

Instructions for Adding the Autism Spectrum Disorders Endorsement

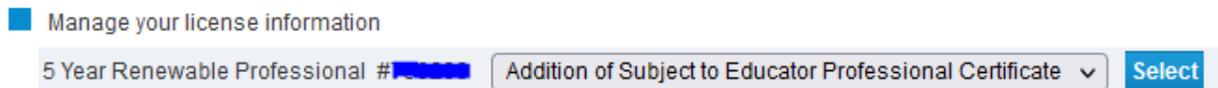
The process below is specific to adding the Autism Spectrum Disorders (ASD) Endorsement to a certificate. Please contact the certification specialist, Christopher Harvey, for instructions on adding anything else to your certificate as that process may be different.

1. Email the certification specialist, Christopher Harvey, at harveyc@leonschools.net to make sure that your completion of the ASD courses has been reported to FDOE.

2. Log into your FDOE account.

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

3. Select **Addition of Subject to Educator Professional Certificate** under the *Manage your license information* section. If you have a temporary certificate, select **Addition of Subject to Educator Temporary Certificate**.



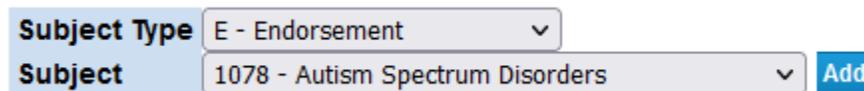
Manage your license information

5 Year Renewable Professional # [REDACTED] Addition of Subject to Educator Professional Certificate ▼ Select

4. When you get to the Subject(s) screen, be sure to select:

Subject type: E – Endorsement
Subject: 1078 – Autism Spectrum Disorders

Click Add and complete the rest of the application.



Subject Type E - Endorsement ▼

Subject 1078 - Autism Spectrum Disorders ▼ Add

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.

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