

Instructions for Adding the Civics Seal of Excellence Endorsement

The process below is specific to adding the Civic Seal of Excellence Endorsement to a certificate. Please contact the certification specialist, Christopher Harvey, for instruction on adding anything else to your certificate as that process may be different.

1. Log into your FDOE account.

<https://flcertify.fldoe.org/datamart/mainMenu.do>

2. Select **Addition of Subject to Educator Professional Certificate** under the *Manage your license information* section. If you have a temporary certificate, select **Addition of Subject to Educator Temporary Certificate**.

■ Manage your license information

5 Year Renewable Professional # [REDACTED] Addition of Subject to Educator Professional Certificate ▼ Select

3. When you get to the Subject(s) screen, be sure to select:

Subject type: E – Endorsement

Subject: 1085 – Civics Seal of Excellence Endorsement

Click Add and complete the rest of the application.

Subject Type E - Endorsement ▼

Subject 1085 - Civics Seal of Excellence Endorsement ▼ Add



4. On the Attachments screen, be sure to attach a copy of your *Florida Civics Seal of Excellence Completion Certificate*. Use the browse button to select the file and be sure to click Attach before clicking Next.

File Name: **1** Browse... No file selected.

Notes:

2 Attach **3** Previous Next Cancel

5. Pay FDOE \$75 online for this application using a credit card. Look for the blue Pay Now button after you submit the application.
6. When you get it, email a copy of your new certificate to Christopher Harvey at harveyc@leonschools.net, so that your personnel records can be updated. FDOE will not send Leon County Schools a copy of your new certificate.
7. Email a copy of your *Florida Civics Seal of Excellence Completion Certificate* to Christopher Harvey at harveyc@leonschools.net, so that your inservice records can be updated.

For any questions regarding the certification process, please contact Christopher Harvey at harveyc@leonschools.net.