



Important Information about Classlink & Human Resources

Classlink

1. Go to <https://launchpad.classlink.com/crsd>
☆ (Add to bookmark bar)

2. Sign in



first.last name

Computer Password

The image shows a screenshot of the ClassLink sign-in page. At the top is the Caesar Rodney School District logo. Below it, the text "Sign in to ClassLink" is displayed. There are two input fields: "Username" and "Password". A red arrow points from the text "first.last name" to the Username field. Another red arrow points from the text "Computer Password" to the Password field. At the bottom of the form is a blue button labeled "Sign In".

Sign in to ClassLink

Username

Password

Sign In



Students choose an option

Classlink



Back to School
Checklist



CL Academy Admin



ClassLink
Management
Cons...



ClassLink Roster
Server



Clever (Admin)



Clever for Teachers



Delaware ID (State
SSO)



CR Outlook



Cyber Security
Resources



Data Service Center



Educator
Credentialing



Egress Secure Mail



My Delaware ID
(State SSO...)



Employee Self
Service

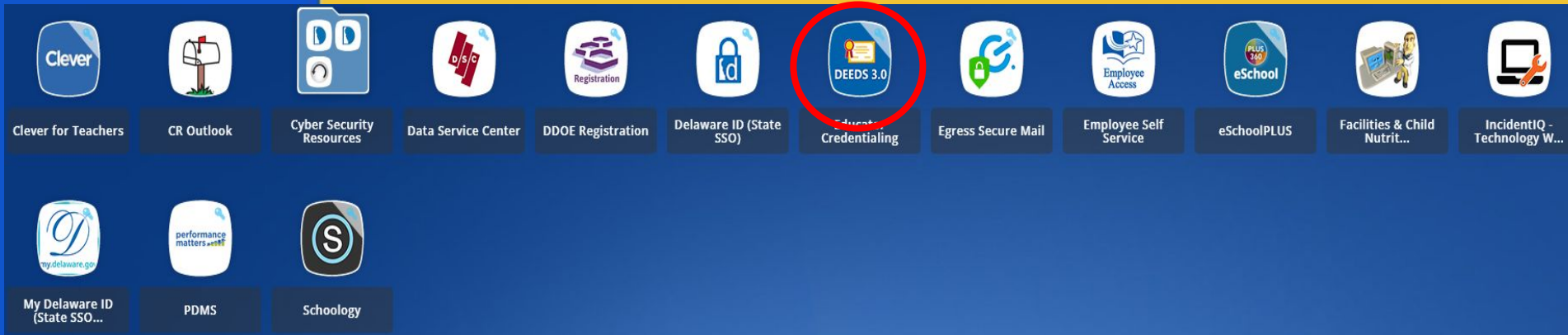


eSchoolPLUS



IncidentIQ -
Technology W...

Create a DEEDS Account



Students choose an option

Standard License



Delaware Department of Education

DEEDS 3.0
Powering Educator Credentialing

Educator Dashboard

Welcome Victoria Embers |

Licensure & Certification

Delaware Department of Education
Attn: Licensure & Certification
Collette Education Resource Center
35 Commerce Way, Suite 1
Dover, DE 19904
302-657-3386
deeds@doe.k12.de.us

DEEDS Early Learning

Delaware Department of Education
Attn: DEEDS Early Learning
John G. Townsend Building
401 Federal Street, Suite #2
Dover, DE 19901-3639
302-735-4236
deedsearlylearning@doe.k12.de.us



DEEDS 3.0 is the newly integrated certification system for the Delaware Department of Education. This enhanced system is used to store educator data and credential public and charter school teachers, administrators, adult and prison education educators and staff and early childhood and school-age professionals.

Still have questions, contact us:



Click on links to quickly access your account and applications.

[View/Update My File](#)

[View My Applications](#)

[View My Credentials](#)

[Print My Credentials](#)

Standard License



Apply for K-12



Help

Apply for K-12 certification including Teacher, Administrator, Library Specialist, Nurse, Psychologist, Reading Specialist, School Counselor, School to Work Transition or Social Worker.

Apply for K-12

What can I do Today?

Help

Licensure and Certification

Paraeducator Permit

Other Permits

Graduate Salary Increment

Salary Stipends

STS Certificates

Support Personnel

Print My Credentials

Application Type

1 Application Type 2 Certificate Selection 3 License Questions 4 License Results 5 Certificate Questions 6 Certificate Results 7 Application Data

Application Type Selection

- ☒ Apply for an Educator License and/or Certificate
- ☐ Apply for a Paraeducator Permit and/or Certificate
- ☐ Apply for an Upgrade to a Continuing License
- ☐ Apply for an Upgrade to an Advanced License
- ☐ Apply for a Salary Stipend
- ☐ Apply for a Salary Increment (Pluses)
- ☐ Apply for an Skilled and Technical Sciences Certificate

Previous Next

Application Type

1 Application Type 2 Certificate Selection 3 License Questions 4 License Results 5 Certificate Questions 6 Certificate Results 7 Application Data

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STOP

Previous Next

You must have a license before applying for salary increments.

Certificate Selection

1 Application Type 2 Certificate Selection 3 License Questions 4 License Results 5 Certificate Questions 6 Certificate Results 7 Application Data

Area

Choose the area you wish to apply for using the dropdown list

-- Select --

- Select --
- Administrator
- Library Specialist
- Nurse
- Psychologist
- Reading Specialist
- School Counselor
- School to Work Transition
- Social Worker
- Teacher

Still have questions? Email us at info@doe.k12.de.us

Certificate Selection

1 Application Type 2 Certificate Selection 3 License Questions 4 License Results 5 Certificate Questions 6 Certificate Results 7 Application Data

Area

Choose the area you wish to apply for using the dropdown list

Teacher

Previous Next

Choose your sub-area

1 Application Type 2 Certificate Selection 3 License Questions 4 License Results 5 Certificate Questions 6 Certificate Results 7 Application Data

Certificate Area

Choose the certificate sub-area from the dropdown list below

-- Select --

-- Select --

Early Care (Birth to Grade 2)

Exceptional (Birth-Grade 2 Spec Ed, Gifted & Talented, Spec Ed K-12)

Elementary K-6

Languages K -12 (Bilingual, English Learners, English, World Languages)

Middle Level 6-8 (Math, Science, ELA & Social Studies)

Special Areas (Art, Health, Music, PE)

Mathematics 9-12 (Valid 6-8 in a Middle School)

Secondary Other Areas (Dance, Theatre, Drivers Ed)

Science 9-12 (Valid 6-8 in a Middle School)

Social Studies 9-12

Secondary Vocational (CTS, Ag, Bus Ed, FCS, Marketing, Tech Ed)

Skilled and Technical Sciences (Trade & Industry)

Still have questions? Email us at info@doe.k12.de.us

Choose your sub-area

1 Application Type 2 Certificate Selection 3 License Questions 4 License Results 5 Certificate Questions 6 Certificate Results 7 Application Data

Certificate Area

Choose the certificate sub-area from the dropdown list below

Middle Level 6-8 (Math, Science, ELA & Social Studies) ▼

Previous Next

Choose your certificate

The screenshot shows a multi-step application process. The steps are: 1 Application Type, 2 Certificate Selection (highlighted), 3 License Questions, 4 License Results, 5 Certificate Questions, 6 Certificate Results, and 7 Application Data. Below the progress bar, there is a section titled 'Certificate' with a dropdown menu. The dropdown menu is open, showing the following options: -- Select --, -- Select --, Middle Level English Language Arts Teacher (Grades 6-8), Middle Level Mathematics Teacher (Grades 6-8), Middle Level Science Teacher (Grades 6-8), and Middle Level Social Studies Teacher (Grades 6-8). The second -- Select -- option is highlighted in blue.

1 Application Type 2 Certificate Selection 3 License Questions 4 License Results 5 Certificate Questions 6 Certificate Results 7 Application Data

Certificate

Choose Certificate

-- Select --

-- Select --

Middle Level English Language Arts Teacher (Grades 6-8)

Middle Level Mathematics Teacher (Grades 6-8)

Middle Level Science Teacher (Grades 6-8)

Middle Level Social Studies Teacher (Grades 6-8)

Figure EDB-LC-11: K-12 Licensure and Certification Certificate Options

Choose your certificate

Certificate dropdown list.

1 Application Type 2 Certificate Selection 3 License Questions 4 License Results 5 Certificate Questions 6 Certificate Results 7 Application Data

Certificate

Choose Certificate

Middle Level Mathematics Teacher (Grades 6-8) ▼

Previous Next

For more information, see the [Middle Level Mathematics Teacher \(Grades 6-8\) Certificate](#) page.

Choose your certificate



- 1 Application Type
- 2 Certificate Selection
- 3 License Questions
- 4 License Results
- 5 Certificate Questions
- 6 Certificate Results
- 7 Application Data

Requirement Options

INSTRUCTIONS:

There are several ways that an educator may qualify for a **License** or **Certificate**. Below are **Options** that are available for meeting credential requirements.

In order to process the application request, you must meet ALL of the requirements in ONE of the **Options** listed below. Review the **Options** to ensure that you qualify for the **License** or **Certificate** being applied for.

If you believe that you are eligible for the specified Certificate, click **Create New Application** to continue.

Requirement Options for Licensure

Option 1

Requirements	Description/Evidence
Do you have a Bachelor's or a Master's degree in any area from a regionally accredited college or university?	Official Transcript sent to DEEDS from Human Resources or College or University
Have you completed the Delaware student teaching requirement for licensure?	Official Transcript sent to DEEDS from Human Resources or College or University
Have you passed or plan to take the Performance Assessment?	Official Score Report

Option 2

Requirements	Description/Evidence
Do you have at least four years fully credentialed teaching or administrator experience?	Out-of-State Experience: Form E - Experience; In-State Experience is already located in DEEDS
Do you have a Bachelor's or a Master's degree in any area from a regionally accredited college or university?	Official Transcript sent to DEEDS from Human Resources or College or University
Have you completed the Delaware student teaching requirement for licensure?	Official Transcript sent to DEEDS from Human Resources or College or University
Do you hold a full, current, and valid credential in the area for which you are applying from a state other than Delaware?	Visit the Licensure and Certification website for Out-of-State Applicant Certification for additional information. https://www.doe.k12.de.us/Page/3504

Option 3

Requirement Options for Middle Level Mathematics Teacher (Grades 6-8)

Option 1

Requirements	Description/Evidence
Do you hold a full, current, and valid credential in the area for which you are applying from a state other than Delaware?	Visit the Licensure and Certification website for Out-of-State Applicant Certification for additional information. https://www.doe.k12.de.us/Page/3504

Option 2

Requirements	Description/Evidence
Have you passed the PRAXIS II ETS Test #5169 - Middle School Mathematics?	Official Score Report
Do you already hold a Delaware Standard Certificate in another content area?	Official Transcript sent to DEEDS from Human Resources or College or University

Option 3

Requirements	Description/Evidence
Have you passed the PRAXIS II ETS Test #5169 - Middle School Mathematics?	Official Score Report
Do you have a Bachelor's or Graduate degree from a regionally accredited college or university?	Official Transcript sent to DEEDS from Human Resources or College or University

Previous

Create New Application

Choose your certificate



An overview of the individual ***Requirement Options for Licensure*** follows:

- Option 1
 - Do you hold a Bachelor's or Graduate degree from a regionally accredited college or university?
 - Have you completed the Delaware student teaching requirement or a specialty area alternative (i.e., School Counselor, School Nurse, School Library Media, School Psychologist or School Social Worker)?
- Option 2
 - Do you have at least four years fully credentialed teaching or administrator experience?
 - Do you hold a full, current, and valid credential in the area for which you are applying from a state other than Delaware?
 - Have you completed the Delaware student teaching requirement or a specialty area alternative (i.e., School Counselor, School Nurse, School Library Media, School Psychologist or School Social Worker)?
 - Do you hold a Bachelor's or Graduate degree or higher in any area from a regionally accredited college or university?
- Option 3
 - Do you currently hold a National Board for Professional Teaching Standards (NBPTS) Certification?
- Option 4
 - Do you have six years of work training experience in career area?
 - Do you have two years of study in career area?

License Questions

If the requirements for Licensure and Certification are met, then proceed with the application process by clicking the **Create New Application** button.

The screenshot shows a web application interface for K-12 License Questions. At the top, there is a horizontal progress bar with seven steps: 1 Application Type, 2 Certificate Selection, 3 License Questions (highlighted in blue), 4 License Results, 5 Certificate Questions, 6 Certificate Results, and 7 Application Data. Below the progress bar, the main content area is titled "Introduction". It contains the following text: "You do not currently have an active or pending license with the state of Delaware. As such, you will be required to apply for a license at the same time as applying for a certification." followed by "In this section, you will answer a series of questions to determine your eligibility for a license." and "Answer each question by selecting **Yes** or **No** and click **Next** to continue." and "After the License Questions are answered, the License Results will show your eligibility for a license." At the bottom right of the content area, there are two buttons: "Previous" (disabled, gray) and "Next" (active, green).

Figure K12-LQ-01: K-12 License Questions Introduction and Instructions

Complete the application

Click the **Next** button to continue the application process.

The screenshot displays a multi-step application process. A horizontal progress bar at the top contains seven steps: 1. Application Type, 2. Certificate Selection, 3. License Questions (highlighted in blue), 4. License Results, 5. Certificate Questions, 6. Certificate Results, and 7. Application Date. Below the progress bar, the text 'Question 1 of 8' is visible. The main content area contains a question: 'Do you currently hold a National Board for Professional Teaching Standards (NBPTS) Certification?' with a help icon. Two radio buttons are provided for 'Yes' and 'No'. At the bottom right, there are two green buttons labeled 'Previous' and 'Next'.

1 Application Type 2 Certificate Selection 3 License Questions 4 License Results 5 Certificate Questions 6 Certificate Results 7 Application Date

Question 1 of 8

Do you currently hold a National Board for Professional Teaching Standards (NBPTS) Certification?

☐ Yes

☐ No

Previous Next

Answer License Questions



There are 8 total license questions-though not all will be presented.

Answer Certificate Questions

Certificate Questions



Introduction

In this section, you will answer a series of questions to determine your eligibility for the Certificate for which you are applying.

Answer each question by selecting **Yes** or **No** and click **Next** to continue.

After the Certificate Questions are answered, the Certificate Results will show your eligibility for the desired Certificate.



Fill out Application Data

1 Application Type

2 Certificate Selector

3 License Questions

4 License Results

5 Certificate Questions

6 Certificate Results

7 Application Data

Application

Instructions

Personal Information Review

Education

Experience

QOS Credentials

Tests

Criminal Allegations

Fee and Payment

Application For License AND Middle Level Mathematics Teacher (Grades 6-8)

Instructions

Instructions

Note the green bars that appear on the left as these are the pieces of information that are required to complete the Certificate application process.

Some of the steps may be informational in nature and do not require action, instructions will be provided at each step.

As you progress through the steps in the process, the status icons on the green tabs will change from a red x to a green v to signify that the step has been completed. All bars must be completed in order to submit the application.

Click **Save & Next** to continue.

Special Notes:

- Only official transcripts may be submitted for credentialing.
- You may provide official documents directly to the QOOL or to your HR department or HR office and they can upload them for you.

Save & Next



Personal Information

- The Personal Information entered previously is displayed.
- Check the information for accuracy.
- Ensure that the Home/Mailing Address section is completed with your current address.
- Add CR email address
- If changes are made to the information, click Save/Update.

Education



- Mandatory (If nothing is in there already)
- Click Add Education
- Enter your institution
- Click Save

Next Few Options



- National/Professional Certificate (optional)
- Experience (optional)
- Student Teaching (optional)
- OOS Credentials (optional)
- Tests (optional)
- **Criminal Affirmation (mandatory)**
- **Fee and Payment (mandatory for License only)**

Submit Application

CONFIRMATION OF APPLICATION RECEIVED BY THE DELAWARE DEPARTMENT OF EDUCATION

Thank you for completing your online application. Your application will be reviewed once we have received all the required documents indicated. If further information is required, we will contact you via email in the form of a Deficiency letter which will indicate any issues with your application. While your application is pending, you will not be able to enter any information you have entered. However, you may provide or upload any additional documents in response to DOE correspondence.

If applying with college credits/degrees, please make sure you submit an official college transcript to either:

DEEDS Early Learning

Delaware Department of Education
Attn: DEEDS Early Learning
John D. Townsend Building
401 Park at Street, Suite #1
Dover, DE 19901

302-735-4235

OR Send electronically to: deedsearlylearning@doe.k12.de.us

K-12 Licensure & Certification

Delaware Department of Education
Licensure & Certification
Collette Education Resource Center
35 Commerce Way, Suite #1
Dover, DE 19904

302-467-5388

OR Send electronically to: licensing@doe.k12.de.us

You may track the status of your application at any time by logging in to your DEEDS 3.0 account and viewing your Educator Dashboard under View My Applications.

[Back To Dashboard](#)

Application Tracker



Figure EEM-UAT-01: Emergency Upgrade Application Tracker


Step is Completed


In Progress at DOE


Deficiency




Deficiencies


Apply for Early Learning


Apply for K-12


What can I do Today?


Help

Click on links to quickly access your account and applications.

Respond to Deficiency

View/Update My File

View My Applications

View My Credentials

Print My Credentials



Plus Credits

1. Must apply for salary increases AFTER you have a license.
2. Send official (conferred) transcripts to Supervisor of HR. Hard copy in a sealed envelope or via secure email directly from the IHE.
3. Apply in DEEDS

Out of State Experience



1. If you are from out of state, send your VOE (Verification of Employment)/Form E's to Human Resources for them to upload into DEEDS so DOE can consider you for a Continuing License as opposed to an Initial License. (Must have 4 years of approved OOS experience to be considered for CL.)
2. Send HR your active OOS credentials to upload to your DEEDS account for reciprocity review.

