

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

Addition of Endorsement Via District Application

The screenshot displays the Florida Department of Education's Versa system interface. At the top, the logo for the Florida Department of Education (fldoe.org) is visible. The user is logged in as [redacted], with options to 'Update Profile', 'Logoff', and 'Contact Us'. The 'Quick Start Menu' provides instructions to choose an option and return to the menu. The 'License Information' section shows the user's license number as [redacted] and the license type as '5 Year Renewable Professional'. The 'Quick Start Menu' includes several options: 'It is time to Renew!' (5 Year Renewable Professional # [redacted] Renewal Application Select), 'Manage your license information' (5 Year Renewable Professional # [redacted] Choose Application Select), and 'Start a New Application' (What are you applying for? <Select Board> Choose Application Select). The 'Choose Application' dropdown menu is open, listing various options, with 'Addition of Endorsement via District Application' highlighted. Red boxes and numbers 1, 2, and 3 indicate the steps: 1. Manage your license information, 2. Choose Application, and 3. Select.

Select and submit this application **ONLY** if you are employed by a school district, including charter schools. If you are not employed in a Florida school district or are employed in a private school, please submit the "Addition of Subject to Educator (Temporary/Professional) Certificate".

This application is used for the addition of an Endorsement to a Temporary or Professional Certificate based on the completion of a District Inservice Add on Program. This application **CANNOT** be used for the following endorsements:

- 1078/E
- 1079/E
- 1064/E
- 1065/E
- 1066/E
- AUTISM SPECTRUM DISORDERS
- AMERICAN SIGN LANGUAGE
- ORIENTATION AND MOBILITY
- PREKINDERGARTEN DISABILITIES
- SEVERE OR PROFOUND DISABILITIES

If you are pursuing one of the above endorsements, please be sure to submit the application titled "Addition of Subject to Educator (Temporary/Professional) Certificate" and pay the required processing fee for the Bureau of Educator Certification to evaluate.

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

1. Introduction Page

The screenshot shows the 'Introduction' page of the Versa application. At the top left is the Florida Department of Education logo with the text 'FLORIDA DEPARTMENT OF EDUCATION' and 'fldoe.org'. Below the logo, it says '5 Year Renewable Professional License' followed by a redacted name. On the top right, it says 'Logged in as' followed by a redacted name and links for 'Update Profile | Logoff | Contact Us'. The main content area is titled 'Addition of Endorsement via District Application - Introduction'. It includes a 'Welcome to the Florida On-line Application for Teacher Certification!' message. The text explains that the application is for individuals employed in a Florida public or charter school who are applying to add an endorsement(s) to their currently valid Professional Certificate using a Florida approved District Add-on Program. It instructs users to complete the application by entering their information and following the 'Next' buttons through each of the application sections. A list of sections is provided: Function Suitability, Name and Personal Details, Contact Information, Subject(s), Application Questions, Legal Disclosure Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity, District Affiliation, Attachments, and Summary (pre-fees). A warning states that giving false information is a criminal offense under Florida law and subject to disciplinary action. It also provides instructions to press 'Next' to continue and 'Cancel' to return to the main menu. At the bottom right, there are 'Next' and 'Cancel' buttons.

Please review important information about the following:

- Application Type;
- Reasons for use of this application;
- Legal Disclosure;
- Submission of Payment;
- Processing Timeline; and
- Warning about false information.

Click Next to proceed to the next page.

If this application is the incorrect application, you may select Cancel to return to the main menu.

Note: This application is for educators employed by a Florida public school, including charter schools.

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

2. Function Suitability Questions

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

5 Year Renewable Professional License # [REDACTED] Logged in as [REDACTED]

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Function Suitability

Name and Personal Details

Contact Information

Subject(s)

Application Questions

Legal Disclosure

Affidavit

Sealed & Expunged

Criminal Offense

Professional Sanction

US Citizenship

Race & Ethnicity

District Affiliation

Attachments

Summary (pre-fees)

Addition of Endorsement via District Application - Function Suitability

Your answers to this preliminary questionnaire are not a part of your application to be reviewed by the Department of Education.

Answer the questions and press "Next".

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

| Question | Answer |
|---|---|
| Are you applying to add an endorsement to your Professional Certificate using college level coursework? | <input type="radio"/> Yes <input type="radio"/> No |

[Previous](#) [Next](#) [Cancel](#)

Respond to the following question to determine if you are completing the correct application:

| Question | Response | |
|--|---|---|
| | Yes | No |
| Are you applying to add an endorsement to your certificate using college level credit? | If you are planning to use college level coursework to add an endorsement this is not the correct application, <ul style="list-style-type: none"> - please click cancel and - submit the correct application: <ul style="list-style-type: none"> o an Addition of a Subject to Educator Professional Certificate OR o Addition of a Subject to Educator Temporary Certificate. | Answer "no" if you are not planning to use college credit to add the endorsement to your certificate. |

Click Next to proceed to the next page.

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

3. Name and Personal Details

The screenshot shows the Florida Department of Education's Versa application interface. At the top, the logo for the Florida Department of Education is visible, along with the text '5 Year Renewable Professional License' and 'Logged in as'. Navigation links for 'Update Profile', 'Logoff', and 'Contact Us' are present. A sidebar on the left contains a menu with options: Introduction, Function Suitability, Name and Personal Details (selected), Contact Information, Subject(s), Application Questions, Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity, District Affiliation, Attachments, and Summary (pre-fees). The main content area is titled 'Addition of Endorsement via District Application - Name and Personal Details' and contains the following text and form fields:

- First, middle, and last name: If you have had a legal name change, please attach documentation through the "File Attachments" section.
- Social Security Number: See SSN Statement below (Please enter your valid Social Security Number or your Federal Employer Identification Number (FEIN))
- Birth Date: Date should be filled out in MMDDYYYY format.

SSN Statement:
Collection of your Social Security Number (SSN) is required pursuant to §1012.56, Florida Statutes, for the purpose of promoting the public policy of Florida relating to child support. Your SSN is used by the Department as a unique identifier for maintaining your certification and related personnel records as required under the same statute. Your SSN may be disclosed to the Department of Revenue, as authorized under §1012.21, Florida Statutes, as Florida's agency for administration of the Title IV-D program of the federal Social Security Act for child support enforcement. Failure to provide your SSN to Educator Certification will prevent issuance of your Florida Educator's Certificate.
Enter your personal details and press "Next" to continue.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Form fields include:
Title: [text box]
First Name: [redacted]
Middle Name: [redacted]
Last Name: [redacted]
Suffix: [text box]
Social Security Number: [redacted] *****
Birthdate: [redacted] (mm/dd/yyyy)
Gender: [Female] (dropdown menu)

Buttons: Previous, Next, Cancel

Review information and verify if it is correct. You may update the selection for gender.

If the information is incorrect:

- contact your employing district office
- Per the instructions provided on the screen, please attach documentation of your legal name change through the Attachments section at the end of the application.

IMPORTANT: If you are employed by a private school organization or you are not currently employed as an educator, this is the incorrect application for you to submit to add a subject to your certificate.

Click Next to proceed to the next page.

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

4. Contact Information

The screenshot shows the Florida Department of Education's Versa application interface. At the top, the logo for the Florida Department of Education (fldoe.org) is displayed. Below the logo, the user's license information is shown: "5 Year Renewable Professional License" followed by a redacted ID number. On the right, it says "Logged in as" followed by a redacted name. Navigation links for "Update Profile", "Logoff", and "Contact Us" are present.

The main content area is titled "Addition of Endorsement via District Application - Contact Information". It includes instructions: "The following address types are mandatory. Please add these in order to continue." and a list of requirements: "Mailing Address: This is the address to which all official correspondence will be mailed from our office.", "Email Address: This email address as required by Florida Statute 1012-561, FS will be used for official communication to you from the Florida Bureau of Educator Certification. Please ensure that your email account recognizes fldoe.org as an approved sender, and that our emails are not filtered as spam or junk mail by your email service provider (do we need space for alternate email address)", and "Country: If your address is outside the U.S., please choose the country from the drop-down list."

Below the instructions, there are three lines of text: "Press 'Add' to add an optional address.", "Answer the questions and press 'Next' to continue.", and "Press 'Previous' to return to the previous section." followed by "Press 'Cancel' to cancel this application and return to the main menu."

The "Main Address" section contains the following fields:

- Address: 123 TEST Dr
- Address Line 2: (empty)
- Address Line 3: (empty)
- Zip Code: 33018
- City: MIAMI
- State: Florida (dropdown)
- County: MIAMI-DADE (dropdown)
- Country: United States (dropdown)
- Phone Number: (empty) (999) 999-9999
- Extension: (empty)
- E-mail: 123test@123.com

At the bottom, there is an "Add Another Contact" section with a "Contact Type" dropdown menu and an "Add" button.

Please review the mailing address and email address on file with the Bureau of Educator Certification. If you need to make changes, please edit the fields.

You may add an additional contact information record by clicking Add.

Note: We recommend the use of a personal email account. Some district email servers prevent the receipt of automated emails.

Click Next to proceed to the next page.

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

5. Subject(s)

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

5 Year Renewable Professional License [REDACTED] Logged in as [REDACTED]

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction
Function Suitability
Name and Personal Details
Contact Information

Addition of Endorsement via District Application - Subject(s)
Press "Previous" to return to the previous screen
The records below display all of your existing issued subjects
Additionally, if available, you may add new subjects in the "Add New Subjects" section below

Existing Subject(s)

| Subject | Rank | Status | Effective Date | Expiry Date |
|-------------------------------------|-------------------------------|--------|----------------|-------------|
| 1052/1 - Social Science Grades 6-12 | 5 Year Renewable Professional | Issued | 07/01/2013 | 06/30/2018 |
| 1052/C - Social Science Grades 5-9 | 5 Year Renewable Professional | Issued | 07/01/2013 | 06/30/2018 |
| 1062/E - Gifted Endorsement | 5 Year Renewable Professional | Issued | 07/01/2013 | 06/30/2018 |

Add New Subject(s)
Use the section below to request the addition of subjects to your certificate. Click [here](#) for a full list of all subjects that may be applied.

****Note** An additional charge of \$75.00 per subject or endorsement area requested will be assessed.**

Subject Type
Subject

This page lists the subject(s) currently on your certificate.

IMPORTANT: PLEASE READ CAREFULLY

- Select the Subject Type from the top drop down menu and then choose the Endorsement requested from the bottom drop down menu.
- Once you have chosen the area you will be adding you MUST click the "add" button to enter your request onto the application.

Add New Subject(s)
Use the section below to request the addition of subjects to your certificate. Click [here](#) for a full list of all subjects that may be applied.

****Note** An additional charge of \$75.00 per subject or endorsement area requested will be assessed.**

Subject Type
Subject

If a mistake was made and the incorrect subject was added, click the "Delete" button to remove the request.

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

6. Application Questions

The screenshot shows the Florida Department of Education's Versa application interface. At the top left is the Florida Department of Education logo with the text 'FLORIDA DEPARTMENT OF EDUCATION fldoe.org'. Below the logo, it says '5 Year Renewable Professional License' followed by a redacted name. On the top right, it says 'Logged in as' followed by a redacted name. Below the login information are links for 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is titled 'Addition of Endorsement via District Application - Application Questions'. It contains a list of application questions with corresponding drop-down menus. The questions are: 'Are you applying for Athletic Coaching Endorsement?', 'Are you applying for English for Speakers of Other Languages (ESOL) Endorsement?', 'Are you applying for Reading Endorsement?', 'Are you applying for Drivers Education Endorsement?', 'Are you applying for Gifted Endorsement?', and 'Are you applying for Autism Spectrum Disorders Endorsement?'. The 'Application Questions' section is highlighted in yellow. At the bottom right of the application questions section are three buttons: 'Previous', 'Next', and 'Cancel'. On the left side of the interface is a navigation menu with the following items: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), Application Questions (highlighted), Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity, District Affiliation, Attachments, and Summary (pre-fees).

Indicate the endorsements for which you are applying.


Select Yes or No from the drop down menu.

Click Next to proceed to the next page.

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

7. Legal Disclosure



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

5 Year Renewable Professional License [REDACTED] Logged in as [REDACTED]

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

- Introduction
- Function Suitability
- Name and Personal Details
- Contact Information
- Subject(s)
- Application Questions**

- Legal Disclosure**
- Affidavit
- Sealed & Expunged
- Criminal Offense
- Professional Sanction
- US Citizenship
- Race & Ethnicity
- District Affiliation
- Attachments
- Summary (pre-fees)

Addition of Endorsement via District Application - Legal Disclosure

Legal Disclosure Response

Florida Law requires you to provide a **YES** or **NO** answer to the questions within the Legal Disclosure section of your application, even if previously submitted. If you answered YES to any question in the Legal Disclosure section on the application form, you must provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement.

You are not required to acknowledge minor traffic violations. The criminal offense of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) is **not** a minor traffic violation and should be disclosed on this form.

Having a criminal history or administrative sanction against a professional license does not automatically disqualify a person from receiving a Florida Educator's Certificate, but such incidents will prompt a review by the Office of Professional Practices Services.

A person is **ineligible for educator certification** if the person has been convicted of a disqualifying offense as listed in Section 1012.315 Florida Statutes. Please refer to www.myfloridateacher.com for more information.

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

SEALED OR EXPUNGED RECORD(S)

- * Have you ever had any record sealed or expunged in which you were convicted of a criminal offense? Yes No
- * Have you ever had any record sealed or expunged in which you were found guilty of a criminal offense? Yes No
- * Have you ever had any record sealed or expunged in which you had adjudication withheld on a criminal offense? Yes No
- * Have you ever had any record sealed or expunged in which you pled nolo contendere to a criminal offense? Yes No
- * Have you ever had any record sealed or expunged in which you pled guilty to a criminal offense? Yes No
- * Have you ever had any record sealed or expunged in which you entered into a pretrial diversion program or deferred prosecution program related to a criminal offense? Yes No
- * Do you have a petition pending to seal or expunge any criminal offense record? Yes No

CRIMINAL OFFENSE RECORD(S)

For each of the legal disclosure questions, if your answer is YES, please select YES. Otherwise, select NO. Carefully review instructions on this screen.

Florida Law requires you to provide a **YES** or **NO** answer to **ALL** questions within the Legal Disclosure section of your application, even if previously submitted.


If you answered YES to any question in the Legal Disclosure section on the application form, you must provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement.

Click Next to proceed to the next page.

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

8. Legal Disclosure Affidavit and Application Affidavits



5 Year Renewable Professional License XXXXXXXXXX

Logged in as XXXXXXXXXX

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

- Introduction
- Function Suitability
- Name and Personal Details
- Contact Information
- Subject(s)
- Application Questions
- Legal Disclosure
- Affidavit
- Sealed & Expunged
- Criminal Offense
- Professional Sanction
- US Citizenship
- Race & Ethnicity
- District Affiliation
- Attachments
- Summary (pre-fees)

Addition of Endorsement via District Application - Affidavit

Affidavit

Legal Disclosure Affidavit

I do hereby affirm that all information provided in this Legal Disclosure section and supplement to my application for a Florida Educator's Certificate is true, accurate, and complete. Yes No

* **WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.**

Application Affidavits

Oath Affidavit

Under penalty of perjury, I do hereby certify that I subscribe to and will uphold the principles incorporated in the Constitution of the United States of America and the Constitution of the State of Florida. Yes No

* **WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.**

Payment Affidavit

I agree to pay the Non-Refundable Application Processing Fee. You must authorize payment using your VISA or MASTERCARD for the non-refundable application processing fees in order to submit your online application to the Bureau of Educator Certification. Yes No

* **WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.**

Previous
Next
Cancel

| Legal Disclosure Affidavit | Oath Affidavit | Payment Affidavit |
|--|--|---|
| Select Yes or No to affirm that all information provided in this Legal Disclosure section and supplement to my application for a Florida Educator's Certificate is true, accurate, and complete. | Select Yes or No to certify that you will subscribe to and will uphold the principles incorporated in the Constitution of the United States of America and the Constitution of the State of Florida. | Select Yes even if you are employed by a school district (including charter schools). Submit payment directly to your employing district. You are not required to use a Visa or Mastercard or to pay online. |

Click Next to proceed to the next page.

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

9. Sealed and Expunged

The screenshot shows the Florida Department of Education's Versa system interface. At the top, the logo and name 'FLORIDA DEPARTMENT OF EDUCATION' are visible, along with the website 'fldoe.org'. Below the logo, it indicates '5 Year Renewable Professional License' and 'Logged in as'. Navigation links for 'Update Profile', 'Logoff', and 'Contact Us' are present. The main content area is titled 'Addition of Endorsement via District Application - Sealed & Expunged'. On the left, a sidebar menu lists various sections: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), Application Questions, Legal Disclosure, Affidavit, Sealed & Expunged (selected), Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity, District Affiliation, Attachments, and Summary (pre-fees). The main form area has a sub-header 'Add Another Record - Sealed & Expunged' with an 'Add' button. Below this is a section titled 'Sealed & Expunged' containing several required fields: 'City Where Arrested' (text input), 'State' (dropdown menu), 'Date of Arrest' (text input with a date format hint '(mm/dd/yyyy)'), 'Charge' (text input), 'Plea' (text input), and 'Disposition (Outcome)' (text area with scrollbars). A 'Remove' button is located below the Disposition field. At the bottom right of the form area, there are three buttons: 'Previous', 'Next', and 'Cancel'.

Carefully review instructions on the Legal Disclosure screen (see page 8).

| If you answered YES to any question in the Sealed and Expunged section of the Legal Disclosure on the application form: | If you answered NO to any question relating to Sealed and Expunged records: |
|---|--|
| You must provide detailed complete information for each affirmative response within the Sealed and Expunged section in this Legal Disclosure Supplement. | Click Next to proceed to the next page. |
| Click Add to enter a new record to display the fields above. | If you click the “add” button in error: |
| Enter information for all required fields. | Click Remove. |
| Click Add to enter additional record(s). | Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page. |
| Click Next to proceed to the next page. | |

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

10. Criminal Offense

The screenshot shows the 'Addition of Endorsement via District Application - Criminal Offense' screen. On the left is a navigation menu with options like 'Introduction', 'Function Suitability', 'Name and Personal Details', 'Contact Information', 'Subject(s)', 'Application Questions', 'Legal Disclosure', 'Affidavit', 'Sealed & Expunged', 'Criminal Offense', 'Professional Sanction', 'US Citizenship', 'Race & Ethnicity', 'District Affiliation', 'Attachments', and 'Summary (pre-fees)'. The 'Criminal Offense' section is active. The main area contains a form with the following fields: 'City Where Arrested:' (text input), 'State:' (dropdown menu), 'Date of Arrest:' (calendar icon and text input), 'Charge:' (text input), 'Plea:' (text input), and 'Disposition (Outcome):' (text area with scroll arrows). Above the form is a link 'Add Another Record - Criminal Offense' with an 'Add' button. Below the form is a 'Remove' button. At the bottom right are 'Previous', 'Next', and 'Cancel' buttons. The top of the page features the Florida Department of Education logo and the text '5 Year Renewable Professional License' and 'Logged in as [redacted]'.

Carefully review instructions on the Legal Disclosure screen (see page 8).

| If you answered YES to any question in the Criminal Offense section of the Legal Disclosure on the application form: | If you answered NO to any question relating to Criminal Offense records: |
|--|--|
| You must provide detailed complete information for each affirmative response within the Criminal Offense section in this Legal Disclosure Supplement. | Click Next to proceed to the next page. |
| Click Add to enter a new record to display the fields above. | If you click the “add” button in error: |
| Enter information for all required fields. | Click Remove. |
| Click Add to enter additional record(s). | Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page. |
| Click Next to proceed to the next page. | |

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

11. Professional Sanction

The screenshot shows the Florida Department of Education Versa system interface. The header includes the logo and text 'FLORIDA DEPARTMENT OF EDUCATION fldoe.org'. Below the header, it says '5 Year Renewable Professional License' and 'Logged in as'. There are links for 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is titled 'Addition of Endorsement via District Application - Professional Sanction'. It features a sidebar with navigation options: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), Application Questions, Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction (selected), US Citizenship, Race & Ethnicity, District Affiliation, Attachments, and Summary (pre-fees). The main form area has a sub-header 'Add Another Record - Professional Sanctions' with an 'Add' button. Below this is a section titled 'Professional Sanctions' containing a list of fields: State (dropdown), Date of Allegation (calendar icon), License/Certificate (calendar icon), Issuing Agency (text input), and Disposition (Outcome) (text area). A 'Remove' button is located below the Disposition field. At the bottom right of the form area are buttons for 'Previous', 'Next', and 'Cancel'.

Carefully review instructions on the Legal Disclosure screen (see page 8).

| If you answered YES to any question in the Professional Sanction section of the Legal Disclosure on the application form: | If you answered NO to any question relating to Professional Sanction records: |
|---|--|
| You must provide detailed complete information for each affirmative response within the Professional Sanction section in this Legal Disclosure Supplement. | Click Next to proceed to the next page. |
| Click Add to enter a new record to display the fields above. | If you click the “add” button in error: |
| Enter information for all required fields. | Click Remove. |
| Click Add to enter additional record(s). | Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page. |
| Click Next to proceed to the next page. | |

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

12. U.S. Citizenship

The screenshot shows the Florida Department of Education Versa application interface. The header includes the Florida Department of Education logo and the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". Below the header, it displays "5 Year Renewable Professional License" and "Logged in as". Navigation links for "Update Profile", "Logoff", and "Contact Us" are visible. A sidebar on the left lists various application sections, with "US Citizenship" selected. The main content area is titled "Addition of Endorsement via District Application - US Citizenship" and contains a form with the following elements:

- Add Another Record - US Citizenship** (with an "Add" button)
- US Citizenship** section header
- Text: "Please indicate if you are a citizen of the United States."
- Question: "Are you a U.S. Citizen?" with radio buttons for "Yes" and "No" (the "No" option is selected).
- Text: "An applicant who is not a United States citizen may apply for the Statement of Status of Eligibility. However, appropriate immigration status must be established through the United States Citizenship and Immigration Services (USCIS) prior to employment."
- Text: "Work Authorized:" with radio buttons for "Yes" and "No".
- Navigation buttons: "Previous", "Next", and "Cancel".

Indicate if you are a citizen of the United States. Select Yes or No.

If you are not a citizen of the United States, select Yes or No if you are authorized to work in the United States.

Click Next to proceed to the next page.

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

13. Race and Ethnicity- OPTIONAL

The screenshot shows the Florida Department of Education's Versa application interface. At the top left is the logo for the Florida Department of Education (fldoe.org). Below the logo, it says "5 Year Renewable Professional License" followed by a redacted name. On the top right, it says "Logged in as" followed by a redacted name and links for "Update Profile", "Logoff", and "Contact Us".

The main content area is titled "Addition of Endorsement via District Application - Race & Ethnicity". On the left side, there is a vertical navigation menu with the following items: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), Application Questions, Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship, **Race & Ethnicity** (highlighted), District Affiliation, Attachments, and Summary (pre-fees).

The "Race and Ethnicity" section contains the following text and questions:

Race and Ethnicity

What is your race/ethnicity? This section is optional.

Are you Hispanic or Latino? (choose only one) Yes No

Optional, mark all that apply

Are you American Indian or Alaskan Native? Yes No

Are you Asian? Yes No

Are you black or African American? Yes No

Are you Native Hawaiian or Pacific Islander? Yes No

Are you white or Caucasian? Yes No

At the bottom right of the form, there are three buttons: "Previous", "Next", and "Cancel".

Respond Yes or No to the race and ethnicity questions.

Click Next to proceed to the next page.

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

14. District Affiliation

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

5 Year Renewable Professional License [REDACTED] Logged in as [REDACTED]

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction
Function Suitability
Name and Personal Details
Contact Information
Subject(s)
Application Questions
Legal Disclosure
Affidavit
Sealed & Expunged
Criminal Offense
Professional Sanction
US Citizenship
Race & Ethnicity
District Affiliation
Attachments
Summary (pre-fees)

Addition of Endorsement via District Application - District Affiliation

If you are affiliated or employed with a district, please complete the following section. If you do not know the district number, you may click [here](#) to see a list of all districts and their number in parentheses.
 **Note: For Districts 1-9 you may only use a single digit number when entering your District Relation, if you enter a zero before the number the software will not allow you to proceed.

If you are not employed by a district, please use 100.
 Press "Add" to add a related license.
 Press "Delete" to delete a related license.
 Press "Previous" to return to the previous section.
 Press "Next" when finished adding/changing the related licenses.
 Press "Cancel" to cancel this application and return to the main menu.

District Affiliation

Relation Name: **District Affiliation** (Required: Y)
 Your Role: **Individual**
 Other Party Role: **District** [Delete Relation](#)
DADE
District - 13
Registered

[Previous](#) [Next](#) [Add](#) [Cancel](#)

IMPORTANT: PLEASE READ CAREFULLY. You may not have two affiliations or no affiliation. Please do not select 100 even though it appears as an option on this page.

| If you work for a Florida School District (including charter schools): | If you are employed by a private school or if you are not employed by a Florida school district: |
|---|---|
| <p>This screen displays the name and number of your employing school district. You will pay your district for your addition.</p> <ol style="list-style-type: none"> If it is correct, click Next to proceed to the next page. <p>OR</p> <ol style="list-style-type: none"> If an incorrect affiliation displays, click on the Delete Relation link. <p>On the next screen, enter your district number and click Add. For districts, single digits districts (1-9) do not enter a leading zero (0).</p> <p>If you do not know your district number, click on the link on the page.</p> <p>You affiliation now displays as your current district.</p> <p>Click Next to proceed to the next page.</p> | <p>You cannot submit this application.</p> <p>Please click cancel and return to the Quickstart Menu. Please select Add Subject to Professional or Add Subject to Temporary. These applications will be routed to BEC, not to a school district, for processing.</p> |

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

15. Attachments (OPTIONAL)

The screenshot shows the Florida Department of Education's Versa application interface. At the top, the logo for the Florida Department of Education is displayed, along with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". Below the logo, the user's license information is shown: "5 Year Renewable Professional License" followed by a redacted area. To the right, it says "Logged in as" followed by another redacted area. Navigation links for "Update Profile", "Logoff", and "Contact Us" are visible in the top right corner.

The main content area is titled "Addition of Endorsement via District Application - Attachments". On the left, there is a vertical menu with various application sections: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), Application Questions, Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity, District Affiliation, Attachments, and Summary (pre-fees). The "Attachments" section is currently selected.

The main content area contains the following text:

Application Attachments
If you hold a valid standard certificate issued by a state other than Florida, a National Board for Professional Teaching Standards (NBPTS) certificate or an American Board for Certification of Teacher Excellence (ABCTE) certificate, please attach a copy for review.

If you would like to add any of the following documents to your certification file, you may attach a copy: college teaching experience verification letter, Guidance and Counseling practicum verification letter, CPR card, medical or military extension request letters, DD214 form, or DS2019 form.
Each document should be submitted as a separate attachment and clearly labeled as to its contents.

Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this application and return to the main menu.

Below the text, there are two input fields: "File Name:" with a "Browse..." button, and "Notes:" with a text input box.

At the bottom right of the main content area, there are four buttons: "Attach", "Previous", "Next", and "Cancel".

Please upload documents concerning your Addition of an Endorsement via District application in this section.

Clearly label the type of document in the notes section. Please do not enter notes for staff to read.

Do not attach official transcripts.

Click Next to proceed to the next page.

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

16. Summary (pre-fees)

The screenshot shows the 'Summary (pre-fees)' page for an endorsement application. The page header includes the Florida Department of Education logo and the text '5 Year Renewable Professional License' and 'Logged in as'. A navigation menu on the left lists various application sections, with 'Summary (pre-fees)' selected. The main content area is titled 'Addition of Endorsement via District Application - Application Summary' and contains three sections: 'Application Details', 'Application Questions', and 'Personal Details'. Each section has an 'Edit' button. The 'Application Questions' section lists several questions with 'Yes' or 'No' answers. The 'Personal Details' section shows fields for Full Name, Social Security Number, Birthdate, and Gender. The 'General Addresses' section shows the main address: 123 TEST Dr, MIAMI, Florida, MIAMI-DADE, 33018, US.

| Section | Field | Value | Action |
|-----------------------|--|--|--------|
| Application Details | License Type | 5 Year Renewable Professional | |
| | Application Date | 03/28/2018 | |
| Application Questions | Are you applying for Athletic Coaching Endorsement? | No | Edit |
| | Are you applying for English for Speakers of Other Languages (ESOL) Endorsement? | No | |
| | Are you applying for Reading Endorsement? | No | |
| | Are you applying for Drivers Education Endorsement? | Yes | |
| | Are you applying for Gifted Endorsement? | No | |
| | Are you applying for Autism Spectrum Disorders Endorsement? | No | |
| Personal Details | Full Name | [Redacted] | Edit |
| | Social Security Number | ***** | |
| | Birthdate | [Redacted] | |
| | Gender | Female | |
| General Addresses | Main Address | 123 TEST Dr MIAMI, Florida MIAMI-DADE 33018 US | Edit |

Review your entries on the page.

Click edit if you need to make changes to any section prior to submitting your application.

Once you verify that all the information you entered is correct, click Submit at the bottom of the page. You will not be able to return to make changes to your application once it has been submitted.

Please do not submit duplicate copies of the same application type. It may delay processing times.

You will be able to print a PDF summary of your application on the final screen (see page 19).

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

17. Addition of Subject via District Application- Attestation

The screenshot shows the Florida Department of Education (fldoe.org) interface. The user is logged in as a 5 Year Renewable Professional License holder. The page title is "Addition of Endorsement via District Application - Attestation". The navigation menu on the left includes: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), Application Questions, Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity, District Affiliation, Attachments, and Summary (pre-fees). The main content area contains the following text:

Addition of Endorsement via District Application - Attestation

Press "Previous" to return to the previous section.

Press "Submit" to continue.

Press "Cancel" to cancel this application and return to the main menu.

WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATORS CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATOR PRACTICES COMMISSION.

I have reviewed this application and affirm that all of the information which I have provided in this application is true, accurate, and complete.

Buttons: Previous, Submit, Cancel

Click the checkbox to affirm that all of the information that you have provided in this application is true, accurate, and complete.

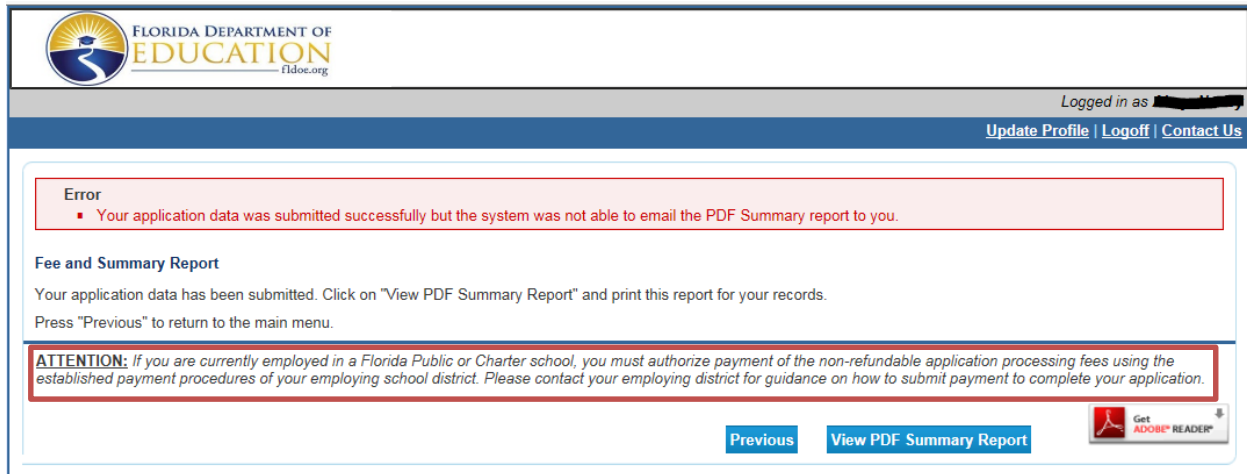
Warning: Giving false information in order to obtain or renew a Florida Educator's Certificate is a criminal offense under Florida law. Anyone giving false information on this affidavit is subject to criminal prosecution, as well as disciplinary action by the Educator Practices Commission.

Click Submit to proceed to the final page.

Versa - District Addition of Endorsement Application

(License Type: 6001; Transaction: 4011)

18. Fee and Summary Report



The screenshot shows the Florida Department of Education (fldoe.org) interface. At the top left is the logo. On the right, it says "Logged in as [redacted]" and "Update Profile | Logoff | Contact Us". A red-bordered error box contains the text: "Error" followed by a bullet point: "Your application data was submitted successfully but the system was not able to email the PDF Summary report to you." Below this is the "Fee and Summary Report" section, which states: "Your application data has been submitted. Click on 'View PDF Summary Report' and print this report for your records. Press 'Previous' to return to the main menu." A red-bordered attention box contains the text: "ATTENTION: If you are currently employed in a Florida Public or Charter school, you must authorize payment of the non-refundable application processing fees using the established payment procedures of your employing school district. Please contact your employing district for guidance on how to submit payment to complete your application." At the bottom right, there are two buttons: "Previous" and "View PDF Summary Report", along with a "Get ADOBE READER" icon.

At this time you may print your PDF Summary Report.

Please note: the error message at the top simply means that an email copy of the PDF Summary was not sent via email. The application was submitted successfully. Do not submit a duplicate copy of your application. It may delay processing times.

You may also view your PDF Summary from the documents section of your Quick Start Menu.

Refer to your employing school district for more information about their payment procedures.

You will pay \$75.00 fee per endorsement requested for addition.