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REQUEST FOR CONSIDERATION OF MILITARY EDUCATION, TRAINING OR EXPERIENCE INSTRUCTION SHEET

Enter your DELPROS application number here: APP - _____

Background

Delaware law allows professional licensing boards to consider your military education, training, or experience (METE) when determining whether you qualify for a professional license. To give credit for the METE, the Board must determine, based on the proof you submit, that your education, training, or experience is substantially equivalent to the licensure requirements in the law and regulations for your profession. In addition, you must meet all other licensure requirements, such as passing an examination. See [29 Del. C. §8735\(p\)\(6\)](#).

When to Submit

Submit a METE request **only if** you meet **all** of these conditions:

- You are a member of the active duty military, National Guard, military reserve, retired military or a military veteran.
- You are filing a license application at the same time as this request, **or** you have already filed the application and it is still pending.
- You believe you can meet the education and/or experience requirements of licensure **only if** given credit for METE.

How to Submit This Application in DELPROS

You must have a DELPROS user account to use the new online system. Go to the [DELPROS](#) online portal, and then click on **Apply/Manage a License and Service Requests**.

If you are a new user, you must create a new account using either of the options below:

- Select the "I Don't Have a License" option if you do not currently hold or previously applied for a Delaware license and do not have a login through the portal; or
- Select the "I Have a License" option if you currently hold or previously applied for a Delaware license.

If you are already an existing user, log in with your email address and password under the existing user section.

Requirements

The following are requirements for submitting a METE request. It is not necessary to re-submit any documents already submitted for your professional license application.

- Mail a completed, signed and notarized [Request for Consideration of Military Education, Training or Experience](#).
- Attach a copy of official verification that you are a member of the active duty military, National Guard or military reserve, retired military, or a military veteran (e.g., orders, DD214).
- Attach any relevant/related proof of your METE (e.g., training certificates). The documents should contain enough information to enable the Board/Commission to compare the military education, training or experience you have completed to that required by law and regulations.

8. List the following about your military experience, training and education. Give dates and examples of items for which you would like to receive METE credit. Attach additional examples if needed.

DESCRIPTION	TYPE (check one)	DATES COMPLETED (month/year)	
		From	To
	<input type="checkbox"/> Education <input type="checkbox"/> Training <input type="checkbox"/> Experience		
	<input type="checkbox"/> Education <input type="checkbox"/> Training <input type="checkbox"/> Experience		
	<input type="checkbox"/> Education <input type="checkbox"/> Training <input type="checkbox"/> Experience		
	<input type="checkbox"/> Education <input type="checkbox"/> Training <input type="checkbox"/> Experience		
	<input type="checkbox"/> Education <input type="checkbox"/> Training <input type="checkbox"/> Experience		

Attach any relevant/related proof of METE (e.g., training certificates). The documents should contain enough information to enable the Board/Commission to compare the military education, training or experience you have completed to that required by law and regulations.

Applications that are not complete within 12 months of the application submitted date will be considered abandoned and discarded.

AFFIDAVIT

The undersigned, being sworn, deposes and says he or she is or was a member of the military requesting credit for military education, training or experience based on Title 29, Section 8735, of the *Delaware Code*; that he or she is the person who executed this request; that all statements and answers herein are truthful; that he or she has not suppressed any information that might affect this request; that he or she has read and understands the boards rules and regulations; and that he or she has read and understands this affidavit and that fraud or misrepresentation is grounds for denial of or later revocation of a license.

Signature of Applicant: _____ **Date:** _____

State of _____ County of _____

Sworn to before me and subscribed in my presence this _____ day of _____ 2_____.

Signature of Notary: _____

SEAL

My commission expires: _____

APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, OR INCOMPLETE WILL BE REJECTED.