

RELAY/GSE

Transition Points for Delaware Alternative Route to Certification Program (ARTC) - Relay Teaching Residency

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 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](#).

Quick Links

- [Transition Point 1: Educator Preparation Program Admission](#)
- [Transition Point 2: Eligibility for Qualifying Clinical Experience](#)
- [Transition Point 2b: Eligibility for Special Education Clinical Practice I and II](#)
- [Transition Point 3: Educator Preparation Program Completion](#)
- [Transition Point 4: Initial Licensure and Certification](#)

Transition Point 1: Educator Preparation Program Admission

Transition Point Deadline: August 5, 2024¹

In order to be eligible for admission to the Delaware Alternative Route to Certification Program for 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 3.0 in their last two years of undergraduate or graduate credits.

Applicants entering the program as a Resident with a cumulative GPA below the required minimum of 3.00 may receive enrollment to the Delaware Educator Preparation Program at the end of their first year at Relay by meeting one of the following requirements:

¹ Relay Residents are admitted into the EPP after completing the first year of Relay MAT coursework and meeting all Transition Point 1 requirements.

- Achieve a GPA of a 3.00 on combined coursework from their first year of Relay and their most recent year of coursework prior to enrolling at Relay, or
- Demonstrate mastery of general knowledge, including the ability to read, write, and compute, by achieving [passing scores](#) on the Praxis I/Praxis Core, ACT, SAT, or GRE exams (Basic Skills exam(s)) by the end of the first year at Relay

Relay may admit 10% of applications to the Delaware Educator Preparation Program via exception if the applicant does not meet the minimum 3.0 GPA requirement or any of the other exceptions.

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. **Instructional Position²:** Secure a program-aligned position (apprentice teacher in Year 1) in a PK-12 institution that aligns with the certification area sought. At the beginning of Year 2 candidates must provide proof that they have received employment as a lead teacher in a position that requires certification.
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:
 - Fingerprinted Delaware and national background check to be completed by the State Bureau of Identification (SBI) and the Federal Bureau of Investigation (FBI).
 - Child protection registry check to be completed by the Department of Services for Children, Youth and their Families (DSCYF).
5. **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](#).

² 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.**

- **Candidates who do not meet the subject-specific coursework requirement:** Passing scores on the content exam are required by **August 1, 2024**.
- **Candidates who meet the subject-specific coursework requirement:** Candidates must make an initial attempt of the Praxis II or other approved content exams before **September 5, 2023**. Passing scores on the content exam are required by **August 1, 2024**.

Transition Point 2: Eligibility for Qualifying Clinical Experience

Transition Point Deadline: September 9, 2024

Delaware resident candidates must demonstrate eligibility to begin their qualifying clinical experience. Qualifying clinical experience in the Delaware Resident Pathway includes serving as a teacher of record for one academic year while holding an Emergency Certificate or Certificate of Eligibility in a teaching assignment that matches the endorsement area. Residents complete qualifying clinical experience during their second year in the Relay program³.

1. **Create a Profile in the Delaware Educator Data System (DEEDS):** To allow the Local Education Agency (LEA) to request an Emergency Certificate and/or Certificate of Eligibility, a candidate must first create an EdAccess account in DEEDS. It is important to create this account prior to attempting your Praxis II or other approved content exam.
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 must 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. Follow these [instructions](#) to apply and pay for the initial license.
 - b. **Submit and Verify Documentation:** Once all required documents have been submitted (or requested), candidates will log in to their DEEDS 3.0 Account and verify that all documentation is visible.

³ Residents who are unable to secure a position as a teacher of record in Year 2, may complete a capstone clinical residency under the supervision of a cooperating teacher in lieu of serving as a teacher of record for one academic year while holding an Emergency Certificate or Certificate of Eligibility. The capstone clinical residency must be completed in an assignment that matches the endorsement area.

- 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 submit proof that they have passed their content exams by uploading 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 (Dual Certification only)

Transition Point Deadline: August 5, 2024

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

1. Instructional Role⁴: 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.

⁴ 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.**

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. The Praxis II Special Education exam is encouraged at this transition point, and required by Transition Point 3: Educator Preparation Program Completion. (Pass by 8/1/2024).

Transition Point 3: Educator Preparation Program Completion

Transition Point Deadline: 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:** 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: Initial Licensure and Certification

Transition Point Deadline: Summer 2026

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 for the Delaware Standard Certificate. Program completers must complete the following steps to apply for the appropriate professional license.

1. **Submit and Verify Documentation:** Once you've submitted (or requested) all required documents, log in to your DEEDS 3.0 Account and verify that all documentation is visible. If all documents are visible, prompt your LEA contact to request a Standard Certificate on your behalf.
 - 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.