Division of Early Learning Licensing Tool (DELLT) User Guide for Facility Leaders

Topic: Updating Staff Records

October 2025

Overview

- What is DELLT?
- Changes to staff records page design in DELLT
- Accessing staff records in DELLT
- Creating a new staff record
- Updating an existing staff record
- Removing staff records of individuals no longer employed at the facility
- Important reminders

What is DELLT?

What is DELLT?

- DELLT was created by the Office of the State Superintendent of Education (OSSE) to serve as a comprehensive licensing system for all licensed child care provider, staff and facility data.
- Child care licensing regulations require all child care providers to maintain accurate information in DELLT, including up-to-date staff records for all employees.
- Maintaining accurate staff records in DELLT is important for facilities to stay in compliance with the licensing regulations.
- For facilities that participate in the Early Childhood Educator Pay Equity Fund, staff record information is used to calculate the facility's quarterly award payment.
- For facilities that participate in the DC Child Care Subsidy Program, DELLT is also used to maintain required documentation.

Changes to Staff Record Page Effective Oct. 1, 2025

Changes for new staff records in DELLT

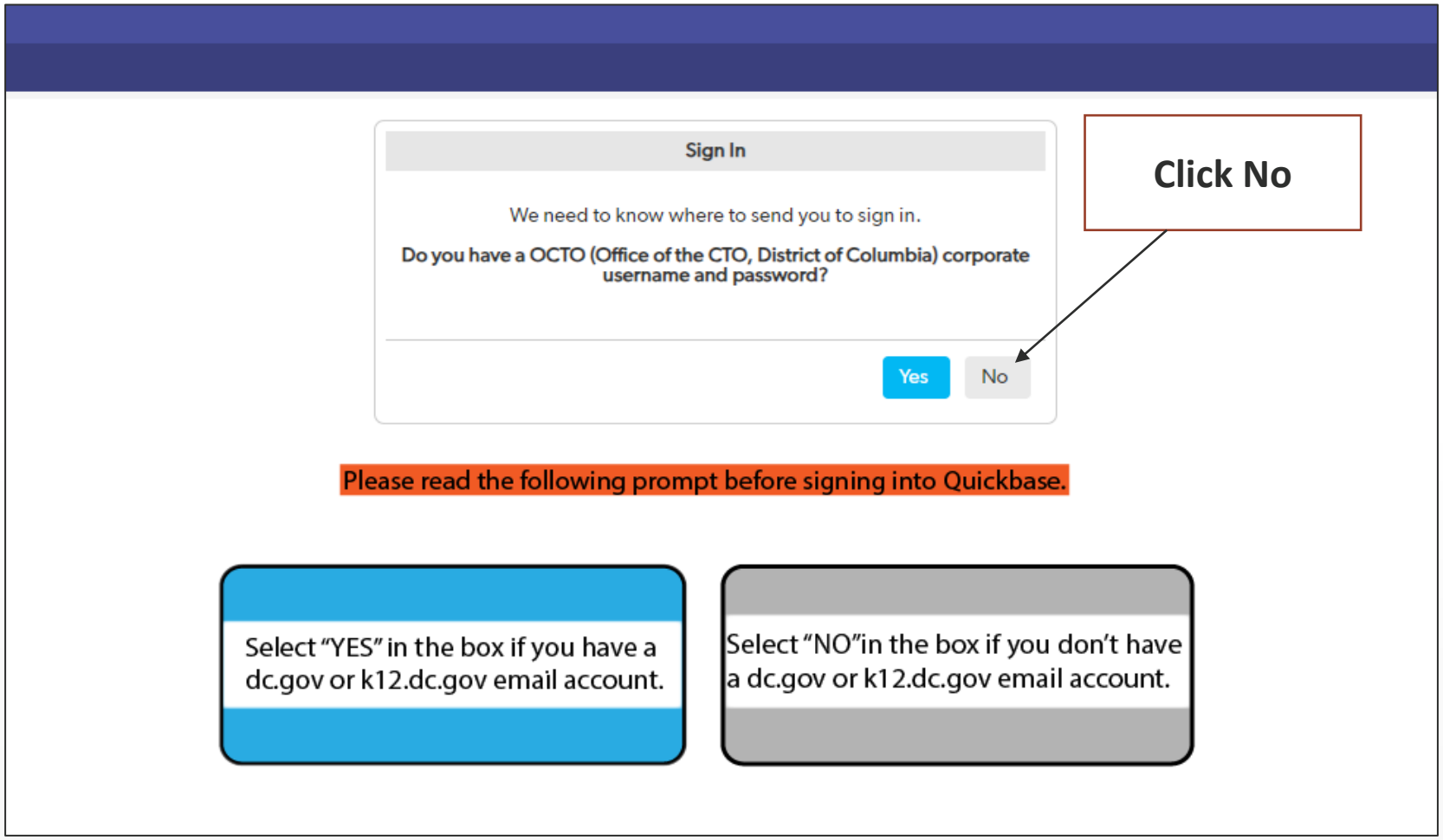
- Facility Information section is pre-populated and is not editable.
- Staff records created after Sept. 30, 2025, must be fully completed (e.g., supporting documents uploaded to correct fields; all required fields completed).
  - Required documents must be uploaded to the corresponding upload field.
  - Fields with an asterisk * must be completed.
- Staff birth date must be more than or equal to 18 years of age. An error message will display if birth date entered is less than 18 years of age.
- Last four digits of staff social security number (SSN) or individual taxpayer identification number (ITIN) must be entered.

Changes to existing staff records in DELLT

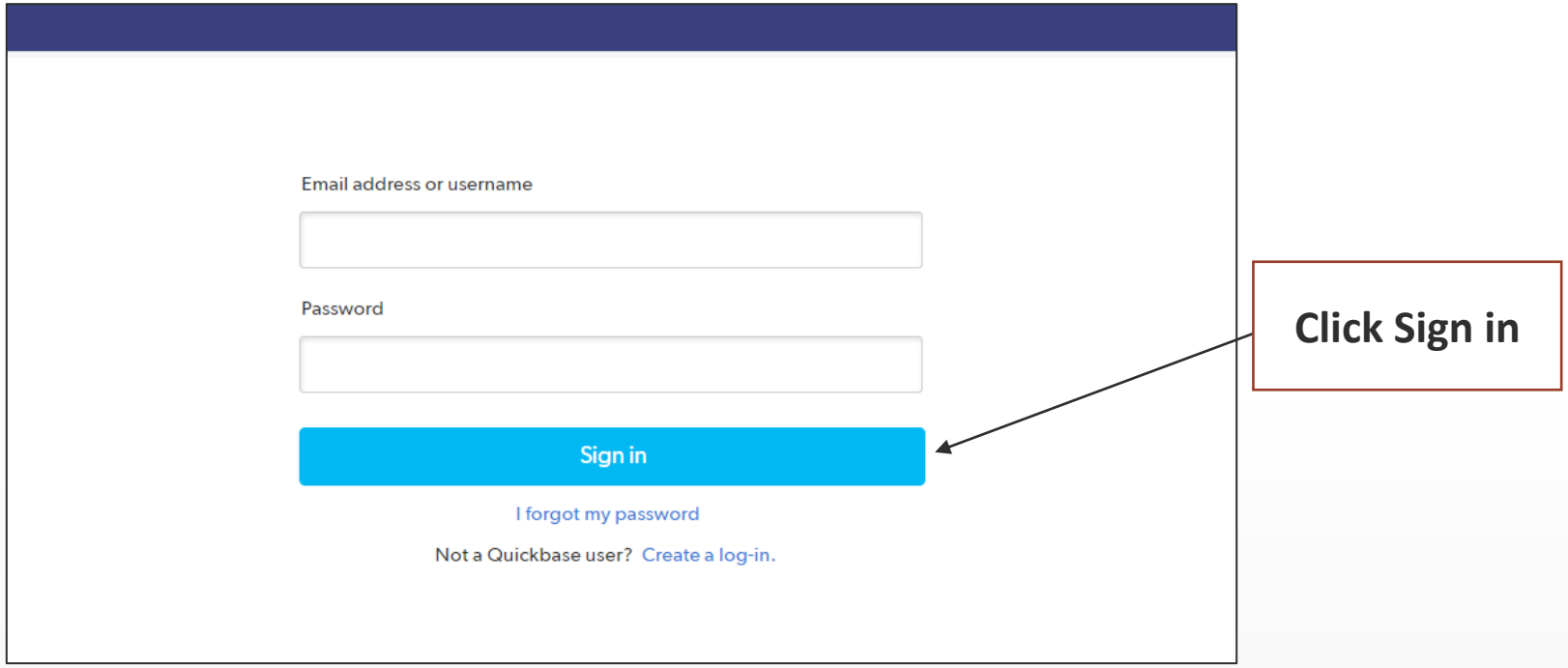
- The new format streamlines content and process for uploading documents.
- Facility Information section is pre-populated and is not editable.
- There are individual attachment fields for all required documents.
  - Note: Facilities are not required to re-upload documents in each field for existing staff records. OSSE will migrate documents to the corresponding field (i.e., Staff Qualification Checklist, Educational Qualification, COVID-19 Vaccination, Professional Development, etc.)
- Staff birth date must be more than or equal to 18 years of age. An error message will display if birth date entered is less than 18 years of age.
- Last four digits of staff social security number (SSN) or individual taxpayer identification number (ITIN) must be entered.

Accessing Staff Records in DELLT

Log in to the Facility Profile in DELLT

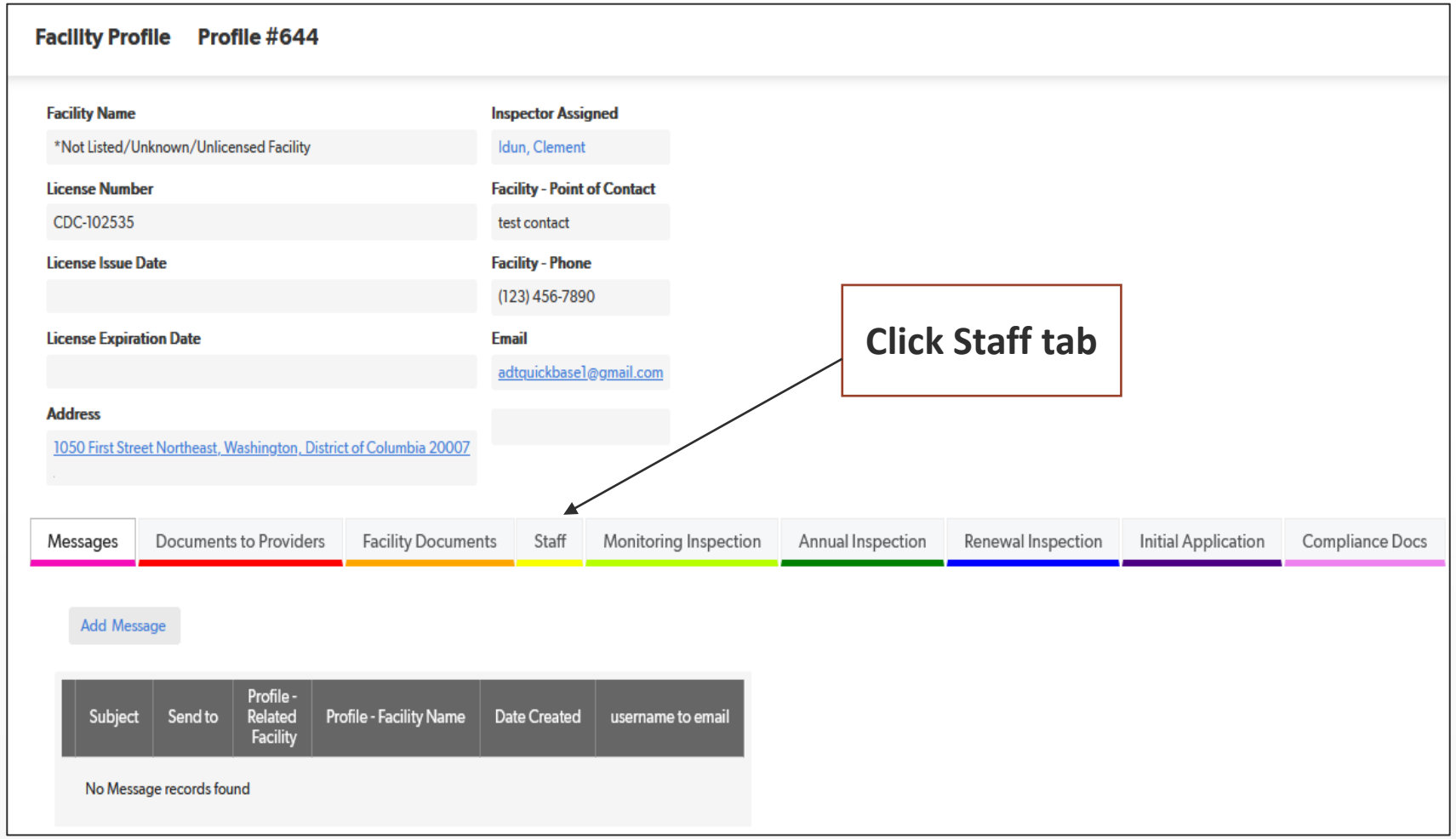


Enter email address/username and password

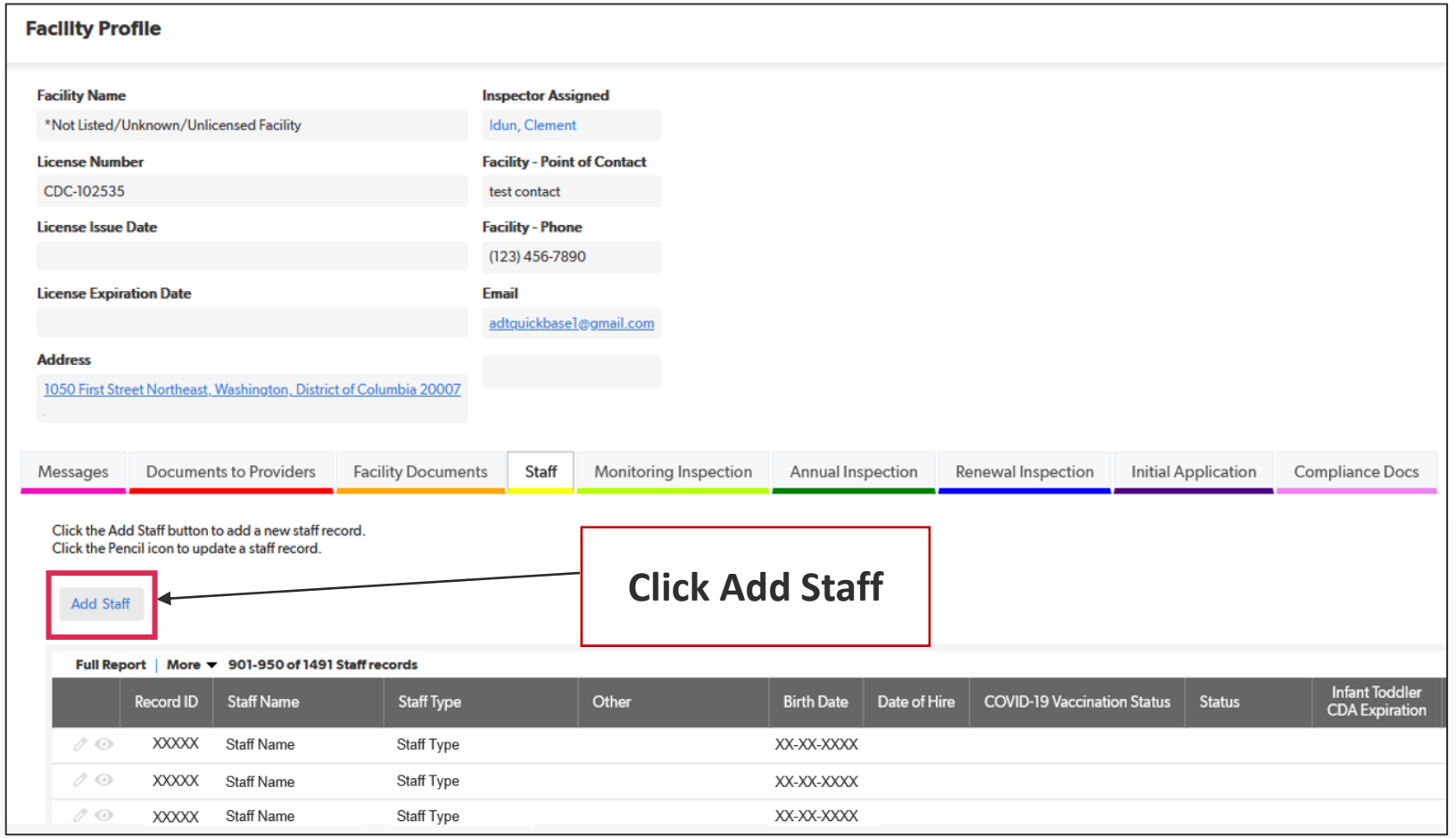


Creating a New Staff Record

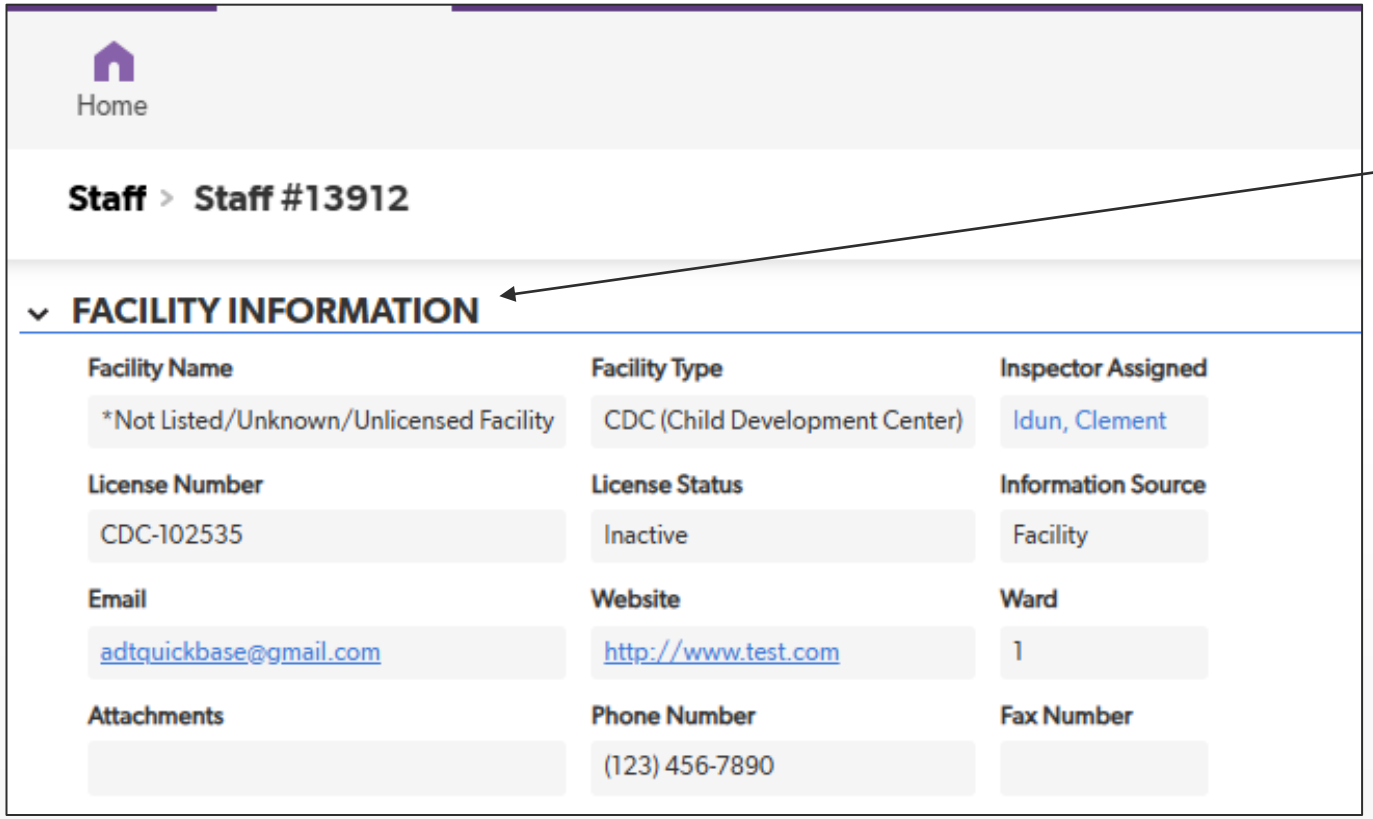
Select the Staff Tab



Click Add Staff



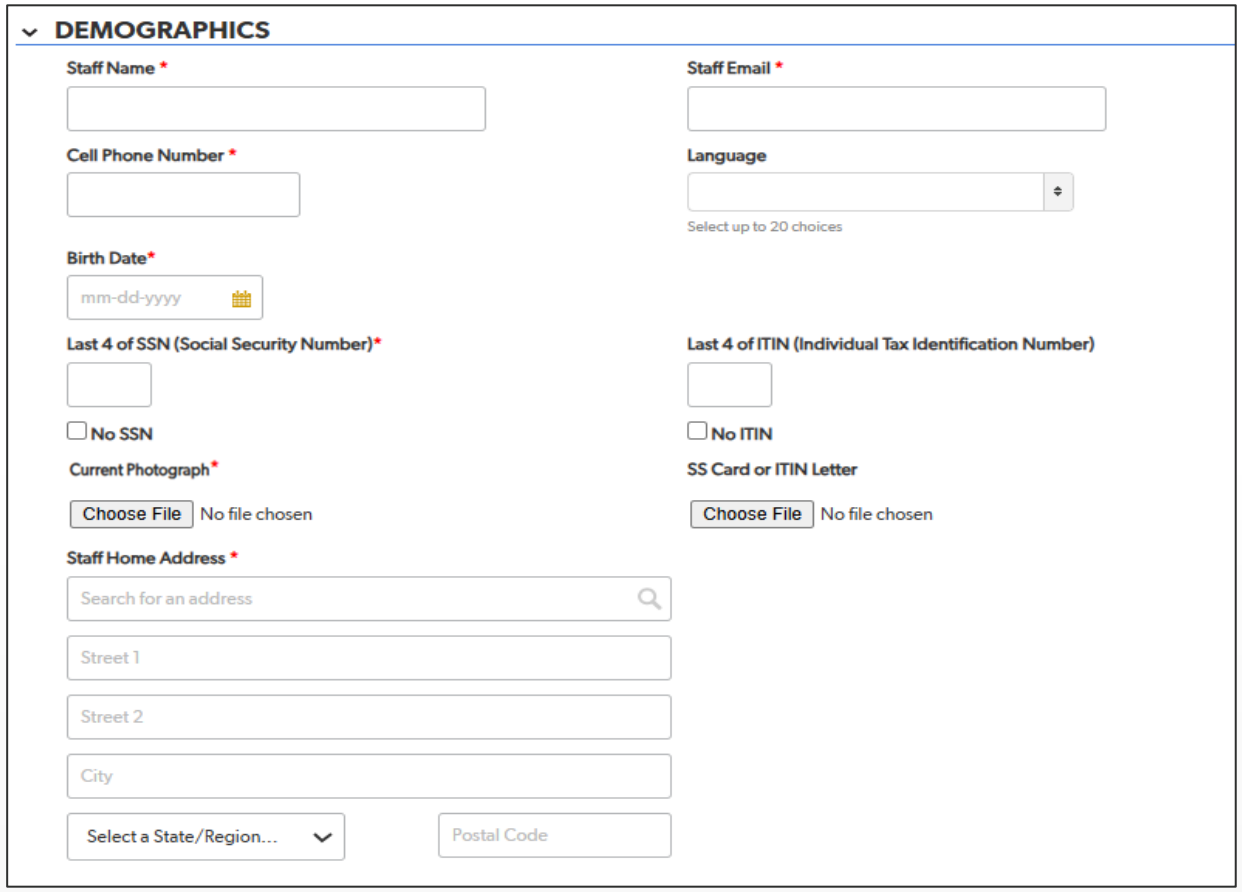
Review Facility Information section



Review facility information

Facility leaders cannot update the Facility Information section. If updates are required, email OSSE.ChildCareLicensing@dc.gov for support.

Complete Demographics section

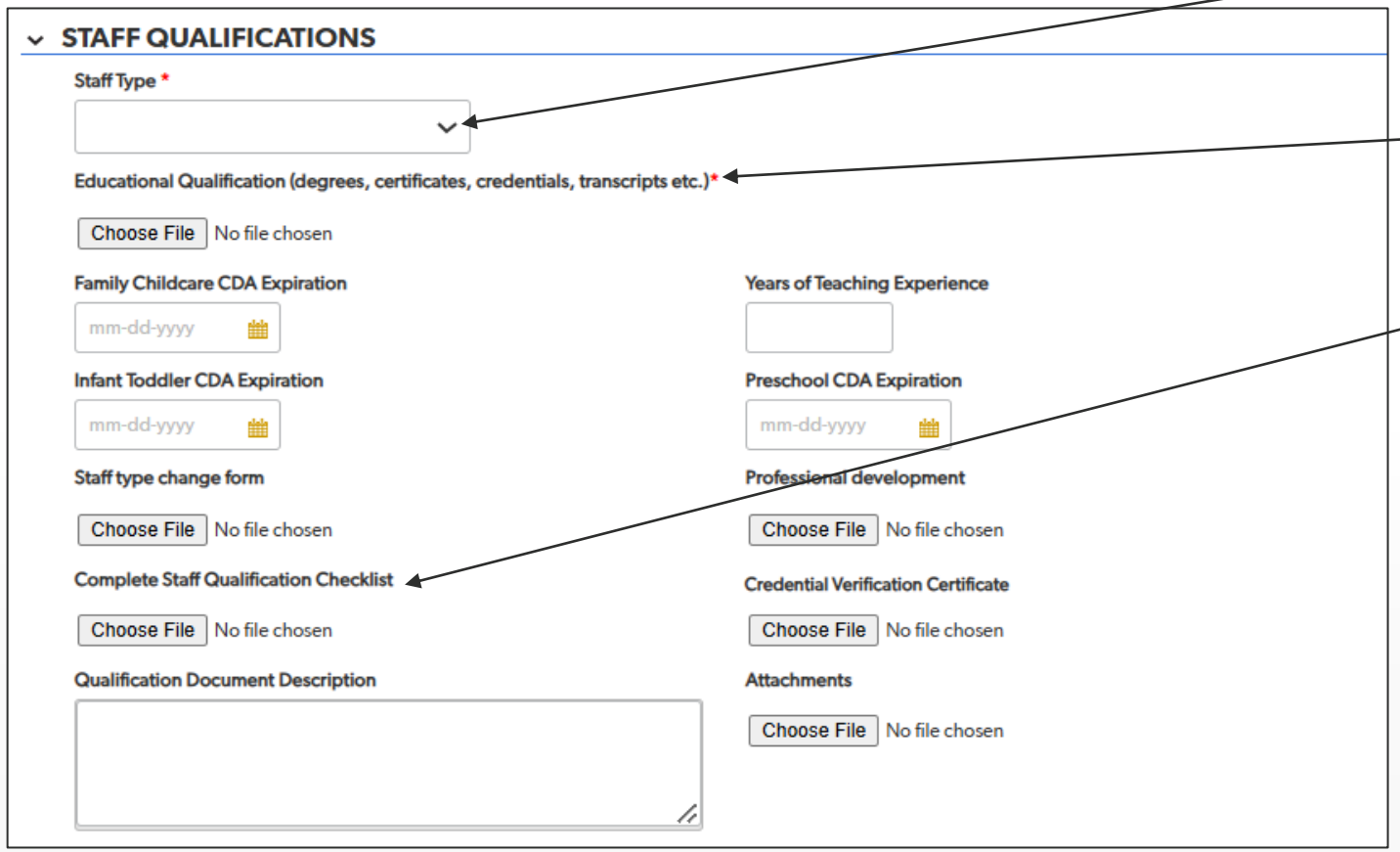


Enter staff information and upload supporting documentation. All fields with asterisks * are required fields.

Required fields include:

- **Staff Name**
- **Staff Email**
- **Cell Phone Number**
- **Birth Date**
- **Last 4 of SSN (Social Security Number) OR Last 4 of ITIN (Individual Taxpayer Identification Number)**
- **Current Photograph**
- **Staff Home Address**

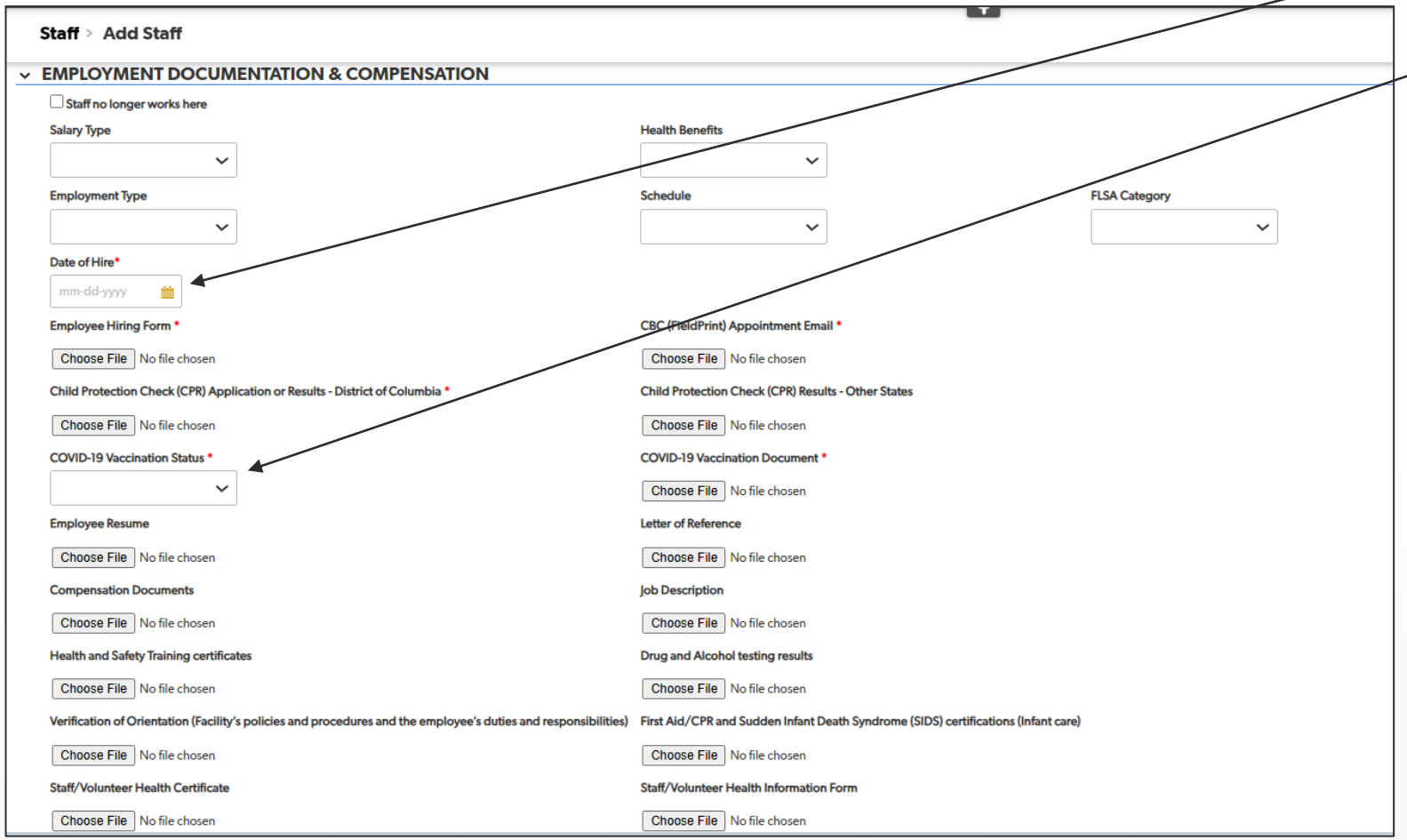
Complete Staff Qualifications section



Select Staff Type from drop down

Upload Educational Credentials and Staff Qualification Checklist to designated fields

Complete Employment Documentation & Compensation section



Enter Date of Hire

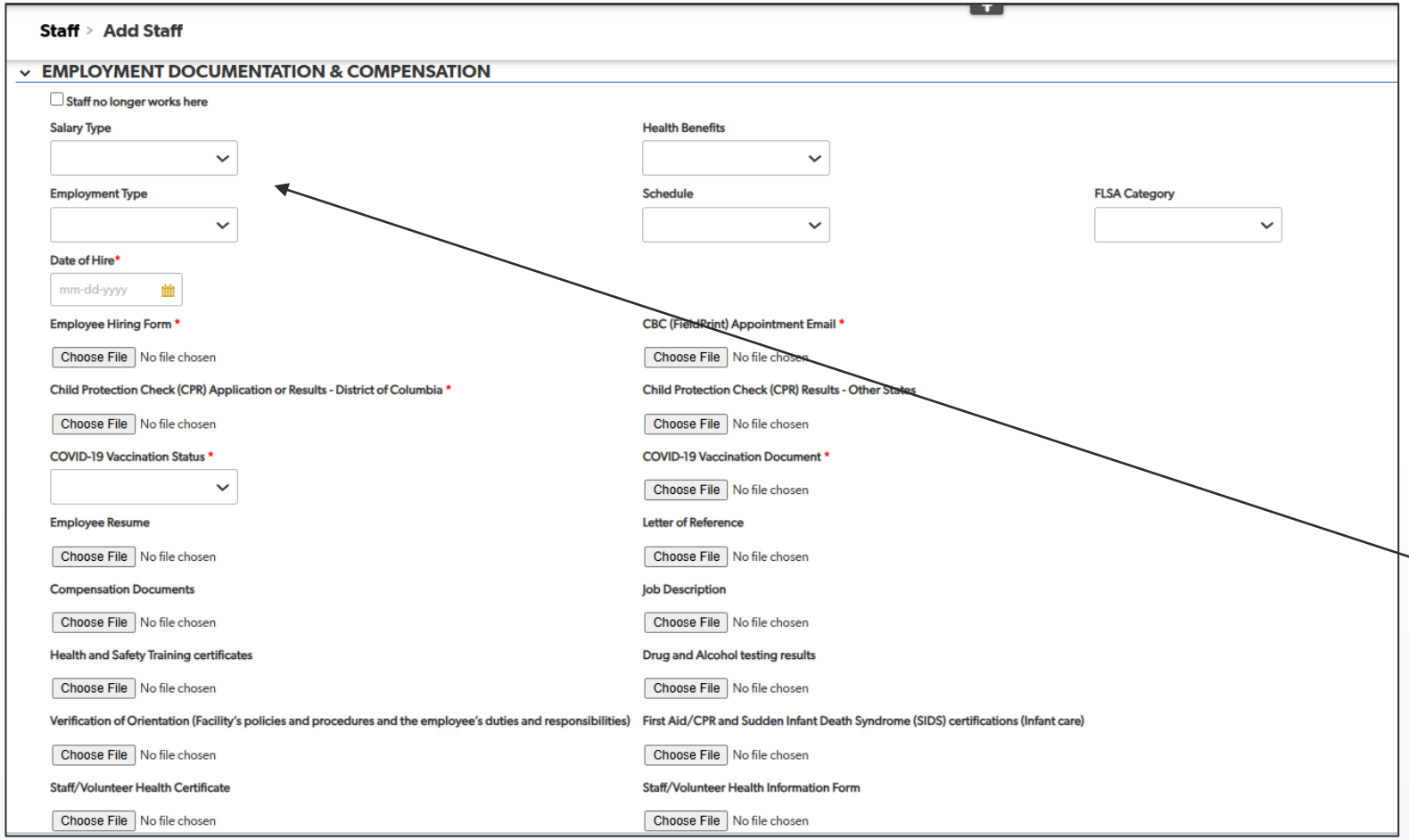
Select COVID-19 Vaccination Status from drop down

Upload documents in each labeled section. All fields with an asterisk * are required fields for new staff records.

Required upload fields include:

- **Employee Hiring Form**
- **CBC (FieldPrint) Appointment Email**
- **Child Protection Check (CPR) Application or Results – District of Columbia**
- **COVID-19 Vaccination Document**

Complete Employment Documentation & Compensation section (cont.)



Facilities participating in the Early Childhood Educator Pay Equity Fund must complete the Employment Type field for all staff. Facilities that do not complete this field may have their quarterly award payments reduced.

Select Employment Type from drop down (part-time or full-time)

Review staff record for accuracy: Demographics section

- **Staff Name**
  - Enter full name and confirm spelling
- **Staff Email**
  - This should be a personal email address; not an email address associated with the child development facility
- **Cell Phone Number**
- **Birth Date**
  - Date should match what appears on the individual's official ID
  - Individual must be older than 18 years of age
- **SSN or ITIN**
  - The last four digits of the SSN or ITIN number must be entered correctly
- **Current Photograph**
  - Clear, well-lit image showing the staff's face must be uploaded to the Current Photograph field (e.g., headshot/selfie, photo ID)
- **Staff Home Address**
  - Street, City, State and Postal Code fields must be completed

Review staff record for accuracy: Staff Qualifications section

- **Staff Type**
  - Staff Type should match information submitted by the facility on the OSSE Hiring Form (uploaded in the Employment Documentation & Compensation section)
- **Educational Qualifications**
  - Supporting documentation must support the Staff Type selected for the staff record

Review staff record for accuracy: Employment Documentation & Compensation section

- **Employment Type**
  - Facilities participating in the Early Childhood Educator Pay Equity Fund must identify if staff work part-time or full-time
- **Date of Hire**
  - Date must match the date of hire included on the employee's hiring form
  - Date must be entered in the following format: MM-DD-YYYY (e.g., Sept. 18, 2022 should be entered 09-18-2022)
- **Employee Hiring Form**
  - OSSE Hiring Form must be completed and uploaded
  - Form must be signed and dated by the employer
- **CBC (FieldPrint) Appointment Email**
  - Proof of the staff scheduling their FieldPrint appointment must be uploaded
- **Child Protection Check (CPR) Application or Results – District of Columbia**
  - Proof of CPR application must be uploaded
- **COVID-19 Vaccination**
  - Must identify vaccination status in COVID-19 Vaccination Status field and upload supporting documentation to the COVID-19 Vaccination Document field

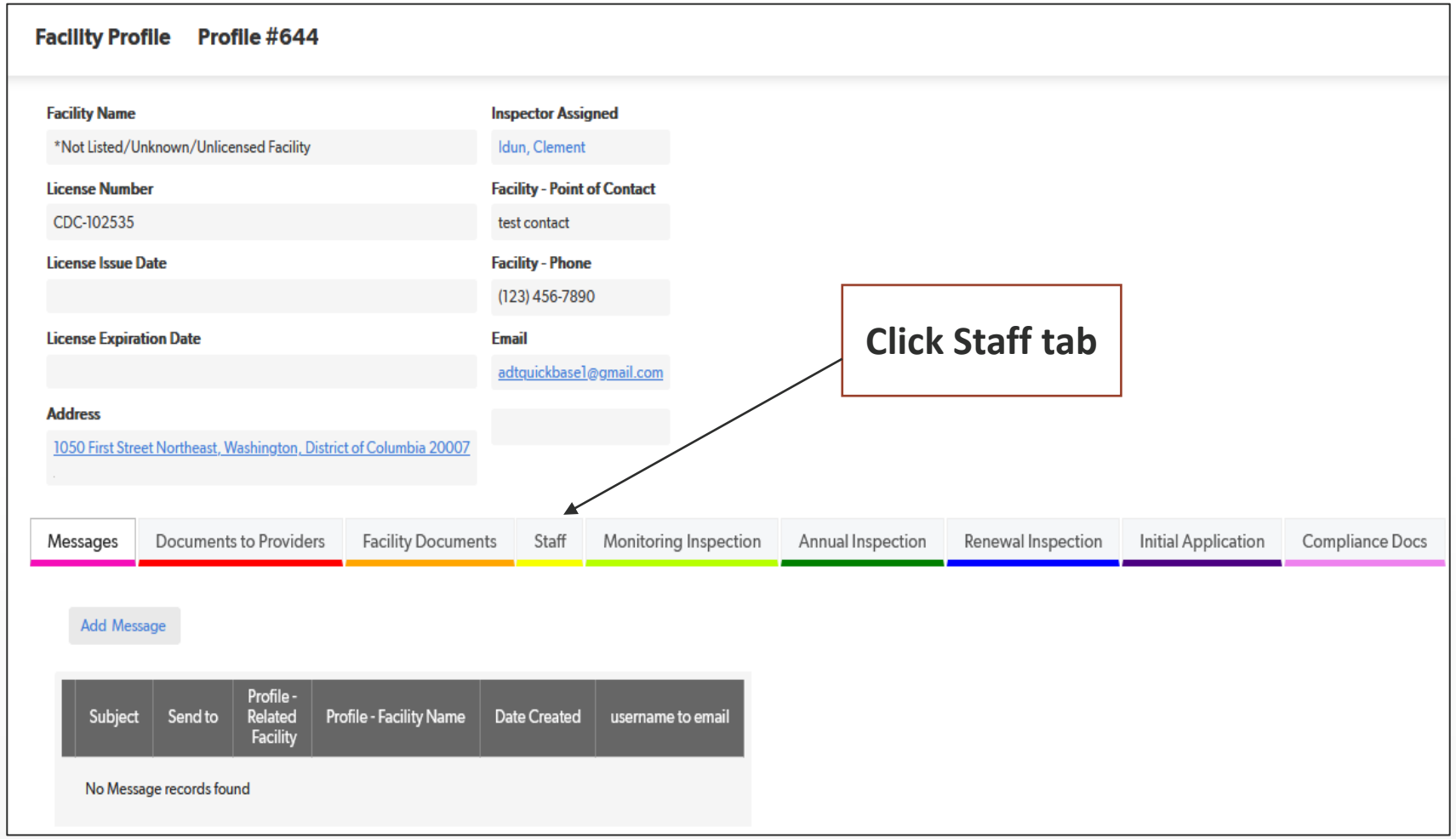
Save the record and notify OSSE

Click Save & close after completing all required fields and uploading required documents

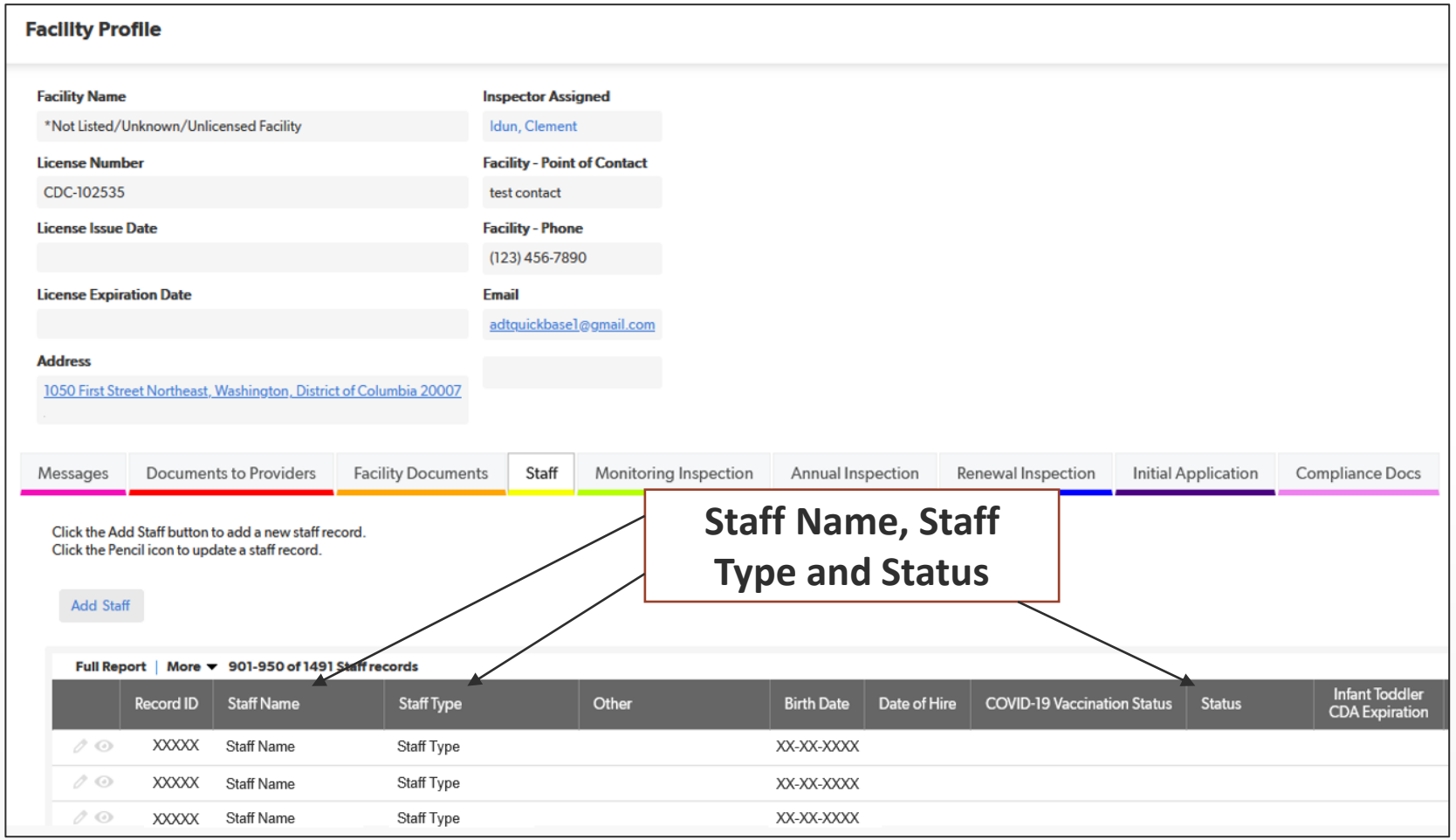
After the record is submitted, notify OSSE by sending an email to OSSE.ChildCareLicensing@dc.gov

Updating an Existing Staff Record

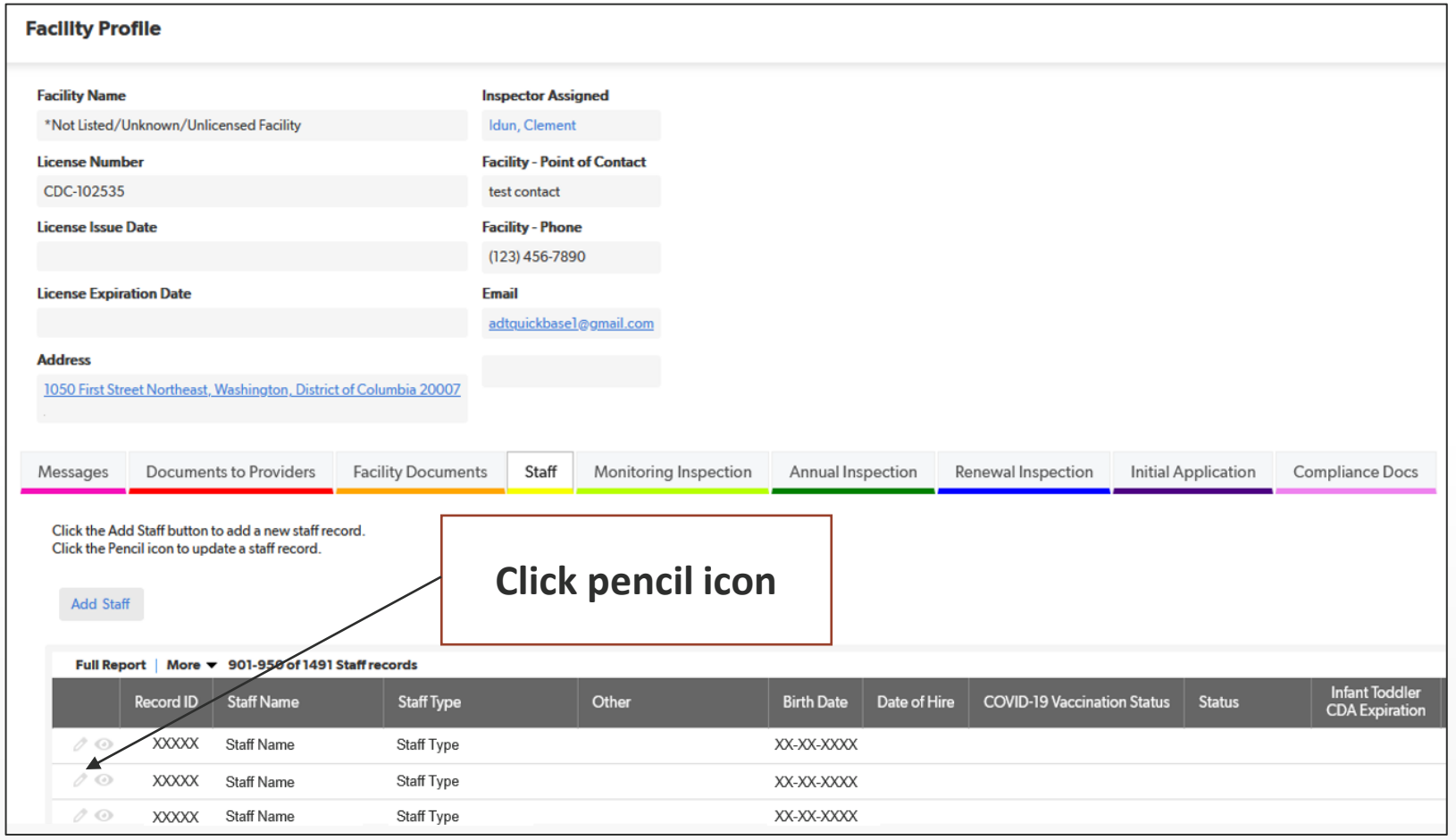
Select the Staff Tab



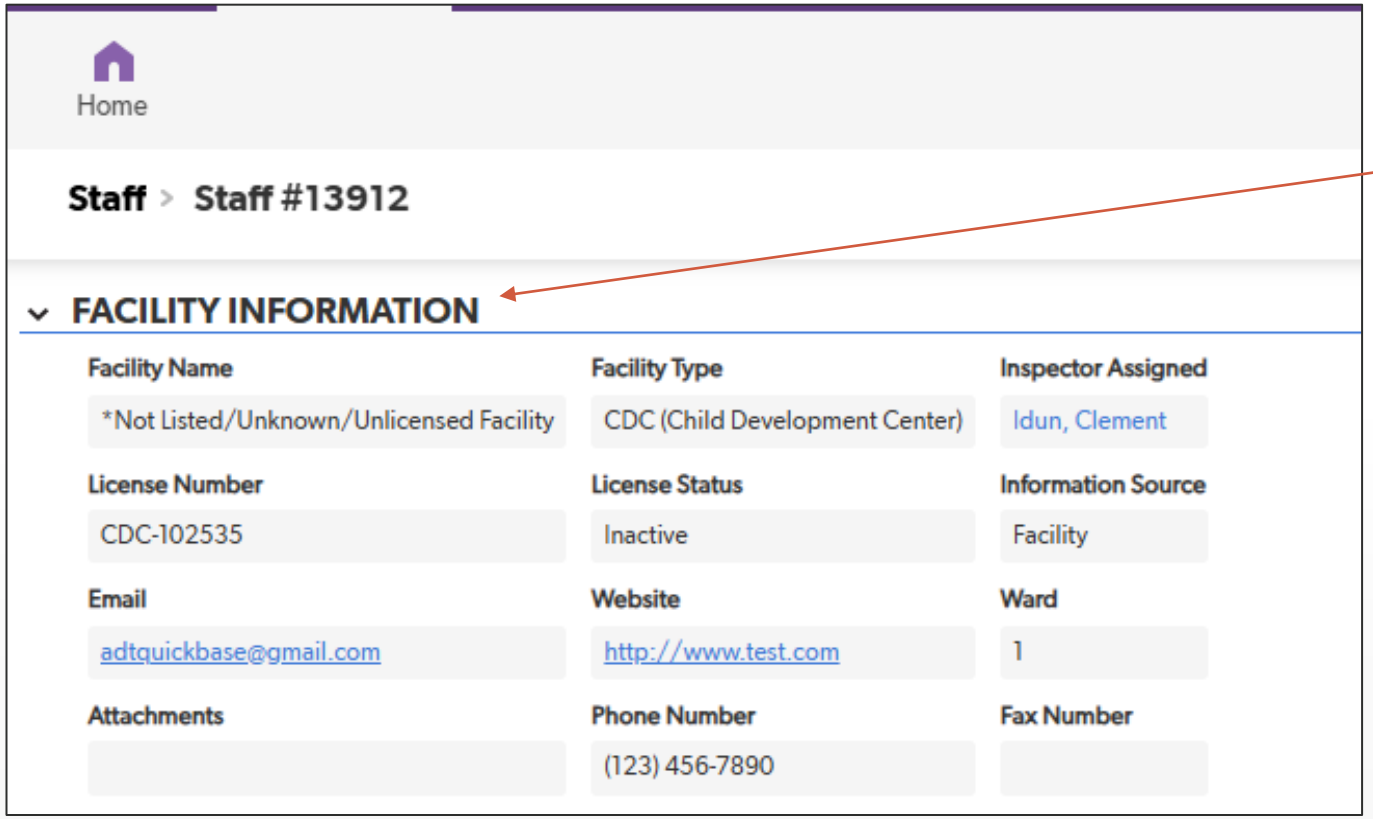
Review list of existing staff records



Find the staff record on the list and click the pencil icon to edit the existing staff record



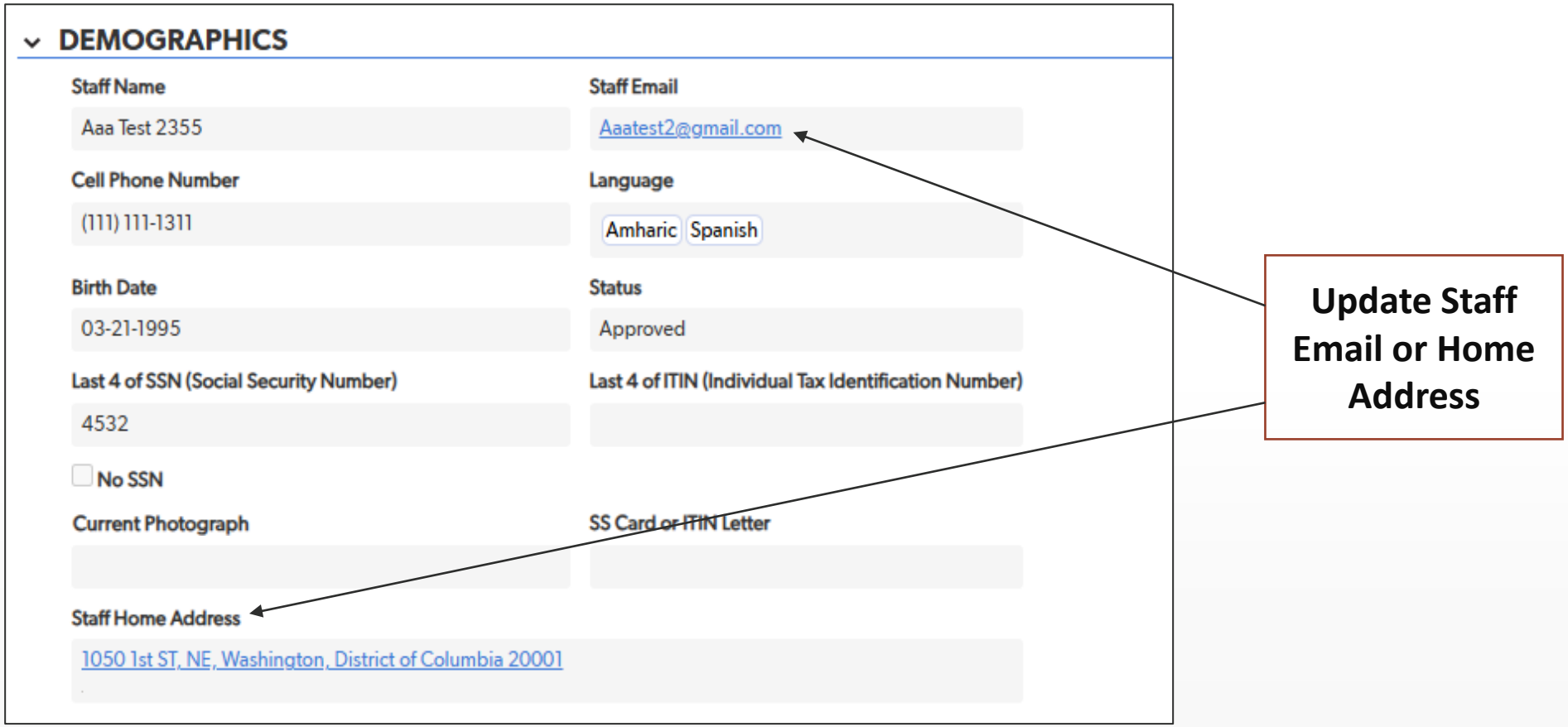
Review Facility Information section



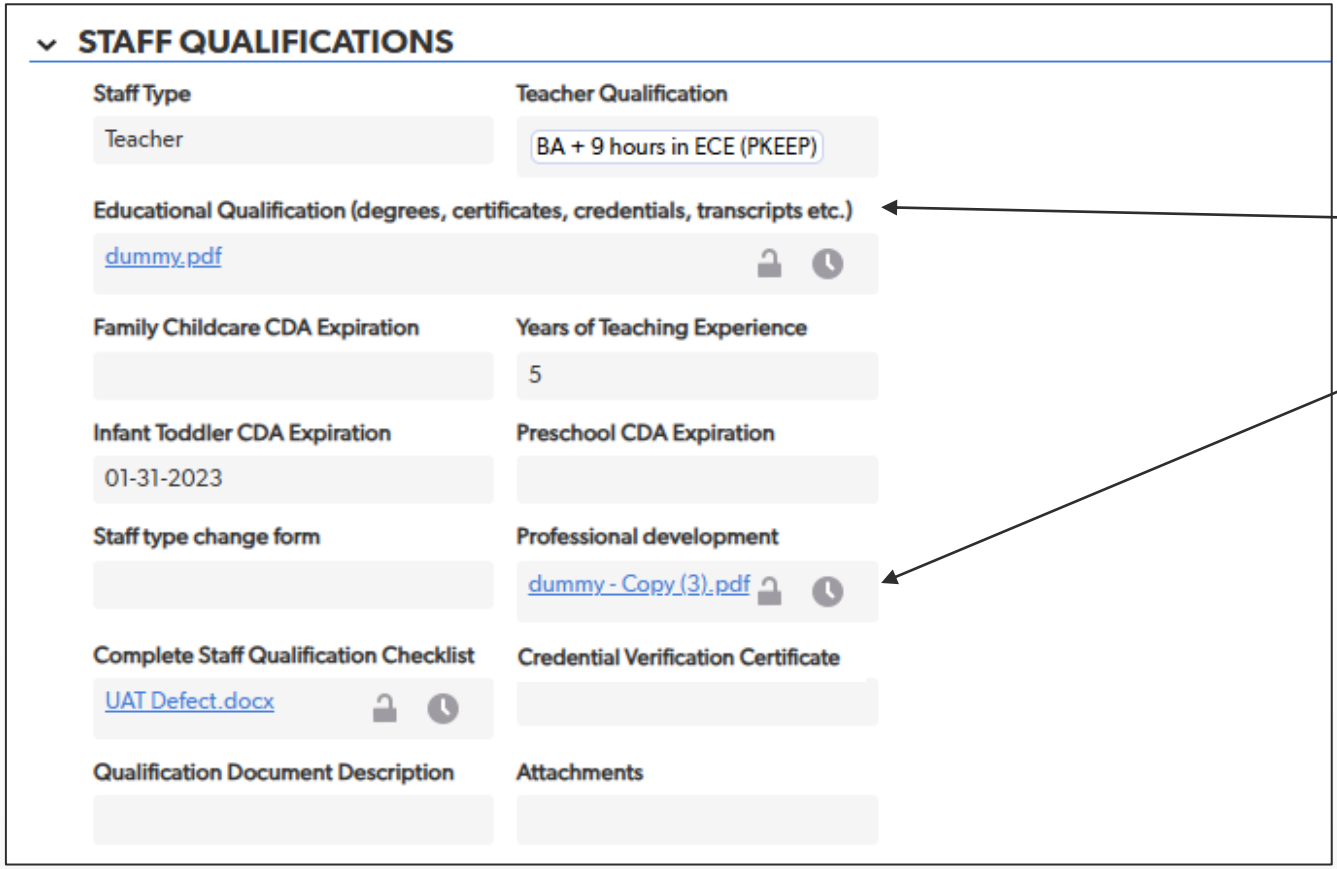
Review facility information

Facility leaders cannot update the Facility Information section. If updates are required, email OSSE.ChildCareLicensing@dc.gov for support.

Updating Demographics section

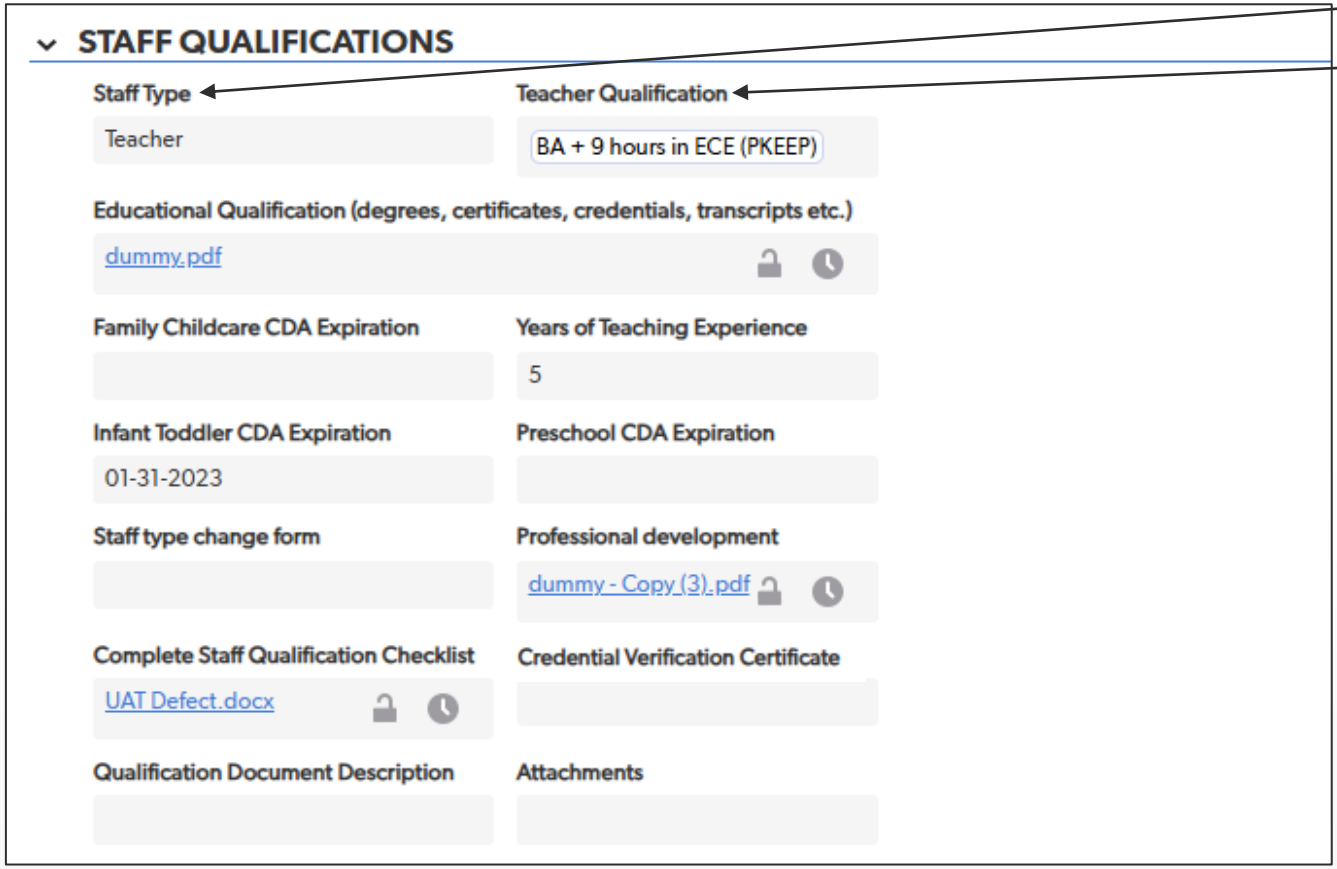


Updating Staff Qualifications section



If staff earn credentials and/or complete professional development, upload supporting documentation to the appropriate fields.

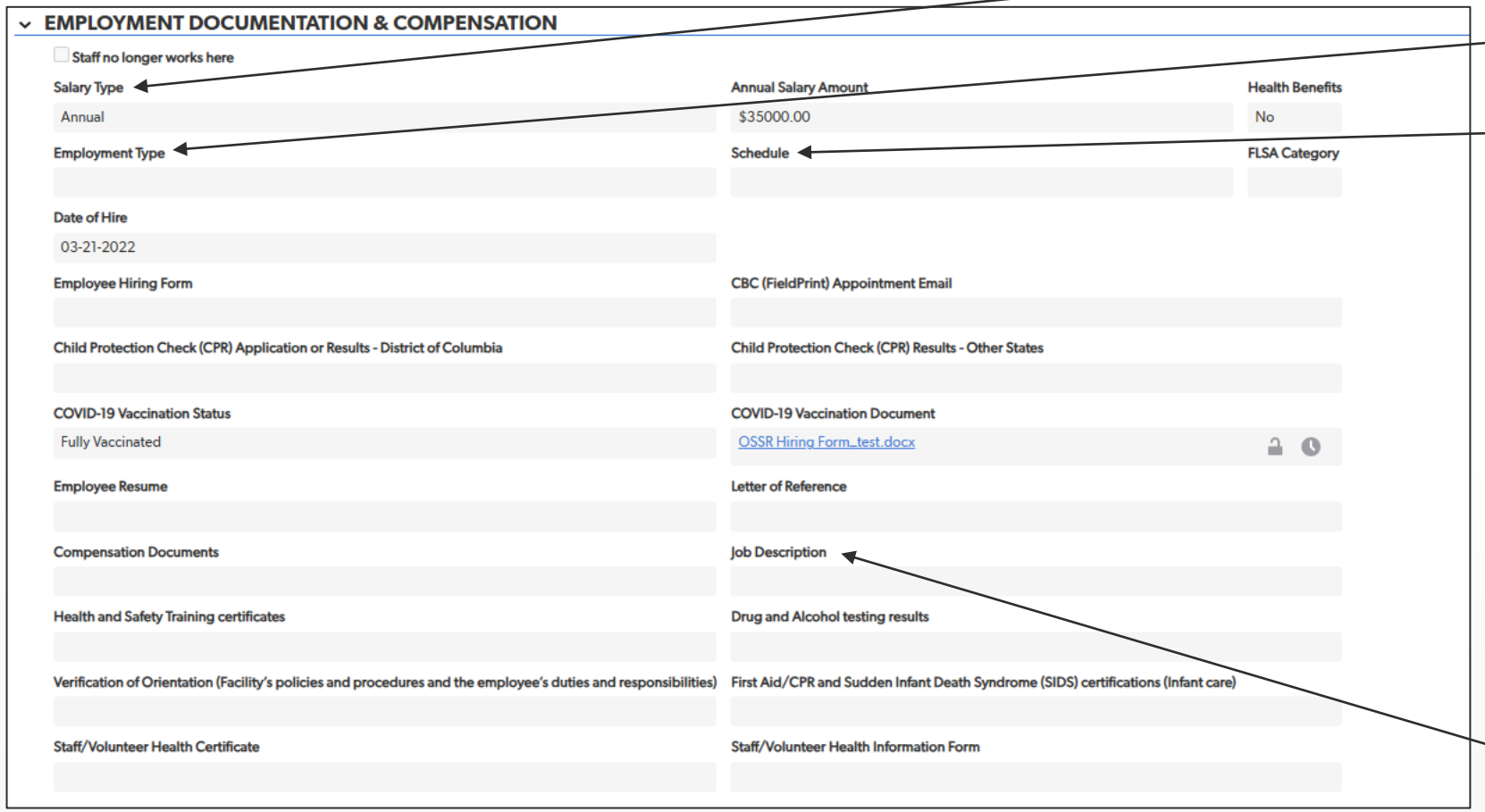
Updating Staff Qualifications section (cont.)



Facility leaders cannot edit the Staff Type and Qualification fields.

To request a Staff Type change, complete and upload an OSSE Hiring Form indicating the staff type change to the Staff Type change form field. Then upload documentation to support the staff type change to the Educational Qualification field.

Updating Employment Documentation & Compensation



Update Salary Type

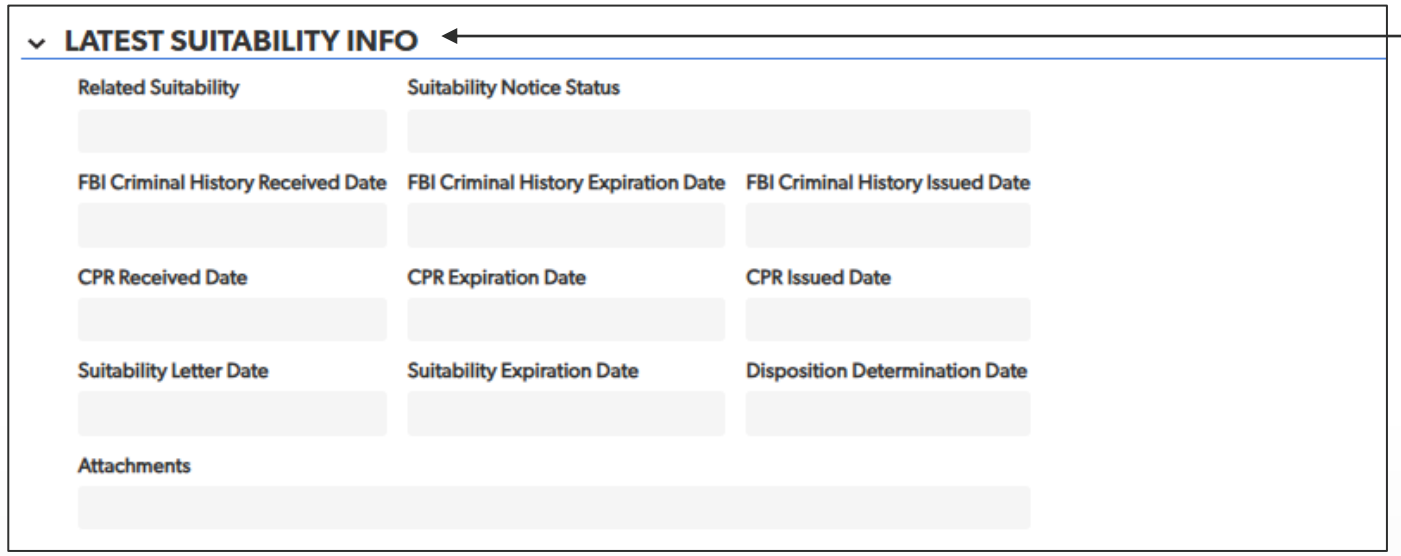
Update Employment Type (part-time or full-time)

Update Schedule (10 months or 12 months)

Facilities participating in the Early Childhood Educator Pay Equity Fund must complete the Employment Type field for all staff. Facilities that do not complete this field may have their quarterly award payments reduced.

Upload documents in the corresponding fields for the staff changes

Latest Suitability Info



Facility leaders cannot edit this section. Information will populate after OSSE processes the staff's criminal background check.

Review staff record for accuracy: Demographics section

- **Staff Name**
  - Enter full name and confirm spelling
- **Staff Email**
  - This should be a personal email address; not an email address associated with the child development facility
- **Cell Phone Number**
- **Birth Date**
  - Date should match what appears on the individual's official ID
  - Individual must be older than 18 years of age
- **SSN or ITIN**
  - The last four digits of the SSN or ITIN number must be entered correctly
- **Current Photo ID**
  - Clear, well-lit image showing the staff's face must be uploaded to the Current Photograph field (e.g., headshot/selfie, photo ID)
- **Staff Home Address**
  - Street, City, State and Postal Code fields must be completed

Review staff record for accuracy: Staff Qualifications section

- **Staff Type**
  - Changes to Staff Type should match information submitted by the facility on the OSSE Hiring Form uploaded in the Staff type change form field
- **Educational Qualifications**
  - Supporting documentation must support the Staff Type change being requested

Review staff record for accuracy: Employment Documentation & Compensation section

- **Employment Type**
  - Facilities participating in the Early Childhood Educator Pay Equity Fund must identify if staff work part-time or full-time
- **Date of Hire**
  - Date must match the date of hire included on the employee's hiring form
  - Date must be entered in the following format: MM-DD-YYYY (e.g., Sept. 18, 2022 should be entered 09-18-2022)
- **Employee Hiring Form**
  - OSSE Hiring Form must be completed and uploaded
  - Form must be signed and dated by the employer
- **CBC (FieldPrint) Appointment Email**
  - Proof of the staff scheduling their FieldPrint appointment must be uploaded
- **Child Protection Check (CPR) Application or Results – District of Columbia**
  - Proof of CPR application must be uploaded
- **COVID-19 Vaccination**
  - Must identify vaccination status in COVID-19 Vaccination Status field and upload supporting documentation to the COVID-19 Vaccination Document field

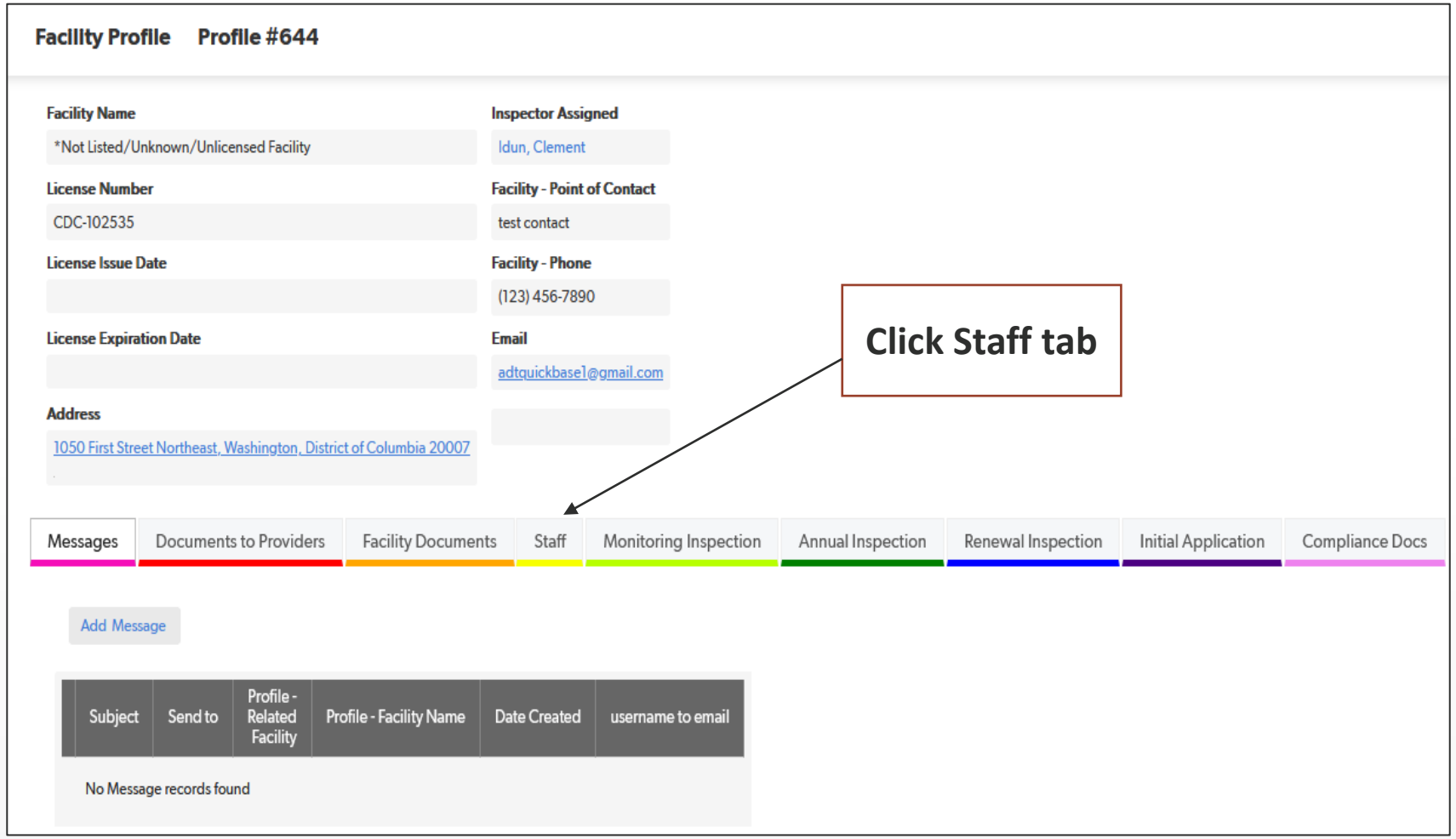
Save updates and notify OSSE

Click Save & close after completing edits/updates.

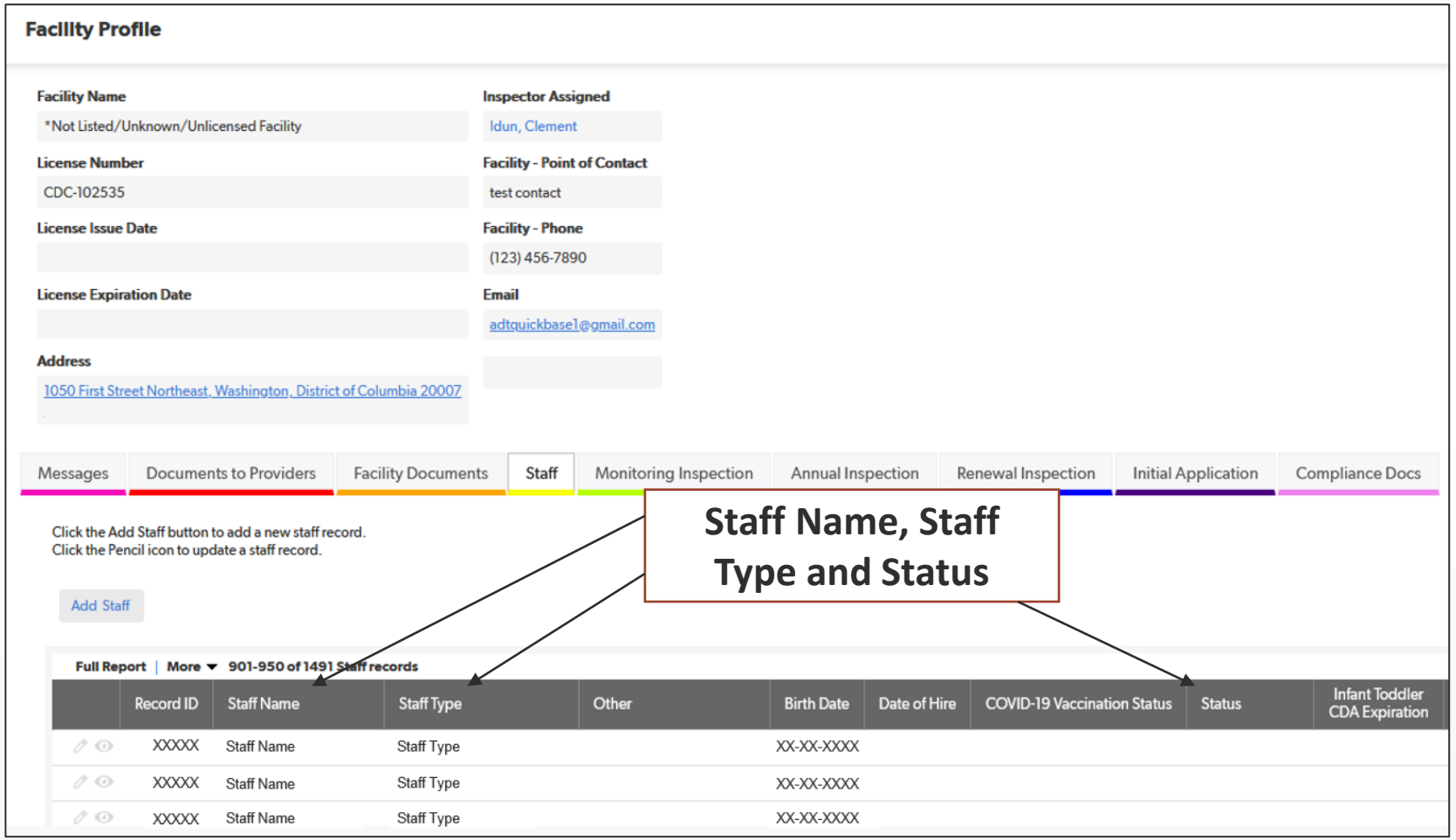
After the updates are saved, notify OSSE by sending an email to OSSE.ChildCareLicensing@dc.gov

Removing Staff Records of Individuals No Longer Employed at the Facility

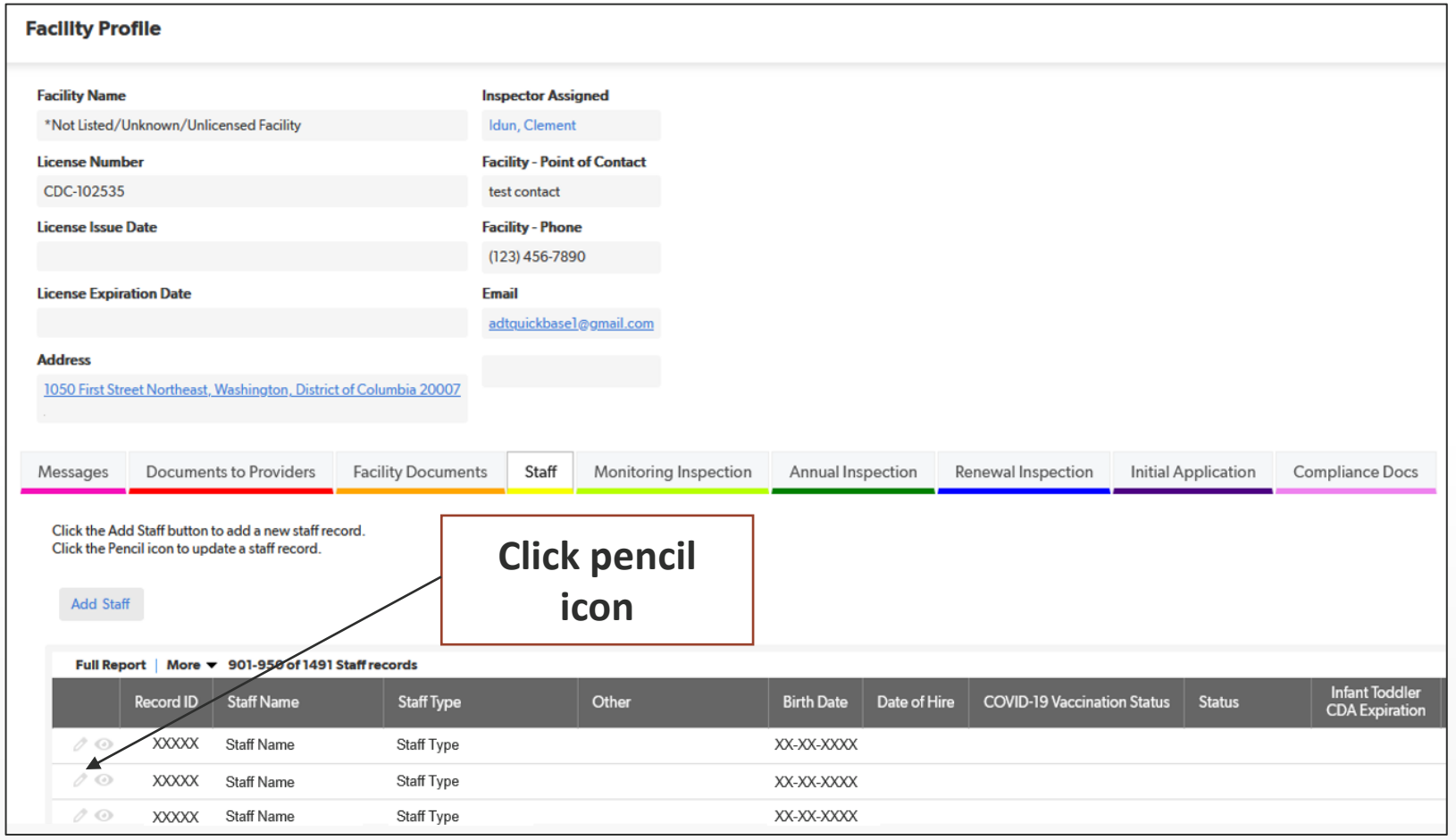
Select the Staff Tab



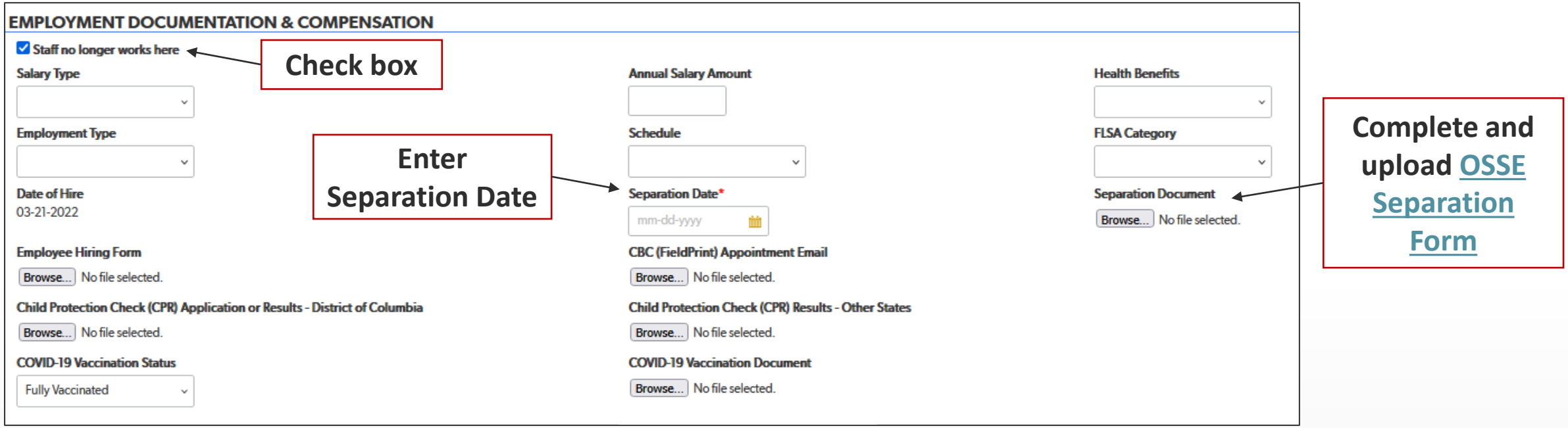
Review list of existing staff records



Find the staff record of the individual who is no longer employed on the list and click the pencil icon



Complete fields identified below in the Employment Documentation & Compensation section



Review staff record for accuracy: Employment Documentation & Compensation section

- Confirm "Staff no longer works here" box is checked
- Confirm accurate Separate Date is entered
- Complete and upload OSSE Separation Form to Separation Document field

Save updates and notify OSSE

Click Save & close after completing edits/updates to Employment Documentation & Compensation section.

After the updates are saved, notify OSSE by sending an email to OSSE.ChildCareLicensing@dc.gov

Important Reminders

Important Reminders

- Complete all required fields accurately to avoid delay in approval of staff record
- Supporting documentation should be legible (e.g., document is high resolution; not blurry)
- Reference the Staff Qualification Checklist for a list of all required documentation that must be uploaded to a staff record
- Review Status column of staff list and promptly upload supporting documentation for any staff with a status of “Request to Resubmit”
- Email OSSE.ChildCareLicensing@dc.gov to request a change to an employee's Staff Type (e.g., changing an assistant teacher to a teacher)

Questions?

- For support creating or updating staff records in DELLT, email OSSE.ChildCareLicensing@dc.gov.
- Providers who are participating in the Early Childhood Educator Pay Equity Fund who have questions about staff records should email OSSE.ChildCareLicensing@dc.gov.