

**DEPARTMENT OF EDUCATION**  
**PROFESSIONAL STANDARDS BOARD**  
**1500 Professional Standards Board (Licensure, Certification and Professional Development)**

**1511 Continuing License**

**1.0 Content**

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

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

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

**25 DE Reg. 958 (04/01/22)**

**2.0 Definitions**

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

**"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.

**"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.

**"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.

**"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.

**"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.

**"Micro-credential"** means evidence-based professional development activities that are competency-based, personalized, on-demand, and sharable.

**"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.

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

**"State"** means State of Delaware.

**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)**

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

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

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

**25 DE Reg. 958 (04/01/22)**

### **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.

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### **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.

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**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.

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**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.

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**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

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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.

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#### 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.

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#### 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

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- 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.

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**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).

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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 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).
Cooperating teacher or intern supervisor	Verified Clock Hours involved in support of student teacher, teacher resident, or intern. Maximum of 45 Clock Hours over the course of 5 years.	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.	The Activity Documentation Form shall be completed by the student's institution of higher education and signed by the applicant's supervisor.
Curriculum Development, Assessment Development, or Both	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, an encompassing assessment, or both a curricular component and 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.
Mentoring through a Comprehensive Educator Induction Program	Verified Clock Hours involved in mentoring activities.	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.	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.
Micro-credential	Verified Clock Hours of completed Micro-credentials through a Department-approved issuer.	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.	The Educator's credentialing documentation must be completed and approved by the Micro-credential evaluator.

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Planned Professional Development Activity or Program	Verified Clock Hours of service or experience.	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.	A certificate of participation or other documentation to verify attendance.
Presentation	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.	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.	The completed Activity Documentation Form and conference agenda listing the Presentation.
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 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.	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.

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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.

**25 DE Reg. 958 (04/01/22)**

**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.

**25 DE Reg. 958 (04/01/22)**

**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.

**25 DE Reg. 958 (04/01/22)**

### **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.

**25 DE Reg. 958 (04/01/22)**

### **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.

**25 DE Reg. 958 (04/01/22)**

### **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)**

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

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

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

25 DE Reg. 958 (04/01/22)