Instructions for Adding the Reading Endorsement Using ONLY College Courses

The process below is specific to adding the Reading Endorsement to a certificate using <u>ONLY</u> college courses. Please contact the certification specialist, Christopher Harvey, for instructions on adding the Reading Endorsement using inservice trainings or adding anything else to your certificate as that process may be different.

1. For this process, all of your Reading Endorsement courses must be listed on an official college transcript that is on file with FDOE. Use the following address to send an official transcript directly from your college or university to FDOE if you have not already done so.

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

2. Once your transcript is on file with FDOE, log into your FDOE account. You can check to see if your transcript is in your file by selecting the View Documents option from the Quick Start menu once you log in.

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 #	Addition of Subject to Educator Professional Certificate	v	Select
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4. When you get to the Subject(s) screen, be sure to select:

Subject Type	E - Endorsement 🗸 🗸]	
Subject	1046 - Reading	✓ Add	

Click Add and complete the rest of the application.

- 5. Pay FDOE \$75 online for this application using a credit card. Look for the blue Pay Now button after you submit the application.
- If FDOE issues you a statement of eligibility (SOE), email a copy to the certification specialist, <u>harveyc@leonschools.net</u>, to get verification of what additional courses you need to take to complete the endorsement.
- If you get a new certificate, email a copy to the certification specialist, <u>harveyc@leonschools.net</u>, so that your personnel records can be updated. FDOE will not send Leon County Schools a copy of your new certificate.