
TITLE 14 EDUCATION
DELAWARE ADMINISTRATIVE CODE

1

DEPARTMENT OF EDUCATION
Professional Standards Board
1500 Professional Standards Board

1596 Charter School Instructional Administrator

1.0 Content

- 1.1 This regulation shall apply to the issuance of a Charter School Instructional Administrator Standard Certificate pursuant to [14 Del.C. §1220\(a\)](#). The Charter School Instructional Administrator Standard Certificate is required for instructional administrators of Charter Schools in Delaware. The Charter School Instructional Administrator Standard Certificate authorizes an individual to practice as an instructional administrator in a charter school. Heads of charter schools exempt under [14 Del.C. §507\(c\)](#) and non-instructional administrators are not required to hold a Charter School Instructional Administrator Standard Certificate.
- 1.2 The Charter School Instructional Administrator Standard Certificate shall not be used to practice as a school leader in a traditional or vocational-technical public school in Delaware.
- 1.3 In lieu of the Charter School Instructional Administrator Standard Certificate, an instructional administrator in a charter school may hold 1 of the following Standard Certificates:
 - 1.3.1 School Principal and Assistant School Principal Standard Certificate ([14 DE Admin. Code 1591](#)); or
 - 1.3.2 Certified Central Office Personnel ([14 DE Admin. Code 1592](#)); or
 - 1.3.3 Superintendent or Assistant Superintendent Standard Certificate ([14 DE Admin. Code 1593](#)); or
 - 1.3.4 Special Education Director ([14 DE Admin. Code 1594](#)).[29 DE Reg. 409 \(11/01/25\)](#)

2.0 Definitions

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

- "Charter school"** means a public school that operates under a charter granted by a public school district or the Department pursuant to [14 Del.C. Ch. 5](#).
- "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 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.
- "Instructional administrator"** means a charter school administrator who supervises and evaluates educators, instructs students by means of designing and implementing curriculum, or instructs, trains, mentors, or coaches teachers.
- "License"** means a credential which authorizes the holder to engage in the practice for which the license is issued.
- "Non-instructional administrator"** means a charter school administrator whose role is to oversee and manage operational aspects of the school that focus on supporting the logistical and functional aspects of the school environment and ensure that essential services and resources are effectively coordinated and utilized. A non-instructional administrator's responsibilities may include finance, transportation, nutrition, facilities management, safety and security, human resources, and technology infrastructure.
- "Regionally accredited"** means institutional accreditation from an agency that was designated as a regional accreditor before July 1, 2020, and is currently recognized by the U.S. Secretary of Education as a reliable indicator of the institution's educational quality.
- "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 as an educator issued by another state or jurisdiction. This means the applicant is fully credentialed by having met all of the requirements for full licensure or certification as an educator in another state or jurisdiction and is in good

TITLE 14 EDUCATION

DELAWARE ADMINISTRATIVE CODE

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.

29 DE Reg. 409 (11/01/25)

3.0 Issuance of a Standard Certificate

- 3.1 In accordance with **14 Del.C. §1220(a)**, the Department shall issue a Charter School Instructional Administrator 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 charter school instructional administrator issued by another state or jurisdiction whose requirements are substantially similar to the requirements in Section 4.0 of this regulation; or
 - 3.1.3 Has met the requirements for an educator's license in Delaware and meets the requirements 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 Charter School Instructional Administrator 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 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.

29 DE Reg. 409 (11/01/25)

4.0 Prescribed Education, Knowledge, and Skill Requirements

- 4.1 The applicant shall have satisfied the requirements in subsections 4.1.1 through 4.1.3.
- 4.1.1 The applicant earned a bachelor's degree from a regionally accredited college or university in any content area.
 - 4.1.2 The applicant satisfactorily completed an alternative routes for licensure or certification program for charter school instructional administrators approved by the Department as provided in **14 Del.C. §§1260-1266** and **14 DE Admin. Code 291**, which is aligned to the **14 DE Admin. Code 1590** Delaware Administrator Standards.
 - 4.1.3 The applicant shall have completed a minimum of 4 years of 1 or any combination of the following experience requirements in subsections 4.1.3.1 through 4.1.3.4.
 - 4.1.3.1 Experience as an educator in a charter school.
 - 4.1.3.2 Related services in a charter school.
 - 4.1.3.3 Teaching or leadership experience in a public school, independent or private school, or postsecondary institution.
 - 4.1.3.4 A record of effective leadership in any instructional, developmental, or training setting, such as military, charter, nonprofit, or workforce preparation environments, demonstrating success in improving systems, supporting learner growth, or advancing organizational goals.
 - 4.1.4 The educators who utilize the Charter School Instructional Administrator alternative routes to certification program may either be issued an emergency certificate that allows the individual to work as an instructional administrator in a charter school or may be an individual seeking certification and aspiring to a role as an instructional administrator.
 - 4.1.4.1 Educators issued an emergency certificate must have undergone an extensive hiring process that ensures the applicant has effective leadership skills that meet the needs of students, staff, community, and the mission of the school.
 - 4.1.4.2 Applicants of the alternative routes to certification program who are not employed by a charter school are eligible to enroll only after completing an extensive application process that includes proof of a track record of effective leadership success that equates to leading and educating adults.

29 DE Reg. 409 (11/01/25)

5.0 Reciprocity

- 5.1 If an applicant is already licensed or certified as a charter school instructional administrator in a state or jurisdiction whose requirements are not substantially similar to the requirements in Section 4.0 of this regulation, the applicant shall have satisfied the requirements in subsections 5.1.1 through 5.1.3 in order for the Department to issue a Charter School Instructional Administrator Standard Certificate.

TITLE 14 EDUCATION

DELAWARE ADMINISTRATIVE CODE

- 5.1.1 The applicant shall hold a valid and current license or certificate as a charter school instructional administrator.
 - 5.1.2 The applicant shall have completed a preparation program for charter school instructional administrators.
 - 5.1.3 The applicant shall have earned a bachelor's degree from a regionally accredited college or university.
- 29 DE Reg. 409 (11/01/25)**

6.0 Application Requirements

- 6.1 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.
 - 6.2 If the applicant is also applying for the issuance or renewal of an educator's license or paraeducator's permit, the applicant must disclose the applicant's criminal conviction history upon application. Failure to disclose a criminal conviction history is grounds for denial of the license or permit application as specified in [14 Del.C. §1219](#) and it could delay the processing or result in the denial of the application for a Charter School Instructional Administrator Standard Certificate.
 - 6.3 For an applicant who is applying under subsection 3.1.1 of this regulation, the following documentation is required with the application for a Charter School Instructional Administrator Standard Certificate:
 - 6.3.1 Official transcript from the applicant's regionally accredited college or university.
 - 6.3.1.1 Electronic transcripts may be submitted by the employing authority or by the applicant's regionally accredited college or university; or
 - 6.3.1.2 Sealed paper transcripts may be submitted.
 - 6.3.1.3 The Department will not accept copies of transcripts; and
 - 6.3.2 Documentation verifying completion of an alternative routes for licensure or certification program for charter school instructional administrators as required in subsection 4.1.2 of this regulation; and
 - 6.3.3 Additional documentation as required by the Department.
 - 6.4 For an applicant who is applying under subsection 3.1.2 of this regulation, the following documentation is required with the application for a Charter School Instructional Administrator Standard Certificate:
 - 6.4.1 An official copy of the valid and current license or certificate; and
 - 6.4.2 Additional documentation as required by the Department.
 - 6.5 For an applicant who is applying under subsection 3.1.3 of this regulation, the following documentation is required with the application for a Charter School Instructional Administrator Standard Certificate:
 - 6.5.1 An official copy of the valid and current license or certificate; and
 - 6.5.2 Official transcript from the applicant's regionally accredited college or university.
 - 6.5.2.1 Electronic transcripts may be submitted by the employing authority or by the applicant's regionally accredited college or university; or
 - 6.5.2.2 Sealed paper transcripts may be submitted.
 - 6.5.2.3 The Department will not accept copies of transcripts; and
 - 6.5.3 Proof of completion of a preparation program for charter school instructional administrators; and
 - 6.5.4 Additional documentation as required by the Department.
- 29 DE Reg. 409 (11/01/25)**

7.0 Secretary of Education Review

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 Charter School Instructional Administrator Standard Certificate on an individual basis and grant such a Standard Certificate to an applicant who otherwise does not meet the requirements for a Charter School Instructional Administrator Standard Certificate but whose effectiveness is documented by the local school district or charter school. 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.

29 DE Reg. 409 (11/01/25)

8.0 Validity of a Standard Certificate

- 8.1 A Charter School Instructional Administrator Standard Certificate is valid regardless of the assignment or employment status of the holder provided that the educator's license remains current and valid.
- 8.2 A Charter School Instructional Administrator Standard Certificate is not subject to renewal.

29 DE Reg. 409 (11/01/25)

9.0 Disciplinary Action

TITLE 14 EDUCATION

DELAWARE ADMINISTRATIVE CODE

- 9.1 An educator's Charter School Instructional Administrator 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.
- 9.2 An educator's Charter School Instructional Administrator 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](#).
- 9.3 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.
- [29 DE Reg. 409 \(11/01/25\)](#)

10.0 Contact Information and Change of Name or Address

- 10.1 All applicants and educators are required to update their contact information in DEEDS if their contact information changes.
- 10.2 An educator who legally changes the educator's name and wishes to change the name on the Charter School Instructional Administrator Standard Certificate shall provide a notarized copy of evidence of the name change such as a marriage license or court action.
- 10.3 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.
- [29 DE Reg. 409 \(11/01/25\)](#)

[27 DE Reg. 39 \(07/01/23\)](#)
[29 DE Reg. 409 \(11/01/25\)](#)