

**DEPARTMENT OF EDUCATION**  
**OFFICE OF THE SECRETARY**  
**700 Finance and Personnel**

**750 Support Personnel Salary Supplements for Additional Training**

**1.0 Definitions:**

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

**"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.

**20 DE Reg. 804 (04/01/17)**

**2.0 Supplements for Additional Training**

2.1 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):

2.2 Professional Secretary Certificate, Salary Supplement Qualifications

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

2.2.1.1 Complete two years of college, to equate to a minimum of forty-eight (48) semester hours of course work from a regionally accredited post-secondary institution in business, professional office training, accounting or other related areas; or

2.2.1.2 Pass the Certified Administrative Professional (CAP) examination administered by the International Association of Administrative Professionals (IAAP); or

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

2.3 Certified Secretary Certificate, Salary Supplement Qualifications

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

2.3.1.1 Meet the eligibility requirements for Professional Secretary Certificate and complete twelve (12) semester hours of course work from a regionally accredited post-secondary institution in business, professional office training, accounting or other related area; and have a minimum of five years successful experience as an office professional; or

2.3.1.2 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 business, professional office training, accounting or other related area; and have a minimum of five years successful experience as an office professional; or

2.3.1.3 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 business, professional office training, accounting or other related area; and have a minimum of five years successful experience as an office professional; or

2.3.1.4 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;

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2.4 Bachelor's Degree Certificate, Salary Supplement Qualifications

2.4.1 Hold a Bachelor's degree from a regionally accredited college.

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

**20 DE Reg. 804 (04/01/17)**

**22 DE Reg. 585 (01/01/19)**

**3.0 Requirements for a Certificate**

The Department shall issue Certificates to Support Personnel in local school districts, charter schools and in the Department who have met the requirements for additional training in subsections 2.2, 2.3, and 2.4.

**20 DE Reg. 804 (04/01/17)**

**22 DE Reg. 585 (01/01/19)**

**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 subsections 2.2, 2.3, and 2.4 as described in subsections 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 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 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 Section 2.0.

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

**20 DE Reg. 804 (04/01/17)**

**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.

5.2 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)**

**20 DE Reg. 804 (04/01/17)**

**22 DE Reg. 585 (01/01/19)**