

Instructions for Adding a Subject Area by Passing the Exam

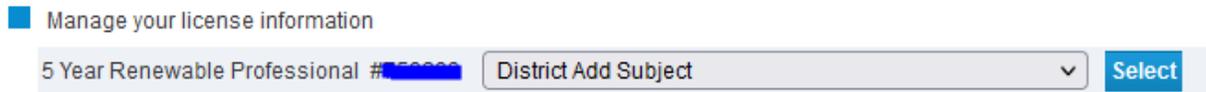
The process below is specific to adding a subject area to a certificate by passing the subject area exam. Please contact the certification specialist, Christopher Harvey, for instructions on adding a subject area to your certificate by any other means (e.g., college coursework, degree) as that process may be different.

Do not use an application called *Addition of Subject to Educator Professional Certificate*.

1. Log into your FDOE account.

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

2. Select **District Add Subject** under the *Manage your license information* section.



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

Use the chart on the second page of these instructions to locate the four-digit subject code and single letter or number that represents the grade level of the subject that you want to add to your certificate.

Next, select the grade level for the subject that you want to add in the **Subject Type** dropdown menu. You must select a grade level in the Subject Type dropdown menu before you can select a subject. The grade levels are in the order of the grade-level codes.

Then, select the subject that you are adding from the **Subject** dropdown menu. The subjects are in the order of the four-digit subject codes, not alphabetical.

Finally, click **Add**.



You can repeat this process if you want to add more than one subject.

4. On the District Affiliation screen, make sure that Leon – District 37 is your only district affiliation. If it is not, delete any other affiliations and add Leon – District 37. This is the only way that your application will be routed to Leon County Schools for processing.

Instructions continue on second page.

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

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5. Submit a check or money order for \$75 payable to **Leon County Schools**. Drop off or send your payment to Christopher Harvey at the main School Board office.

In-Person Delivery or U.S. Postal Service

Christopher Harvey
Leon County Schools
2757 W. Pensacola St.
Tallahassee, FL 32304

School Mail

Christopher Harvey
Employee Relations

Subject Area/Grade Level Codes

Each subject has its own four-digit code followed by a single letter or number that represents the grade level. Locate the subject and grade level codes for the subject(s) that you want to add to your certificate for Step 3 of the instructions.

If the subject that you want to add is not listed in the chart below, then you cannot add that subject using these instructions. Check the LCS certification website for specific instructions for adding any subjects that are not listed in this chart or contact the certification specialist for assistance.

Subject Area/Grade Level Chart					
Subject	Grade Level	Code	Subject	Grade Level	Code
Agriculture	6-12	1067/1	General Science	5-9	1033/C
Art	K-12	1001/6	German	K-12	1019/6
Biology	6-12	1003/1	Health	K-12	1022/6
Business Education	6-12	1068/1	Humanities	K-12	1026/6
Chemistry	6-12	1004/1	Latin	K-12	1030/6
Computer Science	K-12	1006/6	Marketing	6-12	1072/1
Deaf or Hard of Hearing	K-12	1023/6	Mathematics	5-9	1031/C
Drama	6-12	1008/1	Mathematics	6-12	1031/1
Earth-Space Science	6-12	1009/1	Music	K-12	1035/6
Educational Media Specialist	PK-12	1012/D	Physical Education	K-12	1036/6
Elementary Education	K-6	1013/K	Physics	6-12	1038/1
Engineering and Technology Education	6-12	1070/1	Prekindergarten/Primary Education	PK-3	1041/H
English	5-9	1015/C	Preschool Education	Age 0-4	1042/L
English	6-12	1015/1	Social Science	5-9	1052/C
ESOL	K-12	1016/6	Social Science	6-12	1052/1
Exceptional Student Education	K-12	1077/6	Spanish	K-12	1054/6
Family and Consumer Science	6-12	1069/1	Visually Impaired	K-12	1059/6
French	K-12	1017/6			

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