

# Adding Endorsement via District Application: Passing Reading Certification Exam

\*\*DOE's website works best in Internet Explorer.

**Step 1:** Educator should login to versa account for the endorsement application. If educator does not have a Versa account, set one up through the home page. <https://flcertify.fldoe.org/datamart/login.do?logout=true>

**Step 2:**

1. Manage your license information---there is a drop down bar
2. Click on "District Add Endorsement"
3. Click select to start the application.

**Step 3:** Once endorsement application is complete—please send Lori Sandgren an email notifying of completed application.

**Step 4:** Send Instructional Services/Holly Harden a check for \$30.00. Make all checks out to WCSB.

**Step 5:** Please send a copy of certification test scores to Lori Sandgren.

**Step 6:** DOE will send an email to the educator when (PDF) endorsement has been updated. DOE no longer sends certificates through postal mail. It will come via email in a PDF form.

**Step 7:** Please send Instructional Services/Holly Harden and HR/Lori Sandgren copy of new certificate.

**\*\*Please send a copy of certification test scores to Lori Sandgren.**