RELAY/GSE

Transition Points for Delaware Alternative Route to Certification Program (ARTC) (Non-Resident Candidates)

Single Endorsements: Elementary Teacher (K-6), Middle Level English Language Arts Teacher, Middle Level Mathematics Teacher, Middle Level Social Studies Teacher, Middle Level Science Teacher, Secondary Science Teacher: Physics, Biology, Chemistry, Secondary English Language Arts Teacher , Secondary Mathematics Teacher, Secondary Social Studies

Dual Endorsements: Any one of the above with Special Education Teacher of Students with Disabilities

The transition points in this document serve as a guide for Non-Resident teacher candidates enrolling in and completing the Delaware Alternative Route to Certification Program. This program leads to the Delaware Standard Certificate. In order to complete the educator preparation program (EPP), candidates must meet all of the requirements in each transition point. **To complete the EPP on the expected timeline, each transition point must be met by the established deadline. Failure to meet transition points deadlines may result in a delayed timeline for program completion, additional costs, and/or ineligibility for certification.**

For questions, please reach out to support@relay.edu or sign up for office hours.

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Transition Point 1: Educator Preparation Program Admission

Transition Point Deadline: September 5, 2023

In order to be eligible for admission to the Delaware Alternative Route to Certification Program for Non-Residents the following requirements must be met:

1. **Bachelor's Degree:** Hold a bachelor's degree from an institution of higher education that has received institutional (formerly regional) accreditation through one of the following U.S. Department of Education's approved accreditation agencies: the Northwest Commission on Colleges and Universities (NWCCU), the Higher Learning Commission (HLC), the Western Association of Schools and Colleges Senior College and University Commission (WSCUC) & Accrediting Commission for Community and Junior Colleges (ACCJC), the Southern Association of Colleges and School Commission on Colleges (SACSCOC), the Middle States Commission on Higher Education (MSCHE), and the New England Commission on Higher Education (NECHE) or a U.S. Department of Education approved accreditation agency. Candidates may verify their institution's accreditation status through the Database of Accredited Postsecondary Institutions and Programs.

   Applicants who attended a non-U.S. College or University must have their transcripts evaluated by an independent agency that is a member of the National Association of Credential Evaluation Services (NACES) or The Association of International Credential Evaluators, Inc. (AICE). Candidates must submit the official evaluation report in place of their transcript.

2. **Minimum GPA:** Applicants must have a minimum cumulative GPA of 3.0 on a 4.0 scale on all coursework previously attempted at an accredited institution of higher education from which the bachelor's degree or higher was conferred. Applicants with **a GPA below the state minimum of 3.00** may apply to be admitted to Relay's Delaware educator preparation program if they meet one of the following conditions:
   - Demonstrated mastery of general knowledge through passing scores on the Praxis I/Core, ACT, SAT, or GRE exams (Basic Skills exam(s)), or
   - Earned a 3.00 in the last 2 years of their most recent higher education program.

   Relay may admit up to 10% of non-resident applicants to Relay's Delaware educator preparation program via exception if the applicant has a GPA below the state minimum of 3.0 and does not meet the above conditions.

   Applicants who are a part of the 10% who fall under this exception and also fall below Relay's minimum GPA requirement of a 2.50 may be prompted to have a secondary recommendation submitted that will be used to evaluate their eligibility for admissions

to Relay.

3. **Subject-specific Coursework and Demonstration of Content Knowledge:** Candidates must either have 24 credit hours from a regionally accredited college or university that align with the content area for which they are seeking certification OR passing scores on an approved Praxis II exam. For more information on required exams, click here.
    a. **Candidates who do not meet the subject-specific coursework requirement:** Passing scores on the content exam are required by September 5, 2023.
    b. **Candidates who meet the subject-specific coursework requirement:** Candidates must make an initial attempt of the Praxis II or other approved content exams before the Fall census date. Passing scores on the content exam are required by August 1, 2024.

4. **Background Clearance:** Applicants must submit proof that they have completed the Delaware Department of Education health clearance and criminal background check clearance. Submission documents should include copies of the following:
    a. Fingerprinted Delaware and national background check to be completed by the State Bureau of Identification (SBI) and the Federal Bureau of Investigation (FBI).
    b. Child protection registry check to be completed by the Department of Services for Children, Youth and their Families (DSCYF).

5. **Instructional Position[1]:** Secure a program-aligned full-time, teacher of record position in a PK - 12 institution that aligns with the certification area sought.

[1] Relay students are required to confirm their instructional role details through the Fall *School Authorization and Instructional Role Confirmation Form* as a requirement to enroll in coursework each Fall. If your instructional role is not aligned to the requirements of your program, you must also submit a transfer application to a program that does align to your instructional role by the start of the fall term. **Failure to submit a transfer application, if necessitated by your instructional role, may delay program completion or result in administrative withdrawal.**

Transition Point 2: Eligibility for Qualifying Clinical Experience

Transition Point Deadline: October 2, 2023

Delaware non-resident candidates must demonstrate eligibility to begin their qualifying clinical experience. Qualifying clinical experience in the Delaware Non-Resident Pathway includes serving as a teacher of record for one academic year while holding an Emergency Certificate in a teaching assignment that matches the endorsement area.

1. **Create a Profile in the Delaware Educator Data System (DEEDS):** A candidate must create an account in DEEDS first to allow the Local Education Agency (LEA) to request an Emergency Certificate and/or Certificate of Eligibility on their behalf. It is important to create this account prior to attempting your Praxis II or other approved content exam. Follow these instructions to create your DEEDS account.

2. **Certification Requirements:** Applicants must hold an active Initial Certificate and Emergency Certificate and/or Certificate of Eligibility before beginning qualifying clinical experience.
    a. **Local Education Agency (LEA) requests Emergency Certificate and/or Certificate of Eligibility:** The LEA/Employer should initiate the certification application process. The LEA will recommend the educator for certification upon employment. The recommendation then goes to the candidate to accept. Once the candidate has accepted the certification recommendation, the applicant will be prompted to complete an application for an initial license.

    b. **Submit and Verify Documentation:** The table below summarizes what documentation needs to be submitted. Once you've submitted (or requested) all required documents, log in to your DEEDS account and verify that all documentation is visible.
        i. Official Transcripts: Candidates must request an official transcript from all colleges and/or universities attended to be sent directly to the Delaware Department of Education. Electronic transcripts must be eScrip-Safe requests sent to "Delaware Department of Education." Official transcripts can also be sent to deeds@doe.k12.de.us.
        ii. Praxis II or other approved content exam: Candidates who do not meet the 24 credit hour coursework requirement for admission must take and pass their content exam by September 5, 2023. Candidates should upload a copy of their official score report to their DEEDS account.
        iii. Welcome and Enrollment Letter: Relay will issue a Welcome and Enrollment letter to candidates who meet eligibility requirements and have accepted enrollment to the EPP. Once received the candidate's

designated school official will use this letter to initiate the certification application process.

iv. Educator Acknowledgement Letter (Special Education candidates only): Complete the template included in the Welcome & Enrollment Letter and upload a signed copy to DEEDS.

Transition Point 2b: Eligibility for Special Education Clinical Practice I and II (Special Education candidates only)

Transition Point Deadline: September 2024

Candidates seeking a special education endorsement must meet the requirements of Transition Point 2b prior to the start of Fall 2.

1. **Instructional Role:** Candidates must confirm the following about their Year 2 instructional role:
    - The ability to conduct direct-instruction to a minimum of six students who are officially classified as having disabilities, and
    - The capacity to tutor a small group of students for the entirety of the school year.

2. **Demonstration of Content Knowledge:** Candidates must submit proof that they have passed the Praxis II Special Education: Core Knowledge and Applications (5354) subject assessment.

Transition Point 3: Educator Preparation Program Completion

Transition Point Deadline for Certification Only Candidates: Summer 2024
Transition Point Deadline for MAT + Certification Candidates (Non-residents): Summer 2025

In order to complete the educator preparation program, candidates must successfully complete:

1. **EPP Coursework:**
    - Complete all coursework in your EPP program of study. This coursework is indicated with an asterisk on the Academic Plan.
    - Earn a minimum of 80% (or a B-) in all courses in the EPP program of study
    - Earn a cumulative 2.7 GPA on all Relay coursework in the EPP program of study

2. **Qualifying Clinical Experience:** Qualifying clinical experience must align with the certification area being sought, and must begin in the first year of the program. To successfully complete qualifying clinical experience, candidates receive teaching observations and complete observations of experienced teachers.
    - Teaching Observations (conducted by school administrator): Candidates for certification in Delaware are expected to receive observations from a certified evaluator using the state approved evaluation system. Candidates must receive their first formal progress report within 10-weeks of their first day as a teacher of record. Under the Delaware Teacher Growth and Support (DTGSS) evaluation system all educators, regardless of experience, must receive a minimum of 4, 15-minute observations. Candidates will also receive a summative evaluation each school year. Candidates must receive a minimum of 2 summative evaluations to be eligible for a Standard Certificate. Candidates must not receive more than one unsatisfactory summative evaluation during the 4-year period of their initial license.
    - Candidates must log teaching hours weekly in the Anthology Portfolio Experiential Learning placement each term. Mentor teachers must verify residency hours at the end of each term.
    - Candidates must submit all required observations in their Clinical Practice course to meet state requirements for successful completion of qualifying clinical experience.

3. **Demonstration of Content Knowledge:** All candidates must demonstrate content knowledge to be considered a program completer. Options for meeting this requirement include:
    - Submitting passing scores on an approved content area exam.
    - Candidates who do not meet the cut score for their approved content area exam may be eligible for multiple measures if they meet the 24 credit hour coursework requirement. To understand multiple measure requirements, review the list of eligible certificate areas and the list of tests and acceptable scores. You may also review the Delaware EPP handbook for additional information.

Transition Point 4: Certification

Transition Point Deadline: Summer 2025

Successful program completers with **two years of service as a teacher of record and a teaching performance rating of at least satisfactory** will be eligible to apply for the Delaware Standard Certificate.

1. **Submit and Verify Documentation:** Once you have submitted (or requested) all required documents, log in to your DEEDS account and verify that all documentation is visible. If all documents are visible, apply for a Standard Certificate.
    a. Official Transcript: Once a candidate has successfully completed the program Relay will send an official transcript confirming ARTC completion to DEEDS on behalf of the candidate. Candidates may request additional transcripts here.
    b. ARTC Recommendation Form Letter: The HR Director and Chief School Officer will submit a letter to the DDOE confirming that the Teacher Candidate has completed the ARTC, received the required evaluations, and has a satisfactory score on teaching performance. The template for this letter is found here.
    c. Praxis II or other approved content exams: Candidates must confirm that they have passed their content exams by uploading an official score report to their DEEDS account.
    d. Program Completion Letter: Relay will provide a letter to the candidate and their employer confirming they have met all ARTC requirements for certification. The candidate will initiate the process by applying for a Standard Certificate.