

Instructions for Adding the ESOL Endorsement Using ONLY College Courses

The process below is specific to adding the ESOL Endorsement to a certificate using ONLY college courses. Please contact the certification specialist, Christopher Harvey, for instructions on adding the ESOL Endorsement using inservice trainings or adding anything else to your certificate as that process may be different.

1. For this process, all of your ESOL Endorsement courses must be listed on an official college transcript that is on file with FDOE. Use the following address to send an official transcript directly from your college or university to FDOE if you have not already done so.

Bureau of Educator Certification
Room 201, Turlington Building
325 West Gaines Street
Tallahassee, FL 32399-0400

2. Once your transcript is on file with FDOE, log into your FDOE account. You can check to see if your transcript is in your file by selecting the View Documents option from the Quick Start menu once you log in.

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

3. 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

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

Subject Type E - Endorsement ▼

Subject 1016 - English for Speakers of Other Languages ▼ Add

Click Add and complete the rest of the application.

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. If FDOE issues you a statement of eligibility (SOE), email a copy to the certification specialist, harveyc@leonschools.net, to get verification of what additional courses you need to take to complete the endorsement.
7. If you get a new certificate, email a copy to the certification specialist, harveyc@leonschools.net, so that your personnel records can be updated. FDOE will not send Leon County Schools a copy of your new certificate.

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