Office of the Registrar of Regulations,
Legislative Council,
State of Delaware

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

PROPOSED

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

750 Support Personnel Salary Supplements for Additional Training

A. Type of Regulatory Action Required
Amendment to Existing Regulation

B. Synopsis of Subject Matter of the Regulation

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.

Persons wishing to present their views regarding this matter may do so in writing by the close of business on or before **May 4, 2012** to Susan Haberstroh, Education Associate, Regulation Review, Department of Education, at 401 Federal Street, Suite 2, Dover, Delaware 19901. A copy of this regulation is available from the above address or may be viewed at the Department of Education business office.

C. Impact Criteria

1. Will the amended regulation help improve student achievement as measured against state achievement standards? The regulation is related to support personnel salary supplements and does not directly impact student achievement.
2. Will the amended regulation help ensure that all students receive an equitable education? The regulation is related to support personnel salary supplements and does not directly students' receiving an equitable education.
3. Will the amended regulation help to ensure that all students' health and safety are adequately protected? The regulation is related to support personnel salary supplements and does not directly students' health and safety.
4. Will the amended regulation help to ensure that all students' legal rights are respected? The regulation is related to support personnel salary supplements and does not directly students' legal rights.
5. Will the amended regulation preserve the necessary authority and flexibility of decision making at the local board and school level? The amended regulation does not change the authority or flexibility 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 does not place unnecessary reporting or administrative requirements. The process employed by the schools does not change.
7. Will the decision making authority and accountability for addressing the subject to be regulated be placed in the same entity? The decision making and accountability remains as prior to the amendments.
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 regulation is related to support personnel salary supplements and does not directly affect the achievement of students.
9. Is there a less burdensome method for addressing the purpose of the regulation? There is not a less burdensome method for addressing the purpose of the regulation. The Department reviewed the process with the stakeholders and was cognizant of ensuring no unnecessary steps were needed by local staff or Department staff.
10. What is the cost to the State and to the local school boards of compliance with the regulation? There are no additional costs to the State or local boards for compliance as a result of the amendments.

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)~~ 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 ~~1~~I 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),~~ 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.~~1~~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. 1401 (04/01/12) (Prop.)