



**GUIDELINES FOR
RENEWAL OF
A DELAWARE
CONTINUING
LICENSE**

(90 Clock Hours)



Department of Human Resources

Web Address:

<http://www.christina.k12.de.us>

2010 - 2011

CONTINUING LICENSE

Renewal - 90 Clock Hours

Pursuant to 14 Del. Code, Chapter 12, a three tiered licensure system is in effect for Delaware educators. This guide is intended to help you move through the information from DOE for renewing a Continuing License. The continuing license must be renewed every five (5) years.

Who needs to do this?

If you hold a DE Continuing License you must renew your license prior to its expiration.

What do I need to do in preparation for renewal of my Continuing License?

You must provide evidence of completion of 90 clock hours of approved Professional Development activities. As you complete these activities, record your hours on the online form provided at the DEEDS website:

<https://deeds.doe.k12.de.us>

Use the Single Sign on Link. If you need a new password please contact the Districts' Technology Dept. Once you have accessed your profile - On the right hand side click on: [Input/Print Clock Hour Activities](#) to input all information required.

How can I determine if the activity will be acceptable for credit?

Does it meet one of the renewal options? Does it address one of the standards of my area of the profession? Does it enhance my knowledge/skills in my job?

What is the difference between a clock hour and a semester hour?

One semester hour is equal to 15 clock hours. Some higher education institutions also offer courses which award continuing education unit (CEU) credits. (One continuing education unit is equal to 10 clock hours.)

What are the deadlines for submission?

The application must be *submitted* within 24 months of the expiration date of the Continuing License (but no later than two weeks prior to expiration). Professional Development activities must be completed during the 5-year term of the license. Clock hours may be entered throughout the entire five-year period.

Where do I start?

Collect all your documentation of all professional development activities (including college and MLP transcripts, certificates, etc). All instructions can be found on the DEEDS website on the left hand side under:

[Maintaining your credentials](#) Section 5.0

I have everything in front of me.

What's next?

Make sure your application is complete and correct with appropriate dates and Delaware Professional Teaching Standards Codes and Renewal Option Codes.

Send me the completed renewal application printout and accompanying documentation (MLP transcript, certificate, official transcripts) for verification via district mail. If everything is complete and verifiable I will finalize your application and send a complete copy back to you. Please **highlight** the hours used on your MLP.

If you would like to meet with me – my contact info is below. (Special arrangements can be made to meet in Newark, if that would be more convenient. All that's required is a computer connected to the internet and a printer.)

I will then review the application to ensure that it is complete and in order. The renewal application will be verified, finalized with DOE, and placed in your personnel file.

Am I finished now?

Not quite. Last, but not least – you must answer the Criminal History question within 90 days of the expiration date of your license. In your DEEDS Profile, there will be a location that says Renew My License/Permit. Click there for this short procedure.

When will I receive my updated Continuing License?

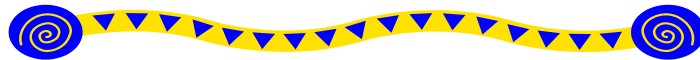
After a review of the application, the DOE Licensure and Certification Office will renew the license on the expiration date. A copy of the license will be e-mailed to the educator.

Tips:

- Keep a record of all your PD activities and certificates.
- Please stop entering hours at 90 – that is all that needs to be verified for license renewal.
- If you have completed an approved cluster – your license is automatically renewed. Please verify this with me – just to be sure. All you'll need to do is answer the criminal history question within 90 days of expiration.
- All ***District*** PD events should be on your *My Learning Plan*. The *My Learning Plan* transcript is the verifying document – you don't need anything else.
- Any state or national PD event should have a documenting certificate.
- Two 3-credit college courses equal 90 clock hours. Just attach an official transcript to your renewal application.



These are guidelines that have been established by the Delaware Department of Education for Educators needing to renew their Continuing License. We ask that you use this to help understand the requirements (90 Clock Hours) and process (DEEDS application for license renewal). Together we can make this work!



Human Resources – Certification Office

Attn: Debbie Grimes, Certification

600 North Lombard Street

Wilmington, DE 19801

Phone: 302/552-2621

Fax: 302/552-2651

E-Mail: grimesd@christina.k12.de.us