

## District Add Endorsement Application

<http://fldoe.org/teaching/certification/steps-to-certification/step-1-completing-your-initial-applica.stml>

**Quick Start Menu**

To start choose an option and you will return to this Quick Start menu after you have finished.

**Manage your license information**

1. **5 Year Renewable Professional** # [REDACTED]

**Start a New Application**

What are you applying for?

<Select Board> ▼

Choose Application ▼

2. **District Add Endorsement**

3. **Select**

Choose Application

- Addition of Subject to Educator Professional Certificate
- District Add Endorsement
- District Add Subject
- Educator Additional Subject Application
- Medical Extension Request for Professional Educator
- Military Extension Request
- Removal of Subject(s) Request
- Request Address Change
- Request Copy of Certificate Application
- Request Name Change
- Request Printed Certificate

Select

Select and submit this application **ONLY** if you are employed by a school district, including charter schools. If you are not employed in a Florida school district or are employed in a private school, please submit the “Addition of Subject to Educator (Temporary/Professional) Certificate”.

This application is used for the addition of an endorsement to a Temporary or Professional Certificate based on the completion of a District Inservice Add On Program or passing score on the Reading (Grades K-12) subject area exam to add the Reading Endorsement. This application **CANNOT** be used for the following endorsements:

- 1078/E
- 1079/E
- 1064/E
- 1065/E
- 1066/E
- AUTISM SPECTRUM DISORDERS
- AMERICAN SIGN LANGUAGE
- ORIENTATION AND MOBILITY
- PREKINDERGARTEN DISABILITIES
- SEVERE OR PROFOUND DISABILITIES

If you are pursuing one of the above endorsements, please be sure to submit the application titled “Addition of Subject to Educator (Temporary/Professional) Certificate” and pay the required processing fee for the Bureau of Educator Certification to evaluate.

**1. Introduction Page** <http://fldoe.org/teaching/certification/steps-to-certification/step-1-completing-your-initial-applica.stml>

**FLORIDA DEPARTMENT OF EDUCATION**  
fldoe.org

3 Year Non-Renewable Temporary License # [REDACTED] Logged in as [REDACTED]

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

**Introduction**

- [Function Suitability](#)
- [Name and Personal Details](#)
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- [Attachments](#)
- [Summary \(pre-fees\)](#)

**District Add Endorsement - Introduction**

**Welcome to the Florida On-line Application for Teacher Certification!**

This application is for those individuals who are employed in a Florida public or charter school who are applying to add an endorsement(s) to their currently valid Professional Certificate using a Florida approved District Add-on Program.

Please complete the application by entering your information and following the "Next" buttons through each of the application sections.

- Complete the Legal Disclosure Affidavit section and verify that the information is correct.
- Submit additional documentation as directed in the "File Attachments" section, including any other educator certificates.

**Your application cannot be evaluated until it is complete. You must authorize payment of non-refundable application processing fees using the established payment procedures of your employing school district. Please contact your employing district for guidance on how to submit payment to complete your application.**

**WARNING:** Giving false information in order to obtain or renew a Florida educator's certificate is a criminal offense under Florida law. Anyone giving false information is subject to criminal prosecution as well as disciplinary action by the Education Practices Commission. For certification questions or questions regarding the processing of your application, please contact the Florida Department of Education by clicking this [link](#).

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

[Next](#) [Cancel](#)

Please review important information about the following:

- Application Type;
- Reasons for use of this application;
- Legal Disclosure;
- Submission of Payment;
- Processing Timeline; and
- Warning about false information.

Click Next to proceed to the next page.

If this application is the incorrect application, you may select Cancel to return to the main menu.

Note: This application is for educators employed by a Florida public school, including charter schools.

## 2. Function Suitability Questions

**FLORIDA DEPARTMENT OF EDUCATION**  
fldoe.org

3 Year Non-Renewable Temporary License # [REDACTED] Logged in as [REDACTED]

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

**Function Suitability**

**District Add Endorsement - Function Suitability**

Your answers to this preliminary questionnaire are not a part of your application to be reviewed by the Department of Education. Answer the questions and press "Next".

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Question	Answer
Are you applying to add an endorsement to your Professional Certificate using college level coursework?	<input type="radio"/> Yes <input type="radio"/> No

[Previous](#) [Next](#) [Cancel](#)

**Navigation Links:**

- Introduction
- Function Suitability**
- Name and Personal Details
- Contact Information
- Subject(s)
- Application Questions
- Legal Disclosure
- Affidavit
- Sealed & Expunged
- Criminal Offense
- Professional Sanction
- US Citizenship
- Race & Ethnicity
- District Affiliation
- Attachments
- Summary (pre-fees)

Respond to the following question to determine if you are completing the correct application:

Question	Response	
	Yes	No
Are you applying to add an endorsement to your certificate using college level credit?	<p>If you are planning to use college level coursework to add an endorsement this is not the correct application,</p> <ul style="list-style-type: none"> <li>- please click Cancel and</li> <li>- submit the correct application:               <ul style="list-style-type: none"> <li>○ an Addition of a Subject to Educator Professional Certificate OR</li> <li>○ Addition of a Subject to Educator</li> </ul> </li> </ul>	<p>Answer "no" if you are not planning to use college credit to add the endorsement to your certificate.</p>


Versa

District Add Endorsement Application (License Type: 6001; Transaction: 4011)

	Temporary Certificate.	
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Click Next to proceed to the next page.

### 3. Name and Personal Details



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fldoe.org

3 Year Non-Renewable Temporary License # [REDACTED]

Logged in as [REDACTED]

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Function Suitability

**Name and Personal Details**

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Summary (pre-fees)

**District Add Endorsement - Name and Personal Details**

- First, middle, and last name: If you have had a legal name change, please attach documentation through the "File Attachments" section.
- Social Security Number: See SSN Statement below (Please enter your valid Social Security Number or your Federal Employer Identification Number (FEIN). Enter digits only.
- Birth Date: Date should be filled out in MMDDYYYY format.

**SSN Statement:**  
Collection of your Social Security Number (SSN) is required pursuant to §1012.56, Florida Statutes, for the purpose of promoting the public policy of Florida relating to child support. Your SSN is used by the Department as a unique identifier for maintaining your certification and related personnel records as required under the same statute. Your SSN may be disclosed to the Department of Revenue, as authorized under §1012.21, Florida Statutes, as Florida's agency for administration of the Title IV-D program of the federal Social Security Act for child support enforcement. Failure to provide your SSN to Educator Certification will prevent issuance of your Florida Educator's Certificate.  
Enter your personal details and press "Next" to continue.  
Press "Previous" to return to the previous section.  
Press "Cancel" to cancel this application and return to the main menu.

Title: [REDACTED]

First Name: [REDACTED]

Middle Name: [REDACTED]

Last Name: [REDACTED]

Suffix: [REDACTED]

Social Security Number: [REDACTED]

Birthdate: [REDACTED] (mm/dd/yyyy)

Gender: Female

Previous

Next

Cancel

Review information and verify if it is correct. You may update the selection for gender.

If the information is incorrect:

- Contact your employing district office
- Per the instructions provided on the screen, please attach documentation of your legal name change through the Attachments section at the end of the application.

**IMPORTANT:** If you are employed by a private school organization or you are not currently employed as an educator, this is the incorrect application for you to submit to add a subject to your certificate.

Click Next to proceed to the next page.

#### 4. Contact Information

The screenshot shows the 'District Add Endorsement - Contact Information' page on the Florida Department of Education website. The page has a blue header with the Florida Department of Education logo and the text '3 Year Non-Renewable Temporary License'. The user is logged in as 'JENNA ABBOT'. The page is divided into a left sidebar with navigation links and a main content area. The sidebar includes links for Introduction, Function Suitability, Name and Personal Details, Contact Information (selected), Subject(s), Application Questions, Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity, District Affiliation, Attachments, and Summary (pre-fees). The main content area has a title 'District Add Endorsement - Contact Information' and instructions: 'The following address types are mandatory. Please add these in order to continue.' It lists three mandatory address types: Mailing Address, Email Address, and Country. Below the instructions, there are three sections: 'Main Address', 'Add Another Contact', and 'Previous Next Cancel' buttons. The 'Main Address' section contains fields for Street Number, Address (1228 WILLOW CT), Address Line 2, Address Line 3, Zip Code (32205), City (JACKSONVILLE), State (Florida), County (DUVAL), Country (United States), Phone Number ((908) 458-2803), Extension, and E-mail (\_JENNAABBOT@TpmGMAIL.COM). The 'Add Another Contact' section has a 'Contact Type' dropdown and an 'Add' button.

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3 Year Non-Renewable Temporary License [REDACTED] Logged in as [REDACTED]

[Update Profile](#) | [Logout](#) | [Contact Us](#)

**Introduction**  
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Name and Personal Details  
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**District Add Endorsement - Contact Information**

The following address types are mandatory. Please add these in order to continue.

- Mailing Address: This is the address to which all official correspondence will be mailed from our office.
- Email Address: This email address as required by Florida Statute 1012-561, FS will be used for official communication to you from the Florida Bureau of Educator Certification. Please ensure that your email account recognizes fldoe.org as an approved sender, and that our emails are not filtered as spam or junk mail by your email service provider (do we need space for alternate email address)
- Country: If your address is outside the U.S, please choose the country from the drop-down list.

Press "Add" to add an optional address.

Answer the questions and press "Next" to continue.

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

☐ Main Address

Street Number:

\* Address:

Address Line 2:

Address Line 3:

\* Zip Code:

\* City:

\* State:

County:

\* Country:

Phone Number:  (999) 999-9999

Extension:

\* E-mail:

**Add Another Contact**

Contact Type:

Please review the mailing address and email address on file with the Bureau of Educator Certification. If you need to make changes, please edit the fields.

You may add an additional contact information record by clicking Add.

**Note: We recommend the use of a personal email account. Some district email servers prevent the receipt of automated emails.**

Click Next to proceed to the next page.

## 5. Subject(s)

**FLORIDA DEPARTMENT OF EDUCATION**  
fldoe.org

3 Year Non-Renewable Temporary License # [REDACTED] Logged in as [REDACTED]

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

**District Add Endorsement - Subject(s)**

Press "Previous" to return to the previous screen

The records below display all of your existing issued subjects

Additionally, if available, you may add new subjects in the "Add New Subjects" section below

**Existing Subject(s)**

Subject	Rank	Status	Effective Date	Expiry Date
1016/E - English for Speakers of Other Languages Endorsement	3 Year Non-Renewable Temporary	Issued	07/01/2017	06/30/2020
1052/1 - Social Science Grades 6-12	3 Year Non-Renewable Temporary	Issued	07/01/2017	06/30/2020
1052/C - Social Science Grades 5-9	3 Year Non-Renewable Temporary	Issued	07/01/2017	06/30/2020

**Add New Subject(s)**

Use the section below to request the addition of subjects to your certificate.  
Please visit our [Certificate Subjects](#) page for a full list of all subjects that may be applied.

**\*\*Note\*\*** If you are upgrading your certification by adding a new subject, there will be a \$75.00 charge for each new subject you wish to be added.

Subject Type

Subject

[Previous](#) [Next](#) [Cancel](#)

This page lists the subject(s) currently on your certificate.

### IMPORTANT: PLEASE READ CAREFULLY

- Select the Subject Type from the top drop down menu and then choose the endorsement requested from the bottom drop down menu.
- Once you have chosen the area you will be adding you **MUST** click the "Add" button to enter your request onto the application.

If a mistake was made and the incorrect subject was added, click the “Delete” button to remove the request.

## 6. Application Questions

Indicate the endorsements for which you are applying.

Select Yes or No from the drop down menu.

Click Next to proceed to the next page.

## 7. Legal Disclosure

<ul style="list-style-type: none"> <li>Introduction</li> <li>Function Suitability</li> <li>Name and Personal Details</li> <li>Contact Information</li> <li>Subject(s)</li> <li>Application Questions</li> <li><b>Legal Disclosure</b> <ul style="list-style-type: none"> <li>Affidavit</li> <li>Sealed &amp; Expunged</li> <li>Criminal Offense</li> <li>Professional Sanction</li> <li>US Citizenship</li> <li>Race &amp; Ethnicity</li> <li><b>District Affiliation</b></li> <li>Attachments</li> <li>Summary (pre-fees)</li> </ul> </li> </ul>	<p><b>District Add Endorsement - Legal Disclosure</b></p> <p><b>Legal Disclosure Response</b></p> <p>Florida Law requires you to provide a <b>YES</b> or <b>NO</b> answer to the questions within the Legal Disclosure section of your application, even if previously submitted. If you answered YES to any question in the Legal Disclosure section on the application form, you must provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement.</p> <p>You are not required to acknowledge minor traffic violations. The criminal offense of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) is <b>not</b> a minor traffic violation and should be disclosed on this form.</p> <p>Having a criminal history or administrative sanction against a professional license does not automatically disqualify a person from receiving a Florida Educator's Certificate, but such incidents will prompt a review by the Office of Professional Practices Services.</p> <p>A person is <b>ineligible for educator certification</b> if the person has been convicted of a disqualifying offense as listed in Section 1012.315 Florida Statutes. Please refer to <a href="http://www.myfloridateacher.com">www.myfloridateacher.com</a> for more information.</p> <p><b>For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.</b></p> <p><b>SEALED OR EXPUNGED RECORD(S)</b></p> <ul style="list-style-type: none"> <li>* Have you ever had any record sealed or expunged in which you were convicted of a criminal offense? <input type="radio"/> Yes <input checked="" type="radio"/> No</li> <li>* Have you ever had any record sealed or expunged in which you were found guilty of a criminal offense? <input type="radio"/> Yes <input checked="" type="radio"/> No</li> <li>* Have you ever had any record sealed or expunged in which you had adjudication withheld on a criminal offense? <input type="radio"/> Yes <input checked="" type="radio"/> No</li> <li>* Have you ever had any record sealed or expunged in which you pled nolo contendere to a criminal offense? <input type="radio"/> Yes <input checked="" type="radio"/> No</li> <li>* Have you ever had any record sealed or expunged in which you pled guilty to a criminal offense? <input type="radio"/> Yes <input checked="" type="radio"/> No</li> <li>* Have you ever had any record sealed or expunged in which you entered into a pretrial diversion program or deferred prosecution program related to a criminal offense? <input type="radio"/> Yes <input checked="" type="radio"/> No</li> </ul>
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**For each of the legal disclosure questions, if your answer is YES, please select YES. Otherwise, select NO. Carefully review instructions on this screen.**

Florida Law requires you to provide a **YES** or **NO** answer to **ALL** questions within the Legal Disclosure section of your application, even if previously submitted.

If you answered YES to any question in the Legal Disclosure section on the application form, you **must** provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement.




Versa

District Add Endorsement Application (License Type: 6001; Transaction: 4011)

Click Next to proceed to the next page.

## **8. Legal Disclosure Affidavit and Application Affidavits**



FLORIDA DEPARTMENT OF  
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fldoe.org

3 Year Non-Renewable Temporary License [REDACTED]

Logged in as [REDACTED]

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

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  - Professional Sanction
  - US Citizenship
  - Race & Ethnicity
  - District Affiliation**
  - Attachments
  - Summary (pre-fees)

### District Add Endorsement - Affidavit

#### Affidavit

##### Legal Disclosure Affidavit

I do hereby affirm that all information provided in this Legal Disclosure section and supplement to my application for a Florida Educator's Certificate is true, accurate, and complete. ☐ Yes ☐ No

\* WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.

##### Application Affidavits

###### Oath Affidavit

Under penalty of perjury, I do hereby certify that I subscribe to and will uphold the principles incorporated in the Constitution of the United States of America and the Constitution of the State of Florida. ☐ Yes ☐ No

\* WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.

###### Payment Affidavit

I agree to pay the Non-Refundable Application Processing Fee. Prior to submission, you may authorize payment of the appropriate non-refundable application processing fees using your VISA or MASTERCARD. For district applications, please contact your school district employer for instructions regarding payment of your non-refundable application processing fees. ☐ Yes ☐ No

\* WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.

[Previous](#) [Next](#) [Cancel](#)

Legal Disclosure Affidavit	Oath Affidavit	Payment Affidavit
Select Yes or No to affirm that all information provided in this Legal Disclosure section and supplement to my application for a Florida Educator's Certificate is true, accurate, and complete.	Select Yes or No to certify that you will subscribe to and will uphold the principles incorporated in the Constitution of the United States of America and the Constitution of the State of Florida.	Select Yes <b>even if you are employed by a school district (including charter schools). Submit payment directly to your employing district. You are not required to use a Visa or MasterCard or to pay online.</b>

Click Next to proceed to the next page.

## 9. Sealed and Expunged

The screenshot shows the Florida Department of Education's Versa application interface. At the top, the logo and name of the Florida Department of Education are displayed, along with the user's login status: "5 Year Renewable Professional License" and "Logged in as". Navigation links for "Update Profile", "Logoff", and "Contact Us" are provided.

The main content area is titled "Addition of Endorsement via District Application - Sealed & Expunged". It features a sidebar on the left with a list of application sections: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), Application Questions, Legal Disclosure, Affidavit, Sealed & Expunged (selected), Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity, District Affiliation, Attachments, and Summary (pre-fees).

The "Sealed & Expunged" section is active, showing a form to "Add Another Record - Sealed & Expunged". The form includes fields for:
 


- City Where Arrested: (text input)
- State: (dropdown menu)
- Date of Arrest: (text input with format hint (mm/dd/yyyy))
- Charge: (text input)
- Plea: (text input)
- Disposition (Outcome): (text area)

 An "Add" button is located at the top right of the form, and a "Remove" button is at the bottom right. Navigation buttons "Previous", "Next", and "Cancel" are at the bottom right of the page.

Carefully review instructions on the Legal Disclosure screen (see page 8).

If you answered YES to any question in the Sealed and Expunged section of the Legal Disclosure on the application form:	If you answered NO to any question relating to Sealed and Expunged records:
<p>You <b>must</b> provide detailed complete information for each affirmative response within the Sealed and Expunged section in this Legal Disclosure Supplement.</p> <p>Click Add to enter a new record to display the fields above.</p> <p>Enter information for all required fields.</p> <p>Click Add to enter additional record(s).</p> <p>Click Next to proceed to the next page.</p>	Click Next to proceed to the next page.
	<p><b>If you click the "Add" button in error:</b></p> <p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p>

## 10. Criminal Offense



**FLORIDA DEPARTMENT OF  
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fldoe.org

5 Year Renewable Professional License: [REDACTED]
Logged in as [REDACTED]

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

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### Addition of Endorsement via District Application - Criminal Offense

[Add Another Record - Criminal Offense](#) [Add](#)

**Criminal Offense**

- \* City Where Arrested:
- \* State:
- \* Date of Arrest:
- \* Charge:
- \* Plea:
- \* Disposition (Outcome):

[Remove](#)

[Previous](#) [Next](#) [Cancel](#)

Carefully review instructions on the Legal Disclosure screen (see page 8).

If you answered YES to any question in the Criminal Offense section of the Legal Disclosure on the application form:	If you answered NO to any question relating to Criminal Offense records:
<p>You <b>must</b> provide detailed complete information for each affirmative response within the Criminal Offense section in this Legal Disclosure Supplement.</p> <p>Click Add to enter a new record to display the fields above.</p> <p>Enter information for all required fields.</p> <p>Click Add to enter additional record(s).</p> <p>Click Next to proceed to the next page.</p>	Click Next to proceed to the next page.
	<p><b>If you click the "Add" button in error:</b></p> <p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p>

## 11. Professional Sanction

**FLORIDA DEPARTMENT OF EDUCATION**  
fldoe.org

3 Year Non-Renewable Temporary Licensure [Redacted] Logged in as A [Redacted]

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

**District Add Endorsement - Professional Sanction**

**Add Another Record - Professional Sanctions** [Add](#)

**Professional Sanctions**

- \* State:
- \* Date of Allegation:
- \* License/Certificate:
- \* Issuing Agency:
- \* Disposition (Outcome):

[Remove](#)

[Previous](#) [Next](#) [Cancel](#)

**Professional Sanction**

- US Citizenship
- Race & Ethnicity
- District Affiliation**
- Attachments
- Summary (pre-fees)

Carefully review instructions on the Legal Disclosure screen (see page 8).

If you answered YES to any question in the Professional Sanction section of the Legal Disclosure on the application form:	If you answered NO to any question relating to Professional Sanction records:
<p>You <b>must</b> provide detailed complete information for each affirmative response within the Professional Sanction section in this Legal Disclosure Supplement.</p> <p>Click Add to enter a new record to display the fields above.</p> <p>Enter information for all required fields.</p> <p>Click Add to enter additional record(s).</p> <p>Click Next to proceed to the next page.</p>	<p>Click Next to proceed to the next page.</p>
	<p><b>If you click the “Add” button in error:</b></p> <p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p>

Versa

District Add Endorsement Application (License Type: 6001; Transaction: 4011)

## 12. U.S. Citizenship

The screenshot shows the Florida Department of Education's online application portal. At the top, the logo for the Florida Department of Education (fldoe.org) is displayed. Below the logo, a banner indicates the user is logged in as a "3 Year Non-Renewable Temporary License" holder. The main navigation bar includes links for "Update Profile", "Logoff", and "Contact Us".

The application is titled "District Add Endorsement - US Citizenship". On the left, a sidebar lists various application sections: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), Application Questions, Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship (selected), Race & Ethnicity, District Affiliation (with a red exclamation mark icon), Attachments, and Summary (pre-fees).

The main content area for "US Citizenship" contains the following text:

**Add Another Record - US Citizenship** [Add](#)

**US Citizenship**

Please indicate if you are a citizen of the United States.

\* Are you a U.S. Citizen? ☒ Yes ☐ No

An applicant who is not a United States citizen may apply for the Statement of Status of Eligibility. However, appropriate immigration status must be established through the United States Citizenship and Immigration Services (USCIS) prior to employment.

At the bottom right of the form, there are three buttons: "Previous", "Next", and "Cancel".

Indicate if you are a citizen of the United States. Select Yes or No.

If you are not a citizen of the United States, select Yes or No if you are authorized to work in the United States.

Click Next to proceed to the next page.

Versa

District Add Endorsement Application (License Type: 6001; Transaction: 4011)

### 13. Race and Ethnicity- OPTIONAL

The screenshot shows the Florida Department of Education (fldoe.org) District Add Endorsement application interface. The user is logged in as 'A [redacted]'. The application is for a '3 Year Non-Renewable Temporary License'. The left sidebar contains a list of application steps: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), Application Questions, Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity (selected), District Affiliation, Attachments, and Summary (pre-fees). The main content area is titled 'District Add Endorsement - Race & Ethnicity'. It includes a section for 'Race and Ethnicity' with the instruction 'What is your race/ethnicity? This section is optional.' The questions and their status are: 'Are you Hispanic or Latino? (choose only one)' with 'No' selected; 'Are you American Indian or Alaskan Native?' with 'No' selected; 'Are you Asian?' with 'No' selected; 'Are you black or African American?' with 'No' selected; 'Are you Native Hawaiian or Pacific Islander?' with 'No' selected; and 'Are you white or Caucasian?' with 'Yes' selected. At the bottom right are 'Previous', 'Next', and 'Cancel' buttons.

FLORIDA DEPARTMENT OF  
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fldoe.org

3 Year Non-Renewable Temporary License [redacted] Logged in as A [redacted]

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**Introduction**  
Function Suitability  
Name and Personal Details  
Contact Information  
Subject(s)  
Application Questions  
Legal Disclosure  
Affidavit  
Sealed & Expunged  
Criminal Offense  
Professional Sanction  
US Citizenship  
**Race & Ethnicity**  
District Affiliation  
Attachments  
Summary (pre-fees)

**District Add Endorsement - Race & Ethnicity**

**Race and Ethnicity**

What is your race/ethnicity? This section is optional.

Are you Hispanic or Latino? (choose only one) ☐ Yes ☒ No

Optional, mark all that apply

Are you American Indian or Alaskan Native? ☐ Yes ☒ No

Are you Asian? ☐ Yes ☒ No

Are you black or African American? ☐ Yes ☒ No

Are you Native Hawaiian or Pacific Islander? ☐ Yes ☒ No

Are you white or Caucasian? ☒ Yes ☐ No

[Previous](#) [Next](#) [Cancel](#)

Respond Yes or No to the race and ethnicity questions.

Click Next to proceed to the next page.

**14. District Affiliation**

**FLORIDA DEPARTMENT OF EDUCATION**  
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**District Add Endorsement - District Affiliation**

If you are affiliated or employed with a district, please complete the following section. If you do not know the district number, you may click [here](#) to see a list of all districts and their number in parentheses.  
 \*\*\*Note: For Districts 1-9 you may only use a single digit number when entering your District Relation, if you enter a zero before the number the software will not allow you to proceed.

If you are not employed by a district, please use 100  
 Press "Add" to add a related license.  
 Press "Delete" to delete a related license.  
 Press "Previous" to return to the previous section.  
 Press "Next" when finished adding/changing the related licenses.  
 Press "Cancel" to cancel this application and return to the main menu.

**District Affiliation**

Relation Name: **District Affiliation** (Required: Y )  
 Your Role: **Individual**  
 Other Party Role: **District**  
**BROWARD**  
**District - 6**  
**Registered**

[Delete Relation](#)

[Previous](#) [Next](#) [Add](#) [Cancel](#)

**IMPORTANT: PLEASE READ CAREFULLY. You may not have two affiliations or no affiliation. Please do not select 100 even though it appears as an option on this page.**

If you work for a Florida School District (including charter schools):	If you are employed by a private school or if you are not employed by a Florida school district:
<p>This screen displays the name and number of your employing school district. <b>You will pay your district for your addition.</b></p> <p>1. If it is correct, click Next to proceed to the next page.            OR            2. If an incorrect affiliation displays, click on the Delete Relation link.</p> <p>On the next screen, enter your district number and click Add. For districts, single digit districts (1-9) do not enter a leading zero (0).</p> <p>If you do not know your district number, click on the link on the page.</p> <p>Your affiliation now displays as your current district.</p> <p>Click Next to proceed to the next page.</p>	<p>You cannot submit this application.</p> <p>Please click Cancel and return to the Quickstart Menu. Please select Add Subject to Professional or Add Subject to Temporary. These applications will be routed to BEC, not to a school district, for processing.</p>



**15. Attachments (OPTIONAL)**

3 Year Non-Renewable Temporary License [REDACTED] Logged in as [REDACTED]

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Introduction	<b>District Add Endorsement - Attachments</b>
Function Suitability	<b>Application Attachments</b> Each document should be submitted as a separate attachment and clearly labeled as to its contents.
Name and Personal Details	Official transcripts may <u>only</u> be submitted electronically by the academic institution via the FASTER or SPEEDE systems. <b>Transcripts attached to the online application</b> , emailed, printed from PDF files, or submitted using any other electronic system <b>are not considered official and cannot be evaluated</b> . Official Transcripts previously submitted to the Bureau of Educator Certification do not need to be resubmitted.
Contact Information	Please attach a copy for review if you hold a valid standard certificate issued by: a state other than Florida, the National Board for Professional Teaching Standards (NBPTS) or the American Board for Certification of Teacher Excellence (ABCTE).
Subject(s)	You may attach other documents to your certification file, such as: college teaching experience verification, Guidance and Counseling practicum verification, CPR card, or course descriptions, if applicable.
Application Questions	Official transcripts may be mailed directly to Educator Certification at the following address:
Legal Disclosure	Florida Department of Education Bureau of Educator Certification Room 201, Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400
Affidavit	Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.
Sealed & Expunged	Press "Next" when there are no more files to attach.
Criminal Offense	Press "Previous" to return to the previous screen.
Professional Sanction	Press "Cancel" to cancel this application and return to the main menu.
US Citizenship	File Name: <input type="text"/> <input type="button" value="Browse..."/>
Race & Ethnicity	Notes: <input type="text"/>
District Affiliation	<input type="button" value="Attach"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>
<b>Attachments</b>	
Summary (pre-fees)	

Please upload documents concerning your Addition of an Endorsement via District application in this section.

Clearly label the type of document in the notes section. Please do not enter notes for staff to read.

**Do not attach official transcripts.**

Click Next to proceed to the next page.

Versa

District Add Endorsement Application (License Type: 6001; Transaction: 4011)

## 16. Summary (pre-fees)

The screenshot shows the 'District Add Endorsement - Application Summary' page. The left sidebar contains a navigation menu with the following items: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), Application Questions, Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity, District Affiliation, Attachments, and Summary (pre-fees). The main content area is titled 'District Add Endorsement - Application Summary' and includes instructions: 'Review the data and press "Submit" to submit this application. Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.' The summary is divided into four sections, each with an 'Edit' button: 1. Application Details: License Type: 3 Year Non-Renewable Temporary, Application Date: 11/07/2018. 2. Application Questions: A list of questions with 'No' answers: 'Are you applying for Athletic Coaching Endorsement?', 'Are you applying for English for Speakers of Other Languages (ESOL) Endorsement?', 'Are you applying for Reading Endorsement?', 'Are you applying for Drivers Education Endorsement?', 'Are you applying for Gifted Endorsement?', and 'Are you applying for Autism Spectrum Disorders Endorsement?'. 3. Personal Details: Full Name: [redacted], Social Security Number: [redacted], Birthdate: [redacted], Gender: Female. 4. General Addresses: Main Address: 1228 WILLOW CT, JACKSONVILLE, Florida, DUVAL, 32205, US; Phone Number: [redacted]; E-mail: [redacted]. 5. Legal Disclosure Response: Have you ever had any record sealed or expunged in [redacted].

Review your entries on the page.

Click Edit if you need to make changes to any section prior to submitting your application.

Once you verify that all the information you entered is correct, click **Submit** at the bottom of the page. You will not be able to return to make changes to your application once it has been submitted.

**Please do not submit duplicate copies of the same application type. It may delay processing times.**

You will be able to print a PDF summary of your application on the final screen (see page 19).

Versa

District Add Endorsement Application (License Type: 6001; Transaction: 4011)

## 17. District Add Endorsement- Attestation

The screenshot displays the Florida Department of Education's online application system. At the top, the logo and name of the Florida Department of Education are visible, along with the text "3 Year Non-Renewable Temporary License" and "Logged in as". Below this, there are links for "Update Profile", "Logout", and "Contact Us". The main content area is titled "District Add Endorsement - Attestation" and contains the following text:

Press "Previous" to return to the previous section.  
Press "Submit" to continue.  
Press "Cancel" to cancel this application and return to the main menu.

A warning message is displayed: "WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATORS CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATOR PRACTICES COMMISSION."

Below the warning, there is a checkbox labeled "I have reviewed this application and affirm that all of the information which I have provided in this application is true, accurate, and complete." To the right of the checkbox are three buttons: "Previous", "Submit", and "Cancel".

The sidebar on the left contains the following links: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), Application Questions, Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity, District Affiliation, Attachments, and Summary (pre-fees).

Click the checkbox to affirm that all of the information that you have provided in this application is true, accurate, and complete.

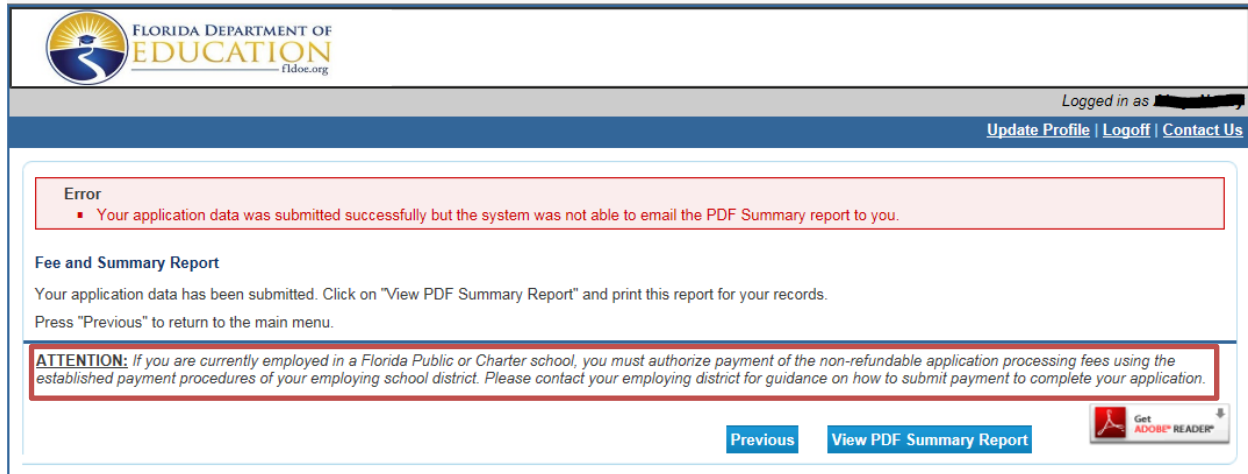
**Warning: Giving false information in order to obtain or renew a Florida Educator's Certificate is a criminal offense under Florida law. Anyone giving false information on this affidavit is subject to criminal prosecution, as well as disciplinary action by the Educator Practices Commission.**


Click Submit to proceed to the final page.

Versa

District Add Endorsement Application (License Type: 6001; Transaction: 4011)

## 18. Fee and Summary Report



 FLORIDA DEPARTMENT OF  
**EDUCATION**  
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**Error**

- Your application data was submitted successfully but the system was not able to email the PDF Summary report to you.

**Fee and Summary Report**

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.  
Press "Previous" to return to the main menu.

**ATTENTION:** If you are currently employed in a Florida Public or Charter school, you must authorize payment of the non-refundable application processing fees using the established payment procedures of your employing school district. Please contact your employing district for guidance on how to submit payment to complete your application.

[Previous](#) [View PDF Summary Report](#) 

At this time you may print your PDF Summary Report.

**Please note: The error message at the top simply means that an email copy of the PDF Summary was not sent via email. The application was submitted successfully. Do not submit a duplicate copy of your application. It may delay processing times.**

You may also view your PDF Summary from the documents section of your Quick Start Menu.

**Refer to your employing school district for more information about their payment procedures.**

You will pay the \$75.00 fee per endorsement requested for addition.