

Adding an Endorsement to a Professional Certificate

If you are adding an endorsement for **Athletic Coaching, ESOL, Gifted, and/or Reading**, then follow these instructions unless you took all of the classes at a college or university.

- 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 Endorsement via District Application** from the drop-down menu.
- Click Select and complete the application.
- On the Application Questions screen, select **E – Endorsement** for Subject Type and then select the endorsement you are adding for Subject. Leon County does not offer a Driver Education endorsement. You can add more than one endorsement 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 endorsement payable to Leon County Schools to Chris Harvey in Professional Learning at the Howell Center. Put the name of the endorsement(s) on the memo line of the check or money order.

If you are adding any other endorsement or took all of the endorsement classes at a college or university, 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 **E – Endorsement** for Subject Type and then select the endorsement you are adding for Subject. You can add more than one endorsement 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.