

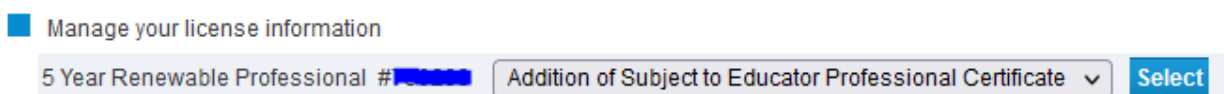
## Instructions for Adding the Literacy Coach Endorsement

The process below is specific to adding the Literacy Coach 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

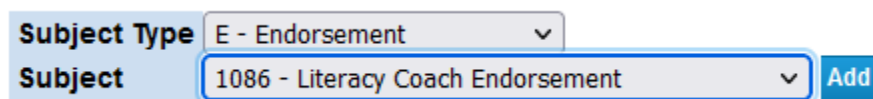
5 Year Renewable Professional # [REDACTED] Addition of Subject to Educator Professional Certificate ▼ Select

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

Subject type: E – Endorsement

Subject: 1086 – Literacy Coach Endorsement

Click Add and complete the rest of the application.



Subject Type E - Endorsement ▼

Subject 1086 - Literacy Coach Endorsement ▼ Add

4. On the Attachments screen, be sure to attach a copy of the *Literacy Coach Endorsement Completion Letter* that you received from FDOE. 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 Previous **3** 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](mailto: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 *Literacy Coach Endorsement Completion Letter* to Christopher Harvey at [harveyc@leonschools.net](mailto: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](mailto:harveyc@leonschools.net).