Welcome to the Delaware First Online Application Public Information Session

August 2018
Welcome

Introductions:
- Tina Shockley – OEL Communication Liaison
- Deb Rommel – Delaware First Career Advisor
- Brittany Hazzard – Delaware First Support
- Tineal DeLaCruz – Delaware First Support

Agenda:
- Informative PowerPoint presentation
- Question and answer session
What’s Changing

- Key differences in the application process include:
  - The applicant will need to create an IMS Account
  - The applicant will be able to print their own Verification of Experience Forms
  - The applicant will be able to upload documentation
  - The applicant will be able to follow the status of their application online
  - The applicant will be able to print their own qualification certificate
Benefits

• Online Application = faster application processing time
• Confirmation that application was received
• Communication sent via email
• Ability to go online to check the status of a pending application
• Ability to print qualification certificate – past and present
• Self-management of personal information, education, training, and work experience
The Process

• Step 1: Apply for an IMS Account
• Step 2: Log into the DE First online application and complete your Profile, Education, and Professional Development (PD) Training
• Step 3: Complete Experience - Print Verification of Experience form - Administrator verify and sign - Applicant sign
• Step 4: Upload documents
• Step 5: Apply for qualification certificate
• Step 6: Check the status of your qualifications application at any time
• Step 7: Print certificate
1. Go to the following URL:
https://pubapps.doe.k12.de.us/sso/petitionacctdpec.aspx

2. Fill out the requested information and select the ‘Accept Terms’ checkbox and select ‘Submit’.

3. You will receive an email confirmation that your request has been received.

4. You will receive a second email confirmation when your request has been approved (or denied).
Go to the Delaware Department of Education website: www.doe.k12.de.us

Type in your username and temporary password sent to you in the email confirmation.
Welcome to the Office of Early Learning. The Office of Early Learning is responsible for the oversight of early childhood and school-age qualifications programs, known as Delaware First. Anyone who would like to work in an early childhood licensed facility or a school-age program must hold a qualification certificate from Delaware First. If you have any questions, please contact us at delawarefirst@doe.k12.de.us.

To begin the application process, please click on the "Profile" tab above.
Navigating your profile is easy and fun!
Just fill in the blanks and click “Next”.

Click Here
Profile (continued)

Email: youremailhere@doc.k12.dc.us
Phone 1: 
Phone 2: optional

Entering an email is mandatory. This will be the new form of communication for all DE First updates and notifications.

Personal email

Click
The Education section includes:
- High school
- College

You may only enter one high school.

You may enter multiple colleges and universities.

You may Add, Edit or View information.

NOTE: You may only edit information during the application process – once submitted you will no longer be able to edit.
PD Training

The PD Training Section includes:
- TECE 1 & 2
- National CDA
- High School Pathway
- Clock Hour Trainings

Click ADD to enter PD training information
The Experience Section has 3 steps:
- Complete information
- Print
- Verify and Sign (both Administrator and Applicant)
• Only pdf files are able to be uploaded

• All uploaded documents will be verified by DE First Office

• If an uploaded document is missing information or is not accepted by Delaware First, you will be notified via email and in the Status Section
Select the type of qualification you are applying for

Then select the qualification certificate you are interested in applying for (Intern, Assistant Teacher, etc.)
### Application Status

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Application Name</th>
<th>Date</th>
<th>Status</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>55485</td>
<td>Early Childhood Administrator</td>
<td>06/21/2018</td>
<td>Application Pending</td>
<td></td>
</tr>
<tr>
<td>45566</td>
<td>Early Childhood Teacher</td>
<td>04/22/2014</td>
<td>Issued</td>
<td></td>
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<tr>
<td>44514</td>
<td>Early Childhood Assistant Teacher</td>
<td>02/24/2012</td>
<td>Missing Details</td>
<td></td>
</tr>
<tr>
<td>42914</td>
<td>Early Childhood Intern</td>
<td>04/17/2013</td>
<td>Denial</td>
<td></td>
</tr>
</tbody>
</table>

**Application Pending**: The application has been submitted successfully and you will receive our auto reply via email.

**Issued**: An email will be sent stating you have been approved and your certificate is ready to print in the “Certificates” Section.

**Missing Details**: Your application is missing documentation or other information. Click on the button in the “Reason” column for more information.

**Denial**: Your application has been denied for some reason. Click on the button in the “Reason” column for more information.
The Certificate Section will display current and past certificates issued.
Official college transcripts cannot be uploaded.

Please mail official, sealed transcripts to Delaware Department of Education
Attn: Delaware First
401 Federal Street, Dover, DE 19901
or
Your college/university may email an electronic version of your official college transcript via a secure server to delawarefirst@doe.k12.de.us
Supports

• Help setting up an IMS Account or resolving a problem with accessing an IMS Account – Call 735-4140

• Questions about DE First online application process – Refer to the “Online Help and Resources” section found on the application Home Page
  • Step-by-step instructions for all aspects of the online application
  • Website links to early learning resources (DIEEC, OCCL, etc.)
  • FAQs

• General Questions - Contact DE First Office at 302-735-4236
Resources

• Local libraries – Available Internet access to the online application, as well as scanners to allow for scanning and uploading documents
  • Public Computer Access Area
  • Open Computer Lab (otherwise known as Inspiration Space)
• Cell phone - access a free pdf scanning app
Questions
Delaware First

DE First Office - (302) 735-4236
Monday – Friday 8:00 a.m. to 4:30 p.m.
Email: delawarefirst@doe.k12.de.us
Website: www.doe.k12.de.us/delawarefirst

Staff Qualification Information:
Delacare: Regulations for Early Care and Education and School-Age Centers