

Instructions for Adding Educational Leadership

The process below is specific to adding Educational Leadership to a professional certificate. Please contact the certification specialist, Christopher Harvey, for instruction on adding anything else to your certificate as that process may be different.

You must have a master's degree or higher in Educational Leadership and have passed all four parts of the Florida Educational Leadership Examination (FELE) in order to add Educational Leadership to your certificate.

If you have not already done so, have an official transcript showing the conferral of your master's or higher degree sent to FDOE at the following address.

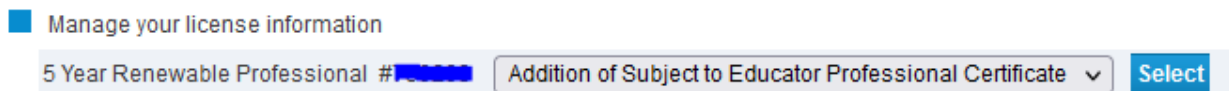
Bureau of Educator Certification
Room 201, Turlington Building
325 West Gaines Street
Tallahassee, FL 32399-0400

Once the official transcript and exam scores are in your FDOE file, follow these directions.

1. Log into your FDOE account.

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

2. Select **Addition of Subject to Educator Professional Certificate** under the *Manage your license information* section.



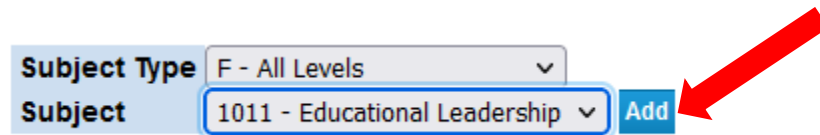
■ Manage your license information

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

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

Subject type: F – All Levels
Subject: 1011 – Educational Leadership

Click Add and complete the rest of the application.



Subject Type F - All Levels ▼

Subject 1011 - Educational Leadership ▼ Add

4. Pay FDOE \$75 online for this application using a credit card. Look for the blue Pay Now button after you submit the application.
5. 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.