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

Delaware.gov   📋 Agencies   📰 News   💬 Topics   📱 Contact

DASHBOARD   LICENSE LOOK-UP   FILE A COMPLAINT   SERVICE REQUEST   CONTINUING EDUCATION   🛒 0

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.

DELPROS PORTAL

Delaware.gov 🏢 Agencies 📰 News 💬 Topics 📱 Contact

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

DELPROS PORTAL

Delaware.gov Agencies News Topics Contact

DASHBOARD   LICENSE LOOK-UP   FILE A COMPLAINT   SERVICE REQUEST   CONTINUING EDUCATION   🛒 0

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 Ap**plication 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.

4

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

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).

DELPROS PORTAL

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.

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.

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
cheryl984+victoria@gmail.com

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

A PUBLIC ADDRESS IS NOT REQUIRED

Public Address

+ ADD 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.

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

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

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.

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

Public Address	Address Details
☐	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 * AA ⌄   * 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.

8

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

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

10b. Complete the required fields

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

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)**.

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

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

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.

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

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 PORTAL

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.

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]

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.

15. Click the **SUBMIT** button.

12

Applying for New License – Individual

This screen illustrates payment portion of a License Application

DELPROS PORTAL

16. Click to select the checkbox.

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

DELPROS PORTAL

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

21. Click the **Continue** button.

22. Click the **Confirm** button.

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

15

Applying for New License – Individual

This screen illustrates the payment portion of a License Application

DELPROS PORTAL

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

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

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

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

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

DELPROS PORTAL

New License Applications

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

SORT BY ▾

Accountancy
C.P.A. Permit
APP-000005176 | Reciprocity

SUBMITTED

OPTIONS ▾
Download Application
View Application Status
Submit Additional Documentation
Change Address

The applicant can select the following options for their **SUBMITTED** application

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)