

**DEPARTMENT OF EDUCATION  
PROFESSIONAL STANDARDS BOARD**

Statutory Authority: 14 Delaware Code, Sections 1203, 1205(b), 1211, 1213 and 1218(k) (14 **Del.C.**  
§§1203, 1205(b), 1211, 1213 & 1218(k))  
14 **DE Admin. Code** 1511

**PROPOSED**

**PUBLIC NOTICE**

**Educational Impact Analysis Pursuant to 14 Del.C. §122(d)**

**1511 Issuance and Renewal of Continuing License**

**A. TYPE OF REGULATORY ACTION REQUESTED**

Amendment to Existing Regulation

**B. SYNOPSIS OF SUBJECT MATTER OF REGULATION**

Pursuant to 14 **Del.C.** §§1203, 1205(b), 1211, 1213, and 1218(k) the Professional Standards Board ("Board"), acting in consultation and cooperation with the Delaware Department of Education ("Department"), developed amendments to 14 **DE Admin. Code** 1511 Issuance and Renewal of Continuing License. The regulation concerns the requirements for the issuance, renewal, and retention of a Continuing License in accordance with 14 **Del.C.** §§1211, 1213, and 1218(k). The proposed amendments include revising the title of the regulation; adding and striking defined terms in Section 2.0; clarifying the requirements for issuing a Continuing License in Section 3.0; specifying the requirements for an applicant to obtain a Continuing License in Section 4.0; adding reciprocity requirements in Section 5.0; specifying the requirements for reissuance of an expired Continuing License in Section 6.0; specifying the application requirements for issuance or reissuance of a Continuing License in Section 7.0; revising Section 8.0, which concerns requests for the Secretary of Education to review applications for the issuance of a Continuing License; clarifying the requirements for renewal and application requirements to renew a Continuing License in Section 9.0; revising the professional development activities for renewal in Section 10.0; adding Section 11.0, which concerns the validity of a Continuing License; clarifying the requirements for extensions for exigent circumstances in Section 12.0; specifying the requirements for retaining a Continuing License in Section 13.0; adding Section 14.0, which concerns disciplinary actions; and adding Section 15.0, which concerns an applicant's or license holder's contact information and the requirements to change an applicant's or license holder's name or address.

Persons wishing to present their views regarding this matter may do so in writing by the close of business (4:30 p.m.) on or before February 2, 2022 to the Department of Education, Office of the Secretary, Attn: Regulation Review, 401 Federal Street, Suite 2, Dover, Delaware 19901 or to [DOERegulations.comment@doe.k12.de.us](mailto:DOERegulations.comment@doe.k12.de.us). A copy of this regulation may be viewed online at the Registrar of Regulation's website, [http://regulations.delaware.gov/services/current\\_issue.shtml](http://regulations.delaware.gov/services/current_issue.shtml) or obtained at the Department of Education's Office of the Secretary, located at the address above.

**C. IMPACT CRITERIA**

1. Will the amended regulation help improve student achievement as measured against state achievement standards? The requirements in Sections 4.0, 5.0, and 6.0 are designed to improve the quality of the educator workforce, which will help to improve student achievement.

2. Will the amended regulation help ensure that all students receive an equitable education? The requirements in Sections 4.0, 5.0, and 6.0 are designed to improve the quality of the educator workforce, which will help to ensure students in Delaware public schools receive an equitable education.

3. Will the amended regulation help to ensure all students' health and safety are adequately protected? The amended regulation addresses a license for educators and is not designed to help ensure students' health and safety is protected.

4. Will the amended regulation help to ensure that all students' legal rights are respected? The amended regulation addresses a license for educators and is not designed to help ensure students' legal rights are respected.

5. Will the amended regulation preserve the necessary authority and flexibility of decision-makers at the local board and school level? The amended regulation does not change the authority and flexibility of decision makers at the local board and school level. By statute (14 **Del.C.** § 1224), a school district or charter school may request that the Secretary of Education review the credentials of an applicant who does not meet the requirements for a Continuing License but whose effectiveness is documented by the district or school. Proposed Section 8.0 is consistent with the statute.

6. Will the amended regulation place unnecessary reporting or administrative requirements or mandates upon decision makers at the local board and school levels? The amended regulation does not place unnecessary reporting or administrative requirements or mandates upon decision makers at the local board and school levels. The application

requirements in Sections 7.0 and 9.0 apply to individual applicants.

7. Will decision making authority and accountability for addressing the subject to be regulated be placed in the same entity? The Department implements the rules and regulations promulgated and adopted pursuant to 14 **Del.C.** Ch. 12 relating to licensure and certification of educators.

8. Will the amended regulation be consistent with and not an impediment to the implementation of other state educational policies, in particular to state educational policies addressing achievement in the core academic subjects of mathematics, science, language arts, and social studies? The amended regulation is consistent with, and not an impediment to, the implementation of other state educational policies, and in particular to state educational policies addressing achievement in the core academic subjects of mathematics, science, language arts, and social studies.

9. Is there a less burdensome method for addressing the purpose of the amended regulation? There is not a less burdensome method for addressing the purpose of this amended regulation.

10. What is the cost to the state and to the local school boards of compliance with the amended regulation? There is no expected cost to the state and to the local school boards of complying with this amended regulation.

## **1511 ~~Issuance and Renewal~~ of Continuing License**

### **1.0 Content**

This regulation shall apply to the ~~issuance and renewal~~ issuance, renewal, and retention of a Continuing License for ~~educators~~ Educators, pursuant to 14 **Del.C.** §§1211 and 1213.

**6 DE Reg. 518 (10/01/02)**

**22 DE Reg. 63 (07/01/18)**

### **2.0 Definitions**

The following words and terms, when used in this regulation, shall have the following meaning ~~unless the context clearly indicates otherwise~~:

**"Action Research"** means a process by which educational issues and problems are identified and researched at either the school or the classroom level. By integrating current research into these settings and engaging the relevant educators in research activities, the findings can be applied immediately to solve the targeted problems more quickly.

**"Activity Documentation Form"** means the official form approved by the Department that includes specific details about the activity to be used for Continuing License renewal ~~and the signature of an instructional leader or a school, district or charter school to whom the applicant is responsible~~.

~~"Approved Mentoring Program"~~ means a mentoring program approved by the Department.

~~"A Product Shall Be Made Available for Verification"~~ means that the culminating, tangible result of the Professional Development activity is accessible by the individual signing the certificate of participation or the Activity Documentation Form. Examples of a product include, but are not limited to, a Professional Learning Community protocol, standards-based assessments or curriculum, copies of a presentation or other substantial work as a result of Action Research.

**"Clock Hours"** means actual time spent in Professional Development, not credit hours.

**"Comprehensive Educator Induction Program"** means an educator induction program approved by the Department to provide mentoring and professional development for Educators.

~~"Cooperating Teacher or Intern Supervisor"~~ means an individual working with student teachers or graduate or undergraduate interns as part of a state approved educator preparation program.

**"Content Area Standard Certificate"** means any subject or area that is not a category Standard Certificate, including 14 **DE Admin. Code** 1571 Special Education Teacher of Students with Disabilities.

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

~~"DPAS II"~~ means Delaware Performance Appraisal System II, an approved State educator performance evaluation system pursuant to 14 **Del.C.** Chapter 12, Subchapter VII.

**"Educational Project"** means an individual professional growth project of 15 or more Clock Hours, including a research project not related to a course for which credit is claimed, completed to enhance the individual's professional practice, with the development of a final product or report.

**"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 developed by the Standards Board, in consultation and cooperation with the Department, 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, but is not limited to, school districts, charter schools, boards of directors, and management companies.

**"Exigent Circumstances"** means ~~unanticipated circumstances or circumstances beyond the educator's control, including, but not limited to, expiration of a license during the school year, serious illness of the educator or a member of his or her immediate family, activation to active military duty, and other serious emergencies which necessitate the educator's temporarily leaving active service.~~

**"Experienced Educator"** is an educator who holds a Continuing or Advanced License, or an educator who held a Professional Status Certificate issued prior to August 1, 2003. An educator from another jurisdiction who has completed four (4) or more years of successful Teaching Experience under a full, current, and valid license may be considered an Experienced Educator.

**"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 his or her unfitness or otherwise.

**"Initial License"** means a license issued as part of the three-tiered licensure system set forth in 14 **Del.C.** Ch. 12.

**"Knowledge and Skills"** means understandings and abilities that, when acquired by educators, lead to more effective instruction.

**"Leave of Absence"** means an authorized, temporary break in service of an educator for a maximum of three (3) years during the term of an Initial or Continuing License caused by the educator not actively working due to some type of leave, including, but not limited to medical leave, military leave, personal leave, sabbatical leave or Family and Medical Leave Act (FMLA) leave.

**"Mentoring"** means activities, training and service in mentoring support or assistance provided through a formally organized Department approved comprehensive induction program or such supplemental mentoring programs as required by regulation or the educator's Employing Authority. Mentoring includes, but is not limited to, the mentoring activities that occur in the approved comprehensive induction programs required for educators during their four (4) year Initial Licensure period, Continuing Licensure period, or any other mentoring program as required by law.

**"Micro-credential"** means evidence-based professional development activities that are competency-based, personalized, on-demand, and sharable. Educators must demonstrate their competence via evidence submitted and reviewed by trained evaluators.

**"NBPTS or Similar National Certification"** means a certificate from the National Board for Professional Teaching Standards, or similar body as provided in 14 **Del.C.** §1305(l), verifying completion of all requirements in an individual's job related area of the profession or, in the case of an individual seeking, but not earning, the national certificate, verification of the Clock Hours devoted to completing the requirements for the national certificate.

**"Out of the Profession"** means the period of time that an educator has not been actively working in the field of education.

**"Performance Assessment"** means an approved multiple measure assessment in the professional area of licensure to ensure that novice educators can demonstrate application of content, pedagogy skills, and reflective practice, adopted pursuant to 14 **Del.C.** Ch. 12 and as provided in Section 18.0 of 14 **DE Admin. Code** 1510 Issuance of Initial License. A performance assessment is not a multiple choice assessment and may require written commentary, submission of artifacts, and submission of a video. It is designed to identify an educator's strengths and areas of improvement to practice in order to develop effective educators in the classroom.

**"Planned Professional Development Program"** means a structured program within a building, district or charter school that has been specifically identified through a success plan. Such programs shall be designed to enhance Knowledge and Skills that promote continuous professional growth and improve student performance.

**"Presentation"** means preparation and presentation as a workshop or conference presenter or course instructor on a topic related to the individual's professional responsibilities.

**"Professional Committee, Conference, Workshop, Institute, or Academy"** means a program offered either within, or outside, the state that contributes to the participant's professional knowledge or skills in effectively conducting his/her work in education.

**"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 as per 14 DE Admin. Code 1598 Delaware Professional Development Standards.~~

~~"Professional Development Activities" means activities designed to enhance Knowledge and Skills to promote continuous professional growth and to improve educator performance.~~

~~"Professional Learning Community (PLC)" consists of a minimum of four (4) educators with the following attributes: supportive and shared leadership, collective creativity, shared values and vision, supportive conditions, shared personal practice, and whose focus over an extended period of time is on improving student learning with an accountability measure built into their process. An extended period of time would be considered a minimum of ten (10) consecutive weeks and a minimum accumulation of fifteen (15) Clock Hours.~~

~~"Program" means an activity with a cohesive educational plan of action with goals and objectives.~~

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

~~"State" means State of Delaware.~~

~~"Teacher Leader" means a teacher who teaches students and collaboratively leads colleagues to improve their practice. A Teacher Leader works with other teachers and with school, district, and State leaders to advance goals connected to improving student outcomes; has clearly defined roles, responsibilities, and key competencies for success; and has demonstrated effectiveness with students and mastery of key teacher leadership competencies.~~

~~"Teaching Experience" means meeting students on a regularly scheduled basis, planning and delivering instruction, developing or preparing instructional materials, and evaluating student performance under a State credential in any PreK to 12 public school setting or as approved by the Department.~~

6 DE Reg. 518 (10/01/02)

7 DE Reg. 197 (08/01/03)

10 DE Reg. 97 (07/01/06)

13 DE Reg. 1084 (02/01/10)

14 DE Reg. 295 (10/01/10)

22 DE Reg. 63 (07/01/18)

23 DE Reg. 40 (07/01/19)

### 3.0 Issuance of the Original Continuing License

- 3.1 ~~In accordance with 14 Del.C. §1211, the Department shall issue, upon application, a Continuing License to a qualified educator who has successfully completed the requirements of initial licensure as set forth in 14 Del.C. §1210, including obtaining a passing score on a Performance Assessment, and has not received more than one (1) unsatisfactory annual evaluation, as defined by DPAS II or a state approved alternative educator evaluation system, during the period of initial licensure.~~
- 3.2 ~~An applicant for a Continuing License shall submit a complete application on the Department approved application form to the Department. Verification by the school district or charter school of satisfactory DPAS II annual summative evaluations or the equivalent thereof on a state approved alternative educator evaluation system for the period of initial licensure shall be submitted with an initial application for a Continuing License.~~
- 3.3 ~~An applicant with more than one (1) unsatisfactory DPAS II annual summative evaluation or the equivalent thereof on a state approved alternative educator evaluation system during the period of initial licensure is ineligible to be issued a Continuing License.~~
- 3.4 ~~Incomplete applications shall not be processed. The applicant shall provide evidence that all requirements have been successfully met.~~
  - 3.4.1 ~~The Department shall send notice of the incomplete application. The applicant shall be responsible for maintaining current contact information with the Department.~~
  - 3.4.2 ~~Notification of an incomplete application shall also be sent to the applicant's Employing Authority.~~
- 3.5 ~~Applicants from Another Jurisdiction~~
  - 3.5.1 ~~The Department may issue a Continuing License to a qualified applicant currently licensed as an educator in another jurisdiction who provides evidence of having completed four (4) or more years of successful Teaching Experience with the following conditions:~~
    - 3.5.1.1 ~~The educator may demonstrate four (4) years of successful Teaching Experience by submitting documentation to the Department or Employing Authority of a minimum of four (4) years of Teaching Experience and of having received at least two (2) satisfactory evaluations from the other jurisdiction that the Department or Employing Authority finds are the equivalent of the two (2) satisfactory summative evaluations required of a Delaware educator.~~

3.5.1.2 If the educator has been Out of the Profession for more than four (4) years, the educator must meet the following as a condition of maintaining the original Continuing License:

3.5.1.2.1 The educator shall, within the first year of employment, successfully complete an Approved Mentoring Program which focuses on current best practices in curriculum, instruction and assessment and aligned to state and national standards.

3.5.1.2.1.1 Failure to successfully complete the Approved Mentoring Program shall result in the suspension of the License. If the Continuing License expires during the term of the suspension, the educator must apply for an Initial License and meet the requirements in effect at the time of the application.

3.5.1.2.1.2 Upon request by the applicant and Employing Authority, the Department may extend the time to complete the Approved Mentoring Program for a period of up to one (1) year upon a showing of Exigent Circumstances.

3.5.1.3 The educator shall be entitled to notice and the right to a hearing as provided within Section 12.0.

3.5.2 The Department may not issue a Continuing License to an applicant whose license as an educator from another jurisdiction has expired.

3.5.2.1 Experienced Educators from another jurisdiction with an expired license shall apply for an Initial License and meet the requirements for an Initial License in effect at the time of the application.

3.6 A Continuing License is valid for five (5) years unless extended pursuant to 14 Del.C. §1216 or revoked or suspended for cause, as defined in 14 Del.C. §1218, or suspended for failure to meet the other conditions of maintaining a License.

3.7 The Department shall not act on an application for licensure if the applicant is under official investigation by any state or local authority with the power to issue educator licenses or certifications, where the alleged conduct involves allegations of Immorality, misconduct in office, incompetence, willful neglect of duty, disloyalty or falsification of credentials, until the applicant provides evidence of the investigation's resolution.

3.7.1 The Department shall send notice of the inability to process the application.

3.7.2 The applicant shall be responsible for maintaining current contact information with the Department.

**6 DE Reg. 518 (10/01/02)**

**7 DE Reg. 197 (08/01/03)**

**7 DE Reg. 1350 (04/01/04)**

**10 DE Reg. 97 (07/01/06)**

**13 DE Reg. 1084 (02/01/10)**

**14 DE Reg. 295 (10/01/10)**

**22 DE Reg. 63 (07/01/18)**

**23 DE Reg. 40 (07/01/19)**

#### **4.0 Educators with Expired Delaware Licenses applying for their Original Continuing License**

4.1 Delaware Certificates issued prior to July 2, 2001

4.1.1 In accordance with 14 Del.C. §1215, the Department shall issue an original Continuing License to a qualified educator who holds a Delaware certificate issued by an education certifying board prior to July 13, 1971 or who previously held a valid Delaware Standard or Professional Status certificate that has expired.

4.1.1.1 As a condition of maintaining the original Continuing License, the educator shall successfully complete one (1) year of an Approved Mentoring Program required of educators on an Initial License within their first year of employment.

4.1.1.1.1 Upon request by the applicant and Employing Authority, the Department may extend the time to complete the Approved Mentoring Program for a period of up to one (1) year upon a showing of Exigent Circumstances.

4.1.1.1.2 Failure to successfully complete the Approved Mentoring Program shall result in the suspension of the License. If the Continuing License expires during the term of the suspension, the educator must apply for an Initial License and meet the requirements in effect at the time of the application.

4.1.1.2 The educator shall be entitled to notice and the right to a hearing as provided in Section 11.0.

4.2 Application Procedures and Requirements

4.2.1 The educator shall make application to the Department on a Department approved form and provide evidence of previous Delaware certification.

4.2.2 The educator shall provide evidence that all other requirements have been successfully met.

4.2.3 Incomplete applications shall not be processed.

4.2.3.1 The Department shall send notice of the incomplete application. The applicant shall be responsible for maintaining current contact information with the Department.

4.2.3.2 Notification of an incomplete application shall also be sent to the applicant's Employing Authority.

4.3 A Continuing License is valid for five (5) years unless extended pursuant to 14 ~~Del.C.~~ §1216 or revoked or suspended for cause, as defined in 14 ~~Del.C.~~ §1218, or suspended for failure to meet the other conditions of maintaining a License.

**6 DE Reg. 518 (10/01/02)**

**7 DE Reg. 197 (08/01/03)**

**10 DE Reg. 97 (07/01/06)**

**13 DE Reg. 1084 (02/01/10)**

**14 DE Reg. 295 (10/01/10)**

**22 DE Reg. 63 (07/01/18)**

**23 DE Reg. 40 (07/01/19)**

## **5.0 ~~Renewal of a Continuing License~~**

5.1 In accordance with 14 ~~Del.C.~~ §1212, the Department shall renew a Continuing License, valid for an additional five (5) years, to a qualified educator who has fulfilled the ninety (90) Clock Hour requirement for Professional Development and other requirements of this regulation. At least one half of the required hours [forty-five (45) hours every five (5) years] for educators shall be in activities that relate to the educator's work with students or staff. Satisfactory evidence of such completion, as set forth in Section 13.0, shall be submitted to the Department with the application for renewal. The ninety (90) Clock Hours of Professional Development shall have taken place during the term of the Continuing License.

### **5.2 ~~Renewal of Expired Delaware Continuing License~~**

5.2.1 The Department may issue a Continuing License to a qualified educator who previously held a Delaware Continuing License that expired not more than five years before the renewal application, with the following conditions:

5.2.1.1 Prior to renewal of the License, the educator shall provide to the Department evidence of successfully completing ninety (90) Clock Hours of Professional Development during the five (5) years preceding application, pursuant to Section 7.0.

5.2.1.2 If the educator has been Out of the Profession for less than three (3) years since the expiration of the Continuing License, the educator shall, within the first year of employment, successfully complete an Approved Mentoring Program which focuses on current best practices in curriculum, instruction and assessment and aligned to state and national standards

5.2.1.2.1 Failure to successfully complete the Approved Mentoring Program shall result in the suspension of the License.

5.2.1.3 If the educator has been Out of the Profession for more than three (3) years since the expiration of the Continuing License, the educator shall, within the first year of employment, successfully complete a year of an Approved Mentoring Program required of educators on an Initial License.

5.2.1.3.1 Failure to successfully complete the Approved Mentoring Program shall result in the suspension of the License.

5.2.1.4 A Continuing License is valid for five (5) years unless extended pursuant to 14 ~~Del.C.~~ §1216 or revoked or suspended for cause, as defined in 14 ~~Del.C.~~ §1218 or suspended for failure to meet the other conditions of maintaining a License.

5.2.2 The Department may not reissue a Continuing License to an educator who previously held a valid Continuing License which expired more than five (5) years prior to application for renewal.

5.2.2.1 The educator shall apply for an Initial License and meet the requirements in effect at the time of the application.

5.3 Professional Development Options for Relicensure are listed in Section 13.0.

### **5.4 ~~Documentation of Clock Hours for Relicensure~~**

5.4.1 For renewal of the Continuing License, educators may complete and document Clock Hours for the variety of activities described under relicensure options. When college or university courses are used to fulfill the requirements, the following equivalencies shall be used: one (1) semester hour equals fifteen (15) Clock Hours, one (1) quarter hour equals ten (10) Clock Hours, one (1) Continuing Education Unit (CEU) equals

ten (10) Clock Hours. To be documented for Clock Hours, activities shall meet the criteria set forth in the regulations and shall be appropriately verified and applied for. Professional Development activities that are part of a DPAS II assistance or improvement plan or the equivalent thereof on a state approved alternative educator evaluation system may be used to satisfy this requirement. Individuals, schools or school districts, or other agencies organizing or conducting Professional Development activities which may be used for fulfilling the requirements for renewal of a license are responsible for providing documentation of participation to all participants. An employer may not impose additional activity requirements on the award of Clock Hours towards renewal of a Continuing License.

5.4.2 Criteria for determining if activities are acceptable for Clock Hour credit for an educator include the following:

- 5.4.2.1 The activity enhances the Knowledge and Skills in the educator's job or contributes to his/her school or profession.
- 5.4.2.2 The activity meets one of the relicensure options.
- 5.4.2.3 The activity addresses one of the standards for the educator's area of the profession.
- 5.4.2.4 The activity is completed during the term of the educator's current Continuing License.
- 5.4.2.5 The activity addresses specific Professional Educator Standards.
- 5.4.2.6 Participation in, or completion of, the activity can be documented.

5.5 The Relicensure Application, Activity Documentation Form, and, where required, original or official documents shall be used to verify activities for renewal of a Continuing License. Official transcripts or original grade slips are required documentation for successful completion of college courses.

5.6 For applicants who change positions (grade levels, content areas, areas of supervisory responsibility, etc.) during the five (5) year term of a Continuing License, Clock Hours documented shall have been appropriate to the educator's position at the time the Clock Hours were completed.

5.7 The Department shall have the responsibility to verify Clock Hours for applicants that are not currently employed by a Delaware Employing Authority or those employed in another jurisdiction and wish to renew their Continuing License. The Department may require that the applicant submit verifying documentation.

~~6 DE Reg. 518 (10/01/02)~~

~~7 DE Reg. 197 (08/01/03)~~

~~7 DE Reg. 1350 (04/01/04)~~

~~10 DE Reg. 97 (07/01/06)~~

~~13 DE Reg. 1084 (02/01/10)~~

~~14 DE Reg. 295 (10/01/10)~~

~~22 DE Reg. 63 (07/01/18)~~

~~23 DE Reg. 40 (07/01/19)~~

## **6.0 Required Professional Development**

To obtain renewal of a Continuing License, educators are required to participate in Professional Development activities totaling a minimum of ninety (90) Clock Hours every five (5) years and any other Professional Development or Mentoring requirements required. The ninety (90) Clock Hours shall be completed during the five (5) year term of the license. All activities shall relate to the 14 ~~DE Admin. Code~~ 1597 Delaware Professional Teaching Standards, 14 ~~DE Admin. Code~~ 1590 Delaware Administrator Standards, or appropriate specialty organization standards.

~~6 DE Reg. 518 (10/01/02)~~

~~7 DE Reg. 197 (08/01/03)~~

~~10 DE Reg. 97 (07/01/06)~~

~~13 DE Reg. 1084 (02/01/10)~~

~~22 DE Reg. 63 (07/01/18)~~

## **7.0 Professional Development Options for Renewal of a Continuing License**

Candidates for renewal of a Continuing License may select from a variety of Professional Development options, as set forth in the relicensure options approved by the Standards Board, set forth in Section 13.0. The activities selected must be beyond the normal or specified requirements of the position. Professional development activities which fulfill the criteria for relicensure for which educators receive compensation may be submitted in fulfillment of the ninety (90) Clock Hour requirement for relicensure.

~~6 DE Reg. 518 (10/01/02)~~

~~7 DE Reg. 197 (08/01/03)~~

~~10 DE Reg. 97 (07/01/06)~~

~~13 DE Reg. 1084 (02/01/10)~~

~~22 DE Reg. 63 (07/01/18)~~

## **8.0 Extension of Continuing License for Exigent Circumstances**

~~8.1 The Department may extend a Continuing License for a period not to exceed one (1) year, upon the license holder's showing of Exigent Circumstances warranting the necessity of such extension.~~

~~8.1.1 A license holder whose Continuing License expires during the school year may have the Continuing License extended until the last day of the fiscal year upon a request from the district superintendent or charter school administrator. This extension shall be considered an Exigent Circumstance and shall not exceed one (1) year in length.~~

~~8.1.2 An educator shall establish Exigent Circumstances to the satisfaction of the Department by showing circumstances in a written request to the Department with any necessary documentation.~~

~~8.1.3 Notwithstanding any extension, the effective date of any renewed License shall be the original expiration date.~~

~~6 DE Reg. 518 (10/01/02)~~

~~10 DE Reg. 97 (07/01/06)~~

~~13 DE Reg. 1084 (02/01/10)~~

~~22 DE Reg. 63 (07/01/18)~~

## **9.0 Leave of Absence**

~~9.1 At the discretion of the hiring district or charter school, an educator may take a Leave of Absence of up to three years. The date of expiration of the Continuing License will be extended commensurate with the length of the Leave of Absence.~~

~~9.2 The Department may require that the educator provide documentation sufficient to establish the Leave of Absence.~~

~~9.3 An educator's Continuing License shall not be automatically extended under this section and the burden is on the educator to submit an extension request with sufficient documentation to the Department and to establish the authorized Leave of Absence.~~

~~6 DE Reg. 518 (10/01/02)~~

~~13 DE Reg. 1084 (02/01/10)~~

~~22 DE Reg. 63 (07/01/18)~~

## **10.0 Criminal Conviction History and Investigation of Misconduct**

~~10.1 An applicant shall disclose his or her criminal conviction history upon application for a Continuing License, or within ninety (90) days prior to the expiration of a Continuing License if the applicant requests the renewal of his or her Continuing License, or upon application of renewal of an expired Continuing License. Failure to disclose a criminal conviction history is grounds for denial or revocation of a Continuing License as specified in 14 Del.C. §1219.~~

~~10.2 The Department shall not act on an application for licensure if the applicant is under official investigation by any state or local authority with the power to issue educator licenses or certifications, where the alleged conduct involves allegations of Immorality, misconduct in office, incompetence, willful neglect of duty, disloyalty or falsification of credentials, until the applicant provides evidence of the investigation's resolution.~~

~~10.2.1 The Department shall send notice of the inability to process the application.~~

~~10.2.2 The applicant shall be responsible for maintaining current contact information with the Department.~~

~~6 DE Reg. 518 (10/01/02)~~

~~13 DE Reg. 1084 (02/01/10)~~

~~22 DE Reg. 63 (07/01/18)~~

## **11.0 Suspension of a Continuing License For Failure To Meet Conditions of Issuance**

~~11.1 Failure of an educator to meet the requirements of the Continuing License after issuance shall result in the suspension of the educator's Continuing License.~~

~~11.2 Notice of Action~~



- 11.2.1 The Secretary of Education or his or her designee, shall not take action against a person to suspend their Continuing License without providing the person with written notice of the suspension and the reasons therefore and with an opportunity for a full and fair hearing before the Standards Board.
- 11.2.2 Notice shall be sent to the person's last known address. Notice shall be sent by certified mail, with return receipt requested. A copy of the notice may also be sent electronically.
- 11.2.3 The license holder shall have thirty (30) calendar days from the date the notice of the suspension was mailed to make a written request for a hearing.
- 11.2.4 If no written request for a hearing is received by the Standards Board within thirty (30) calendar days from the date the notification was mailed, the license holder's license shall be deemed to be suspended and the holder shall be so notified.
- 11.2.5 Notice of the suspension shall be made by the Secretary, or his or her designee, to the educator's employer.
- 11.2.6 All communications between a license holder and the Department or Standards Board provided for in this Section shall be by certified mail, with a return receipt requested. Additional notice may also be sent electronically.

### 11.3 Standards Board Hearings and Procedures

- 11.3.1 In any hearing before the Standards Board to challenge action taken under this regulation, the Standards Board shall have the power to administer oaths, order the taking of depositions, issue subpoenas and compel attendance of witnesses and the production of books, accounts, papers, records, documents and testimony.
- 11.3.2 Unless otherwise provided for in this Section, the burden of proof in a license suspension action shall be on the agency taking official action to establish by preponderance of the evidence that the license holder has failed to comply with the applicable laws and regulations relating to the retention of the license.
- 11.3.3 Hearings shall be conducted in accordance with 14 DE Admin. Code 1515 Hearing Procedures and Rules.

**6 DE Reg. 518 (10/01/02)**

**7 DE Reg. 197 (08/01/03)**

**10 DE Reg. 97 (07/01/06)**

**13 DE Reg. 1084 (02/01/10)**

**22 DE Reg. 63 (07/01/18)**

### 12.0 Secretary of Education Review

- 12.1 The Secretary of Education may, at the written request of a school district or charter school, review licensure credentials on an individual basis and grant a Continuing License to an applicant who otherwise does not meet the requirements for a Continuing License, but whose effectiveness is documented by the school district or charter school.
  - 12.1.1 For school districts, requests shall be approved by the superintendent of the school district.
  - 12.1.2 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 educators shall be approved by the charter school's head of school.

**7 DE Reg. 197 (08/01/03)**

**10 DE Reg. 97 (07/01/06)**

**13 DE Reg. 1084 (02/01/10)**

**22 DE Reg. 63 (07/01/18)**

**23 DE Reg. 40 (07/01/19)**

### 13.0 Continuing License Options for Relicensure

Each educator is responsible for obtaining approval from his or her employer before participating in a Professional Development activity.

OPTION	HOURLY VALUE	CRITERIA	VERIFICATION
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Action Research or other Educational Project	Verified Clock Hours completing Action Research or other Educational Project. Maximum of 30 Clock Hours.	The verified Clock Hours shall be accrued during the Action Research or other Educational Project. The documented goal for the participant(s) shall be a product and a new set of educator Knowledge and Skills. These shall complement the school, district, or charter school's success plan or State's initiative and shall be focused on student learning. A Product Shall Be Made Available for Verification. If an educator does not complete NBPTS or Similar National Certification, the educator may use the verified Clock Hours as an other Educational Project.	A certificate of participation or the completed Activity Documentation Form as well as the final product which documents the goals and results of the Action Research or other Educational Project shall be presented to the Department.
Certification required to retain a State professional license	Verified Clock Hours involved in recertification activities.	The certification to maintain a State professional license as required in the applicable regulation.	A certificate of attendance and the original certificate of completion for Continuing Education Units (CEUs) shall be presented to the Department.
College Course	Clock Hours may be accrued where 1 semester hour equals 15 hours and 1 quarter semester hour or Continuing Education Unit (CEU) equals 10 hours.	The course shall be completed within a matriculated Masters program, Doctoral program or a graduate level course of study at or through a regionally accredited college or university or other Department approved provider. The course may also be an undergraduate course as seen by the educator as necessary to acquire new Knowledge and Skills related to the educator's position. The course shall be taken at a regionally accredited college or university for credit. The educator shall attain a grade of "B" or better (or a "P" in Pass / Fail course).	Official transcripts, original grade slips or an original certificate of completion for Continuing Education Units (CEUs) shall be presented to the Department.
Cooperating Teacher or Intern Supervisor	Verified Clock Hours involved in support of student teacher or intern. Maximum of 45 Clock Hours over the course of 5 years.	The supervision shall be of a student intern or of a student teacher participating in a state approved educator preparation program.	The Activity Documentation Form shall be completed by the student's institution of higher education and presented to the Department.
Curriculum and/or Assessment Development	Verified Clock Hours of service. Minimum of 3 Clock Hours. Maximum of 30 Clock Hours over the course of 5 years.	The documented goal is a curricular component and/or an encompassing assessment. A Product Shall Be Made Available for Verification.	A certificate of participation or the completed Activity Documentation Form as well as the final product shall be presented to the Department.
Mentoring	Verified Clock Hours involved in Mentoring activities. Maximum of 45 Clock Hours over the course of 5 years.	The documented interactions between the mentor and mentee(s) during the initial (or subsequent refresher) training sessions or during the actual Mentoring of a novice educator.	The completed <i>Mentor Log</i> or Activity Documentation Form shall be presented to the Department.

Micro-credential	Verified Clock Hours of completed Micro-credentials. Maximum of 30 Clock Hours over the course of 5 years.	Verified hours for successfully-completing, preparing, and submitting-evidence based on evaluation criteria.	Credentialing-documentation completed-and approved by the Micro-credential evaluator.
NBPTS-Certification or-Similar National-Certification	45 Clock Hours for-attaining national-certification.	Holds a certificate issued by NBPTS or a-similar body as provided in 14 Del.C. §1305(l) that is related to the individual's-work or assignment. NBPTS-Certification or Similar National-Certification shall be completed and-verified by the expiration date of the-educator's Continuing License.	The completed Activity-Documentation Form and a-copy of the certificate-issued by NBPTS or a-similar body shall be-presented to the-Department.
Planned-Professional-Development-Program	Verified Clock Hours of-service or experience.	The Planned Professional Development-Program shall focus on the school,-district or charter school's success plan-which may be targeting curriculum,-instruction, assessment, school climate,-or other identified need or shall be-related to the educator's work with-students or staff.	A certificate of participation-or a completed Activity-Documentation Form shall-be presented to the-Department.
Presentation	Verified Clock Hours of-presentation and-preparation. The ratio of-preparation to-presentation is 3:1. Each presentation topic-may be submitted one-time. Maximum of 15-Clock Hours.	The Presentation shall contribute to the-education profession or add to the body-of knowledge in the educator's specific-field. The Presentation shall be made at-a local, state, regional or national-conference.	The completed Activity-Documentation Form and-conference agenda listing-the Presentation shall be-presented to the-Department.
Professional-Committee,-Conference,-Workshop,-Institute or-Academy	Verified Clock Hours of-service or experience.	The educator may include time spent in-those portions of the Professional-Committee, Conference, Workshop,-Institute or Academy that contribute to-the educator's Knowledge and Skills,-competence, performance or-effectiveness in education that are-directly connected to the school, district-or charter school's success plan or State-initiative. This option includes-workshops offered by districts or other-employing authorities either as part of a-professional development day or during-after school hours. Examples of-expected student or educator outcomes-are anticipated.	The completed Activity-Documentation Form and-the original certificate of-attendance or completion or-a letter from the-Professional Committee,-Conference, Workshop,-Institute or Academy staff-shall be presented to the-Department.
Professional-Learning-Community (PLC)	Verified Clock Hours of-participation. Maximum-of 15 hours.	The educator shall be a contributing-member of a formal or informal-Professional Learning Community-whose documented goal for participants-is a product or new set of Knowledge-and Skills which are focused on student-learning.	A certificate of participation-or the completed Activity-Documentation Form shall-be presented to the-Department.

Skilled and Technical Sciences specific career area program certification or Career and Technical program certification	Verified Clock Hours involved in certification activities.	Skilled and Technical Sciences or Certified Career and Technical Education teachers may use hours they have accrued in acquiring the specific Knowledge and Skills necessary for their program or specific career area program approval.	A valid copy of the certificate attesting to the successful completion of the activity required for the Career and Technical program area or the Skilled and Technical Sciences specific career area program certification shall be presented to the Department.
Teacher Leader Professional Development	Verified Clock Hours of service or experience.	The hours shall be accrued during a Teacher Leader Professional Development activity that contributes to the educator's Knowledge and Skills, competence, performance or effectiveness in teacher leadership that directly impact the productiveness of the school.	The original certificate of attendance or completion and the completed Activity Documentation Form with examples of expected outcomes shall be presented to the Department.

~~6 DE Reg. 518 (10/01/02)~~

~~7 DE Reg. 197 (08/01/03)~~

~~7 DE Reg. 1350 (04/01/04)~~

~~10 DE Reg. 97 (07/01/06)~~

~~22 DE Reg. 63 (07/01/18)~~

~~23 DE Reg. 40 (07/01/19)~~

### **3.0 Issuance of a Continuing License**

- 3.1 In accordance with 14 Del.C. §1211, the Department shall issue a Continuing License to an applicant who:
- 3.1.1 Meets the requirements for issuance of a Continuing License as set forth in Section 4.0 of this regulation;  
or
  - 3.1.2 Presents proof of a Valid and Current License or Certificate as an educator from another state or jurisdiction whose requirements are substantially similar to the requirements in Section 4.0 of this regulation and completion of four or more years of experience as an educator; or
  - 3.1.3 Meets the requirements for reciprocity as 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 Continuing License 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 but are not limited to 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.

### **4.0 Requirements for a Continuing License**

- 4.1 Pursuant to 14 Del.C. §1211(b), the Department may issue a Continuing License to an applicant who has satisfied the requirements in subsections 4.1.1 through 4.1.3.
- 4.1.1 The applicant holds a Delaware Initial License.
  - 4.1.2 The applicant completed the applicable Comprehensive Educator Induction Program as provided in 14 DE Admin. Code 1503 Comprehensive Educator Induction Programs.
    - 4.1.2.1 If the applicant was issued an Initial License pursuant to subsection 3.1.1 of 14 DE Admin. Code 1510, the applicant shall have completed years one, two, three, and four of the program before the applicant's Initial License expired.
    - 4.1.2.2 If the applicant completed one year of experience as an educator and was issued an Initial License pursuant to subsection 3.1.2 or 3.1.3 of 14 DE Admin. Code 1510, the applicant shall have completed years two, three, and four of the program before the applicant's Initial License expired.
    - 4.1.2.3 If the applicant completed two years of experience as an educator and was issued an Initial License pursuant to subsection 3.1.2 or 3.1.3 of 14 DE Admin. Code 1510, the applicant shall have completed years three and four of the program before the applicant's Initial License expired.

- 4.1.2.4 If the applicant completed three years of experience as an educator and was issued an Initial License pursuant to subsections 3.1.2 or 3.1.3 of 14 **DE Admin. Code** 1510, the applicant shall have completed year four of the program before the applicant's Initial License expired.
- 4.1.2.5 If the applicant completed the first year of the program and was issued an Initial License pursuant to subsection 3.1.4 of 14 **DE Admin. Code** 1510, the applicant shall have completed years two, three, and four of the program before the applicant's Initial License expired.
- 4.1.2.6 If the applicant completed the first and second years of the program and was issued an Initial License pursuant to subsection 3.1.4 of 14 **DE Admin. Code** 1510, the applicant shall have completed years three and four of the program before the applicant's Initial License expired.
- 4.1.2.7 If an applicant completed the first, second, and third years of the program and was issued an Initial License pursuant to subsection 3.1.4 of 14 **DE Admin. Code** 1510, the applicant shall have completed year four of the program before the applicant's Initial License expired.
- 4.1.3 The applicant did not receive more than one unsatisfactory annual evaluation during the period of the applicant's Initial License.

## **5.0 Requirements for Reciprocity**

- 5.1 If an applicant is already licensed or certified as an educator in another state or jurisdiction, the applicant must meet the requirements in subsections 5.1.1 through 5.1.3 in order for the Department to issue a Continuing License.
  - 5.1.1 The applicant shall hold a Valid and Current License or Certificate as an educator.
  - 5.1.2 The applicant shall have simultaneously applied for and met the requirements of at least one Content Area Standard Certificate. A Continuing License will not be issued if the applicant does not meet the requirements of the Content Area Standard Certificate sought or is ineligible for an Emergency Certificate.
  - 5.1.3 The applicant shall have completed four or more years of experience as an educator.

## **6.0 Requirements for Reissuance of an Expired Delaware Continuing License**

- 6.1 A Continuing License may be reissued to an applicant whose Continuing License lapsed up to 30 days past the Continuing License's expiration date if the applicant submits documentation of completion of 90 Clock Hours of professional development during the term of the Educator's Continuing License and prior to 30 days of the Continuing License lapsing.
- 6.2 For an applicant whose Continuing License lapsed more than 30 days past the Continuing License's expiration date but less than five years prior to the date of the application, a Continuing License may be reissued to the applicant who meets all of the requirements in subsections 6.2.1 through 6.2.2.
  - 6.2.1 The applicant shall have previously held a Delaware Continuing License that expired less than five years prior to the date of the application; and
  - 6.2.2 The applicant shall have completed 90 Clock Hours of professional development within five years prior to date of the application.
- 6.3 A Continuing License may not be reissued to an applicant whose Delaware Continuing License expired five or more years prior to the date of the application and who is not eligible for reciprocity under Section 5.0. The applicant shall apply for an Initial License and meet the requirements for issuance of an Initial License that are in effect at the time of the application.

## **7.0 Application Requirements for Issuance of a Continuing License**

- 7.1 An applicant must disclose the applicant's criminal conviction history upon application for a Continuing License. Failure to disclose a criminal conviction history is grounds for denial of a Continuing License as specified in 14 **Del.C.** §1219.
- 7.2 The Department will not process an application for a Continuing License until the applicant has submitted all of the required documentation.
- 7.3 For applicants who are applying for the Continuing License under subsection 3.1.1, the following documentation is required:
  - 7.3.1 Proof the applicant holds a Delaware Initial License; and
  - 7.3.2 Proof the applicant completed the applicable Comprehensive Educator Induction Program; and
  - 7.3.3 Proof the applicant did not receive more than one unsatisfactory annual evaluation during the period of the applicant's Initial License; and
  - 7.3.4 Additional documentation as required by the Department.

- 7.4 For applicants who are applying for the Continuing License under subsection 3.1.2, the following documentation is required:
- 7.4.1 An official copy of the Valid and Current License or Certificate; and
  - 7.4.2 Proof the applicant completed four or more years of Teaching Experience; and
  - 7.4.3 Additional documentation as required by the Department.
- 7.5 For applicants who are applying for the Continuing License under subsection 3.1.3, the following documentation is required:
- 7.5.1 An official copy of the Valid and Current License or Certificate; and
  - 7.5.2 Application and all required documentation for a Content Area Standard Certificate; and
  - 7.5.3 Proof the applicant completed four or more years of Teaching Experience; and
  - 7.5.4 Additional documentation as required by the Department.
- 7.6 For applicants who are applying for reissuance of the Continuing License under subsection 6.1, proof the applicant completed 90 Clock Hours of professional development is required.
- 7.7 For applicants who are applying for reissuance of the Continuing License under subsection 6.2, the following documentation is required:
- 7.7.1 Proof the applicant previously held a Delaware Continuing License that expired;
  - 7.7.2 Proof the applicant has completed 90 Clock Hours of professional development in the five years preceding the date of the application.

## **8.0 Secretary of Education Review**

- 8.1 The Secretary of Education may, at the written request of a school district or charter school, review credentials submitted in an application for a Continuing License on an individual basis and grant a Continuing License to an applicant who otherwise does not meet the requirements for a Continuing License but whose effectiveness is documented by the school district or charter school.
- 8.1.1 For school districts, requests shall be approved by the superintendent of the school district.
  - 8.1.2 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.

## **9.0 Renewal of the Continuing License**

- 9.1 In order to continue practicing as an Educator in a Delaware public school, an Educator who holds a Continuing License shall renew the Educator's Continuing License prior to the expiration date. Pursuant to 14 Del.C. §1212, the Department may renew an Educator's Continuing License for an additional five-year term if the Educator completed 90 Clock Hours of Professional Development during the term of the Educator's Continuing License.
- 9.1.1 Professional development activities for renewal are listed in Section 10.0. The criteria for determining if a professional development activity is acceptable for Clock Hour credit are set forth in subsections 9.1.1.1 through 9.1.1.4.
- 9.1.1.1 The activity must be one of the renewal activities in Section 10.0; and
  - 9.1.1.2 The activity must be completed during the term of the Educator's current Continuing License; and
  - 9.1.1.3 Completion of the activity must be documented; and
  - 9.1.1.4 The activity must meet one of the following criteria:
    - 9.1.1.4.1 The activity enhances the Educator's understandings and abilities in the Educator's job, leading to more effective instruction, administration, or support, or contributes to the Educator's school or profession. For applicants who change positions (grade levels, content areas, areas of supervisory responsibility, etc.) during the five-year term of a Continuing License, Clock Hours documented shall have been appropriate to the Educator's position at the time the Clock Hours were completed; or
    - 9.1.1.4.2 The activity addresses one of the content standards for the Educator's area of the profession; or
    - 9.1.1.4.3 The activity addresses specific professional educator standards.
- 9.1.2 The Educator is responsible for obtaining approval from the Educator's Employing Authority before participating in a professional development activity.

9.1.3 The Educator is responsible for obtaining documentation of the Educator's participation in and completion of a professional development activity from the individual, school or school district, or other entity that organizes and conducts the activity.

9.1.4 Professional development activities which fulfill the criteria for renewal for which Educators receive compensation may be submitted in fulfillment of the 90 Clock Hour requirement for renewal.

## 9.2 Application for Renewal

9.2.1 An applicant must disclose the applicant's criminal conviction history upon application for renewal of a Continuing License. Failure to disclose a criminal conviction history is grounds for denial of a Continuing License as specified in 14 Del.C. §1219.

9.2.2 Notwithstanding any provision to the contrary herein, the Department shall not act on an application to renew a Continuing License 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 but are not limited to 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.

9.2.3 The Department will not process an application to renew a Continuing License until the applicant has submitted all of the required documentation. The following documentation is required to be submitted to the Department with the application for renewal of a Continuing License:

9.2.3.1 A completed renewal application; and

9.2.3.2 Documentation to verify participation in and completion of professional development activities if required by the Department; and

9.2.3.3 Additional documentation as required by the Department.

9.2.4 Each activity must be verified by the applicant's Employing Authority as provided in Section 10.0. Even if an activity has been verified by the applicant's Employing Authority, the Department ultimately determines whether an activity satisfies the requirements for renewal of a Continuing License. If, at the time of application, the applicant is not employed by an Employing Authority in Delaware, the applicant must submit the documentation required to verify the applicant's participation in and completion of each activity to the Department as provided in Section 10.0.

## **10.0 Professional Development Activities for Renewal of a Continuing License**

ACTIVITY	HOUR VALUE	CRITERIA	VERIFICATION
Action Research or other Educational Project	Verified Clock Hours completing Action Research or other Educational Projects must be a minimum of 15 Clock Hours. The maximum number Clock Hours for Action Research or an Educational Project is 30 Clock Hours.	The verified Clock Hours shall be accrued during the Action Research or other Educational Project. The documented goal for the Educator shall be a product and a new set of educator knowledge and skills. These shall complement the school, district, or charter school's success plan or State's initiative and shall be focused on student learning. A product shall be made available for verification. If an Educator does not complete NBPTS Certification or other national certification, as provided below, the Educator may use the verified Clock Hours as an other Educational Project.	A certificate of participation or a completed Activity Documentation Form as well as the final product which documents the goals and results of the Action Research or other Educational Project.
Certification activities required to retain a State professional license	Verified Clock Hours involved in recertification activities.	The certification to maintain a State professional license as required in the applicable regulation.	A certificate of attendance and the original certificate of completion for Continuing Education Units (CEUs).

<u>College Course</u>	<u>Clock Hours may be accrued where 1 semester hour equals 15 hours and 1 quarter semester hour or Continuing Education Unit (CEU) equals 10 hours.</u>	<u>The course shall be completed within a matriculated Masters program, Doctoral program or a graduate level course of study at or through a regionally accredited college or university or other Department-approved provider. The course may also be an undergraduate course to acquire new knowledge and skills related to the Educator's position. The course shall be taken at a regionally accredited college or university for credit. The Educator shall attain a grade of "B" or better (or a "P" in Pass / Fail course).</u>	<u>Official transcripts, original grade slips or an original certificate of completion for Continuing Education Units (CEUs).</u>
<u>Cooperating teacher or intern supervisor</u>	<u>Verified Clock Hours involved in support of student teacher, teacher resident, or intern. Maximum of 45 Clock Hours over the course of 5 years.</u>	<u>The supervision shall be of a student teacher participating in a state-approved educator preparation program, a student in a teacher residency program, or a student intern.</u>	<u>The Activity Documentation Form shall be completed by the student's institution of higher education and signed by the applicant's supervisor.</u>
<u>Curriculum Development, Assessment Development, or Both</u>	<u>Verified Clock Hours of service. Minimum of 3 Clock Hours. Maximum of 30 Clock Hours over the course of 5 years.</u>	<u>The documented goal is a curricular component, an encompassing assessment, or both a curricular component and an encompassing assessment. A product shall be made available for verification.</u>	<u>A certificate of participation or the completed Activity Documentation Form as well as the final product.</u>
<u>Mentoring through a Comprehensive Educator Induction Program</u>	<u>Verified Clock Hours involved in mentoring activities.</u>	<u>Documentation of the lead mentor or mentor that involves observation, feedback, training, presentations, facilitation of Professional Learning Communities, professional learning, and other activities directly related to the preparation and guidance of mentees or mentors within a Comprehensive Educator Induction Program.</u>	<u>The completed Mentor/Mentee Log that reflects the criteria, uploaded in the Mentoring Center or documented in the Data Service Center and also provided to the Employing Authority.</u>
<u>Micro-credential</u>	<u>Verified Clock Hours of completed Micro-credentials through a Department-approved issuer.</u>	<u>Verified hours for successfully completing, preparing, and submitting evidence based on evaluation criteria. Educators must demonstrate their competence via evidence submitted and reviewed by trained evaluators.</u>	<u>The Educator's credentialing documentation must be completed and approved by the Micro-credential evaluator.</u>



<u>Planned Professional Development Activity or Program</u>	<u>Verified Clock Hours of service or experience.</u>	<u>The planned professional development activity or program shall focus on the Educator's or the school's success plan which may be targeting curriculum, instruction, assessment, school climate, or an other identified need or shall be related to the Educator's work with students or staff. The activity or program may be in-State or out-of-State and held in-person or virtually.</u>	<u>A certificate of participation or other documentation to verify attendance.</u>
<u>Presentation</u>	<u>Verified Clock Hours of presentation and preparation as a workshop or conference presenter or course instructor. The ratio of preparation to presentation is 3:1. Each presentation topic may be submitted one time. Maximum of 15 Clock Hours.</u>	<u>The presentation shall be related to the individual's professional responsibilities and shall contribute to the education profession or add to the body of knowledge in the Educator's specific field. The presentation shall be made at a local, state, regional or national conference.</u>	<u>The completed Activity Documentation Form and conference agenda listing the Presentation.</u>
<u>Professional Committee, Conference, Workshop, Institute or Academy</u>	<u>Verified Clock Hours of service or experience.</u>	<u>The Educator may include time spent in those portions of the professional committee, conference, workshop, institute or academy that contribute to the Educator's knowledge and skills, competence, performance or effectiveness in education that are directly connected to the Educator's or the school's success plan or State initiative. This activity includes workshops offered by districts or other employing authorities either as part of a professional development day or during after school hours. Examples of expected student or educator outcomes are anticipated. The professional committee, conference, workshop, institute, or academy may be in-State or out-of-State and held in-person or virtually.</u>	<u>The completed Activity Documentation Form or the original certificate of attendance or completion or a letter from the professional committee, conference, workshop, institute or academy staff.</u>

Professional Learning Community (PLC)	Verified Clock Hours of participation. Minimum of 10 documented meeting sessions. Maximum of 15 hours.	The Educator shall be a contributing member of a formal or informal Professional Learning Community whose documented goal for participants is a product or new set of knowledge and skills which are focused on student learning. The PLC must consist of a group of Educators with the following attributes: supportive and shared leadership, collective creativity, shared values and vision, supportive conditions, shared personal practice, and focus on improving student learning with an accountability measure built into their process.	A certificate of participation or the completed Activity Documentation Form.
Skilled and Technical Sciences specific career area program certification or Career and Technical program certification	Verified Clock Hours involved in certification activities.	Skilled and Technical Sciences or Certified Career and Technical Education teachers may use hours they have accrued in acquiring the specific knowledge and skills necessary for their program or specific career area program approval.	A valid copy of the certificate attesting to the successful completion of the activity required for the Career and Technical program area or the Skilled and Technical Sciences specific career area program certification or other documentation verifying hours involved in certification activities.
Teacher of the Year or other district, state, or national recognition award or program activities	Verified Clock Hours involved in the application and selection process activities that do not fall under one of the activities above.	Candidates for teacher of the year at the building, district, or state level may use hours that they have accrued in the application and selection process. Activities required for consideration for district, state, or national recognition awards or programs may also be included.	The completed Activity Documentation Form.

## **11.0 Validity of a Continuing License**

- 11.1 For an applicant who applied for and met the requirements of the Continuing License under subsections 3.1.1, 3.1.2, or 3.1.3, the Continuing License is issued for a period of five years.
- 11.2 For an applicant who applied for and met the requirements for renewal of the applicant's Continuing License under Section 9.0, the Continuing License may be renewed for a five-year period.

## **12.0 Extension for Exigent Circumstances**

- 12.1 The Department may extend a Continuing License for a period not to exceed one year, upon the license holder's showing of exigent circumstances warranting the necessity of such extension. Exigent circumstances are unanticipated circumstances or circumstances beyond the license holder's control, including serious illness of the license holder or a member of the license holder's immediate family, activation to active military duty, and serious emergencies that necessitate the license holder's temporarily leaving active service as an Educator.
- 12.2 A license holder whose Continuing License expires during the school year may have the Continuing License extended until the last day of the fiscal year upon a request from the public school district superintendent or charter school administrator. This extension shall be considered an exigent circumstance and shall not exceed one school year in length. Notwithstanding an extension, the effective date of any renewed license shall be the original expiration date.

### **13.0 Requirements Related to Retention of the Continuing License**

- 13.1 In order to retain a Continuing License, the Educator shall:
  - 13.1.1 Hold at least one Standard Certificate and meet any requirements related to retention of the Standard Certificate.
  - 13.1.2 For an Educator who was issued a Continuing License under subsections 3.1.2 or 3.1.3, complete the applicable Comprehensive Educator Induction Program as provided in 14 **DE Admin. Code** 1503.
  - 13.1.3 For an Educator who is new to an area, complete the applicable Comprehensive Educator Induction Program as provided in 14 **DE Admin. Code** 1503.
- 13.2 If an Educator fails to meet any of the requirements related to retaining a Continuing License, the Educator shall immediately notify the Department in writing.
- 13.3 The requirements set forth in subsection 13.1 apply to all Educators regardless of the date the Initial License was issued.

### **14.0 Disciplinary Action**

- 14.1 An Educator's Continuing License 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 or for the Educator's failure to comply with the requirements related to the retention of a Continuing License as provided in Section 13.0.
- 14.2 An Educator's Continuing License shall be revoked if the Educator's Standard 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**.
- 14.3 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.

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

- 15.1 All applicants and Educators are required to update their contact information in DEEDS if their contact information changes.
- 15.2 An Educator who legally changes the Educator's name and wishes to change the name on the Continuing License shall provide a notarized copy of evidence of the name change such as a marriage license or court action.
- 15.3 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.

**6 DE Reg. 518 (10/01/02)**

**7 DE Reg. 197 (08/01/03)**

**7 DE Reg. 1350 (04/01/04)**

**10 DE Reg. 97 (07/01/06)**

**13 DE Reg. 1084 (02/01/10)**

**13 DE Reg. 1267 (04/01/10)**

**14 DE Reg. 295 (10/01/10)**

**22 DE Reg. 63 (07/01/18)**

**23 DE Reg. 40 (07/01/19)**

**25 DE Reg. 677 (01/01/22) (Prop.)**