



Welcome to the Delaware First Online Application

Office of Early Learning



Delaware
Department of Education

What's Changing

- Key differences in the application process include:
 - The applicant will need to create an EdAccess 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 EdAccess 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 EdAccess Account



State of Delaware
The Official Website of the First State

Delaware
Department of Education

Account Request

Welcome to the Delaware Department of Education EdAccess Account Request Page. Please select the account type you would like to apply for and submit the required information. A verification email will be sent to the email address you provide. After you complete verification, your account will be sent to the appropriate place for approval. Once approved, you will receive an email with your account login information.

If you already have a Delaware Department of Education EdAccess Account and forgot your username, please select [here](#).

Please contact ssologinsupport@doe.k12.de.us for assistance.

Please select what type of account you would like to apply for

Select Account Type

Delaware Department of Education

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

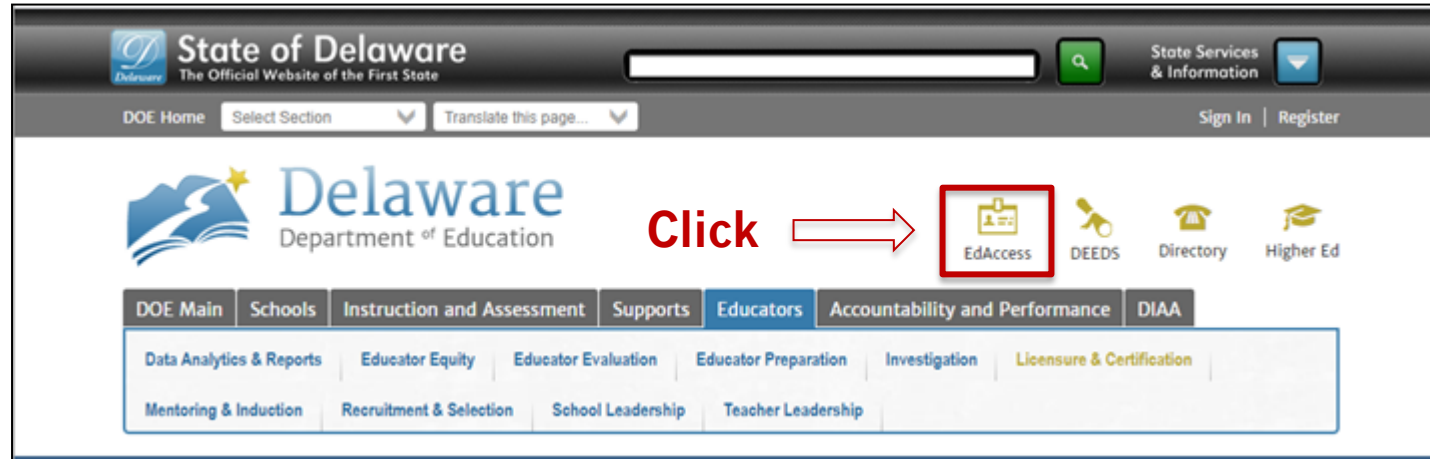
Nondiscrimination Statement
Notice to Persons with Disabilities

Delaware.gov

1. Go to the following URL:
<https://ssoapply.doe.k12.de.us>
2. Click the drop-down arrow, choose Delaware First Account, and submit the required information.
3. A verification email will be sent to the email address you provide.
4. After you complete verification, your account will be sent to the appropriate place for approval.
5. Once approved, you will receive an email with your account login information.

EdAccess on DOE Homepage

Go to the Delaware Department of Education website: www.doe.k12.de.us



Welcome to EdAccess

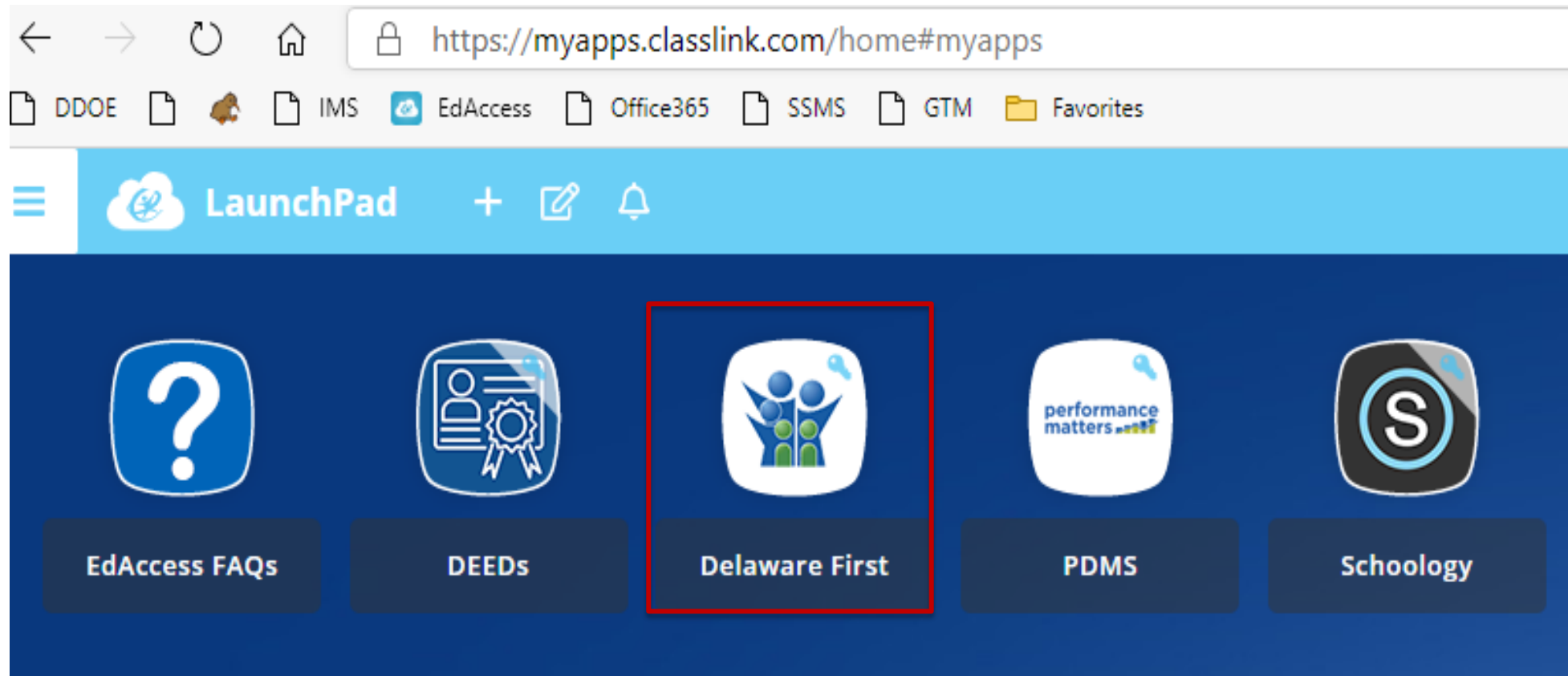
Username

Password

Sign In


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


DE First Application Icon




Online Application Home Page

 **State of Delaware**
The Official Website of the First State

 **Delaware**
Department of Education

Welcome 

Early Learning 

Exit Application

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

Home

Welcome to the Office of Early Learning. The Office of Early Learning is responsible for the oversight of early childhood and school-age qualification 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.

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
Notice to Persons with Disabilities

Delaware.gov

Profile

Profile

Name & Address

Contact Info

Personal Info

K12 Cert. Info

Education

Education

PD Training

PD Training

Experience

Experience

Upload

Upload

Apply

Early Childhood

School-Age

Specialized Training

Status

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#

optional

Street

Street2

optional

City

State

Delaware

Zip

County

Country

United States of America

Next

Navigating your profile
is easy and fun!

Just fill in the blanks
and click "Next".

Profile (continued)

Profile

Name & Address

Contact Info

Personal Info

K12 Cert. Info

Email

youremailhere@doe.k12.de.us

Phone 1

###-###-#### (###) ###-####

Phone 2

optional

Back

Next

Profile

Name & Address

Contact Info

Personal Info

K12 Cert. Info

SSN

###-##-####

DOB

MM/DD/YYYY

Gender

Female

Profile

Name & Address

Contact Info

Personal Info

K12 Cert. Info

Do you have a Delaware K12 (DEEDs) Certificate?

No

Back

Next

Entering an email is mandatory.

This will be the new form of communication for all DE First updates and notifications.

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

CLICK

Back Next

Add

Edit

View

The Education section includes:

- High school
- College

You may only enter one high school, but you can 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
- 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. Make sure you save when finished.

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

Save Cancel

Experience

Early Learning

Step 7 of 14 - Experience -

Profile
Education
PD Training
Experience

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

Back Next

Print

The Experience Section has 3 steps:

- Complete information
- Print
- Verify and Sign (both Administrator and Applicant)

Make sure you Save!

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

Save Cancel

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

- You can only upload .pdf files
- All uploaded documents will be verified by the 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

Career Lattice

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

WILMINGTON UNIVERSITY
DELAWARE DEPARTMENT OF EDUCATION

RECEIVED
APR 13 2013

Page 1 of 2

Student Name : [REDACTED]
Student ID : W0000108961
Personal ID : XXX-XX-XXXX
Date of Issue : 7/5/2017

YOUR NAME HERE

Major: Education Studies- Early Childhood Ed Birth-2 B.S.
Degree: Bachelor of Science UnGrad

Transfer: No
Conferred: 05/01/2017
Majors: Education Studies- Early Childhood Ed Birth-2 B.S.
Honors: Cum Laude

Graduation Date: 05/17/2017

*** UnGrad ***

Term: Spring 2011
Transfer: Educational Credential Evaluators, Inc - Milwaukee, WI
ADM 100 ADM 141 3.00 TR
ADM 121 ADM 121 3.00 TR
ADM 320 ul ADM 320 12.00 TR
ART 100 ADM 140 3.00 TR
BCS 206 BCS 206 3.00 TR
BIO 1 001 SCI 232 4.00 TR
ENG 121 ENG 121 3.00 TR
ENG 122 ENG 122 3.00 TR
MAT 121 MAT 201 3.00 TR
MAT 202 MAT 202 3.00 TR
MAT 308 MAT 304 3.00 TR
PHIL 100 PHIL 100 4.00 TR
PSY 101 PSY 101 3.00 TR
PSY 336 PSY 336 3.00 TR
PUBSP ADM 127 3.00 TR
SCI 110 SCI 305 3.00 TR

ATT ERN HRS PTS GPA
TERM: 0.00 59.00 0.00 0.00 0.00
CUM: 0.00 59.00 0.00 0.00 0.00

Term: Spring 2014
ECE 201 DIS B1T01 Health, Safety, and Nutrition 3.00 A
ECE 202 DIS B2T01 Professional Issues in Early Childhood 3.00 A
ECE 214 B1D01 Creating Environments for Learning 3.00 A
EDU 102 LAB B1N01 E-Folio 0.00 S
EDU 203 DIS B1T01 Instructional Technology 3.00 A

Term: Summer 2014
ECE 206 DIS B1T01 Family Development and Service Systems 3.00 A

ATT ERN HRS PTS GPA
TERM: 3.00 3.00 3.00 12.00 4.00
CUM: 18.00 77.00 16.00 72.00 4.00

Term: Fall 2014
PSY 333 DIS B2T02 Psychology of the Exceptional Child 3.00 A

ATT ERN HRS PTS GPA
TERM: 3.00 3.00 3.00 11.01 3.67
CUM: 21.00 80.00 21.00 83.01 3.85

Term: Spring 2015
ROG 300 B2D01 Language Development and Early Literacy 3.00 A

ATT ERN HRS PTS GPA
TERM: 3.00 3.00 3.00 12.00 4.00
CUM: 24.00 83.00 24.00 95.01 3.96

Term: Summer 2015
ECE 205 DIS B1T01 Parent, Family and Community Interactions 3.00 B

ATT ERN HRS PTS GPA
TERM: 3.00 3.00 3.00 9.00 3.00
CUM: 27.00 86.00 27.00 104.01 3.85

Term: Fall 2015
EDU 321 LAB B1D01 PRAXIS I Reading/Writing Prep 0.00 S
EPY 306 B1D01 Educational Psychology and Assessment 3.00 A
PSY 336 DIS B2T01 Infant and Toddler Development 3.00 B

ATT ERN HRS PTS GPA
TERM: 6.00 6.00 6.00 21.00 3.50
CUM: 33.00 92.00 33.00 125.01 3.79

Term: Spring 2016
Dual Degree List

AN OFFICIAL SIGNATURE IS WHITE WITH A GREEN BACKGROUND. REJECT DOCUMENT IF SIGNATURE BELOW IS DISTORTED.

In accordance with USC 438 (6) (4) (b) (1) The Family Educational Rights and Privacy Act of 1974 you are hereby notified that this information is provided upon the condition that you, your agent or employees, will not permit any other party access to this record without consent of the student. Alterations of this transcript may be a criminal offense.

Elizabeth P. Jordan
Registrar

THIS TRANSCRIPT IS PRINTED ON GREEN SCRIP-SAFE® PAPER AND DOES NOT REQUIRE A RAISED SEAL

Official college transcripts cannot be uploaded via the online application.

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

Supports

- If you have questions about DE First online application process, please refer to the “Online Help and Resources” section found on the application Home Page. Help includes:
 - Step-by-step instructions for all aspects of the online application
 - Website links to early learning resources (DIEEC, OCCL, etc.)
 - FAQs
- For general Questions, email the DE First Office at delawarefirst@doe.k12.de.us

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 Info

DE First Office:

(302) 735-4236

Email: delawarefirst@doe.k12.de.us

Website: https://education.delaware.gov/oel/de_first

Staff Qualification Information:

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