

Adding a Subject Area to Your Certification

Step 1:

Educator should login to versa account for the subject area application. If an educator does not have a Versa account, he/she may 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 "addition if subject to Educator Professional Certificate"
3. Click select to start the application.

The educators will be expected to pay \$75.00 to add a subject to a current certification. (Side note: it is \$75.00 per subject)

At the end of the application, click submit. The application will go straight to DOE to review. DOE is backed up on reviewing application so it could take up to 6 weeks to review.

Step 3:

DOE will send an email to the educator with new certification as a PDF attachment. **DOE no longer sends certificates through postal mail.**

Step 4:

When the educator receives new certificate:

- Send a copy to Instructional Services/Holly Harden.
- Send a copy to HR/Lori Sandgren.
 - [Instructional Service/Holly Harden and HR/Lori Sandgren](#) **MUST** receive a copy to update ePDC and professional file.