
TITLE 14 EDUCATION
DELAWARE ADMINISTRATIVE CODE

DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY
200 Administration and Operations

286 Application Fee For Educator Licensure

1.0 Purpose

The purpose of this regulation is to comply with 14 **Del.C.** §122(b)(27) related to educator licensure, and to establish rules and guidelines related to the application fee for educator licensure. Specifically, the Department of Education will implement a one-time, non-refundable fee of not more than \$100 for an educator's first application to obtain licensure and certification in Delaware. However, the fee shall be reimbursed for any applicant who becomes employed as an educator in a Delaware Public School. This application may be for an initial, continuing, or advanced license.

20 DE Reg. 435 (12/01/16)

21 DE Reg. 803 (04/01/18)

26 DE Reg. 310 (10/01/22)

2.0 Definitions

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

"Advanced License" means a license issued as part of the 3-tiered licensure system set forth in 14 **Del.C.** §121(c) and 14 **Del.C.** Ch. 12, subchapter II.

"Charter School" means a public school that is operated under a charter granted by, or transferred to, the Delaware Department of Education or other authorizing body pursuant to 14 **Del.C.** Ch. 5.

"Continuing License" means a license issued as part of the 3-tiered licensure system set forth in 14 **Del.C.** §121(c) and 14 **Del.C.** Ch. 12, subchapter II.

"Department" means the Delaware Department of Education.

"Educator Licensure Application Fee" means the one-time, non-refundable fee of not more than \$100 an individual pays for an application for their first educator license in Delaware.

"Eligible Educator" means an educator who has paid the one-time \$100 educator licensure fee and who has become employed as an educator in a Delaware public school.

"Initial License" means a license issued as part of the 3-tiered licensure system set forth in 14 **Del.C.** §121(c) and 14 **Del.C.** Ch. 12, subchapter II.

"Public School" means a physical plant having any or all of grades kindergarten through 12, supported primarily from public funds and under the supervision of public school administrators. A Charter School, as defined herein, is also a public school.

20 DE Reg. 435 (12/01/16)

21 DE Reg. 803 (04/01/18)

26 DE Reg. 310 (10/01/22)

3.0 Application Process

3.1 Applicants seeking educator licensure in Delaware shall:

3.1.1 Establish an online account in the electronic licensure and certification system in Delaware;

3.1.2 Submit official documents to the Department to support their application;

3.1.3 Pay a one-time, non-refundable \$100 application fee via debit or credit card through the electronic licensure and certification system when applying for an initial, continuing, or advanced license; and

3.1.4 Meet all statutory and regulatory requirements.

3.2 An application will not be processed until all conditions of subsection 3.1 are met.

3.3 Submission of an online fee and application does not entitle the applicant to the requested license.

20 DE Reg. 435 (12/01/16)

26 DE Reg. 310 (10/01/22)

4.0 Exemptions From Application Fee

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An applicant who is already licensed and certified in Delaware shall be exempt from the application fee.

20 DE Reg. 435 (12/01/16)

5.0 Fee Payment and Collection

- 5.1 No installment or partial payments of the fee will be accepted. Only full payment of the fee, to be made as part of the online electronic application, is permitted.
- 5.2 No appeals, exceptions, or waivers shall be granted for the fee.
- 5.3 All fees collected pursuant to this regulation shall be deposited in the General Fund, with the exception of \$90,000, which shall be retained annually by the Department in a special fund to be established for the sole purpose of reimbursing eligible educators.

20 DE Reg. 435 (12/01/16)

26 DE Reg. 310 (10/01/22)

6.0 Reimbursement

- 6.1 An eligible educator shall receive a reimbursement of the one-time \$100 educator licensure fee. The reimbursement shall be processed by the Department in coordination with the Division of Accounting for eligible educators identified November 1 and April 1 of each fiscal year.
- 6.2 Eligible educators shall receive their reimbursement check through either a direct deposit transaction or live check.

19 DE Reg. 620 (01/01/16)

20 DE Reg. 435 (12/01/16)

21 DE Reg. 803 (04/01/18)

26 DE Reg. 310 (10/01/22)