

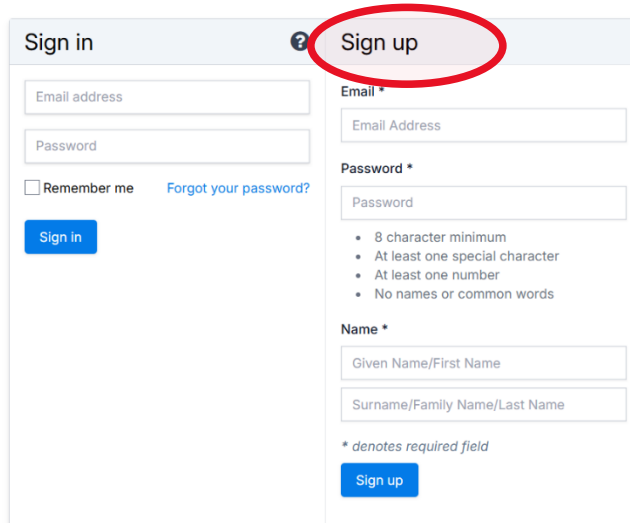


DELAWARE DEPARTMENT OF EDUCATION

EDvera User Manual

Initial Inquiry Sign-up Process – EDvera

1. Go to <https://ddoe.edvera.com>
2. Sign up
Email
Password
Name
3. Initial Inquiry > Name of Institution > Continue
4. Institution Inquiry > Information about the school > submit
5. Delaware Department of Education (IHE) will review your Initial Inquiry, It could be sent back for more information or approved.
6. Once approved, it will go back to the user > the user will be assigned EDvera role to complete the application.



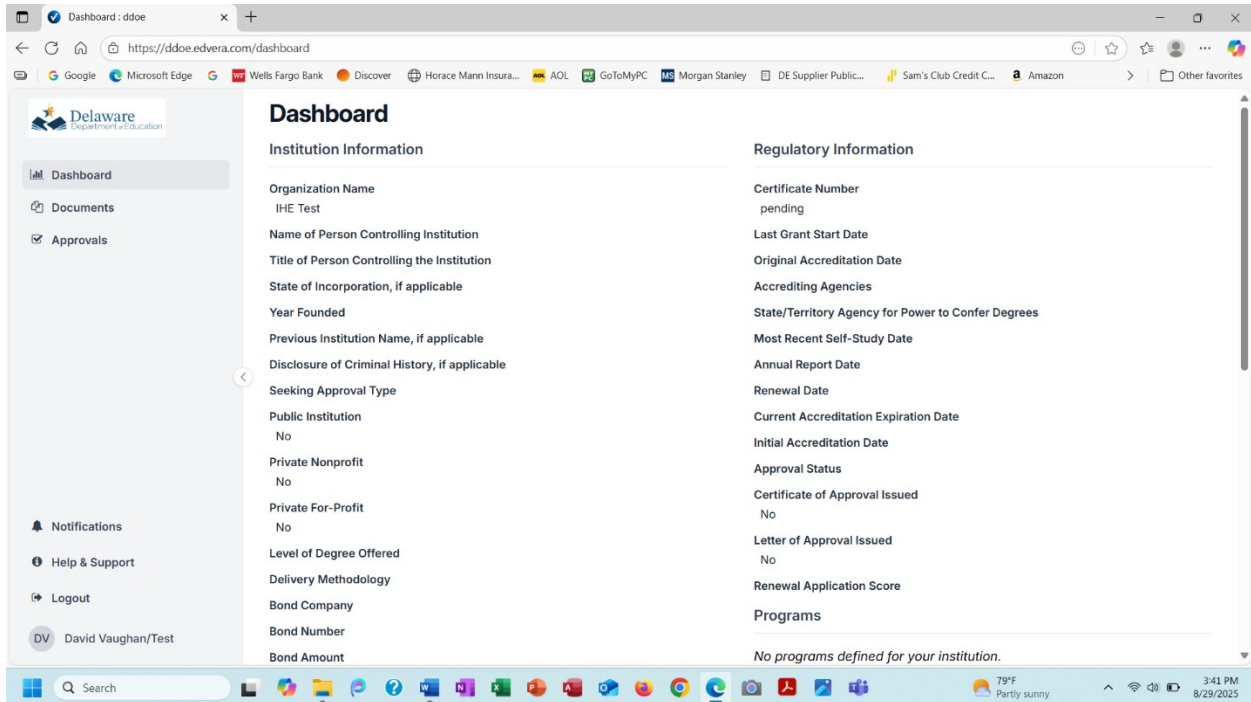
The screenshot shows a web interface with two tabs: "Sign in" and "Sign up". The "Sign up" tab is selected and circled in red. The "Sign in" section contains fields for "Email address" and "Password", a "Remember me" checkbox, and a "Forgot your password?" link. The "Sign up" section contains fields for "Email Address", "Password", "Given Name/First Name", and "Surname/Family Name/Last Name". The password field includes a list of requirements: 8 character minimum, at least one special character, at least one number, and no names or common words. A "Sign up" button is located at the bottom of the sign-up section. A note at the bottom states "* denotes required field".

Go to **sign in** using your email address and password.

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Main Dashboard Screen: The main dashboard screen contains general information about your institution. Note that some of the information may be missing and/or incorrect and will be corrected during the data verification process in tab 1.

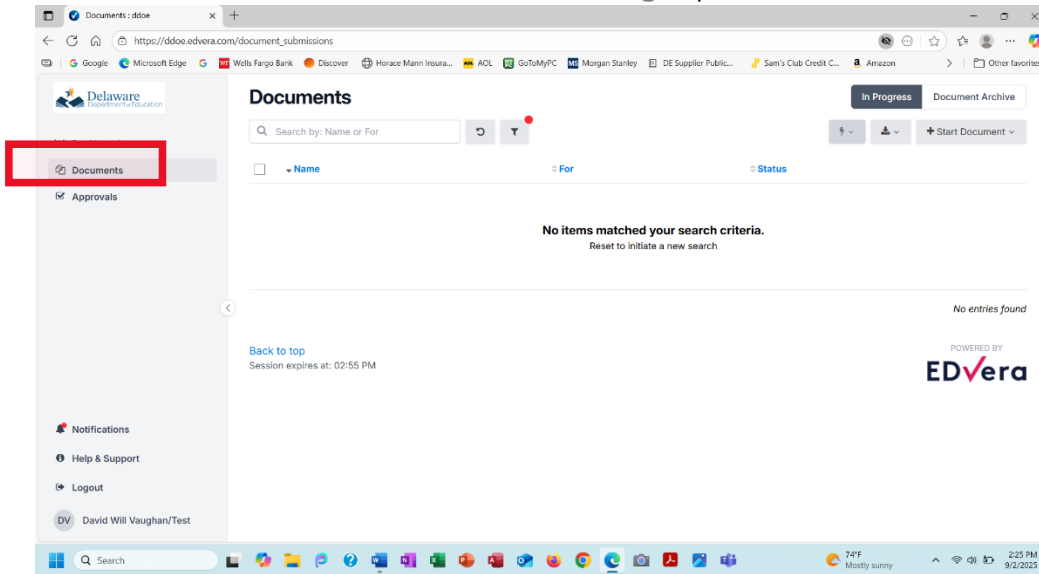


Select **Documents** on the left side of the screen, under Dashboard.

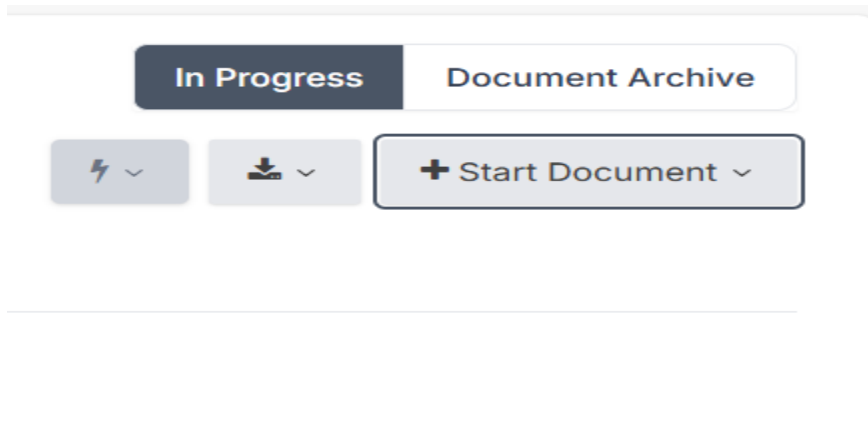
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Next, hit the tab **+ Start Document** at the top right corner.



Here is where you will select the type of document, **Application**, that you will work on and submit to the Delaware Department of Education.

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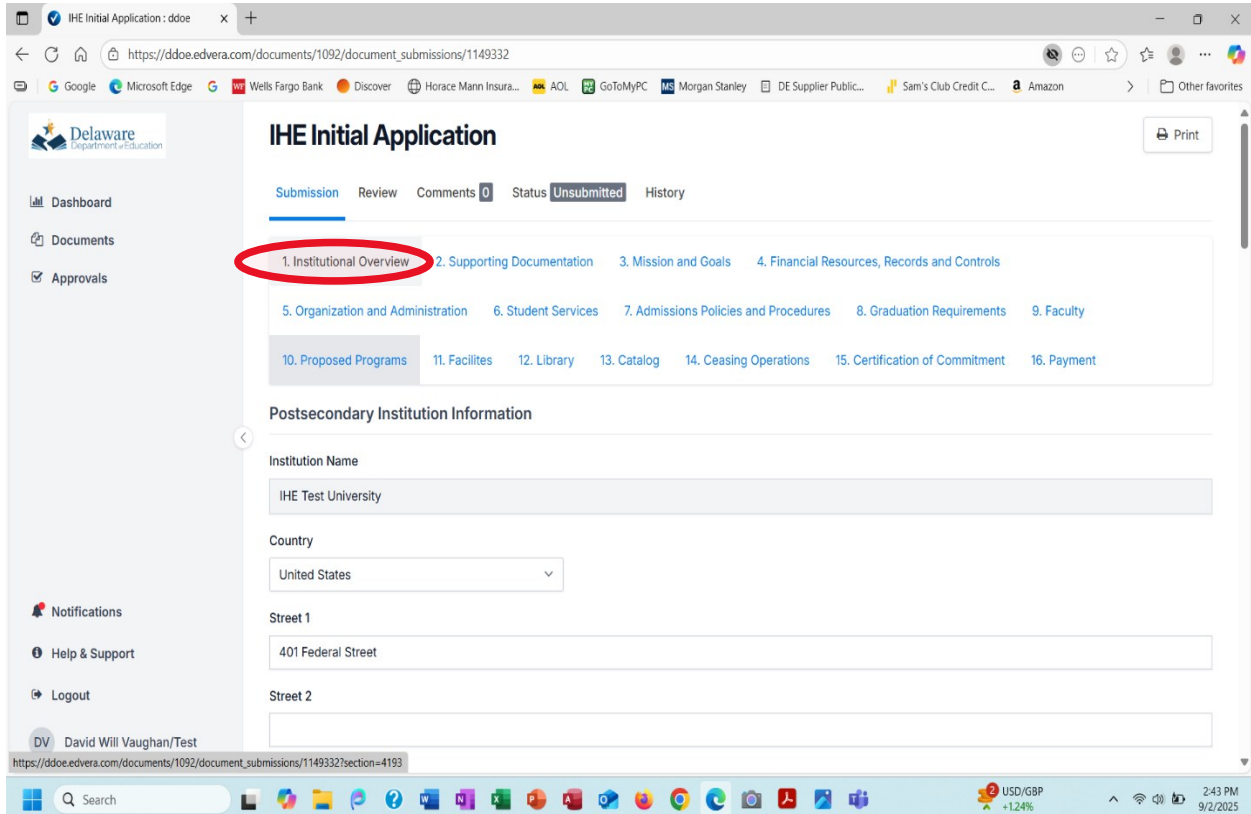
In Progress Document Archive

⚡ ▾ ⬇ ▾ + Start Document ▾

- IHE - C1: Institution Change Form
- IHE Initial Application
- IHE New Program Application
- IHE Renewal Application
- SARA Institution Initial Application
- SARA Institution Renewal Application

For new institutions applying for degree granting authority in the State of Delaware you would select **IHE Initial Application**. Institutions that have already been approved and are renewed would submit **IHE Renewal Application**. If you are not sure what application you should select, please email, IHE.doe@doe.k12.de.us, for support.

IHE Initial Application –



Tab 1 – Institutional Overview: In this section you will update and make corrections as they will show up on the Dashboard. As you move to the bottom of the screen you will notice that you must select one of the following.

The Institution is Seeking Approval for (select one): Certificate of Approval Only Degree Granting Authority Only

Certificate of Approval for Out-of-State Institutions

Out-of-State institutions of higher education seeking authority to offer degrees and credit-bearing courses in Delaware must apply and submit and **Certificate of Approval** only.

There are sixteen (16) tabs or sections that must be completed. You can always **Save** at any time or **Save and Exit** to come back later to work on the application. When you have completed a tab or section you will **Save and Proceed to Next Section**.

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Save and Exit Save Save and Proceed to Next Section

[Back to top](#)

Session expires at: 05:03 PM

Once you have completed the application, go to tab sixteen (16) Payment. Click “Submit”

The screenshot shows a web browser window with the URL https://ddoe.edvera.com/documents/1092/document_submissions/1149332?section=4199. The page title is "IHE Initial Application : ddoe". The navigation menu includes tabs 5 through 16. Tab 16, "Payment", is circled in red. The main content area is titled "Payment Instructions" and contains the following text:

Postsecondary institutions will have 60 days from the date of the application submission to send their application fee to the Delaware Department of Education. Any postsecondary institution that did not have degree granting authority* from Delaware prior to March 2023 is responsible for paying the following fees:

- Recognized and Provisional Approval Applications- \$10,000
- Full Approval Applications - \$5,000

Payment must be in the form of a check, made out to the Delaware Department of Education and include a completed [DDOE Payment Form](#)

Payments should be mailed to:

Delaware Department of Education
ATTN: Higher Education Office
401 Federal Street, Suite 2
Dover, DE 19901

**A previously issued operating license does not provide degree granting authority*

At the bottom of the page, there are three buttons: "Save and Exit", "Save", and "Submit". The "Submit" button is circled in red. Below the buttons, there is a "Back to top" link and a session expiration notice: "Session expires at: 08:44 PM". The bottom right corner of the page features the EDvera logo and the text "POWERED BY EDvera". The Windows taskbar at the bottom shows the time as 8:19 PM on 9/2/2025.

Pending Initial Evaluator Review, you will be notified of **Collection of Application Fee** by email.

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The application fee for issuance of a Certificate of Approval for Postsecondary Institutions that did not obtain Degree Granting Authority from the Department prior to the effective date of this regulation is **\$10,000.00** in the form of a check made payable to the Delaware Department of Education.

The application fee for renewal of a Certificate of Approval for Postsecondary Institutions that obtained Degree Granting Authority from the Department prior to the effective date of this regulation is **\$5,000.00** in the form of a check made payable to the Delaware Department of Education.

Support: If you should have technical problems or log-in issues with the system you can contact us at the following emails:

ihe.doe@doe.k12.de.us