



# The Nassau County School District

1201 Atlantic Avenue  
Fernandina Beach, Florida 32034

Kathy K. Burns, Ed.D.  
Superintendent of Schools

(904) 491-9900  
Fax (904) 277-9042  
info@nassau.k12.fl.us

## PAYROLL DEDUCTION AUTHORIZATION FORM FOR CERTIFICATE RENEWALS & ADDITIONS

### INTENDED USE

- Renewal of your Florida Educator Certificate.
- Addition of an endorsement to your Florida Educator Certificate.
- Addition of a content area to your Florida Educator Certificate, except for the areas listed under exclusions.

This form must be completed and submitted to the Human Resources Department to authorize a one (1) time payroll deduction to satisfy the fee as outlined below in the Fee Schedule. This form must accompany the completed Educator Certification Notice Form for Additions or the Educator Certification Notice Form for Renewals.

### EXCLUSIONS

- Upgrade applications (temporary to professional) must be processed by the Florida Department of Education, including the payment of any applicable fees.
- Addition applications for the following content areas must be processed by the Florida Department of Education, including the payment of any applicable fees: Educational Leadership, School Counselor, Reading (K-12)\*, School Psychologist, School Social Worker or Speech Language Impaired.  
*\*Reading (K-12) is not the same as the Reading Endorsement, which should be processed through the Human Resources Department.*
- Athletic Coaching Certificates must be processed by the Florida Department of Education, including the payment of any applicable fees.

### FEE SCHEDULE *(Please check one)*

- \_\_\_\_\_ \$75 Renewal Fee  
 \_\_\_\_\_ \$75 Addition Fee  
 \_\_\_\_\_ \$105 Late Renewal Fee *(received after June 30<sup>th</sup>)*

### AUTHORIZATION

I hereby authorize the School Board of Nassau County to deduct the appropriate amount from my pay for the application fee to renew or add a subject/endorsement to my Florida Educator Certificate.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
NCSB ID Number

\_\_\_\_\_  
School / Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Implemented 4/07/2021

***Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.***

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices.