Addition of Endorsement Via District Application

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. This application CANNOT be used for the following endorsements:

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

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

![Image of Florida Department of Education application]

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
</table>
| Are you applying to add an endorsement to your certificate using college level credit? | If you are planning to use college level coursework to add an endorsement this is not the correct application, please click cancel and submit the correct application:  
  - an Addition of a Subject to Educator Professional Certificate  
  - Addition of a Subject to Educator Temporary Certificate. |
|                                                                        | Answer “no” if you are not planning to use college credit to add the endorsement to your certificate. |
3. Name and Personal Details

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

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)

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

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.

Click Next to proceed to the next page.
8. Legal Disclosure Affidavit and Application Affidavits

<table>
<thead>
<tr>
<th>Legal Disclosure Affidavit</th>
<th>Oath Affidavit</th>
<th>Payment Affidavit</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>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.</td>
<td>Select Yes 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.</td>
</tr>
</tbody>
</table>

Click Next to proceed to the next page.
9. Sealed and Expunged

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

<table>
<thead>
<tr>
<th>If you answered YES to any question in the Sealed and Expunged section of the Legal Disclosure on the application form:</th>
</tr>
</thead>
<tbody>
<tr>
<td>You <strong>must</strong> provide detailed complete information for each affirmative response within the Sealed and Expunged section in this Legal Disclosure Supplement.</td>
</tr>
<tr>
<td>Click Add to enter a new record to display the fields above.</td>
</tr>
<tr>
<td>Enter information for all required fields.</td>
</tr>
<tr>
<td>Click Add to enter additional record(s).</td>
</tr>
<tr>
<td>Click Next to proceed to the next page.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If you answered NO to any question relating to Sealed and Expunged records:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click Next to proceed to the next page.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If you click the “add” button in error:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click Remove.</td>
</tr>
<tr>
<td>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</td>
</tr>
</tbody>
</table>
10. Criminal Offense

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

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

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

<table>
<thead>
<tr>
<th>If you answered YES to any question in the Professional Sanction section of the Legal Disclosure on the application form:</th>
<th>If you answered NO to any question relating to Professional Sanction records:</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must provide detailed complete information for each affirmative response within the Professional Sanction section in this Legal Disclosure Supplement.</td>
<td>Click Next to proceed to the next page.</td>
</tr>
<tr>
<td>Click Add to enter a new record to display the fields above.</td>
<td>If you click the “add” button in error:</td>
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<td>Enter information for all required fields.</td>
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</tr>
<tr>
<td>Click Next to proceed to the next page.</td>
<td></td>
</tr>
</tbody>
</table>
12. U.S. Citizenship

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.
13. Race and Ethnicity- OPTIONAL

Respond Yes or No to the race and ethnicity questions.

Click Next to proceed to the next page.
14. District Affiliation

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.

<table>
<thead>
<tr>
<th>If you work for a Florida School District (including charter schools):</th>
<th>If you are employed by a private school or if you are not employed by a Florida school district:</th>
</tr>
</thead>
</table>
| This screen displays the name and number of your employing school district. **You will pay your district for your addition.**  
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.  
On the next screen, enter your district number and click Add.  
For districts, single digits districts (1-9) do not enter a leading zero (0).  
If you do not know your district number, click on the link on the page.  
You affiliation now displays as your current district.  
Click Next to proceed to the next page. | You cannot submit this application.  
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. |
15. Attachments (OPTIONAL)

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.
16. Summary (pre-fees)

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).
17. Addition of Subject via District Application- Attestation

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.
18. Fee and 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 $75.00 fee per endorsement requested for addition.