

Adding Endorsement via District Course Work

**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 Instructional Services an email notifying of completed application.

Step 4: Course work or portfolio Endorsement will be reviewed by Holly Harden. Once course/portfolio is reviewed, in service points will be rewarded in ePDC, which will start the addition process.

Step 5: Send Instructional Services/Holly Harden a check for \$30.00. Make all checks out to WCSB.

Step 6: DOE will send an email (PDF) when your 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 your new certificate. It is very important Instructional Services and HR receive a copy to update your Professional file.