

Instructions for Applying for an Athletic Coaching Certificate

The process below is specific to applying for an initial 3-year or initial 5-year Athletic Coaching certificate. Please contact the certification specialist for instruction on adding anything else to your certificate as that process may be different.

If you are applying for your first 5-year Athletic Coaching certificate, you must have completed the training packet and submitted it to the District Athletic Director for approval.

1. Log into your FDOE account.

<https://flcertify.fldoe.org/datamart/mainMenu.do>

2. Under the Start a New Application section, change <Select Board> to Bureau of Educator Certification. Then, select Athletic Coaching Certification Application and click the blue Select button.

Before

<Select Board>

After

Bureau of Educator Certification



3. When you get to the CPR Certification(s) screen, be sure to click the blue Add button and enter the required information.

Select the CPR provider from the menu. These are the CPR providers that FDOE accepts.

If you have valid CPR certification please complete the following.

* Authorized CPR Provider:

* Start/Issue Date:

* End/Renewal Date:

* Certification Level:

Enter valid start and end dates and select the certification level.

American College of Emergency Physicians
AAOS/ACEP Emergency Care & Safety Institute
American Health and Safety Institute - 24/7
American Heart Association
American Red Cross
Emergency Medicine Learning and Resource Center
EMS Safety Services
Pacific Medical Training
ProTraining, LLC

For any questions regarding the certification process, please contact Christopher Harvey at harveyc@leonschools.net.

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4. On the Attachments screen, be sure to attach a copy of both sides of your valid CPR card or certificate. Use the browse button to select the file and be sure to click Attach before clicking Next.

File Name: 1 No file selected.

Notes:

2 3

5. Pay FDOE \$75 online for this application using a credit card. Look for the blue Pay Now button after you submit the application.
6. When you get it, email a copy of your new certificate to Christopher Harvey at harveyc@leonschools.net, so that your personnel records can be updated. FDOE will not send Leon County Schools a copy of your new certificate.

Helpful Hints:

- There are 17 screens in the application. They are listed in blue on the left side and turn red if you don't provide the required information.
- On the Contact Information screen, make sure that your email address is correct. This is how FDOE will communicate with you and send you your new certificate. FDOE would prefer that you use your personal email address.
- There are three sections of yes/no questions on the Legal Disclosure screen. If you answer yes to any questions on this screen, you must provide details on the corresponding screen for that section later in the application. Click the blue Add button on the screen that corresponds to the section where you answered yes to enter the appropriate information.
- Even though your CPR certificate might not be valid for five years, it must be valid at the time you apply and when FDOE reviews your application.
- There are two places to click Submit. One is at the bottom of the Summary (pre-fees) screen. Once you click Submit on the Summary (pre-fees) screen, an Attestation screen appears. You have to click Submit on this screen too.

For any questions regarding the certification process, please contact Christopher Harvey at harveyc@leonschools.net.