

Instructions for Adding School Principal

The process below is specific to adding School Principal 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.

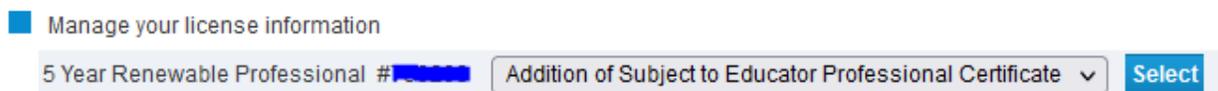
You must have Educational Leadership, Administration, or Administration and Supervision on your certificate and have completed the District's Level II Principal Preparation Program to be eligible to add School Principal to your certificate.

1. Email the certification specialist, Christopher Harvey, at harveyc@leonschools.net to make sure that your completion of the District's Level II Principal Preparation Program has been reported to FDOE. Include the date of your exit interview from the Level II Principal Preparation Program in your email.

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.



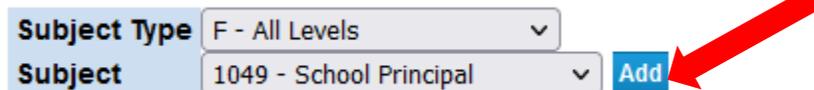
■ Manage your license information

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: F – All Levels
Subject: 1049 – School Principal

Click Add and complete the rest of the application.



Subject Type F - All Levels ▼
Subject 1049 - School Principal ▼ **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.