

## **Process for Applying Online for Qualification**

The following is the process for requesting a review of qualifications for either an Early Care & Education Certificate or a School Age Certificate via the online application:

Step 1: Review PowerPoint Tutorial: Learn all about the Online Application, including how to apply, documentation to upload, printing certificates, etc.

Step 2: Request an IMS Account by going to:  
<https://pubapps.doe.k12.de.us/sso/petitionacctdpec.aspx> – once established you will automatically receive the Delaware First application

Step 3: Log in to your newly established IMS account at <https://www.doe.k12.de.us>; click on the Delaware First icon

Step 4: Complete the Profile, Education, and Professional Development (PD) Training Pages

Step 5: Complete the Experience Page - Print Verification of Experience form - applicant signs, administrator must verify and sign

Step 6: Upload your documents (documents must be in .pdf format) – we suggest using a flash drive

Step 7: Apply for qualification certificate

Step 8: Check the status of your qualifications application at any time

Step 9: Print certificate once it has been issued

### **Helpful Tips:**

Please make sure you are using Chrome, Firefox, Edge, or Safari as your browser application.

Educators are not permitted to share their Sign On ID or password to their IMS account with another individual.

College transcripts cannot be uploaded. They must be officially submitted via U.S. mail or electronically.

If you need access to a computer, the Internet, or a scanner, please visit your local library. They can help you get started.

Have general questions about documents, required coursework to qualify for a Delaware First certificate, please visit the Delaware First page at <https://www.doe.k12.de.us/delawarefirst>.

If you get stuck along the way, talk with your program director, as they may be able to assist you.

For further assistance with applying online, please check out the [Online Help and Resources](#) at the bottom of the Delaware First page.