



# Welcome to the Delaware First Online Application Public Information Session

August 2018



Delaware  
Department of Education

# What's Changing

- Key differences in the application process include:
  - The applicant will need to create an IMS Account
  - The applicant will be able to print their own Verification of Experience Forms
  - The applicant will be able to upload documentation
  - The applicant will be able to follow the status of their application online
  - The applicant will be able to print their own qualification certificate

# Benefits

- Online Application = faster application processing time
- Confirmation that application was received
- Communication sent via email
- Ability to go online to check the status of a pending application
- Ability to print qualification certificate – past and present
- Self-management of personal information, education, training, and work experience

# The Process

- Step 1: Apply for an IMS Account
- Step 2: Log into the DE First online application and complete your Profile, Education, and Professional Development (PD) Training
- Step 3: Complete Experience - Print Verification of Experience form - Administrator verify and sign - Applicant sign
- Step 4: Upload documents
- Step 5: Apply for qualification certificate
- Step 6: Check the status of your qualifications application at any time
- Step 7: Print certificate

# Apply for an IMS Account

## Request New Delaware First Account

Please fill out the following fields in order to request a new account for Delaware First.

Email	<input type="text" value="test@test.com"/>
First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Smith"/>
Middle Name	<input type="text"/>
What is your birthday?	<input type="text" value="01/01/1900"/>
What is the last four digit of your SSN?	<input type="text" value="1234"/>
Additional Security Question	<input type="text" value="What color was your first car?"/> <input type="button" value="v"/>
Additional Answer	<input type="text" value="white"/>

Accept Terms

This system is for use only by employees of the Department of Education (DOE) and its authorized clients. To protect the system from unauthorized or inappropriate use and to ensure that it is functioning properly, the system is monitored by system administrators at the DOE. By using this system, you expressly consent to such monitoring and waive any privacy claim. Unauthorized or inappropriate use may result in the termination of access to the system. Evidence of possible criminal activity will be disclosed to the appropriate law enforcement agency. Anyone using this system expressly consents to comply with the State of Delaware's acceptable use policy. Violation of this policy may result in termination of access to the system and, in the case of employees of the DOE, disciplinary action up to and including dismissal.

1. Go to the following URL:

<https://pubapps.doe.k12.de.us/sso/petitionacctdpec.aspx>

2. Fill out the requested information and select the 'Accept Terms' checkbox and select 'Submit'.

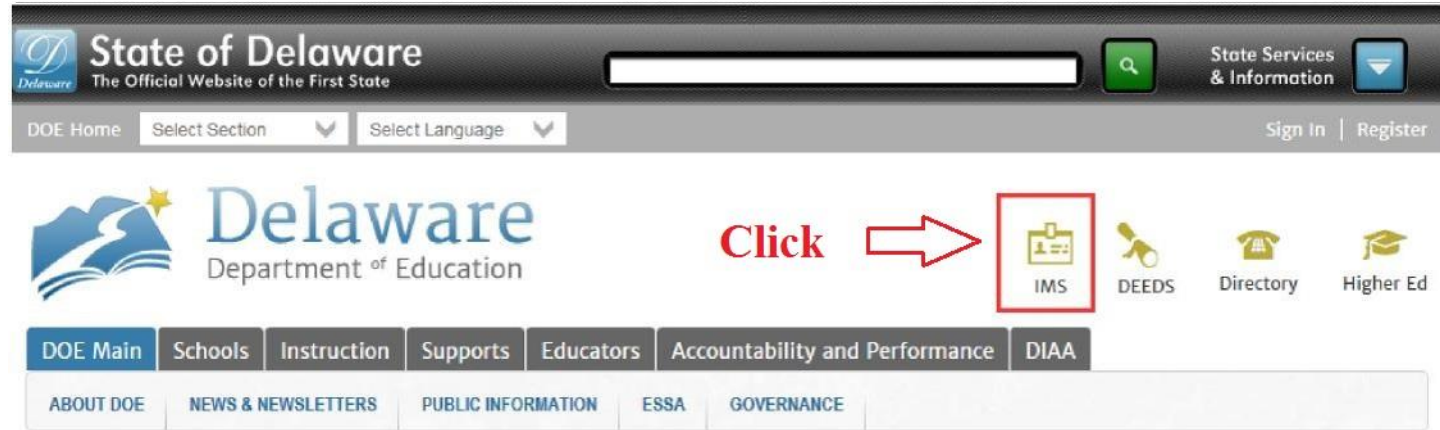
3. You will receive an email confirmation that your request has been received.

4. You will receive a second email confirmation when your request has been approved (or denied).



# IMS Account Access on DOE Homepage

Go to the Delaware Department of Education website: [www.doe.k12.de.us](http://www.doe.k12.de.us)



Type in your  
username and  
temporary password  
sent to you in the  
email confirmation.



# DE First Application Icon

Delaware Department of Education

Welcome Tineal.DeLaCruz

Identity Management System

Request Applications Application Contacts Change Password

Search for your application here

**Click**

Delaware First


For technical support please call the Technology Operations main line at 302-735-4140 or enter in a DOE Help Desk ticket.

Delaware Department of Education | State of Delaware


Delaware Department of Education ©

All data needs prior authorization before being disclosed, Consult your manager before sharing or disclosing data from the website

# Online Application Home Page




State of Delaware  
The Official Website of the First State



Delaware  
Department of Education

Welcome

[Early Learning](#)



IMS

[Home](#) [Profile](#) [Online Help and Resources](#)

### Home

Welcome to the Office of Early Learning. The Office of Early Learning is responsible for the oversight of early childhood and school-age qualifications programs, known as Delaware First. Anyone who would like to work in an early childhood licensed facility or a school-age program must hold a qualification certificate from Delaware First. If you have any questions, please contact us at [delawarefirst@doe.k12.de.us](mailto:delawarefirst@doe.k12.de.us).

To begin the application process, please click on the "Profile" tab above.

Delaware Department of Education

401 Federal Street, Suite 2  
Dover, DE 19901-3639  
1-302-735-4000

[Nondiscrimination Statement](#)

Nondiscrimination Statement



# Profile

- Profile
- Name & Address
- Contact Info
- Personal Info
- K12 Cert. Info
- Education
- PD Training
- Experience
- Upload
- Apply
- Status
- Certificate
- Delaware First
- K12

### Early Learning

Step 1 of 14 - Name & Address -

- Profile
- Name & Address
- Contact Info
- Personal Info
- K12 Cert. Info
- Education
- PD Training
- Experience
- Upload
- Apply
- Status
- Certificate

First Name   
To request a name change email  
delawarefirst@doe.k12.de.us

Middle Name

Last Name   
To request a name change email  
delawarefirst@doe.k12.de.us

Apt#

Street

Street2

City

State

Zip

County

Country

Next

Navigating your profile is easy and fun!  
Just fill in the blanks and click "Next".

Click Here

# Profile (continued)

Profile

Name & Address

Contact Info

Personal Info

K12 Cert. Info

Email  **Personal email**

Phone 1

Phone 2

Back Next

Entering an email is mandatory. This will be the new form of communication for all DE First updates and notifications.

Profile

Name & Address

Contact Info

Personal Info

K12 Cert. Info

SSN

DOB

Gender

Profile

Name & Address

Contact Info

Personal Info

K12 Cert. Info

Do you have a Delaware K12 (DEEDs) Certificate?  **Click**

Back Next

# Education

Early Learning

Step 5 of 14 - Education - Tineal delacruz

Profile

Name & Address

Contact Info

Personal Info

K12 Cert. Info

Education

Education

PD Training

Experience

Upload

Apply

Status

Education

+ Add

<< 1 >>

25

Search Filter your results by typing search text

Showing records 1 to 2 of 2 records

Degree	School Name	Month	Graduation Year		
Associate	Community College of the Air Force	April	2017		
High School	Homestead High School	June	2011		

Showing records 1 to 2 of 2 records

Back

Next

Click here

Edit here

View here

CLICK

The Education section includes:

- High school
- College

You may only enter one high school

You may enter multiple colleges and universities

You may Add, Edit or View information

**NOTE:** You may only edit information during the application process – once submitted you will no longer be able to edit

# PD Training

Early Learning

Step 6 of 14 - PD Training

- Profile
- Education
- PD Training
- PD Training
- Experience
- Upload
- Apply
- Status
- Certificate

Professional Development Training

25 Search Filter your results by typing search text

Showing records 1 to 0 of 0 records

No records found for the search criteria

Showing records 1 to 0 of 0 records

Back Next

**+Add**

The PD Training Section includes:

- TECE 1 & 2
- National CDA
- High School Pathway
- Clock Hour Trainings

Click ADD to enter PD training information

Add/View Professional Development Training

Category: Child Development Associate

Area: Child Development Associate National Cred

Type: National

CDA: Family Child Care

Completion Month: February

Completion Year: 2018

**CLICK** → **Save** Cancel

# Experience

Step 7 of 14 - Experience -

- Profile
- Education
- PD Training
- Experience
- Upload
- Apply
- Status
- Certificate

## Experience

+ Add

<< 1 >> 25

Search Filter your results by typing search text

Showing records 1 to 1 of 1 records

Center Name	Supervisor	Start Date	End Date	
Boys and Girls Club	FIRST & LAST NAME, TITLE	01/01/2018		  

Showing records 1 to 1 of 1 records

Print

Back

Next

Add Experience for : Tineal DeLaCruz

Center Name: required

Supervisor Name & Title: required

Address: required

City: required

State: Select State

Zip: required

Phone Number: required

Position You Held: required

Dates of Service From: mm/dd/yyyy

Dates of Service To: mm/dd/yyyy  Currently Employed

Ages of Children You Worked With:  [0-3]  [3-5]  [5-8]  [8-12]

Hours Worked directly with children Per Week: ##

Total number of months worked for this center: ##

Total Hours: calculated

CLICK  Save Cancel

- The Experience Section has 3 steps:
- Complete information
    - Print
  - Verify and Sign (both Administrator and Applicant)



# Upload

Early Learning

Step 8 of 14 - Upload - Tineal delacruz

- Profile
- Education
- PD Training
- Experience
- Upload
- Apply
- Status
- Certificate

Official College Transcript cannot be uploaded. Please have your college send an official, sealed transcript to DOE, 401 Federal Street, Dover, DE 19901 ATTN: DE First, or via email at delawarefirst@doe.k12.de.us. College transcripts must be translated into English and evaluated – look at the attached form in online resources and help.

### Personal Verification

Upload Copy of Driver's License

Browse...

### Education Verification

Upload HS Diploma

Browse...

Upload HS Transcript

Browse...

### Employment Verification

Upload Signed form (Download the form your experience)

Browse...

Browse...

Browse...

Browse...

Browse...

### Training Certificates

Please upload max load of 15 certificates per file

Browse...

Browse...

Browse...

Back Next

- Only pdf files are able to be uploaded
- All uploaded documents will be verified by DE First Office
- If an uploaded document is missing information or is not accepted by Delaware First, you will be notified via email and in the Status Section

# Apply

← Apply

Early Childhood

School-Age

Specialized Training

## Early Care and Education Centers

Qualification Certifications

Early Childhood Assistant Teacher

### Applicant **MUST** select one of the following

- Completed high school career pathway in early childhood
- Passed TECE 1 with C- or higher
- 6 college credits in early childhood with 3 credits in child development and 3 credits in early childhood elective content

Submit Application

Back

Next


Select the type of qualification you are applying for

Then select the qualification certificate you are interested in applying for (Intern, Assistant Teacher, etc.)



# Status

**Application Status**

<< 1 >> 25 ▾

Search  

*Showing records 1 to 4 of 4 records*

Application ID	Application Name	Date	Status	Reason
55485	Early Childhood Administrator	06/21/2018	Application Pending	
45566	Early Childhood Teacher	04/22/2014	Issued	
44514	Early Childhood Assistant Teacher	02/24/2012	Missing Details	
42914	Early Childhood Intern	04/17/2013	Denial	

*Showing records 1 to 4 of 4 records*

[Back](#) [Next](#)

Application Pending: The application has been submitted successfully and you will receive our auto reply via email

Issued: An email will be sent stating you have been approved and your certificate is ready to print in the “Certificates” Section.

Missing Details: Your application is missing documentation or other information. Click on the button in the “Reason” column for more information.

Denial: Your application has been denied for some reason. Click on the button in the “Reason” column for more information.



# Certificate

## Early Learning

Step 13 of 14 - Delaware First - Rayne Aaron

+ Profile

+ Education

+ PD Training

+ Experience

+ Upload

+ Apply

- Status

Status

- Certificate

Delaware First

K12

### Certificate

Certificate: Early Childhood Administrator

Issue Date 05/23/2017

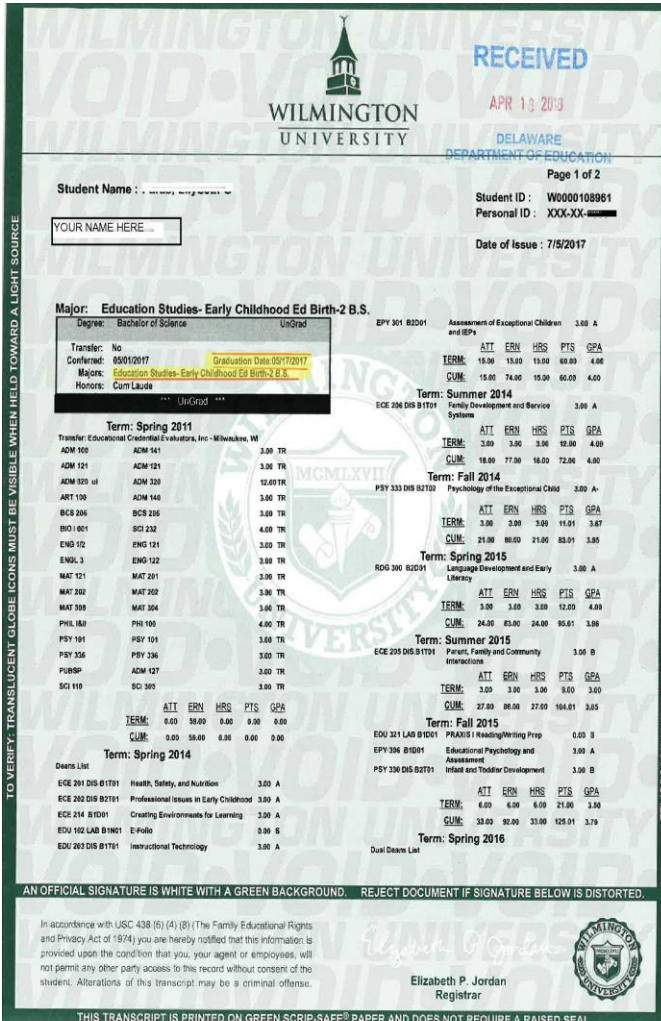
Effective Date 05/23/2017

Download Certificate 

The Certificate Section will display current and past certificates issued

# College Transcripts

"These are not uploaded via the online application"



Official college transcripts cannot be uploaded.

Please mail official, sealed transcripts to  
Delaware Department of Education  
Attn: Delaware First  
401 Federal Street, Dover, DE 19901

or

Your college/university may email an electronic version of your official college transcript via a secure server to [delawarefirst@doe.k12.de.us](mailto:delawarefirst@doe.k12.de.us)

# Supports

- Help setting up an IMS Account or resolving a problem with accessing an IMS Account – Call 735-4140
- Questions about DE First online application process – Refer to the “Online Help and Resources” section found on the application Home Page
  - Step-by-step instructions for all aspects of the online application
  - Website links to early learning resources (DIEEC, OCCL, etc.)
  - FAQs
- General Questions - Contact DE First Office at 302-735-4236

# Resources

- Local libraries – Available Internet access to the online application, as well as scanners to allow for scanning and uploading documents
  - Public Computer Access Area
  - Open Computer Lab (otherwise known as Inspiration Space)
- Cell phone - access a free pdf scanning app

# Delaware First

DE First Office - (302) 735-4236

Monday – Friday 8:00 a.m. to 4:30 p.m.

Email: [delawarefirst@doe.k12.de.us](mailto:delawarefirst@doe.k12.de.us)

Website: [www.doe.k12.de.us/delawarefirst](http://www.doe.k12.de.us/delawarefirst)

Staff Qualification Information:

*Delacare: Regulations for Early Care and Education and  
School-Age Centers*