

---

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

---

1

**DEPARTMENT OF EDUCATION**

**1500 Professional Standards Board (Licensure, Certification and Professional Development)**

**1556 School to Work Transition Teacher**

**1.0 Content**

This regulation shall apply to the issuance and retention of a School to Work Transition Teacher Standard Certificate pursuant to 14 **Del.C.** §1220(a). The School to Work Transition Teacher Standard Certificate is required for educators who provide employability skills training, career exploration, and counseling and support in the transition to and graduation from high school for grades 6 to 12 in Delaware public schools.

**14 DE Reg. 1355 (06/01/11)**

**25 DE Reg. 515 (11/01/21)**

**2.0 Definitions**

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

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

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

**"Employing Authority"** means any entity which employs educators, and includes, 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 the educator's unfitness or otherwise.

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

**"Regionally Accredited"** means educational accreditation by a regional accrediting agency that is recognized by the U.S. Secretary of Education as a reliable authority concerning the quality of education offered by the institutions of higher education it accredits, including Middle States Commission on Higher Education.

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

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

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

**14 DE Reg. 1355 (06/01/11)**

**25 DE Reg. 515 (11/01/21)**

**3.0 Issuance of a Standard Certificate**

3.1 In accordance with 14 **Del.C.** §1220(a), the Department shall issue a School to Work Transition Teacher Standard Certificate to an applicant who:

3.1.1 Holds a valid Delaware Initial, Continuing, or Advanced License or a Standard or Professional Status Certificate issued by the Department prior to August 31, 2003 and meets the requirements set forth in Section 4.0 of this regulation; or

3.1.2 Has met the requirements for an educator's license in Delaware and presents proof of a Valid and Current License or Certificate as a school to work transition teacher issued by another state or jurisdiction.

3.2 Notwithstanding any provision to the contrary herein, the Department shall not act on an application for a School to Work Transition Teacher Standard Certificate if the applicant is under official investigation by any national, state, or local authority with the power to issue educator licenses or certifications. The Department shall not act where the allegations include but are not limited to conduct such as Immorality, misconduct in

---

## TITLE 14 EDUCATION

### DELAWARE ADMINISTRATIVE CODE

---

office, incompetence, willful neglect of duty, disloyalty, or falsification of credentials until the applicant provides evidence of the investigation's resolution.

**14 DE Reg. 1355 (06/01/11)**

**25 DE Reg. 515 (11/01/21)**

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

- 4.1 An applicant for a School to Work Transition Teacher Standard Certificate shall have satisfied one of the following education requirements:
  - 4.1.1 The applicant earned a bachelor's degree from a Regionally Accredited college or university with a minimum of 30 semester hours of coursework in school to work transition education from an educator preparation program approved or recognized by the National Council for the Accreditation of Teacher Education (NCATE), the Council for the Accreditation of Educator Preparation (CAEP), or a state where the state approval body employed the appropriate standards; or
  - 4.1.2 The applicant satisfactorily completed a Department-approved educator preparation program in school to work transition; or
  - 4.1.3 The applicant earned a bachelor's degree from a Regionally Accredited college or university in any content area and satisfactorily completed a professional development program developed by Jobs for Delaware Graduates (JDG) and approved by the Department. The program shall include not less than 150 hours of professional development in the following areas:
    - 4.1.3.1 Classroom management and student engagement;
    - 4.1.3.2 Instructional practices for school to work transition programs;
    - 4.1.3.3 Career coaching and student goal planning;
    - 4.1.3.4 Creating and maintaining data systems and contracts for school to work transition programs; and
    - 4.1.3.5 School to work curriculum and assessment.

**14 DE Reg. 1355 (06/01/11)**

**25 DE Reg. 515 (11/01/21)**

#### **5.0 Application Requirements**

- 5.1 If an applicant is applying for an Initial License, a Standard Certificate must be applied for simultaneously with the application for the Initial License, and the applicant shall also provide all required documentation for the License.
- 5.2 For an applicant who is applying for the School to Work Transition Teacher Standard Certificate under subsection 3.1.1 of this regulation, the following documentation is required in the application:
  - 5.2.1 Official transcript from the applicant's Regionally Accredited college or university.
    - 5.2.1.1 Electronic transcripts may be submitted by the Employing Authority or by the applicant's Regionally Accredited college or university; or
    - 5.2.1.2 Sealed paper transcripts may be submitted.
    - 5.2.1.3 The Department will not accept copies of transcripts; and
  - 5.2.2 Documentation that the applicant completed a Department-approved professional development program developed by JDG, if applicable; and
  - 5.2.3 Additional documentation as required by the Department.
- 5.3 For an applicant who is applying for the School to Work Transition Teacher Standard Certificate under subsection 3.1.2 of this regulation, the following documentation is required in the application:
  - 5.3.1 An official copy of the Valid and Current License or Certificate; and
  - 5.3.2 Additional documentation as required by the Department.

**25 DE Reg. 515 (11/01/21)**

#### **6.0 Validity of a Standard Certificate**

- 6.1 A School to Work Transition Teacher Standard Certificate is valid regardless of the assignment or employment status of the holder provided that the Educator's License remains current and valid.
- 6.2 A School to Work Transition Teacher Standard Certificate is not subject to renewal.

**25 DE Reg. 515 (11/01/21)**

**7.0 Disciplinary Action**

- 7.1 An Educator's School to Work Transition Teacher Standard Certificate may be revoked, suspended, or limited for cause as provided in 14 **DE Admin. Code** 1514 Limitation, Suspension, and Revocation of Licenses, Certificates, and Permits.
- 7.2 An Educator's School to Work Transition Teacher Standard Certificate shall be revoked if the Educator's Initial, Continuing, or Advanced License or Professional Status Certificate is revoked or the Educator made a materially false or misleading statement in the Educator's application in accordance with 14 **Del.C.** §1222.
- 7.3 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. 515 (11/01/21)**

**8.0 Secretary of Education Review**

- 8.1 The Secretary of Education may, upon the written request of a local school district or charter school, review credentials submitted in an application for a School to Work Transition Teacher Standard Certificate on an individual basis and grant such a Standard Certificate to an applicant who otherwise does not meet the requirements for a School to Work Transition Teacher Standard Certificate but whose effectiveness is documented by the local 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.

**25 DE Reg. 515 (11/01/21)**

**9.0 Past Certificate Recognized**

The Department shall recognize a School to Work Transition Teacher Standard Certificate that was issued by the Department prior to the effective date of this regulation. An Educator holding such a Standard Certificate shall be considered certified to teach school to work transition.

**9 DE Reg. 136 (07/01/05)**

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

**14 DE Reg. 1355 (06/01/11)**

**25 DE Reg. 515 (11/01/21)**