

HOW TO APPLY FOR A PLUS CREDIT

IF YOU DO NOT HAVE AN ACCOUNT IN DEEDS

Please go to the website: <https://login.doe.k12.de.us> and click on Request Account, follow directions and submit. You can also apply for a Delaware license at this website also. Once you are registered, follow the directions below.

IF YOU HAVE AN ACCOUNT IN DEEDS

1. Please note that for pluses between a Bachelor's and Master's degree, you must be enrolled in a Master's degree program.
2. Log onto DEEDS and under *What Can I Do Today* select *Apply for Plus Credit*.
3. Complete the information requested. Print out the application, sign, and date it and sent it to Human Resources at the District Office.
4. Please have an official college transcript(s) sent to the District Office.
5. Once the application and transcript(s) are received, we will process and submit it to DOE.
6. Once approved, DOE will send you and the district an email indicating what was approved and the approval date.
7. We will then submit paperwork to payroll for final processing. The salary increment will go retro to the date indicated on the letter from DOE.