

**DEPARTMENT OF EDUCATION
PROFESSIONAL STANDARDS BOARD**

Statutory Authority: 14 Delaware Code, Sections 1211 and 1213 (14 **Del.C.** §1211 and 1213)
14 **DE Admin. Code** 1511

PROPOSED

PUBLIC NOTICE

Educational Impact Analysis Pursuant To 14 Del.C., Section 122 (d)

1511 Issuance and Renewal of Continuing License

A. Type of Regulatory Action Requested

Amendment to Existing Regulation

B. Synopsis of Subject Matter of Regulation

The Professional Standards Board in cooperation and collaboration with the Department of Education seeks the approval of the State Board of Education to amend regulation 1511 Issuance and Renewal of Continuing License concerning the requirements for the issuance and renewal of a continuing license. This regulation shall apply to the issuance and renewal of a continuing license as established by 14 **Del.C.** §1211 and §1213. It is necessary to amend this regulation to simplify the requirements for the various professional development options to facilitate record keeping and verification of experiences by school districts, charter schools, and other employing authorities. Reference to a temporary certificate has also been deleted, as all temporary certificates have expired.

C. Impact Criteria

1. Will the amended regulation help improve student achievement as measured against state achievement standards? The amended regulation addresses student achievement and requires that educators be fully qualified to teach a subject area and that they engage in professional development to maintain and improve their skills and knowledge as a condition of renewal of the license.

2. Will the amended regulation help ensure that all students receive an equitable education? The amended regulation helps ensure that all educators demonstrate high standards for the issuance of a continuing license and that they engage in professional development to maintain and improve their skills and knowledge as a condition of renewal of the license.

3. Will the amended regulation help to ensure that all students' health and safety are adequately protected? The amended regulation addresses educator licensure, not health and safety issues.

4. Will the amended regulation help to ensure that all students' legal rights are respected? The amended regulation addresses educator licensure, not students' legal rights.

5. Will the amended regulation preserve the necessary authority and flexibility of decision makers at the local board and school level? The amended regulation will preserve the necessary authority and flexibility of decision makers at the local board and school level.

6. Will the amended regulation place unnecessary reporting or administrative requirements or mandates upon decision makers at the local board and school levels? The amended regulation will not place unnecessary reporting or administrative requirements or mandates upon decision makers at the local board and school levels.

7. Will decision making authority and accountability for addressing the subject to be regulated be placed in the same entity? The decision-making authority and accountability for addressing the subject to be regulated rests with the Professional Standards Board, in collaboration and cooperation with the Department of Education, and with the consent of the State Board of Education.

8. Will the amended regulation be consistent with and not an impediment to the implementation of other state educational policies, in particular to state educational policies addressing achievement in the core academic subjects of mathematics, science, language arts and social studies? The amended regulation will be consistent with, and not an impediment to, the implementation of other state educational policies, in particular to

state educational policies addressing achievement in the core academic subjects of mathematics, science, language arts and social studies.

9. Is there a less burdensome method for addressing the purpose of the amended regulation? 14 **Del.C.** requires that we promulgate this regulation.

10. What is the cost to the state and to the local school boards of compliance with the amended regulation? There is no additional cost to local school boards for compliance with the regulation.

1511 Issuance and Renewal of Continuing License

1.0 Content

This regulation shall apply to the issuance and renewal of a Continuing License for educators, pursuant to 14 **Del.C.** §1211 and §1213.

6 DE Reg. 518 (10/1/02)

2.0 Definitions

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

"College Credit" means graduate or undergraduate level course work and continuing education units (CEUs) completed at, or through, a regionally accredited college or university, or other approved provider.

"Clock Hour" means actual time spent in professional development, not credit hours.

"Cooperating Teacher or Intern Supervisor" means an individual working with student teachers or graduate or undergraduate interns as part of a state approved educator preparation program.

"Clusters" means focused groups of approved professional development activities that lead to measurable and observable knowledge and skills. Clusters must be approved by the Standards Board and the State Board.

"Curriculum or Assessment Development" means work with a local, state, national, or international education agency or organization designing curriculum or assessments for improved educational practice in an area related to an individual's professional responsibilities.

"Delaware Administrator Standards" means standards for education administrators approved by the Secretary of Education and the State Board of Education, as per 14 **Del.C.** §1594, Delaware Administrator Standards.

"Delaware Professional Teaching Standards" means standards of teaching approved by the Secretary of Education and the State Board of Education, as per 14 **DE Admin. Code** §1593, Delaware Professional Teaching Standards.

"Department" means the Delaware Department of Education.

"Educational Project" means an individual professional growth project of 15 or more clock hours, including a research project not related to a course for which credit is claimed, completed to enhance the individual's professional practice, with the development of a final product or report.

"Educational Travel" means a travel experience including 15 or more clock hours of work time directly related to the individual's professional responsibilities, including a final project to be used to enhance the individual's work.

"Educator" means a ~~public school employee who holds a license issued under the provisions of 14 **Del.C.** §1203, and includes teachers and administrators, and as otherwise defined by the Standards Board and the State Board, pursuant to 14 **Del.C.** §1203, but does not include substitute teachers~~ person licensed and certified by the State under 14 **Del.C.** §1202 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 Standards Board and approved by the State Board. The term 'educator' does not include substitute teachers .

"Exigent Circumstances" means unanticipated circumstances or circumstances beyond the educator's control, including, but not limited to, expiration of a license during the school year, serious illness of the educator or a member of his/her immediate family, activation to active military duty, and other serious emergencies which necessitate the educator's temporarily leaving active service.

"Formal Study Group" means documented participation in a study group, related to an individual's professional responsibilities, such as reviewing, discussing, and implementing strategies from a book

or creating a group product as part of an action research project, as a form of professional development.

"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 his or her unfitness.

"Initial License" means a license issued as part of the three tiered licensure system set forth in 14 Del.C. §1210.

"Knowledge and Skills" means understandings and abilities that, when acquired by educators, lead to more effective instruction.

"Mentoring" means training and service in providing mentoring support or assistance through a formally organized and approved state or district mentoring program to educators during the initial licensure period.

"NBPTS or Similar National Certification" means a certificate from the National Board for Professional Teaching Standards, or similar body as approved by the Standards Board, verifying completion of all requirements in an individual's job related area of the profession or, in the case of an individual seeking, but not earning, the national certificate, verification of the clock hours devoted to completing the requirements for the national certificate.

"Peer Coaching" means training and service as a peer coach or peer assistant in a formally organized and approved state or school district peer coaching or peer assistance program.

"Presentation" means preparation and presentation as a workshop or conference presenter or course instructor on a topic related to the individual's professional responsibilities.

"Professional Conference, Workshop, Institute, or Academy" means a program offered either within, or outside, the state that contributes to the participant's professional knowledge or skills in effectively conducting his/her work in education.

"Professional Development" means classes, seminars, workshops, collaborative work groups, learning communities, cohort school or district teams which result in the acquisition of knowledge and skills which lead to more effective instruction.

"Professional Development Activities" means activities designed to enhance knowledge and skill to promote continuous professional growth and to improve educator performance.

"Professional Development Cluster" or **"Cluster"** means a focused group of professional development activities that leads to measurable and observable knowledge and skills.

"Professional Portfolio" means a formal collection of artifacts and exhibits that include required examples of an individual's professional work based upon specific performance tasks or standards.

"Professional Programs or Committees" means job related service, designed to enhance the profession.

"Publication" means the preparation of a formally published book, article, report, study, or grant that contributes to the education profession or adds to the body of knowledge in an individual's specific field, but does not include such items prepared as part of a course for which an individual is also claiming credit.

"Standards Board" means the Professional Standards Board established pursuant to 14 Del.C. §104.

"State" means State of Delaware.

"State Board" means the State Board of Education of the State of Delaware established in response to 14 Del.C. §104.

6 DE Reg. 518 (10/1/02)

7 DE Reg. 197 (8/1/03)

3.0 Issuance of Initial Continuing License

In accordance with 14 Del.C. §1211, the Department shall issue, upon application, a Continuing License to an educator who has successfully completed the requirements under the initial licensure as set forth in 14 Del.C. §1210 and §1211. The Department shall issue a Continuing License to an applicant licensed as an educator in another jurisdiction who provides evidence of having completed three (3) or more years of successful teaching experience. A Continuing License is valid for 5 years unless extended pursuant to 14 Del.C. §1216 or revoked for cause, as defined in 14 Del.C. §1218.

3.1 An applicant for a Continuing License shall submit the approved application form to the Department. Copies Verification by the school district, charter school, or other employing authority of satisfactory DPAS annual summative evaluations for the period of initial licensure shall be submitted with an initial application

for a Continuing License. An applicant with more than one (1) unsatisfactory DPAS annual summative evaluation during the period of initial licensure is ineligible to be issued a Continuing License. Incomplete applications will not be processed.

3.2 The Department shall not act on an application for licensure if the applicant is under official investigation by any state or local authority with the power to issue educator licenses or certifications, where the alleged conduct involves allegations of immorality, misconduct in office, incompetence, willful neglect of duty, disloyalty or falsification of credentials, until the applicant provides evidence of the investigation's resolution.

3.2.4 ~~"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 his or her unfitness.~~

6 DE Reg. 518 (10/1/02)

7 DE Reg. 197 (8/1/03)

7 DE Reg. 1350 (4/1/04)

4.0 Educators with Expired Delaware Licenses

The Department may issue a Continuing License to an educator who previously held a valid Delaware certificate that has expired

4.1 An educator returning to employment and holding a current Standard or Professional Status Certificate will be issued a Continuing License upon employment.

4.2 An educator who previously held a valid Delaware Standard or Professional Status Certificate which has expired and who has been out of the profession for less than three (3) years may be issued a Continuing License, valid for 5 years, upon employment and application on the approved form and evidence of previous Delaware certification.

4.3 An educator who has completed three (3) or more years of successful teaching and who holds a Continuing License which has expired who has been out of the profession for more than three (3) years may be issued a Continuing License, but must, within the first year of employment, successfully complete a district sponsored mentoring program which focuses on current best practices in curriculum, instruction and assessment aligned to state standards.

4.4 An educator holding a ~~Limited Standard or~~ Temporary Certificate and currently employed as an educator in a Delaware public school will be issued a Continuing License upon completing all requirements for the current Standard Certificate. Requirements must be completed by the expiration date of the ~~Limited Standard or~~ Temporary Certificate.

4.5 An educator holding a current or expired Professional Status or Standard Certificate assigned to work outside the area covered by the Professional Status or Standard Certificate will be issued a Continuing License, with an Emergency Certificate for the new area issued for a period of three years to enable the educator to fulfill the requirements for the Standard Certificate in the area of the new assignment. Professional Status or Standard Certificates held by an educator at the time of reassignment will be added to the Continuing License as Standard Certificates.

6 DE Reg. 518 (10/1/02)

7 DE Reg. 197 (8/1/03)

5.0 Renewal of a Continuing License

In accordance with 14 Del.C. §1212, the Department shall renew a Continuing License, valid for an additional 5 years, to an educator who has fulfilled the 90 clock hour requirement for professional development. At least one half of the required hours (45 hours every five years) for educators must be in activities that relate to the educator's work with students or staff. Satisfactory evidence of such completion, as set forth in Section 5.1, shall be submitted to the Department with the application for renewal. The 90 clock hours of professional development must have taken place during the term of the Continuing License.

5.1 Options for Relicensure

Table 1:

OPTION	MAX. HOURS	HOUR VALUE	VERIFICATION	CRITERIA
College Credit	No limit	1 semester hour = 15 clock hours. 1 quarter hr./CEU = 10 clock hours.	Official Transcripts. Original Grade Slips. Original Certificate of Completion for CEUs.	Must be completed at a regionally accredited college or other approved provider. <u>College Credit must be taken for credit with grade of "C" or better or a "P" in pass or fail course.</u>
"Clusters" of skills and knowledge.	No limit	Verified clock hours in completion of cluster activities.	Approval Slip or Form Verifying Completion.	Cluster must be prior-approved by Professional Development and Associated Compensation Committee, the Professional Standards Board and the State Board of Education.
Planned School professional development day	No limit	Verified clock hours actively involved in professional development activities	Certificate of Attendance provided by school district or school sponsoring the professional development	Must focus on district or school identified curriculum, instruction, assessment, school climate, or other need identified in district or school improvement plan, <u>or be related to the educator's position.</u>
Professional Conference or Workshop or Institute or Academy	30 clock hours per year—45 clock hours per cycle	Verified clock hours actively involved in workshop or conference sessions	Original Certificate of Attendance or Completion OR Letter from Supervisor and Conference Staff. Copies and Exhibits of products developed by Applicant. Course Attendance Slip	Must include only time spent in those portions of the workshop or conference program that contribute to the participant's knowledge, competence, performance, or effectiveness in education. Must include only time spent in those portions of the workshop or conference program that contribute to the participant's knowledge, competence, performance, or effectiveness in education. Includes workshops offered by districts or other employing authorities either as part of professional development day or after school hours.

Table 1:

<u>Required recertification to retain DE Professional license</u>		<u>Verified clock hours involved in recertification activities.</u>	<u>Certificate of Attendance. Original Certificate of Completion for CEUs.</u>	<u>Must be required to renew DE professional license.</u>
Mentoring	30 per year 45 per cycle	Verified clock hours involved in mentoring activities	Activity Documentation Form. (No prior approval required)	Must be mentoring of teacher, administrator, or specialist. Must be part of a formal state or local program.
Cooperating Teacher or Intern Supervisor	30 per year 45 per cycle	Verified clock hours involved in support of student teacher or intern	Activity Documentation Form completed by higher education director of field based clinical studies. (No prior approval required)	Must be supervision of graduate or undergraduate intern or student teacher in a state approved educator preparation program.
Presentation	40 per 3 clock hour course; 30 per longer course; 45 per cycle	Verified clock hours preparing and presenting	Activity Documentation Form* (Prior approval required)	Must include only actual time preparing and presenting a course, workshop, or presentation. (Clock hours limited to first preparation and presentation of individual course, workshop, or presentation.)
Educational Project	30 per year 45 per cycle	Verified clock hours completing project. Minimum of 15 clock hours	Activity Documentation Form* (Prior approval required)	Project must have been prior approved by the Professional Development and Associated Compensation Committee. Must have obtained final approval after completion and verification by PDAC
Curriculum/Assessment Development	30 per year 45 per cycle	Verified clock hours of service; Minimum of 3 clock hours	Original documentation from committee chair verifying actual clock hours of participation	Must be service on formal committee organized by local, state, national, or international education agency or organization.
Educational Travel	3 per day 30 per cycle	Verified clock hours of experience. Minimum of 15 clock hours per travel activity. Final Project.	Activity Documentation Form* (Prior approval required)	Must be prior approved by Professional Development and Associated Compensation Committee. Must have obtained final approval after completion and verification by PCAC.

Table 1:

Professional Programs or Committees	30—per year 45—per cycle	Verified clock hours of service or experience.	Original documentation from committee chair or activity leader verifying actual clock hours of participation.	Must be a formal activity provided through a recognized local, state, national, or international education agency or organization
Peer Coaching	30—per year 45—per cycle	Verified clock hours of service or experience.	Activity Documentation Form. (No prior approval required)	Must be part of a formal program.
Publication	30—per year 45—per cycle	30 clock hours for book. Up to 15 clock hours per other publication.	Copy of Publication or Document.	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be commercially published or a formally approved document or formally published in a medium sanctioned by a recognized state or national agency or organization. If a grant, must be approved for funding.
Professional Portfolio (to be developed by Standards Board).	30—per year 45—per cycle	45 clock hours for completed and approved portfolio.	The Completed or Approved Portfolio.	Must satisfy the standards established for teaching portfolios. Must be submitted to DOE by December 31 of the final year of the certificate for assessment and approval.
NBPTS Certification or similar National Certification	30—per year 45—per cycle	45 clock hours for attaining national certification Not complete, then use verified clock hours completing portfolio activities.	A Valid Copy of the National Certificate. For candidate not completing certificate, use the Activity Documentation Form. (No prior approval required)	Holds a certificate indicated by NBPTS as related to an individual's work or assignment. Certificate or participation as a candidate must be completed and verified by the expiration date of the Delaware certificate.
Formal Study Groups	30—per year 45—per cycle	Verified clock hours working as a member of a study group.	Activity Documentation Form and The Product of the Study.* (Prior approval required)	Must relate to the individual's work or assignment. Must include a product.

7 DE Reg. 197 (8/1/03)

5.2 Documentation of Clock Hours for Relicensure

5.2.1 For renewal of the Continuing License, educators may complete and document clock hours for the variety of activities described under relicensure options. When college or university courses are used to fulfill the requirements, the following equivalencies will be used: 1 semester hour ~~—equals~~ 15 clock hours, 1 quarter hour ~~—equals~~ 10 clock hours, 1 CEU ~~—equals~~ 10 clock hours. To be documented for clock hours, activities must meet the criteria set forth in the regulations and must be appropriately verified and applied for. Professional development activities that are part of a DPAS assistance plan may be used to satisfy this requirement. Individuals, schools or school districts, or other agencies organizing or conducting professional development activities which may be used for fulfilling the requirements for renewal of a license are responsible for providing documentation of participation to all participants. Each educator is responsible for obtaining any necessary approvals, as set forth in 5.1, from his or her employer before participating in a professional development activity. An employer may not impose additional activity requirements on the award of clock hours towards renewal of a Continuing License.

5.2.2 Criteria for determining if activities are acceptable for clock hour credit for an educator include the following:

5.2.2.1 The activity enhances the knowledge and skills in the educator's job or contributes to his/her school or profession.

5.2.2.2 The activity meets one of the relicensure options.

5.2.2.3 The activity addresses one of the standards for the educator's area of the profession.

5.2.2.4 The activity is completed during the term of the educator's current Continuing License.

5.2.2.5 The activity addresses specific Professional Teaching or Administrator Standards.

5.2.2.6 Participation in, or completion of, the activity can be documented.

5.3 The Relicensure Application, Activity Documentation Form, and, where required, original or official documents will be used to verify activities for renewal of a Continuing License. Official transcripts or original grade slips are required documentation for successful completion of college courses.

5.4 For applicants who change positions (grade levels, content areas, areas of supervisory responsibility, etc.) during the five year term of a Continuing License, clock hours documented must have been appropriate to the educator's position at the time the clock hours were completed.

6 DE Reg. 518 (10/1/02)

7 DE Reg. 1350 (4/1/04)

6.0 Required Professional Development to Renew License

To obtain renewal of a Continuing License, educators are required to participate in professional development activities totaling 90 clock hour every five years. The 90 clock hours must be completed during the five year term of the license. All activities must relate to the 14 **Del.C.** §1593, Delaware Professional Teaching or, 14 **Del.C.** §1594, Delaware Administrator Standards, or appropriate specialty organization standards.

6 DE Reg. 518 (10/1/02)

7 DE Reg. 197 (8/1/03)

7.0 Activities Accepted for Renewal of Continuing License Professional Development Options for Renewal of a Continuing License

Candidates for renewal of a Continuing License may select from a variety of professional development options, as set forth in the relicensure options approved by the Professional Standards Board, set forth in Section 5.1 and contained in the Guidelines for Issuance and Renewal of a Continuing License. The activities selected must be beyond the normal or specified requirements of the position. Professional development activities which fulfill the criteria for relicensure for which educators receive compensation may be submitted in fulfillment of the 90 clock hour requirement for relicensure. Graduate credits used to satisfy the 90 clock hour requirement for license renewal may, if part of a matriculated program, also be used for a salary increment on the state salary schedule, if they meet the requirements set forth in 14 **DE Admin. Code** 1505. The activities or options used to satisfy the 90 clock hour requirement for license renewal may be part of an approved professional development cluster eligible for a salary supplement.

6 DE Reg. 518 (10/1/02)

7 DE Reg. 197 (8/1/03)

8.0 Extension for ~~Exigent Circumstances~~ of Continuing License

The Department may extend a Continuing License for a period not to exceed one year, exigent circumstances warranting the necessity of such extension.

6 DE Reg. 518 (10/1/02)

9.0 Leave of Absence

An educator may take a leave of absence of up to three years with no effect upon the validity or expiration of the Continuing License.

6 DE Reg. 518 (10/1/02)

10.0 Criminal Conviction History

An applicant shall disclose his or her criminal conviction history upon application for a Continuing License. Failure to disclose a criminal conviction history is grounds for denial or revocation of a Continuing License as specified in 14 Del.C. §1219.

6 DE Reg. 518 (10/1/02)

11.0 ~~Effective Dates~~ Effect of Regulation

This regulation shall apply to all requests for Continuing License, issuance and renewal, except as specifically addressed herein. Educators holding a Professional Status Certificate or a Standard Certificate expiring on June 30, 2001 shall have until June 30, 2007 to meet the new Continuing License renewal standards. All administrators in instructional areas issued a Continuing License as of July 1, 2001, shall have until June 30, 2007 to meet the new Continuing License renewal standards. Educators holding a Professional Status Certificate or a Standard Certificate expiring July 1, 2001 or thereafter shall be required to satisfy the new Continuing License renewal standards as set forth herein.

6 DE Reg. 518 (10/1/02)

12.0 ~~Expiration During School Year~~ Exigent Circumstances

A license holder whose license expires during the school year may have the Continuing License extended until the last day of the school year. This extension shall be considered an exigent circumstance and shall not exceed one (1) year in length.

7 DE Reg. 197 (8/1/03)

13.0 Secretary of Education Review

The Secretary of Education may, upon the written request of the superintendent of a local school district or charter school administrator or other employing authority, review credentials submitted in application for a Continuing License on an individual basis and grant a Continuing License to an applicant who otherwise does not meet the requirements for a Continuing License, but whose effectiveness is documented by the local school district or charter school administrator or other employing authority.

7 DE Reg. 197 (8/1/03)

9 DE Reg. 1440 (04/01/06) (Prop.)