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**TITLE 14 EDUCATION**  
**DELAWARE ADMINISTRATIVE CODE**

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**DEPARTMENT OF EDUCATION**  
**PROFESSIONAL STANDARDS BOARD**  
**1500 Professional Standards Board**

**1592 Certified Central Office Personnel**

**1.0 Content**

This regulation shall apply to the issuance of a Certified Central Office Personnel Standard Certificate pursuant to 14 **Del.C.** §1220(a). This Standard Certificate is required for all instructional administrators who are working in Delaware public schools, including directors, supervisors, coordinators, and managers, except for special education directors who are subject to the requirements set forth in 14 **DE Admin. Code** 1594 Special Education Director.

**24 DE Reg. 552 (12/01/20)**

**28 DE Reg. 449 (12/01/24)**

**2.0 Definitions**

The following words and terms, when used in this regulation, shall have the following meaning:

**"Department"** means the Delaware Department of Education.

**"Educator"** means a person licensed and certified by the State under 14 **Del.C.** Ch. 12 to engage in the practice of instruction, administration or other related professional support services in Delaware public schools, including charter schools, pursuant to rules and regulations promulgated by the Professional Standards Board and approved by the State Board of Education. The term "educator" does not include substitute teachers.

**"Employing authority"** means any entity which employs educators, and includes school districts, charter schools, boards of directors, and management companies.

**"Immorality"** means conduct which is inconsistent with the rules and principles of morality expected of an educator and may reasonably be found to impair an educator's effectiveness by reason of the educator's unfitness or otherwise.

**"License"** means a credential which authorizes the holder to engage in the practice for which the license is issued.

**"Professional development"** means a combination of focused, in-depth learning, practice, feedback, reflection, and expert support experiences designed to change participants' attitudes, insights, and perspectives and ultimately results in improved professional practice. Effective professional development programs include ample opportunities for knowledge acquisition, skill mastery, descriptive feedback, and refinement of practice in the work setting.

**"Regionally accredited"** means institutional accreditation from an agency that was designated as a regional accreditor before July 1, 2020, and is currently recognized by the U.S. Secretary of Education as a reliable indicator of the institution's educational quality.

**"Standard Certificate"** means a credential issued to certify that an educator has the prescribed knowledge, skill or education to practice in a particular area, teach a particular subject, or teach a category of students.

**"Standards Board"** means the Professional Standards Board established pursuant to 14 **Del.C.** §1201.

**"Valid and current license or certificate"** means a current full or permanent certificate or license as an educator issued by another state or jurisdiction. This means the applicant is fully credentialed by having met all of the requirements for full licensure or certification as an educator in another state or jurisdiction and is in good standing in that state or jurisdiction. It does not include temporary, emergency, conditional certificates of eligibility or expired certificates or licenses issued from another state or jurisdiction.

**24 DE Reg. 552 (12/01/20)**

**28 DE Reg. 449 (12/01/24)**

**3.0 Issuance of a Standard Certificate**

- 3.1 In accordance with 14 **Del.C.** §1220(a), the Department shall issue a Certified Central Office Personnel Standard Certificate to an applicant who:

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- 3.1.1 Holds a valid Delaware Initial, Continuing, or Advanced License or a Standard or Professional Status Certificate issued by the Department prior to August 31, 2003 and meets the requirements set forth in Section 4.0 of this regulation; or
  - 3.1.2 Has met the requirements for an educator's license in Delaware and presents proof of a valid and current license or certificate as central office personnel from another state or jurisdiction whose requirements are substantially similar to the requirements in Section 4.0 of this regulation; or
  - 3.1.3 Has met the requirements for licensure in Delaware and meets the requirements set forth in Section 5.0 of this regulation.
- 3.2 Notwithstanding any provision to the contrary herein, the Department shall not act on an application for a Certified Central Office Personnel Standard Certificate if the applicant is under official investigation by any national, state, or local authority with the power to issue educator licenses or certifications. The Department shall not act where the allegations include conduct such as immorality, misconduct in office, incompetence, willful neglect of duty, disloyalty, or falsification of credentials until the applicant provides evidence of the investigation's resolution.

**24 DE Reg. 552 (12/01/20)**

**28 DE Reg. 449 (12/01/24)**

#### **4.0 Prescribed Education, Knowledge, and Skill Requirements**

- 4.1 The Department may issue a Certified Central Office Personnel Standard Certificate to an applicant who has satisfied the requirements in subsections 4.1.1 through 4.1.3.
- 4.1.1 The applicant shall have satisfied 1 of the following education requirements:
- 4.1.1.1 Earned a master's or doctoral degree with a minimum of 30 semester hours of coursework in Pre-K to 12 educational leadership from a regionally accredited college or university with advanced preparation accreditation by the Council for the Accreditation of Educator Preparation (CAEP); or
  - 4.1.1.2 Earned a master's or doctoral degree in any content area from a regionally accredited college or university and satisfactorily completed an alternative routes for licensure or certification program for central office personnel as provided in 14 **Del.C.** §§1260 – 1266; or
  - 4.1.1.3 Earned a master's or doctoral degree in any content area from a regionally accredited college or university and satisfactorily completed a Department-approved educator preparation program for central office personnel as provided in 14 **DE Admin. Code** 290 Approval of Educator Preparation Programs; or
  - 4.1.1.4 Earned a master's or doctoral degree in any content area from a regionally accredited college or university; holds a School Principal and Assistant Principal Standard Certificate (14 **DE Admin. Code** 1591) that was issued by the Department; and satisfactorily completed an additional 9 graduate-level credit hours in Pre-K to 12 educational leadership from a regionally accredited college or university or the equivalent in professional development approved by the Department. The additional 9 graduate-level credit hours must be completed after the applicant earned the applicant's master's or doctoral degree.
- 4.1.2 The applicant shall have achieved a minimum score on 1 of the following examinations:
- 4.1.2.1 A minimum score of 146 on the Educational Leadership: Administration and Supervision Assessment (ETS Test Code # 5412); or
  - 4.1.2.2 A minimum score of 151 on the School Leaders Licensure Assessment (ETS Test Code # 6990); or
  - 4.1.2.3 A minimum score of 162 on the School Superintendent Assessment (ETS Test Code # 6991).
- 4.1.3 The applicant shall have completed a minimum of 4 years of experience as an educator with satisfactory annual summative evaluations or the equivalent thereof on a state-approved educator evaluation system under a state credential in any Pre-K to 12 public school setting or an equivalent setting as approved by the Department.

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#### **5.0 Reciprocity**

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- 5.1 If an applicant is already licensed or certified as central office personnel in a state or jurisdiction whose requirements are not substantially similar to the requirements in Section 4.0, the applicant shall have satisfied the requirements in subsections 5.1.1 through 5.1.3 in order for the Department to issue a Certified Central Office Personnel Standard Certificate:
- 5.1.1 The applicant shall hold a valid and current license or certificate as central office personnel.
  - 5.1.2 The applicant shall have earned a master's or doctoral degree in a Pre-K to 12 education-related field from a regionally accredited college or university.
  - 5.1.3 If the applicant has less than 4 years' experience working as central office administrator in any Pre-K to 12 public school setting or an equivalent setting as approved by the Department, the applicant shall have achieved a minimum score on 1 of the following examinations:
    - 5.1.3.1 A minimum score of 146 on the Educational Leadership: Administration and Supervision Assessment (ETS Test Code # 5412); or
    - 5.1.3.2 A minimum score of 151 on the School Leaders Licensure Assessment (ETS Test Code # 6990); or
    - 5.1.3.3 A minimum score of 162 on the School Superintendent Assessment (ETS Test Code # 6991).

**24 DE Reg. 552 (12/01/20)**

**28 DE Reg. 449 (12/01/24)**

#### **6.0 Application Requirements**

- 6.1 If an applicant is applying for an Initial License, a Standard Certificate must be applied for simultaneously with an application for an Initial License, and the applicant shall also provide all required documentation for the License.
- 6.2 If the applicant is also applying for the issuance or renewal of an educator's license or paraeducator's permit, the applicant must disclose the applicant's criminal conviction history upon application. Failure to disclose a criminal conviction history is grounds for denial of the license or permit application as specified in 14 Del.C. §1219 and it could delay the processing or result in the denial of the application for a Certified Central Office Personnel Standard Certificate.
- 6.3 For applicants who are applying for the Certified Central Office Standard Certificate under subsection 3.1.1, the following documentation is required:
- 6.3.1 Official transcript from the applicant's regionally accredited college or university with advanced preparation accreditation by the Council for the Accreditation of Educator Preparation (CAEP) for applicants who are applying under subsection 4.1.1.1 or official transcript from the applicant's regionally accredited college or university for applicants who are applying under subsections 4.1.1.2, 4.1.1.3, and 4.1.1.4.
    - 6.3.1.1 Electronic transcripts may be submitted by the employing authority or by the applicant's regionally accredited college or university; or
    - 6.3.1.2 Sealed paper transcripts may be submitted.
    - 6.3.1.3 The Department will not accept copies of transcripts; and
  - 6.3.2 Documents verifying successful completion of Department-approved professional development, if applicable; and
  - 6.3.3 Official score on an examination as provided in subsection 4.1.2; and
  - 6.3.4 The Department-approved form verifying the applicant's completion of the experience requirement as provided in subsection 4.1.3; and
  - 6.3.5 Additional documentation as required by the Department.
- 6.4 For applicants who are applying for the Certified Central Office Standard Certificate under subsection 3.1.2, the following documentation is required:
- 6.4.1 An official copy of the valid and current license or certificate; and
  - 6.4.2 Additional documentation as required by the Department.
- 6.5 For applicants who are applying for the Certified Central Office Standard Certificate under subsection 3.1.3, the following documentation is required:
- 6.5.1 An official copy of the valid and current license or certificate; and
  - 6.5.2 Official transcript from the applicant's regionally accredited college or university.

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- 6.5.2.1 Electronic transcripts may be submitted by the employing authority or by the applicant's regionally accredited college or university; or
- 6.5.2.2 Sealed paper transcripts may be submitted.
- 6.5.2.3 The Department will not accept copies of transcripts; and
- 6.5.3 Official score on an examination as provided in subsection 5.1.3; and
- 6.5.4 Additional documentation as required by the Department.

**24 DE Reg. 552 (12/01/20)**

**28 DE Reg. 449 (12/01/24)**

#### **7.0 Secretary of Education Review**

- 7.1 The Secretary of Education may, upon the written request of a local school district or charter school, review credentials submitted in an application for a Certified Central Office Personnel Standard Certificate on an individual basis and grant such a Standard Certificate to an applicant who otherwise does not meet the requirements for a Certified Central Office Personnel Standard Certificate but whose effectiveness is documented by the local school district or charter school.
  - 7.1.1 For school districts, requests shall be approved by the superintendent of the school district.
  - 7.1.2 For charter schools, requests concerning the head of school of the charter school shall be approved by the charter school's board of directors and requests concerning all other applicants shall be approved by the charter school's head of school.

**28 DE Reg. 449 (12/01/24)**

#### **8.0 Validity of a Standard Certificate**

- 8.1 A Certified Central Office Personnel Standard Certificate is valid regardless of the assignment or employment status of the holder provided that the educator's license remains current and valid.
- 8.2 A Certified Central Office Personnel Standard Certificate is not subject to renewal.

**24 DE Reg. 552 (12/01/20)**

**28 DE Reg. 449 (12/01/24)**

#### **9.0 Disciplinary Action**

- 9.1 An educator's Certified Central Office Personnel Standard Certificate may be revoked, suspended, or limited for cause as provided in 14 **DE Admin. Code** 1514 Limitation, Suspension, and Revocation of Licenses, Certificates, and Permits.
- 9.2 An educator's Certified Central Office Personnel Standard Certificate shall be revoked if the educator's Initial, Continuing, or Advanced License or Standard or Professional Status Certificate is revoked or the educator made a materially false or misleading statement in the educator's application in accordance with 14 **Del.C.** §1222.
- 9.3 An educator whose certificate is noticed for disciplinary action is entitled to a full and fair hearing before the Standards Board. Hearings shall be conducted in accordance with 14 **DE Admin. Code** 1515 Hearing Procedures and Rules.

**24 DE Reg. 552 (12/01/20)**

**28 DE Reg. 449 (12/01/24)**

#### **10.0 Past Certificate Recognized**

The Department shall recognize a School Leader I, a School Leader II, and a Certified Central Office Personnel Standard Certificate that was issued by the Department prior to the effective date of this regulation. An educator holding such a Standard Certificate shall be considered certified to practice as central office personnel.

**24 DE Reg. 552 (12/01/20)**

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#### **11.0 Contact Information and Change of Name or Address**

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- 11.1 All applicants and educators are required to update their contact information in DEEDS if their contact information changes.
- 11.2 An educator who legally changes the educator's name and wishes to change the name on the Certified Central Office Personnel Standard Certificate shall provide a notarized copy of evidence of the name change such as a marriage license or court action.
- 11.3 An applicant or educator whose mailing address, email address, or phone number changes shall provide the Department with the new mailing address, email address, or phone number within 14 calendar days of the change.

**7 DE Reg. 190 (08/01/03)**

**7 DE Reg. 1744 (06/01/04)**

**8 DE Reg. 1301 (03/01/05)**

**Renumbered effective 06/01/07 - see Conversion Table**

**16 DE Reg. 970 (03/01/13)**

**24 DE Reg. 552 (12/01/20)**

**28 DE Reg. 449 (12/01/24)**