



Applying for an Individual License – DELPROS Portal

Applying for New License – Individual

Complete the following process to apply for a new license on the DELPROS Portal.

DELPROS
PORTAL

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DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION

Welcome to your DELPROS Dashboard

Use the Links above (License Lookup, File a Complaint, Service Request, and Continuing Education) to navigate to additional features of DELPROS. See below to Apply for a New License or view your License(s) and/or Applications.

Use the [Cart Link](#) to navigate to the cart to pay pending fees.

Are you applying for a new facility license? Click [here](#) to create your Facility Account in DELPROS by clicking before starting your application.

+ APPLY FOR A NEW LICENSE

New License Applications

To edit or withdraw an application, please click on the Options button.

SORT BY

The license application process is very simple. Instructions for each stage of the license application will explain what information is necessary to move forward to the next stage of the application process. The status indicators at the top of each page of the license application will indicate what stage you are currently in for the process. Once you have completed the license application and submitted it, the appropriate Board will review your license application.

1. Navigate to the DELPROS Portal and log in.

2. Click the **APPLY FOR A NEW LICENSE** button.

Applying for New License – Individual

This screen illustrates the steps users must follow to apply for a new license on the DELPROS Portal.

The screenshot shows the 'License Selection' page on the DELPROS Portal. The page header includes the Delaware.gov logo and navigation links for Agencies, News, Topics, and Contact. Below the header, there are links for DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST, and CONTINUING EDUCATION, along with a shopping cart icon and a user profile icon. The main content area is titled 'License Selection' and contains the following text: 'Select the profession for which you are seeking a license. Next, select the specific license type from the Select a License dropdown.' There are two dropdown menus: 'Select a Profession' and 'Select a License', both currently showing '--None--'. Below the dropdowns are two buttons: 'CANCEL' and 'SAVE AND CONTINUE'. Three numbered callouts provide instructions: 3. Select a profession from the **Select a Profession** drop-down. 4. Select the type of license from the **Select a License** drop-down. 5. Click the **SAVE AND CONTINUE** button.

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DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION

License Selection

Select the profession for which you are seeking a license. Next, select the specific license type from the Select a License dropdown.

Select a Profession
--None--

Select a License
--None--

CANCEL SAVE AND CONTINUE

3. Select a profession from the **Select a Profession** drop-down.

4. Select the type of license from the **Select a License** drop-down.

5. Click the **SAVE AND CONTINUE** button.


Applying for New License – Individual

This screen illustrates the steps users must follow to answer Application Wizard and Eligibility Questions

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DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION



License Selection

Select the profession for which you are seeking a license. Next, select the specific license type from the Select a License dropdown.

Select a Profession
Nursing

Select a License
Licensed Practical Nurse

Application Type Wizard

By answering the following questions, the application type for the license application will be automatically determined.

Do you hold or have ever held an active Nursing license of the same type in Delaware or another jurisdiction (state, U.S. territory or District of Columbia)

AND

Your home state of residence is Delaware or a state that is not a Nurse Licensure Compact (NLC) state?
 Yes No

Are you applying to take the NCLEX exam or have you passed the NCLEX exam?

AND

Your home state of residence is Delaware or a state that is not a Nurse Licensure Compact (NLC) state?
 Yes No

Application Type
Examination

Eligibility

By answering the following questions, eligibility for the license application will be determined. Confirmation will be noted if eligibility is met.

Has it been a five years (60 months) since you graduated from your nursing program?
 Yes No

6. Some license types have **Application Type Wizard questions** to help select the appropriate type of Application (Examination, Reciprocity etc.)

7. Some license types have **Eligibility questions** to determine if an applicant is able to proceed with the application based on their prior experience. Complete these questions and click **Submit** at the bottom of the page.

Applying for New License – Individual

This screen illustrates the steps users must follow to apply for a new license on the DELPROS Portal.

DELPROS PORTAL

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DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION

New License Application

Personal Information Background Information Questions Attachments Review + Submit

8. Complete all five of the license application sections:
- Personal Information
 - Background Information
 - Questions
 - Attachments
 - Review and Submit

Applying for New License – Individual

Managing Personal Information - Entering Social Security Number (If missing).

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Personal Information | Background Information | Questions | Attachments | Review • Submit

Personal Information

Provide the necessary personal information in the fields to the right. All fields with (*) are required and must be completed to continue the application process.

For security reasons, you cannot enter your social security number on this page. However, in order to submit an application in DELPROS, you must provide your social security number or indicate below that you do not have one.

To enter your Social Security Number or update your Date of Birth [Click HERE](#). This link will open a new tab in your browser. To enter your social security number, click on [Edit This Information](#) under the Personal Information section.

First Name
Victoria

Middle Name

Last Name
Test

Other Names Used

Social Security Number

I don't have a Social Security Number

Date of Birth
11/1/1959

Gender
--None--

* Primary Phone

Secondary Phone

Email
chery1984+victoria@gmail.com

9. The first section is the **Personal Information** page. Information will be pre-populated with existing information if available. If not, you will be required to complete these fields.

Applying for New License – Individual

This screen illustrates the steps users must follow to apply for a new license on the DELPROS Portal.

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**A PUBLIC ADDRESS
IS NOT REQUIRED**

Public Address

This is the address that will be viewable by the public.

To add a public address, click **ADD ADDRESS**. Select the checkbox next to "Use this address as Public". Complete the required fields, marked with an (*) and click **SAVE**.

To save an already existing address as the public address, select the checkbox next to the address you want to designate as mailing and click **SAVE AS PUBLIC**.

To update your public address, click **USE DIFFERENT ADDRESS**. You can either select the checkbox next to the address you want to designate as public, then click **SAVE AS PUBLIC** or click the **ADD ADDRESS** button to enter a new address.

If you use the **ADD ADDRESS** option, select the checkbox next to "Use this address as Public". Complete the required fields, marked with an (*) and click **SAVE**. Select the checkbox next to the address you added to designate as public and click **SAVE AS PUBLIC**.

Once finished, continue with the next section on the page or click **SAVE AND CONTINUE**.

+ ADD ADDRESS

9a. Click the **ADD ADDRESS** button to enter the **Public Address** information.

Applying for New License – Individual

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Public Address

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To add a public address, click **ADD ADDRESS**. Select the checkbox next to "Use this address as Public". Complete the required fields, marked with an (*) and click **SAVE**.

To save an already existing address as the public address, select the checkbox next to the address you want to designate as mailing and click **SAVE AS PUBLIC**.

To update your public address, click **USE DIFFERENT ADDRESS**. You can either select the checkbox next to the address you want to designate as public, then click **SAVE AS PUBLIC** or click the **ADD ADDRESS** button to enter a new address.

If you use the **ADD ADDRESS** option, select the checkbox next to "Use this address as Public". Complete the required fields, marked with an (*) and click **SAVE**. Select the checkbox next to the address you added to designate as public and click **SAVE AS PUBLIC**.

Once finished, continue with the next section on the page or click **SAVE AND CONTINUE**.

REQUIRED: Select the Public Address checkbox below to designate your public address and click **SAVE AS PUBLIC ADDRESS**.

Public Address	Address Details
<input type="checkbox"/>	1901 Rio Grande Dr Adrian MI 49221 United States

SAVE AS PUBLIC ADDRESS

Use this address as Public Address

Address Format
US Address

* Street Address Line 1

Street Address Line 2

* City * State * Zip Code

Country
* United States

CANCEL **SAVE**

9b. Use this section to add a new address.

9c. Click the **Save** button to save the address details.

Applying for New License – Individual

This screen illustrates the steps users must follow to apply for a new license on the DELPROS Portal.

DELPROS PORTAL

New License Application

10a. The next section is **Background Information**. Complete the applicable sections by clicking on the **ADD <type>** button for the fields to display.

Education

Only Direct applicants and Reciprocity applicants applying based on having a NAAB-accredited degree complete this section. Enter information about each college, university, or technical school you attended.

To add an educational institution to your profile, click the **ADD EDUCATION** button. Click on the Add button to save your entry. Repeat this process for all education entries. All fields marked with (*) are required. Once finished, continue with the next background sections or click the **SAVE AND CONTINUE** button.

ADD EDUCATION

10b. Complete the required fields

10c. Click the **ADD** button if you wish to add multiple entries.

Education

Only Direct applicants and Reciprocity applicants applying based on having a NAAB-accredited degree complete this section. Enter information about each college, university, or technical school you attended.

To add an educational institution to your profile, click the **ADD EDUCATION** button. Click on the Add button to save your entry. Repeat this process for all education entries. All fields marked with (*) are required. Once finished, continue with the next background sections or click the **SAVE AND CONTINUE** button.

* Institution Name

Start Date * End Date

* Degree Earned

ADD

10d. Click the **SAVE AND CONTINUE** at the bottom of the page.

IMPORTANT: Do NOT enter just month and year (10/2022), the record will **not** save correctly. **You must enter a complete date such as mm/dd/yyyy (e.g., 10/30/2022).**

Practice Experience

Complete this section about your practice experience for the *past five years*.

ADD WORK HISTORY

Applying for New License – Individual

This screen illustrates the steps users must follow to apply for a new license on the DELPROS Portal.

DELPROS PORTAL

New License Application

Personal Information — Background Information — **Questions** — Attachments — Review + Submit

Questions
Answer the following questions with appropriate responses. Once completed, click on **Save And Continue**.

[License Law](#)
[Rules and Regulations](#)

Have you ever held any license type to practice as an Architect in any jurisdiction other than Delaware? If yes, enter information in Licensure History section about each architecture license that you have ever held.
 Yes No

Have you ever been convicted of or entered a plea of guilty or nolo contendere (no contest) to any felony, misdemeanor or other criminal offense, including any offense for which you have received a pardon, in any jurisdiction?
 Yes No

Are criminal charges pending against you in any jurisdiction?
 Yes No

Has any jurisdiction (state, the District of Columbia or U.S. territory) ever denied your application for licensure?
 Yes No

Have you received any administrative penalty (discipline) regarding your practice of your profession?
 Yes No

Are you now, or have you ever been, dependent on the use of alcohol, stimulants, or habit-forming drugs?
 Yes No

11a. The next section is **Questions**. Based on the selected profession, license type and Application By (aka Obtained By), answer the questions with appropriate responses.

11b. Click the **SAVE AND CONTINUE** button at the bottom of the screen.

There is a link to the **License Law** and **Rules and Regulations** if the user needs more information

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DELPROS
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Delaware.gov Agencies News Topics Contact

DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION

New License Application

Personal Information Background Information Questions **Attachments** Review + Submit

Attachments

As needed, upload the requested documents by clicking the Add Attachment button. For documentation that needs to be submitted directly to the Profession or by hardcopy, please acknowledge by clicking the Acknowledge button(s). If no attachment or attestation items appear, please click the Save and Continue button.

Files must be less than 20 MB in size.

*** Required IDP File or IDP Waiver**
Acknowledge that you will arrange for the Board office to receive the Intern Development Program (IDP) file sent from NCARB directly to the Board office OR upload the IDP Waiver form to request a waiver of the IDP requirement if you hold a current license in good standing from a U.S. jurisdiction or Canadian province AND have at least five years of architecture practice acceptable to the Board immediately before you applied for a Delaware license.

ACKNOWLEDGE
ADD ATTACHMENT

SAVE & FINISH LATER SAVE AND CONTINUE

12a. The next section is **Attachments**. Based on the selected profession, license type, Application By (aka Obtained By), and responses to Questions, attach the required documentation or acknowledge additional steps required.

12b. Click the **SAVE AND CONTINUE** button at the bottom of the screen.

Submissions will require you to:

- **Acknowledge:** attest to sending in a hardcopy of the document
- **Add Attachment:** upload a softcopy of the document
- **Do both**

Applying for New License – Individual

This screen illustrates the steps users must follow to apply for a new license on the DELPROS Portal.

DELPROS
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New License Application

Personal Information — Background Information — Questions — Attachments — Review - Submit

Question Summary

Have you ever held any license type to practice as an Architect in any jurisdiction other than Delaware? -If yes, enter information in Licensure History section about each architecture license that you have ever held.

No

Have you ever been convicted of or entered a plea of guilty or nolo contendere (no contest) to any felony, misdemeanor or other criminal offense, including any offense for which you have received a pardon, in any jurisdiction?

No

Are criminal charges pending against you in any jurisdiction?

No

Has any jurisdiction (state, the District of Columbia or U.S. territory) ever denied your application for licensure?

Yes

Have you received any administrative penalty (discipline) regarding your practice of your profession?

No

Are you now, or have you ever been, dependent on the use of alcohol, stimulants, or habit-forming drugs?

No

Application Review: Completed.

13. Verify the answers in the **Question Summary** and click the **I Accept** checkbox.

14. Enter the **First Name** and **Last Name** to sign electronically.

Application Attestation

AFFIDAVIT
The undersigned, affirm according to law, states that he/she is the person who completed and signs this application, that the statements contained in the application are true, that he/she has not suppressed any information that might affect this application, that he/she understands that participating or cooperating in fraud or material deception in order to be licensed could result in the denial or revocation of the application or license and mandatory reporting of such actions to the Attorney General for further action, and that he/she has read and understands this affidavit.

Consent to Electronic Signature

I Accept

Type your First Name and Last Name as they appear on the application to sign electronically.

(Apurva Asthana)

Submit your Application

After clicking the 'Submit' button below, you will no longer be able to change this application. **DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.** If you want to return to your application, simply log out and log back in.

If this application requires payment you will be prompted to begin the payment process. You must complete the payment process before the board will review your application. If this application does not require payment, you will be navigated back to the eLicense home page and the board will review your application.

SAVE & FINISH LATER **SUBMIT**

15. Click the **SUBMIT** button.

Applying for New License – Individual

This screen illustrates payment portion of a License Application

DELPROS
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16. Click to select the checkbox.

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DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION

Cheryl Devaney's Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.
If you want to return to your application, simply click on the DASHBOARD link located at the top of the page.
To continue paying, select the appropriate fees or fines you wish to pay by marking the checkbox located next to the fee, and then press the CONTINUE button.
ALL PAYMENTS ARE NON-REFUNDABLE.

Cart #X-2019-08-08_04-10-41

Items Checkout Confirmation

Fees

Type	Licensee Name	Amount	Amount Outstanding	Fee Type	Delegate Status
<input type="checkbox"/> Licensed Architect	Cheryl Devaney	\$142.00	\$142.00	New Application	

CONTINUE

17. Click the **CONTINUE** button.

Applying for New License – Individual

This screen illustrates the payment portion of a License Application

DELPROS
PORTAL

Cheryl Devaney's Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.
If you want to return to your application, simply click on the DASHBOARD link located at the top of the page.
To continue paying, select Proceed to Payment Gateway button.
To select a third party as a Delegate to pay a fee on your behalf, click the Delegate button.
ALL PAYMENTS ARE NON-REFUNDABLE.

Cart #X-2019-08-08_04-10-41

Items Checkout Confirmation

Select Payment Method: Credit/Debit Card

Amount: \$142.00

Back

Delegate

Proceed to Payment Gateway

18. The default payment method is selected.

19. Click the **Proceed to Payment Gateway** button.

Applying for New License – Individual

This screen illustrates the payment portion of a License Application

20. Enter the payment details in the fields marked with asterisk (*).

21. Click the **Continue** button.

22. Click the **Confirm** button.





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Required fields are highlighted with an asterisk.

Payment information:
Amount:* \$142.00

Please enter the following information about your payment method:

Cardholder's Name:* Cheryl D Devaney

Cards Accepted:    

Card Number:* 4111111111111111

Signature Panel Code:* 999

Expiration Date:* 08 / 2028

Billing information:

Address Line 1:* 1212 Center Street

Address Line 2:

Country:* United States

ZIP Code:* 15137

City: NORTH VERSAILLES

State: Pennsylvania

Continue

Please verify the following information:

Amount: \$142.00

Card information:

Cardholder's Name: Cheryl D Devaney

Card Type: Visa

Card Number: *****1111

Signature Panel Code: ****

Expiration Date: 8/2028

Billing information:

Address Line 1: 1212 Center Street

Country: United States

City: NORTH VERSAILLES

State: Pennsylvania

ZIP Code: 15137

Is this information correct?

Confirm Modify

Applying for New License – Individual

This screen illustrates the payment portion of a License Application

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✓ Successful Payment

Thank you for your payment. Your request will be processed within 3 business days.

Transaction details are as follows:

- Payment Id: PAY-20190808-2122
- Amount Paid: \$142.00
- Payment Type: Credit/Debit Card
- Transaction Id: 2431394

[Return to Home](#)

23. The receipt shows the details of the completed transaction.

Click the Return to Home link after viewing the Successful Payment message.

24. Click the **PRINT RECEIPT** button to view a printable pdf version of the payment receipt button.

25. Click the **RETURN TO DASHBOARD** button.

Cheryl Devaney's Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.
If you want to return to your application, simply click on the DASHBOARD link located at the top of the page.
ALL PAYMENTS ARE NON-REFUNDABLE.

Cart #X-2019-08-08_04-10-41

PRINT RECEIPT

RETURN TO DASHBOARD

Your payment was successful.

Order Status: Successful
Applied Payment: \$142.00
Contact: Cheryl Devaney
Operator: Cheryl Devaney
Process Date: 8/8/2019 4:19 PM

Receipt Number: R-2113220
Payment: Credit/Debit Card
Amount: \$142.00

Fees

Type	Licensee Name	Amount	Amount Outstanding	Fee Type	Payment Amount
Licensed Architect	Cheryl Devaney	\$142.00	\$0.00	New Application	\$142.00

Applying for New License – Individual

This screen illustrates where to see your new application in Submitted status

The screenshot shows the 'DELPROS PORTAL' interface. The main heading is 'New License Applications' with a sub-note: 'To edit or withdraw an application, please click on the Options button.' Below this is a 'SORT BY' dropdown menu. The application card displays the following information: 'Accountancy', 'C.P.A. Permit', and 'APP-000005176 | Reciprocity'. The status 'SUBMITTED' is highlighted with a red box. To the right, an 'OPTIONS' dropdown menu is also highlighted with a red box, containing the following items: 'Download Application', 'View Application Status', 'Submit Additional Documentation', and 'Change Address'. A green callout box on the right points to the 'OPTIONS' menu with the text: 'The applicant can select the following options for their **SUBMITTED** application'. A blue callout box at the bottom points to the 'SUBMITTED' status with the text: '26. The license application will display on your DELPRROS Dashboard, and the status of the **SUBMITTED** license request is displayed.'

26. The license application will display on your DELPRROS Dashboard, and the status of the **SUBMITTED** license request is displayed.

The New License Application is now complete! The next step will be for DPR to process the application in the backend (more details in the License Applications Training deck)