Important Information about Classlink & Human Resources
1. Go to https://launchpad.classlink.com/crsd
   ☆ (Add to bookmark bar)

2. Sign in

   first.last name

   Computer Password
Create a DEEDS Account

Students choose an option
Standard License

- Apply for Early Learning
- 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
Apply for K-12
Application Type Selection

- Apply for an Educator License and/or Certificate
- Apply for a Paraprofessional 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 a Skilled and Technical Sciences Certificate

Previous  Next
You must have a license before applying for salary increments.
Certificate Selection

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

- 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

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

- Teacher
Choose your sub-area

Certificate Area

Choose the certificate sub-area from the dropdown list below

- 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

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

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

Certificate dropdown list:

Choose Certificate

Middle Level Mathematics Teacher (Grades 6-8)
Choose your certificate

[Image of a webpage with options for choosing a certificate for different educational roles, including requirements and instructions for 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?
If the requirements for Licensure and Certification are met, then proceed with the application process by clicking the **Create New Application** button.

Introduction

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.

In this section, you will answer a series of questions to determine your eligibility for a license.

Answer each question by selecting **true** or **false** and click **next** to continue.

After the License Questions are answered, the License Results will show your eligibility for a license.

Figure K12-LQ-01: K-12 License Questions Introduction and Instructions
Click the **Next** button to continue the application process.

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

- Yes
- No
Answer License Questions

There are 8 total license questions—though not all will be presented.
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
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)
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 offer any information you have entered. However, you may provide or upload any additional documents in response to DOC correspondence.

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

DEEDS Early Learning
Delaware Department of Education
Ditte DEEDS Early Learning
501 Townsend Building
811 Federal Street, Suite #1
Dover, DE 19901
302-735-6235
Or send electronically to: deedsearlylearning@doe112.de.us

K-12 Licensing & Certification
Delaware Department of Education
Licensure & Certification
College Education Resource Center
59 Commerce Way, Suite #1
Dover, DE 19901
302-857-3399
Or send electronically to: deedef@doe112.de.us

You may track the status of your application at any time by logging in to your DEEDS 2.0 account and viewing your Educator Dashboard under View My Applications.
Application Tracker

Step is Completed
In Progress at DOE
Deficiency
Deficiencies
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.