

DELPROS PORTAL DASHBOARD – REGISTERED USERS

Applying for a License

Quick Reference Guide

June 2020



Welcome to Your e-License Dashboard!

From your Dashboard you may apply for a license or begin requesting services.

The screenshot shows the Delaware.gov DELPROS Dashboard. At the top, a navigation bar includes links for Agencies, News, Topics, and Contact. Below this, a secondary navigation bar contains links for DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST, CONTINUING EDUCATION, and a cart icon. A red box highlights the user profile icon in the top right corner, with a callout box listing actions: Manage Profile, Manage Facility, and Logout. Another red box highlights the '+ APPLY FOR A NEW LICENSE' button, with a callout box stating 'Click here to apply for a new license.' A third red box highlights the 'DASHBOARD' link in the top navigation bar, with a callout box listing other services: Dashboard, License Look-Up, File A Complaint, Service Request, Continuing Education, and Cart. The main content area includes a welcome message, instructions on how to use the dashboard, and a section for 'New License Applications' with a 'SORT BY' dropdown and a brief description of the application process. The footer contains links for ABOUT DPR, FAX US, FREQUENTLY ASKED QUESTIONS, and FOIA REQUEST FORM, along with a copyright notice for 2020 State of Delaware.

Delaware.gov Agencies News Topics Contact

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

Click here to:
☐ Manage Profile
☐ Manage Facility
☐ Logout

Click here to apply for a new license.

This is the Navigation bar for other services:
☒ **Dashboard:** Landing page after log in
☒ **License Look-Up:** Verify a license online
☒ **File A Complaint:** Submit a Complaint
☒ **Service Request:** License or Application Maintenance
☒ **Continuing Education:** Enter CE hours in the CE Tracker
☒ **Cart:** Make a payment for any unpaid fee(s)

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.

ABOUT DPR FAX US FREQUENTLY ASKED QUESTIONS FOIA REQUEST FORM
© 2020 State of Delaware. All rights reserved.

Applying for New License – Individual

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

The screenshot shows the DELPROS Portal interface. On the left is a vertical sidebar with the text "DELPROS PORTAL". The top navigation bar includes the "Delaware.gov" logo and links for "Agencies", "News", "Topics", and "Contact". Below this is a secondary navigation bar with links for "DASHBOARD", "LICENSE LOOK-UP", "FILE A COMPLAINT", "SERVICE REQUEST", "CONTINUING EDUCATION", and a shopping cart icon showing "0". A user profile icon is on the right. The main content area is titled "Welcome to your DELPROS Dashboard". It contains instructions on how to use the portal's links and a note about creating a Facility Account. A red rectangular box highlights the "+ APPLY FOR A NEW LICENSE" button. A blue line with an arrow points from this button to a blue callout box on the right. Below the button is a section titled "New License Applications" with a "SORT BY" dropdown menu and a paragraph of text explaining the application process.

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

Applying for New License – Individual

This section 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

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

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

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

Applying for New License – Individual

This section 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)?
☐ Yes ☒ No

AND

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

AND

Are you applying to take the NCLEX exam or have you passed the NCLEX exam?
☒ Yes ☐ No

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

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

6. 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 – New Facility

Complete the following steps to add a new facility on the DELPROS Portal.

**DELPROS
PORTAL**

 **Delaware.gov**  Agencies  News  Topics  Contact



[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 for more information on how to use the 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.

[MANAGE PROFILE](#)
[MANAGE FACILITY](#)
[LOGOUT](#)

1. Navigate to the DELPROS Portal and log in.

2. Click the **MANAGE FACILITY** link.

Applying for New License – New Facility

Complete the following steps to add a new facility on the DELPROS Portal.

**DELPROS
PORTAL**

 Delaware.gov

Agencies News Topics Contact

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



Manage Facility

To apply for a new Facility License click on the button below:

+ APPLY FOR A NEW LICENSE

Associate to an Existing Facility

You can add an existing Facility if the Facility is currently licensed. To do so, enter the Facility Security Code and Facility name exactly as it appears on the license and click 'Submit'. If you do not have a Security Code for the Facility, click 'Request Security Code.'

Add New Facility

To add a new Facility, complete the information fields. Select the type of ownership from the 'Registered As' dropdown menu. Each field noted with '*' is a required field. Once you have completed all of the information, click 'Submit' when completed.

The account alias will be used to identify specific Facility if you manage multiple Facility with the same name.

3. Click the carat (^) icon to expand the **Add New Facility** section.

Applying for New License – New Business

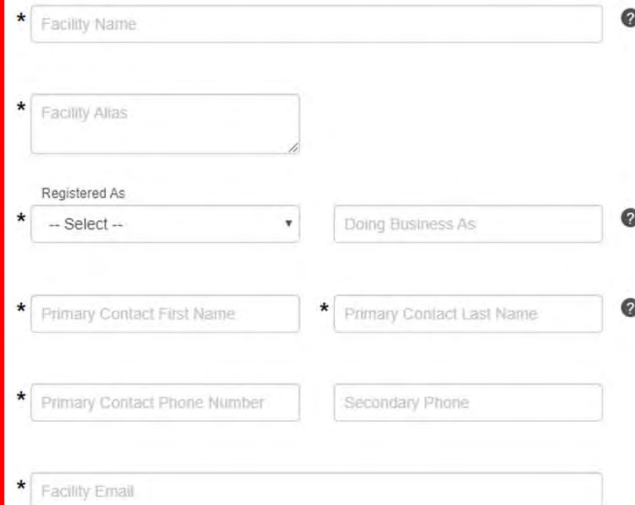
Complete the following steps to add a new facility on the DELPROS Portal.

**DELPROS
PORTAL**

Add New Facility

To add a new Facility, complete the information fields. Select the type of ownership from the 'Registered As' dropdown menu. Each field noted with '*' is a required field. Once you have completed all of the information, click 'Submit' when completed.

The account alias will be used to identify specific Facility if you manage multiple Facility with the same name.



The form contains the following fields:

- * Facility Name
- * Facility Alias
- Registered As
 - * -- Select --
 - Doing Business As
- * Primary Contact First Name
- * Primary Contact Last Name
- * Primary Contact Phone Number
- Secondary Phone
- * Facility Email

4. Enter the information in the fields marked with an asterisk (*).

5. Click the **Submit** button.

SUBMIT

Applying for New License – New Facility

Complete the following steps to add a new facility on the DELPROS Portal.

**DELPROS
PORTAL**

[Delaware.gov](#) [Agencies](#) [News](#) [Topics](#) [Contact](#)

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



Manage Facility

To apply for a new Facility License click on the button below.

+ APPLY FOR A NEW LICENSE

Facility	Facility Alias	Security Code	First Name	Last Name	Phone	Secondary Phone	Facility Email	
Marvel Universe	Marvel Universe	0271972	Captain	America	1231231231		chrisevans@marvel.com	Edit 

My Employees

Employee License Un-Licensed Employee

+ ADD EMPLOYEES

Please refer to the Support page for any questions on adding applicable employees.

Please [click here](#) to download Business Filing form related to the Speech and Hearing Professionals Board.

Associate to an Existing

You can add an existing Facility if the Facility is currently licensed. To do so, enter the Facility Security Code and Facility name exactly as it appears on the license and click 'Submit'. If you do not have a Security Code for the Facility, click 'Request Security Code.'

The facility has been successfully added.

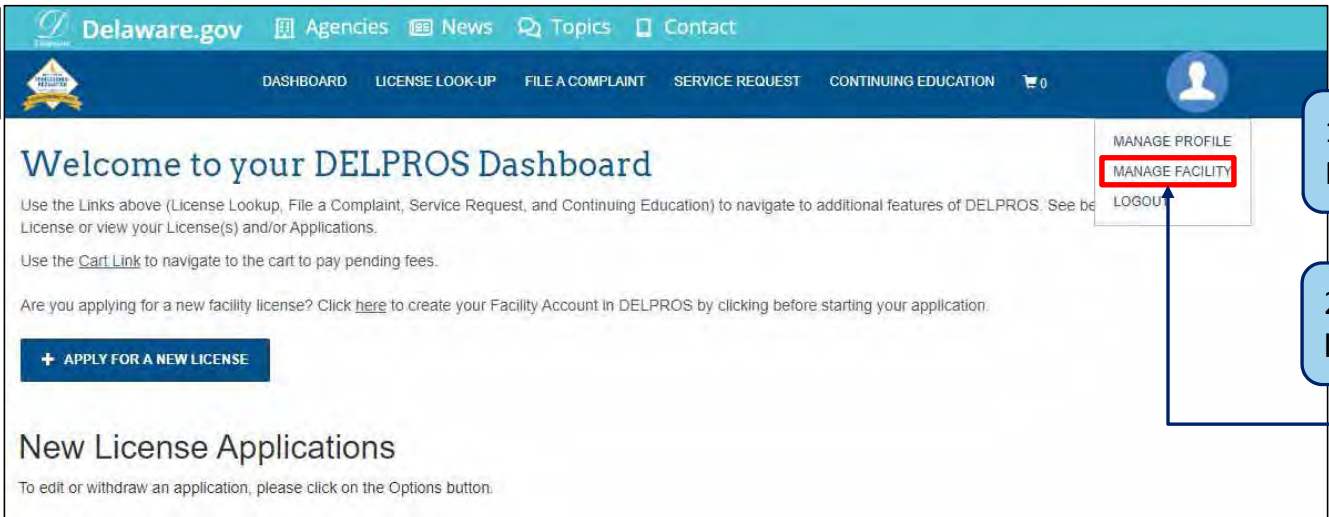
6. Click the (^) to view My Employees

You can ADD EMPLOYEES and manage existing employees using this button/section

Applying for New License – Adding an Existing Facility

Complete the following steps to add an existing facility.

**DELPROS
PORTAL**



The screenshot shows the DELPROS Dashboard on the Delaware.gov website. The top navigation bar includes links for Agencies, News, Topics, and Contact. Below this is a secondary navigation bar with links for DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST, and CONTINUING EDUCATION. The main content area is titled 'Welcome to your DELPROS Dashboard' and contains instructions on how to use the dashboard. A button labeled '+ APPLY FOR A NEW LICENSE' is visible. On the right side, there is a user profile icon with a dropdown menu containing the options: MANAGE PROFILE, MANAGE FACILITY (highlighted with a red box), and LOGOUT.

1. Navigate to the DELPROS Portal.

2. Click the **MANAGE FACILITY** link.

Applying for New License – Adding an Existing Facility

Complete the following steps to add an existing facility.

**DELPROS
PORTAL**

 Delaware.gov  Agencies  News  Topics  Contact

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

Manage Facility

To apply for a new Facility License click on the button below.



Associate to an Existing Facility

You can add an existing Facility if the Facility is currently licensed. To do so, enter the Facility Security Code and Facility name exactly as it appears on the license and click 'Submit'. If you do not have a Security Code for the Facility, click 'Request Security Code.'



Add New Facility

To add a new Facility, complete the information fields. Select the type of ownership from the 'Registered As' dropdown menu. Each field noted with '*' is a required field. Once you have completed all of the information, click 'Submit' when completed.

The account alias will be used to identify specific Facility if you manage multiple Facility with the same name.



3. Click the carat (^) icon to expand the Associate to an Existing Facility section.

Applying for New License – Adding an Existing Facility

Complete the following steps to add an existing facility.

DELPROS PORTAL

4. Enter the **Security Code associated with the Facility**

5. Enter the **Facility Name as it appears on the license.**

6. Click the **Submit button.**

Associate to an Existing Facility

You can add an existing Facility if the Facility is currently licensed. To do so, enter the Facility Security Code and Facility name exactly as it appears on the license and click 'Submit'. If you do not have a Security Code for the Facility, click 'Request Security Code.'

Security Code
* 0079030

Facility Name
* Marvel Universe

SUBMIT **REQUEST SECURITY CODE**



Note: If users do not have their Security Code, they can click the REQUEST SECURITY CODE button*, enter their email address or FEIN Number, and the Security Code will be emailed to them. If they receive an error stating that their information cannot be found, they are advised to contact the Board office.

Applying for a Facility License – Requesting Security Code

Follow the below steps to request the Facility Security Code be emailed to you.

**DELPROS
PORTAL**

Facility Security Code

In order to obtain the Security Code for a Facility, enter the email address or FEIN on file for the Facility and click 'Submit'. The Security Code will be sent to the email address on file for that business in DELPROS. If you are still having trouble registering the Facility please contact Customer Service by email at customerservice.dpr@delaware.gov or by phone at (302) 744-4500.

☒ Email ☐ FEIN

* Facility Email

SUBMIT

1. Click **Email** or **FEIN** then enter the facility email or FEIN number.

2. Click the **Submit** button.

```
graph TD; Step1[1. Click Email or FEIN then enter the facility email or FEIN number.] --> EmailRadio[Email FEIN]; Step1 --> EmailField[Facility Email]; Step2[2. Click the Submit button.] --> Submit[SUBMIT];
```

Applying for New License – Adding an Existing Facility

Complete the following steps to add an existing facility.

DELPROS
PORTAL

Manage Facility

Business	Business Alias	Security Code	First Name	Last Name	Phone	Fax	Business Email	Edit
Delpro Motorcyle Club		00DrSti	Daniel	Mark	(910) 000-1144		daniel@delpromotorcycleclub.com	 
Marvel Industries		0009374	Mark	Webb	(912) 345-6789		mark@marvelindustries.com	 

The **Security Code** is used to retrieve the applicable existing Facility information.

Applying for a Facility License

Follow the below steps to apply for a facility license.

The screenshot shows the DELPROS Portal interface. On the left is a grey sidebar with the text "DELPROS PORTAL". The main header is teal with the "Delaware.gov" logo and navigation links: "Agencies", "News", "Topics", and "Contact". Below this is a dark blue navigation bar with a "BOARD OF PROFESSIONAL REGULATION" logo, links for "DASHBOARD", "LICENSE LOOK-UP", "FILE A COMPLAINT", "SERVICE REQUEST", and "CONTINUING EDUCATION", a shopping cart icon, and a user profile icon. The main content area is white and titled "Welcome to your DELPROS Dashboard". It contains instructions on how to use the links and a prompt to create a professional business account. A red rectangular box highlights the "+ APPLY FOR A NEW LICENSE" button. A blue callout box with the text "1. Click the **APPLY FOR A NEW LICENSE** button." has an arrow pointing to this button.

DELPROS PORTAL

Delaware.gov Agencies News Topics Contact

BOARD OF PROFESSIONAL REGULATION

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.

Are you applying for a new facility license? First, create your professional business account in DELPROS by clicking here before applying.

+ APPLY FOR A NEW LICENSE

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



Note: Facilities attached to the contact are required to apply for a Facility License

Applying for a Facility License

Follow the below steps to apply for a facility license

**DELPROS
PORTAL**

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
Architecture

Select a License
Certificate of Authorization-Architect

Application Type
Initial Application

Please select an account
--None--

Did you not see your business account above? Click here to add a new business account

Eligibility

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

Is your business a Partnership, "S" Corporation, "C" Corporation, Limited Liability Company, Limited Liability Partnership or a Sole Proprietorship?
☐ Yes ☐ No

CANCEL **SAVE AND CONTINUE**

2. Select a Facility account to associate.

3. Complete the eligibility Wizard and/or Eligibility Questions if applicable. Then Click the **SAVE AND CONTINUE** button.

Applying for New License – Individual and Facility

This section 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.

1. After completing all sections, verify your answers in the **Question Summary** and click the **I Accept** checkbox.

2. Enter your **First Name** and **Last Name** to sign electronically.

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**

3. Click the **SUBMIT** button.

Applying for New License – Individual and Facility

This section illustrates payment portion of a License Application

DELPROS PORTAL

4. Click to select the checkbox.

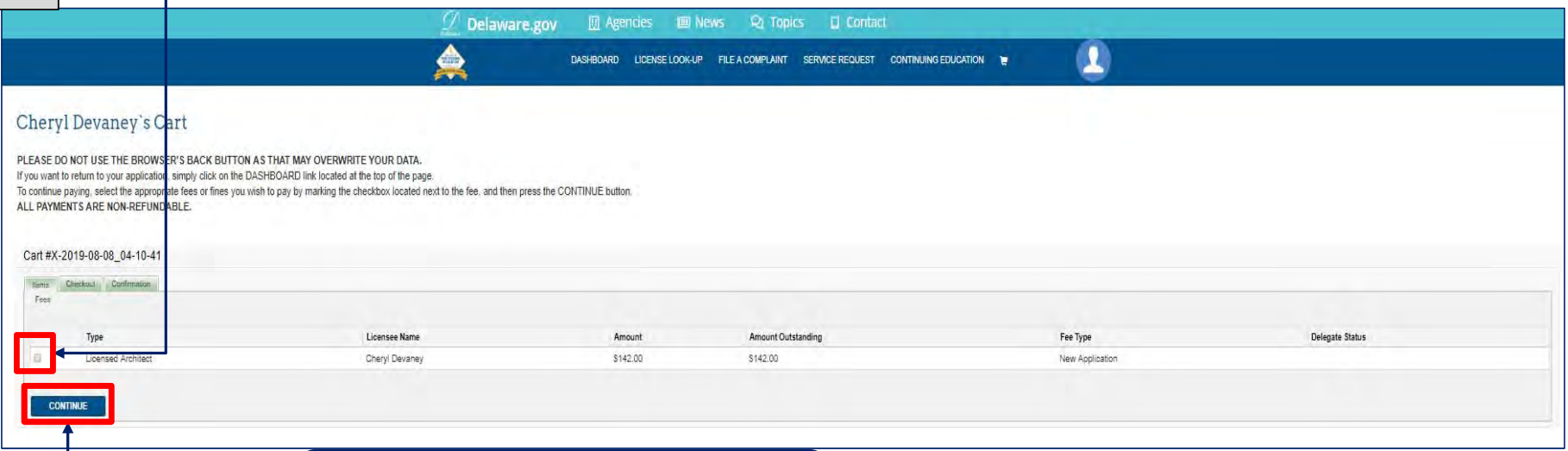
Cheryl Devaney's Cart

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

Type	Licensee Name	Amount	Amount Outstanding	Fee Type	Delegate Status
☐ Licensed Architect	Cheryl Devaney	\$142.00	\$142.00	New Application	

5. Click the **CONTINUE** button.



Applying for New License – Individual and Facility

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

6. The default payment method is selected.

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

Applying for New License – Individual and Facility

This screen illustrates the payment portion of a License Application

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

9. Click the **Continue** button.

10. Click the **Confirm** button.

DELPROS
PORTAL

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 and Facility

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](#)

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

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

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

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

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

[Item](#) [Checkout](#) [Confirmation](#)

[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 and Facility

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

The screenshot shows the 'New License Applications' page in the DELPROS PORTAL. A sidebar on the left contains the 'DELPROS PORTAL' logo. The main content area has a title 'New License Applications' and a sub-header 'To edit or withdraw an application, please click on the Options button.' Below this is a 'SORT BY' dropdown menu. The main application card is for 'Mental Health Professional Counselor of Mental Health' with application ID 'APP-000006379' and 'Reciprocity' status. The status 'SUBMITTED' is highlighted in a red box. An 'OPTIONS' dropdown menu is also highlighted in a red box, showing options: 'Download Application', 'Submit Additional Documentation', 'Change Address', and 'View Application Status'. A blue callout box points to the 'SUBMITTED' status, and a green callout box points to the 'OPTIONS' menu. A final green callout box at the bottom states: 'The New License Application is now complete! The next step will be for DPR to process the application.'

DELPROS PORTAL

New License Applications

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

SORT BY ▾



Mental Health
Professional Counselor of Mental Health
APP-000006379 | Reciprocity

SUBMITTED

OPTIONS ▾

- Download Application
- Submit Additional Documentation
- Change Address
- View Application Status

4. The license application will display on your DELPROS 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.