

# Adding a Subject to a Professional Educator's Certificate

Beginning, December 1, 2017, all educators are required to apply online. We can no longer accept paper applications, nor can we submit online applications for you. Please follow the steps below to add a subject area to your certificate.

1. Complete your online application through the FLDOE at <https://flcertify.fldoe.org/datamart/login.do>

If you forgot your ID or password, just click the appropriate link in blue.

If you do not already have an account, you will need to create one.

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### Online Licensing Service

**Returning User**  
" \*" are required.

\*User ID:   
\*Password:

[Forgot password?](#) [Forgot user ID?](#)

**New User**  
[Begin Here For Sign-up](#)

**!** You must create an online account even if you already use e-services. Your online account is separate from your e-Services account.

2. You must choose the correct application type from the drop down menu.

- **District Add Endorsement** – choose this if you've completed all five reading, gifted or ESOL courses (you will pay the fee to the district directly)

- **Addition of Subject to Educator Professional Certificate** – choose this if you're adding a subject area through college coursework/transcripts (you will pay the fee online to the FLDOE)

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Logged in as Williams, Dana Pitts  
[Update Profile](#) | [Logout](#) | [Contact Us](#)

### Quick Start Menu

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

**License Information**   
License Number: #800948  
License Type: 5 Year Renewable Professional

**Manage your license information**  
5 Year Renewable Professional #800948

**Start a New Application**  
What are you applying for?  
<Select Board>

**Additional Activities**  
   
 WILLIAMS, DANA PITTS

- **District Add Subject**– choose this when you're adding a subject by passing a subject area exam (you will pay the fee to the district directly)

3. After applying, be sure to print your **Application Summary**. The system will e-mail you a copy once you have submitted your application, or you can print it at the end of the application process.
4. If you're paying the district directly (the first and last bullets above), please attach a \$75 check, or money order, made out to **SCSB**, to your **Application Summary**, and send it to Cheryl Cole at the Sumter County School Board in Bushnell.
5. Once your **Application Summary** and payment are received, the district will verify and process your application.
6. When your application is processed, you will receive a confirmation e-mail from the FLDOE.