQUIREMENTS MUST HAVE BEEN FULLY MET PRIOR TO APPLICATION					
Pedagogical Knowledge Requirement Plan <i>In addition to coursework listed in Section 2.0, list any remaining courses the educator plans to take to complete requirements</i>	☐ Complete 15 credits in teaching that include 6 credits in pedagogy	List courses below		Institute of Higher Education	Meets Requirement	
		Course #	Course Title:		Yes	No
	List planned teaching courses here				☐	☐
					☐	☐
					☐	☐
	List planned pedagogy courses 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					