

Instructions for Adding the Reading Endorsement Using ONLY Inservice Trainings

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

1. For this process, all of your Reading Endorsement courses must have been completed using inservice trainings from a school district or an inservice provider like, Beacon, FCRR, FDLRS, NEFEC, PAEC, Schultz Institute, UFLI, etc.
2. Log into your FDOE account.

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

3. Select **District Add Endorsement** under the *Manage your license information* section.

■ Manage your license information

5 Year Renewable Professional # [REDACTED] District Add Endorsement Select

4. The inservice trainings that you took with a school district or inservice provider are not considered college level coursework. When you get to the Function Suitability screen, select "**No**" for this question and click Next.
5. When you get to the Subject(s) screen, be sure to select:

Subject Type E - Endorsement

Subject 1046 - Reading Add



Click Add and complete the rest of the application.

6. On the District Affiliation screen, make sure that Leon – District 37 is your only district affiliation. If it is not, delete any other affiliations and add Leon – District 37. This is the only way that your application will be routed to Leon County Schools for processing.
7. Submit a check or money order for \$75 payable to **Leon County Schools**. Drop off or send your payment to Christopher Harvey at the main School Board office.

In-Person Delivery or U.S. Postal Service

Christopher Harvey
Leon County Schools
2757 W. Pensacola St.
Tallahassee, FL 32304

School Mail

Christopher Harvey
Employee Relations

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