



# Delaware Credential Assessment Submission Instructions

## Background:

While Delaware students can earn a variety of credentials, the Delaware Department of Education prioritizes those that are aligned with middle- and high-skill, middle- and high-wage, and in-demand occupations. These credentials hold measurable value for students by improving their labor market outcomes and/or advancing their post-secondary opportunities. Credentials are categorized and prioritized based on established quality criteria and their ability to lead to, or support advancement within, careers offering family-sustaining wages—either directly or as a critical step toward further education or training.

Local Education Agencies (LEAs) may also submit required data for credentials not currently on the CTE-approved list to be evaluated for inclusion and recognition for accountability purposes.

## LEA credential submission steps:

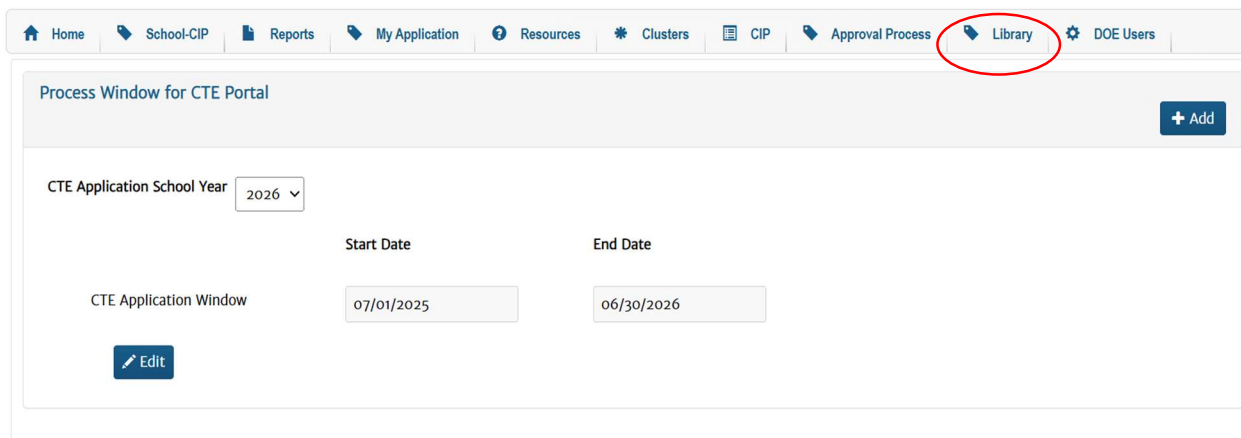
**Step 1.** Log in to EdAccess

**Step 2.** Click the CTE Portal

**Step 3.** Toggle over “My Application”- located at the top of the page under Welcome.

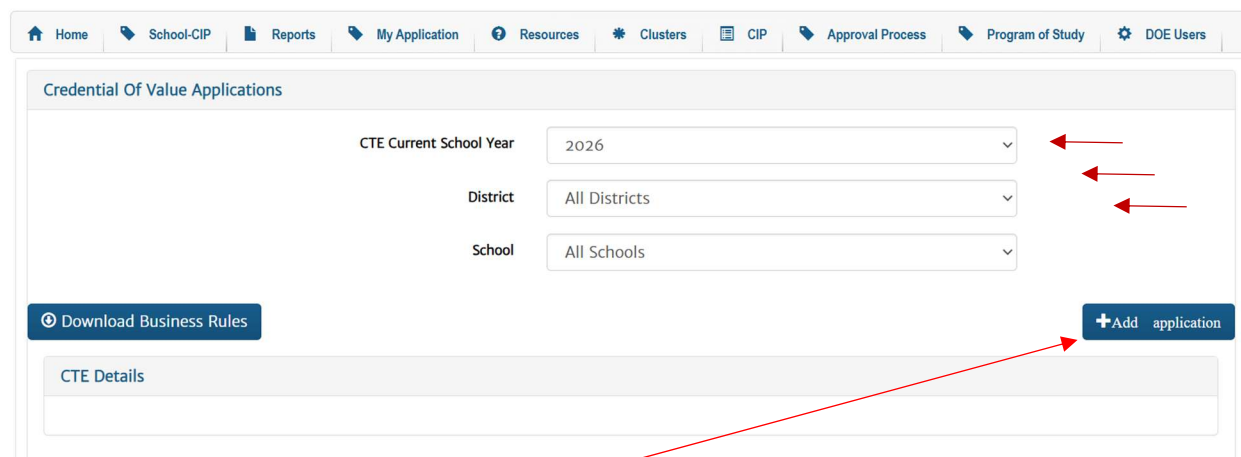


- a. Before you submit credential data, explore the “credential of value” library to view successfully submitted credentials – toggle over “Library”; click “credential of value”



**Step 4.** Click “Credential of Value”

**Step 5.** Current School Year and District are pre-populated fields. Please select the appropriate school.



**Step 6.** Click “+Add application”

**Step 7.** Enter credential name. Enter credential URL.

**Step 7.** Choose appropriate “Career Cluster” from dropdown list.



**Step 8.** Enter required data. Enter evidence for each criterion one through eight outlining how each criterion has been met.

- a. If your text is lengthy, you may upload a Word or PDF document to support each individual criterion. The maximum file size is 10 MB per file. Only one file per criterion is permitted.
- b. If a criterion is not applicable to your application, please enter “N/A” or “Not applicable” in the evidence box for the criterion.
- c. You **MUST** submit textual evidence or upload a file containing the textual evidence to ensure the credential is aligned for all eight criteria. Even if the textual evidence is “N/A” or “not applicable”, text or a file must be provided for each criterion. Your application cannot be submitted until evidence for all eight criteria is present in the textbox.
- d. Refer to the business rules for criteria 1-8, located at the top of each landing page.

Credential Of Value Application

[Download Business Rules](#)

**Instructions**

- For each criterion, one through eight, as defined in the business rules document, please enter evidence below outlining how each criterion has been met. If your text is lengthy, you may upload a Word or PDF document to support each individual criterion. The maximum file size is 10 MB per file. Only one file per criterion is permitted.
- If a criterion is not applicable to your application, please enter “N/A” or “Not applicable” in the evidence box for the criterion.
- You **MUST** provide textual evidence or upload a file containing the textual evidence for all eight criteria. Even if the textual evidence is “N/A” or “not applicable”, text or a file must be provided for each criterion. Your application cannot be submitted until evidence for all eight criteria is present.

CTE Current School Year: 2026

District: Charter School of New Castle

School: Charter School of New Castle

Credential Name: required

Credential URL: required

Career Cluster: Choose a Career Cluster

**Criteria 1:**  
Aligned to an approvable DDOE Career and Technical Education program of study

Choose File | No file chosen



**Step 9.** You can complete the application in one sitting or multiple

- a. If you need to return to the application to complete it later, click “Save as draft”.
  - Content is required for each criterion to successfully save draft & revisit
- b. Once you have completed the application, click “Submit application”.

---

Save as draft

Submit application

Cancel

### Contact Information:

If you have any questions or concerns regarding the content of this application submission process please contact Drs. White [Orrin.White@doe.k12.de.us](mailto:Orrin.White@doe.k12.de.us) or Purnell Cuff [Denise.Purnell-Cuff@doe.k12.de.us](mailto:Denise.Purnell-Cuff@doe.k12.de.us)