

Adding a Subject to a Professional Certificate

If you are adding a subject using **only a passing score on a subject area exam**, then follow these instructions.

- Log into your FDOE account at <https://flcertify.fldoe.org/datamart/login.do>. If you don't have an account in FDOE's new system, then you'll need to create one.
- Under Manage your license information, select **District Add Subject** from the drop-down menu.
- Click Select and complete the application.
- On the Application Questions screen, select the level of the subject being added for Subject Type and then select the subject you are adding. You can add more than one subject on the same application.
- Make sure that **Leon – District 37** is the only district listed on the District Affiliation screen.
- Submit a check or money order for \$75 per subject payable to Leon County Schools to Angie Allbritton in Human Resources at the main office. Put the name of the subject(s) on the memo line of the check or money order.

If you are adding a subject that **requires college courses or a particular degree**, then follow these instructions.

- Log into your FDOE account at <https://flcertify.fldoe.org/datamart/login.do>. If you don't have an account in FDOE's new system, then you'll need to create one.
- Under Manage your license information, select **Addition of Subject to Educator Professional Certificate** from the drop-down menu.
- Click Select and complete the application.
- On the Application Questions screen, select the level of the subject being added for Subject Type and then select the subject you are adding. You can add more than one subject on the same application.
- You will need to have an official transcript sent directly to FDOE. Most colleges and universities will transmit your transcript electronically to FDOE; however, colleges and universities can send a paper copy to the following address: Bureau of Educator Certification, Room 201, Turlington Building, 325 West Gaines Street, Tallahassee, FL 32399-0400
- You will pay FDOE online using a credit card.

If you are uncertain of the application you should use, contact Chris Harvey in Professional Learning at harveyc@leonschools.net **before** you submit the application to FDOE.