

JUNE 2020

DELPROS Portal – Reapply for or Reinstatement a License



Reapply for or Reinstate a License

This guide shows you how to reapply for or reinstate a license.

**DELPROS
PORTAL**

**Recommended browsers - The following browsers are recommended when using DELPROS:
Chrome, Safari, Firefox, or Edge.**
Click [HERE](#) for browser download instructions.

New Users

Create a New Account

Click REGISTER below to create a new DELPROS account.

Use this option if you are a new customer, or if you are an existing licensee or applicant, but have not yet created a DELPROS user account.

Username and Passwords from the previous licensure system will not work in DELPROS.

FACILITY REGISTRATION: If you have been designated to manage your facility's license/application record, **you** must be a registered DELPROS user. If you have not yet registered yourself as a user, complete the registration process and then follow the instructions in the link below to associate yourself to the facility.

[DELPROS Registration and Facility Management Guide](#)

REGISTER

Existing Users

Log in here if you have already created a DELPROS user account.

Username and Passwords from the previous licensure system will not work in DELPROS.

FACILITY MANAGEMENT: If you have been designated to manage your facility's license/application record, follow the instructions in the link below to associate yourself to the facility.

[DELPROS Registration and Facility Management Guide](#)

Login

Email

*

Password

*

LOGIN

[Forgot Password?](#)


1. Navigate to the **DELPROS Portal** and login with your email address and password.

If you have not yet registered, click **REGISTER** under New Users and follow the prompts.

Reapply for or Reinstate a License

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**DELPROS
PORTAL**



Real Estate

Broker


RB-0000008 | Real Estate

ACTIVE

EXP DATE

4/30/2020

OPTIONS ▾



Real Estate

Real Estate Instructor

RT-0000005 | Real Estate

ACTIVE

EXP DATE

4/12/2019

OPTIONS ▾

Renew

Reinstate

Reapply

Manage Affiliations

Change Address

Submit Additional Documentation

Download Wallet card

Download Certificate

New License Applications

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


SORT BY ▾

2. Select the license on your Dashboard that you need to reapply for or reinstate. Select the **OPTIONS** dropdown, then select **Reapply** or **Reinstate**.

Reapply for or Reinstate a License

This guide shows you how to reapply for or reinstate a license.

**DELPROS
PORTAL**

[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

Real Estate

Select a License

Real Estate Instructor

Application Type

--None--

Continuing Education Requirements

If Continuing Education (CE) is required for this profession, enter your CE courses into the tracker. This tracker is located in the top menu bar labeled Continuing Education. Do not upload your CE documents unless you are selected for audit. To verify your profession's CE requirements, go to your Board's Rules and Regulations

CANCEL

SAVE AND CONTINUE


3. If reapplying, select the **Application Type** and click **SAVE AND CONTINUE**.


If Reinstating, this screen will not appear.


Reapply for or Reinstate a License


This guide shows you how to reapply for or reinstate a license.


**DELPROS
PORTAL**


 **New License Application**


Personal Information


Background Information


Questions


Attachments


Review + 3

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.

First Name
Surprit

Middle Name

Last Name
Rekhi

SAVE & FINISH LATER


SAVE AND CONTINUE


4. Review details on the Personal Information page and click the **SAVE AND CONTINUE** button.


Reapply for or Reinstate a License


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DELPROS
PORTAL


 **New License Application**

 Personal Information

 Background Information

 Questions

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 Review + Submit

Education

All applicants complete this section. Enter the information about your high school education and any postgraduate education. To add an educational institution to your profile, click the **ADD EDUCATION** button. Complete all information then click the **ADD** button to save the entry. All fields marked with (*) are required. Repeat this process for all entries. Once finished, continue with the next background section or click the **SAVE AND CONTINUE** button.

ADD EDUCATION

Employment History

All applicants complete this section. Enter the information about your employment. To add your employment history, click the **ADD WORK HISTORY** button. Complete all information then click the **ADD** button to save the entry. All fields marked with (*) are required. Repeat this process for all entries. Once finished, continue with the next background section or click the **SAVE AND CONTINUE** button.

ADD WORK HISTORY

5. Complete details by clicking the **ADD EDUCATION** or **ADD WORK HISTORY** in the Background Information page and scroll down to click the **SAVE AND CONTINUE** button.

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**DELPROS
PORTAL**

New License Application

Personal
Information

Background
Information

Questions

Attachments

Questions

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

Are you currently licensed as an attorney?

☒ Yes ☐ No

When was your license first issued?

6. Answer the prompted questions.

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**DELPROS
PORTAL**

Do you have five years full time experience in the trade, business, or profession that relates to the topic(s) of instruction checked above?

☒ Yes ☐ No

You must have education, training and/or experience demonstrating competence in the topic area(s) for which you are applying. Explain how you meet the instructor qualifications outlined Section 9.0 of the [Guidelines for Fulfilling the Delaware Real Estate Education Requirements](#).

☒ Yes ☐ No

Explain

Sample

SAVE & FINISH LATER

SAVE AND CONTINUE

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

Reapply for or Reinstate a License

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**DELPROS
PORTAL**

New License Application

Personal Information

Background Information

Questions

Attachments

Review + Submit

Attachments

As needed, upload the requested documents. 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** Documents Related to Criminal History

Submit a complete explanation and a certified copy of your criminal history record from any jurisdiction in which you have been convicted or pardoned. For information on obtaining a Delaware criminal history record, see State Bureau Of Identification.

dummy2.docx

*** Required** Documents Related to Pending Criminal Charges

Submit a complete explanation and any documentation related to the charges. The information should be in sufficient specificity to enable the Commission to make a determination whether the charge is substantially related to the practice of real estate.

dummy2.docx

ADD ATTACHMENT


ADD ATTACHMENT


8. Attach and attest all submissions and click '**Save and Continue**' button.


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**DELPROS
PORTAL**


Personal
Information


Background
Information


Questions


Attachments


Review + Submit

Question Summary

Did your license lapse more than one year ago but less than four years ago?

Yes

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

Yes

Please Explain:

NA

9. Validate if all the information entered in the previous sections are correctly getting displayed in the **Review and Submit** section .

Reapply for or Reinstate a License

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DELPROS
PORTAL

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.

Surprit Rekhi

(Surprit Rekhi)

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

10. Click on the Consent to Electronic Signature "**I Accept**" checkbox which displays under the Attestation section and enter the correct first name and last name that matches the one of the user displaying below the textbox.

11. Click the **Submit** button.

Submit your Application

Reapply for or Reinstate a License

This guide shows you how to reapply for or reinstate a license.

**DELPROS
PORTAL**

Cart #X-2019-06-14_10-11-08

Items

Checkout

Confirmation

Fees

| Type | Licensee Name | Amount | Amount Outstanding | Delegate Status |
|---|---------------|---------|--------------------|-----------------|
| <input type="checkbox"/> Real Estate Instructor | Surprit Rekhi | \$60.00 | \$60.00 | |

CONTINUE

12. Validate that the correct details display in the cart and click the **checkbox** next to the application and click **CONTINUE**.

Reapply for or Reinstate a License

This guide shows you how to reapply for or reinstate a license.

DELPROS
PORTAL

Cart #X-2019-06-14_10-11-08

Items Checkout Confirmation

Select Payment Method: Credit/Debit Card

Amount: \$60.00

Back Delegate Proceed to Payment Gateway

You cannot change
the fee amount.

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

Reapply for or Reinstate a License

This guide shows you how to reapply for or reinstate a license.

**DELPROS
PORTAL**

Required fields are highlighted with an asterisk.

Payment information:

Amount:* \$60.00 ?





Fee Type: ?

Profession: ?

License: ?

Please enter the following information about your payment method:

Cardholder's Name:* Surprit ?

Cards Accepted:    

Card Number:* ?

Signature Panel Code:* ?

Expiration Date:* 02 ▼ 2020 ▼ ?

Billing information:

Address Line 1:* 1157 ?

Address Line 2: ?

Country:* United States ▼ ?

ZIP Code:* 99501 ?

City: ANCHORAGE ?

State: Alaska ▼ ?

Continue

14. Select the Pay by Credit or Debit Card option and click **Make a Payment**.

15. Complete all required fields and click **Continue**.

Reapply for or Reinstate a License

This guide shows you how to reapply for or reinstate a license.

**DELPROS
PORTAL**

Please verify the following information:

Amount: \$60.00

Card information:

Cardholder's Name: Surprit
Card Type: Visa
Card Number: *****1111
Signature Panel Code: ****
Expiration Date: 2/2020

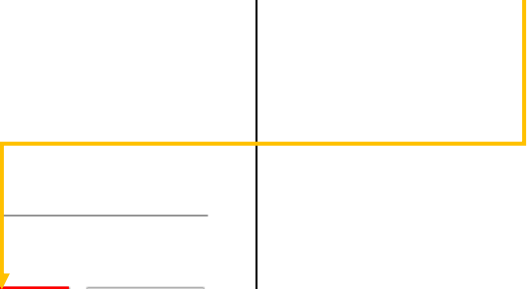
Billing information:

Address Line 1: 1157
Country: United States
City: ANCHORAGE
State: Alaska
ZIP Code: 99501

Is this information correct?

Confirm Modify

16. Click the **Confirm** button.



Reapply for or Reinstate a License

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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-20190614-678
- Amount Paid: \$60.00
- Payment Type: Credit/Debit Card
- Transaction Id: 2417085

[Return to Home](#)

17. Click the **Return to Home** link.

Reapply for or Reinstate a License

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**DELPROS
PORTAL**

Cart #X-2019-06-14_10-11-08

Items Checkout Confirmation

PRINT RECEIPT

RETURN TO DASHBOARD

Your payment was successful.

| | |
|-----------------|--------------------|
| Order Status | Successful |
| Applied Payment | \$60.00 |
| Contact | Surprit Rekhi |
| Operator | Komal Dwivedi |
| Process Date | 6/14/2019 10:30 AM |
| Receipt Number | R-0000913 |
| Payment | Credit/Debit Card |
| Amount | \$60.00 |

Fees

| Type | Licensee Name | Amount | Amount Outstanding | Payment Amount |
|------------------------|---------------|---------|--------------------|----------------|
| Real Estate Instructor | Surprit Rekhi | \$60.00 | \$0.00 | \$60.00 |

18. Click the **PRINT RECEIPT** button. The document will be opened as a PDF and you can select Print.

19. Click **RETURN TO DASHBOARD** button to return to your Dashboard.

The reapplication or reinstatement is now complete!

Reapply for or Reinstate a License

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**DELPROS
PORTAL**

The screenshot shows the DELPROS Dashboard on Delaware.gov. The top navigation bar includes links for Agencies, News, Topics, and Contact. Below this is a secondary bar with DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST, and CONTINUING EDUCATION. The main content area is titled 'Welcome to your DELPROS Dashboard' and includes instructions on how to navigate the site. A red box highlights the '+ APPLY FOR A NEW LICENSE' button. Below this is the 'Your Licenses' section, which contains a table of active and closed licenses. A red box highlights the 'OPTIONS' dropdown menu for the 'Licensed Massage Therapist' license. A callout box points to this menu, listing options: Renew, Reinstate, Change Address, Submit Additional Documentation, Download Wallet card, and Download Certificate. Another red box highlights the 'New License Applications' section, which contains a table of pending applications. A callout box points to this section, stating that in-progress license applications can be found here.

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 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

Your Licenses

To renew, edit, or update your license, please click on the Options button. Applications for a license are also shown on the bottom of the dashboard page.

SORT BY ▼

| License Type | Status | EXP DATE | Options |
|---|--------|-----------|-----------|
| Message Bodywork Licensed Massage Therapist MT-0004855 Examination | ACTIVE | 8/31/2020 | OPTIONS ▼ |
| Message Bodywork Certified Massage Technician MC-0002423 All | CLOSED | 8/31/2020 | OPTIONS ▼ |

New License Applications

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

SORT BY ▼

| License Type | Status | Options |
|--|---------|-----------|
| Optometry Therapeutic Optometrist APP-000000430 Reciprocity | PENDING | OPTIONS ▼ |

OPTIONS ▼

- Renew
- Reinstate
- Change Address
- Submit Additional Documentation
- Download Wallet card
- Download Certificate

License Applications can be found here by clicking the **Apply for a New License** button

Renewals, Reinstatements, and Reapplications can be found under the **Options** tab for **Active, Probation, Inactive, or Expired** licenses here

In progress license applications can be found in this section

Reapply for or Reinstate a License




This guide shows you how to reapply for or reinstate a license.

**DELPROS
PORTAL**

New License Applications

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

SORT BY ▾

| | | | |
|---|---|-----------------|-----------|
|  | Cosmetology and Barbering Cosmetology Instructor APP-000000785 Cosmetology and Barbering | PENDING PAYMENT | OPTIONS ▾ |
|  | Cosmetology and Barbering Cosmetology Instructor APP-000000789 Cosmetology and Barbering | PENDING PAYMENT | OPTIONS ▾ |
|  | Real Estate Real Estate Instructor APP-000000823 Real Estate | SUBMITTED | OPTIONS ▾ |

OPTIONS ▾

Download Application

View Application Status

Submit Additional Documentation

Change Address

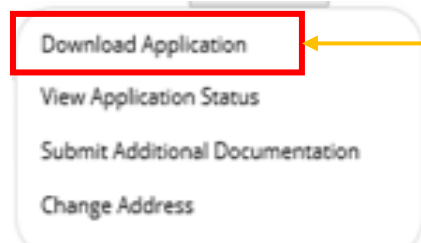
On the Portal Dashboard, you can view all your applications and licenses.

Click the **Options** button dropdown, which will include actions you can take with your application. **NOTE:** The OPTIONS will differ based on the Application Status.

Reapply for or Reinstate a License

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Selecting **Download Application** or **Download Reinstatement** from **OPTIONS** will show a PDF version of the application or reinstatement.



**DELPROS
PORTAL**

Generation Date and Time: 6/14/2019 10:40 AM Application Status: Submitted

New License Application

License Type - Real Estate Instructor

Submitted Date: 6/14/2019

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. To provide your Social Security Number, you must exit this application and enter your Social Security Number from the My Profile Page. Please follow this link to your profile page: [Link](#). Note: You can only enter your Social Security Number if it is not yet populated.

| | |
|---------------------------------------|------------------------------|
| First Name | Surprit |
| Middle Name | No Response |
| Last Name | Rekhi |
| Other Names Used | No Response |
| Social Security Number | No Response |
| I don't have a Social Security Number | Yes |
| Date of Birth | Fri Nov 19 00:00:00 GMT 1993 |
| Gender | No Response |
| Primary Phone | (987) 840-1155 |
| Secondary Phone | No Response |
| Email | srekhi@deloitte.com |

Public Address

Select a public license mailing address by clicking the appropriate checkbox to the right (this is the address that will be viewable by the public). To add a new address, click Add Address, complete the required fields, and click Save.