

Educator Guidelines for DEEDS
For Educators Employed with a Delaware Public/Charter School

LICENSE AND RENEWALS

If you hold an Initial License (3 yrs.):

- You will need to complete the four (4) components of Mentoring and receive two (2) successful summative evaluations during the term of your Initial License. Your District/Charter will enter this information in DEEDS for you. You do **not** need to complete 90 clock hours during the term of your Initial License to upgrade to a Continuing License.

To Upgrade your Initial License to a Continuing License (5 yrs.):

- You must complete the above. You will be receiving emails from DEEDS advising you that your License is set to expire. You must complete the Criminal Affirmation in DEEDS. Once this is done, DEEDS will automatically upgrade your License effective the date your Initial License expires.

If you hold a Continuing License or are Renewing your Continuing License/Para Permit (5 yrs.):

- You must complete 90 clock hours (15 for paras) of professional development within the dates of your Continuing License. Guidelines can be found at <http://www.doe.k12.de.us/csa/profstds/default.shtml>
- If you are renewing your license, you will be receiving emails from DEEDS advising you that your License is set to expire.
- Clock hours are entered on DEEDS from your profile page. Please keep in mind that you only need to log 90 (15 for paras) clock hours (not 400). Do not use this entry as a permanent log of your professional development as the information is deleted once your License is renewed. **If you are using hours from Data Service Center, you must input them. Data Service Center hours are not automatically put into DEEDS.** Anything from PDMS will automatically be put in by the state.
- You will then print your clock hour activities, in the order listed in DEEDS, sign and date where indicated, and submit the application along with the **original** verification paperwork to the Human Resources Office. **If you used hours from Data Service Center, please print the transcript (View my Workshop, Print Transcript).** Human Resources will then verify the hours.
- Once Human Resources verifies your hours. you must complete the Criminal Affirmation in DEEDS within 90 days prior to the expiration date. Once this is done, DEEDS will automatically renew your License effective the date your current Continuing License/Para Permit expires.