

DEPARTMENT OF EDUCATION

OFFICE OF THE SECRETARY

Statutory Authority: 14 Delaware Code, Section 122(d) (14 **Del.C.** §122(d))
14 **DE Admin. Code** 750

FINAL

REGULATORY IMPLEMENTING ORDER

750 Support Personnel Salary Supplements for Additional Training

I. Summary of the Evidence and Information Submitted

The Secretary of Education intends to amend 14 **DE Admin. Code** 750 Support Personnel Salary Supplements for Additional Training to reflect the current administrative professional organizations and examinations. This regulation was reviewed as part of the five year review cycle. The Department worked with district staff as well as the Delaware State Education Association (DSEA) on the proposed changes. The salary supplements are identified in Delaware law.

Notice of the proposed regulation was published in the *News Journal* and the *Delaware State News* on April 5, 2012, in the form hereto attached as *Exhibit "A"*. The Department did not receive comments on the amendments to the regulation.

II. Findings of Facts

The Secretary finds that it is appropriate to amend 14 **DE Admin. Code** 750 Support Personnel Salary Supplements for Additional Training in order to reflect the current administrative professional organizations and examinations. This regulation was reviewed as part of the five year review cycle. The Department worked with district staff as well as the Delaware State Education Association (DSEA) on the proposed changes. The salary supplements are identified in Delaware law.

III. Decision to Amend the Regulation

For the foregoing reasons, the Secretary concludes that it is appropriate to amend 14 **DE Admin. Code** 750 Support Personnel Salary Supplements for Additional Training. Therefore, pursuant to 14 **Del.C.** §122, 14 **DE Admin. Code** 750 Support Personnel Salary Supplements for Additional Training attached hereto as *Exhibit "B"* is hereby amended. Pursuant to the provision of 14 **Del.C.** §122(e), 14 **DE Admin. Code** 750 Support Personnel Salary Supplements for Additional Training hereby amended shall be in effect for a period of five years from the effective date of this order as set forth in Section V. below.

IV. Text and Citation

The text of 14 **DE Admin. Code** 750 Support Personnel Salary Supplements for Additional Training amended hereby shall be in the form attached hereto as *Exhibit "B"*, and said regulation shall be cited as 14 **DE Admin. Code** 750 Support Personnel Salary Supplements for Additional Training in the *Administrative Code of Regulations* for the Department of Education.

V. Effective Date of Order

The actions hereinabove referred to were taken by the Secretary pursuant to 14 **Del.C.** §122 on May 17, 2012. The effective date of this Order shall be ten (10) days from the date this Order is published in the *Delaware Register of Regulations*.

IT IS SO ORDERED the 17 day of May 2012.

Department of Education

Lillian M. Lowery, Ed.D., Secretary of Education

Approved this 17 day of May 2012

750 Support Personnel Salary Supplements for Additional Training

1.0 Definitions:

"Certificate" means a document issued by the Department of Education that verifies completion of the additional training required for a Level I, Level II or Bachelor's degree status for support personnel.

"Department" means the Delaware Department of Education.

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

"Support Personnel" means an administrative secretary, financial secretary, senior secretary, secretary or clerk employed by a school district, charter school or by the Department of Education.

2.0 Supplements for Additional Training

An administrative secretary, financial secretary, senior secretary, secretary or clerk shall receive as salary the amount that the employee qualifies for under 14 **Del.C.** §1308 plus an annual amount for additional training as defined in 14 **Del.C.** §1309(b). The following shall be the requirements for the salary supplements defined in 14 **Del.C.** §1309(b):

2.1 Professional Secretary Certificate, Level I Salary Supplement Qualifications

2.1.1 Hold a high school diploma or certificate of equivalency; and

2.1.1.1 Complete sixty (60) semester hours of course work from a regionally accredited post secondary institution in professional office training, accounting or other related areas; or

2.1.1.2 ~~Pass all six parts of the Examination for Certified Professional Secretaries administered by the Professional Secretaries International (PSI)~~ Pass the Certified Administrative Professional (CAP) examination administered by the International Association of Administrative Professionals (IAAP);
or

2.1.1.3 Pass the National Association of Educational Office Professionals, Professional Standards Program (PSP), Certificate Level, Option 4I or Option II, BASIC or above.

2.2 Certified Secretary Certificate, Level II Salary Supplement Qualifications

2.2.1 Hold a high school diploma or certificate of equivalency; and

2.2.1.1 Complete an associate degree in business, professional office training or, accounting from a regionally accredited post secondary institution; and have a minimum of five years successful experience as an office professional; or

2.2.1.2 ~~Pass all six parts of the Examination for Certified Professional Secretaries administered by the Professional Secretaries International (PSI);~~ Pass the Certified Administrative Professional (CAP) examination administered by the International Association of Administrative Professionals (IAAP); complete twelve (12) semester hours of course work from a regionally accredited post secondary institution in professional office training, accounting or other related area; and have a minimum of five years successful experience as an office professional; or

2.2.1.3 ~~Pass the Associate Professional Certificate from the Professional Standards Program (PSP), Options I or II, as administered by the National Association of Educational Office Professionals, complete twelve (12) semester hours of course work from a regionally accredited post secondary institution in professional office training, accounting or other related area and have a minimum of five years successful experience as an office professional.~~ Pass the National Association of Educational Office Professionals, Professional Standards Program (PSP), Certificate Level, Option I; complete twelve (12) semester hours of course work from a regionally accredited post secondary institution in professional office training, accounting or other related area; and have a minimum of five years successful experience as an office professional; or

2.2.1.4 Pass the National Association of Educational Office Professionals, Professional Standards Program (PSP), Certificate Level, Option II which includes the completion of at least twelve (12) semester hours of course work from a regionally accredited post secondary institution in professional office training, accounting or other related area; and have a minimum of five years successful experience as an office professional;

2.3 Bachelor's Degree Certificate, Level III Salary Supplement Qualifications

2.3.1 An individual shall hold a Bachelor's degree from a regionally accredited College.

3.0 Requirements for a Certificate

The Department shall issue Certificates to Support Personnel in local school districts, charter schools and in the Department of Education who have met the requirements for additional training in 2.1, 2.2 or 2.3.

4.0 Application Procedures

- 4.1 Applicants for a Certificate for additional training shall submit to the Department the appropriate evidence required to meet the requirements for the type of Certificate requested in 2.1, 2.2 and 2.3 as described in 4.1.1 through 4.1.3.
- 4.1.1 Official transcripts forwarded directly from the issuing institution or by the applicant in an unopened, unaltered envelope.
 - 4.1.2 Evidence of passing scores on the ~~Examination for Certified Professional Secretaries administered by the Professional Secretaries International (PSI)~~ Certified Administrative Professional (CAP) examination as administered by the International Association of Administrative Professionals (IAAP) or passing scores on the Associate Professional Certificate from the Professional Standards Program (PSP), Options ~~1 or 2~~ I or II, as administered by the National Association of Educational Office Professionals.
 - 4.1.3 Documentation of years of experience if appropriate.
 - 4.1.4 Reapplication is not required unless an applicant intends to apply for a different level of certification under 2.0.

5.0 Denial of Certificate

- 5.1 An applicant may be denied a Certificate for an additional training supplement upon a finding that the applicant has failed to meet the requirements set forth herein or is found to have made a materially false or misleading statement on his or her application or supporting materials.
- 5.12 The Secretary shall give written notice to the applicant of the denial and the reasons therefore. The notice of denial shall be sent by certified mail and shall give notice that a full and fair hearing may be requested before the Secretary or his or her designee within 10 days of the receipt of the notice of denial. The Secretary's decision shall be final.

10 DE Reg. 1143 (01/01/07)

15 DE Reg. 1711 (06/01/12) (Final)