

## HELP GUIDE TO ADD A SUBJECT AREA TO YOUR EXISTING CERTIFICATE

### Steps Required to Add a Subject Area/Endorsement

	If you are adding the Autism, ESOL, Gifted or Reading Endorsement to a <b>Temporary or Professional Certificate</b> and completed the district's in-service to meet the requirements; or if you hold a <b>Professional Certificate</b> and passed the subject area exam in Reading K-12 and are adding the Reading endorsement, follow the steps below:	If you are adding a Subject Area to a <b>Professional Certificate</b> and passed the Florida Subject Area Exam, follow the steps below: (Note: cannot use to add master's level areas to include Reading, Speech-Language, Guidance, School Psychologist, School Social Worker, Ed Leadership, School Principal, Administration Adult Education and Local Director CTE)	If you are (1) Adding a Subject Area to a <b>Temporary Certificate</b> and passed the Florida Subject Area Exam (includes adding Reading Endorsement by passing exam; (2) Adding a Subject Area to a Professional Certificate for a master's level area; (3) Adding a Subject Area to a Temporary or Professional Using College Coursework follow the steps below:
Step 1:	Apply online to the FLDOE* and complete <b>District Add Endorsement</b> <a href="https://flcertify.fldoe.org/datamart/mainMenu.do">https://flcertify.fldoe.org/datamart/mainMenu.do</a>	Apply online to the FLDOE* and complete <b>District Add Subject</b> <a href="http://www.fldoe.org/teaching/certification/online-application-status-lookup-site.stml">http://www.fldoe.org/teaching/certification/online-application-status-lookup-site.stml</a>	Apply online to the FLDOE* and complete <b>Addition of Subject to Temporary/ Professional Educator Certificate Application</b> at <a href="https://flcertify.fldoe.org/datamart/mainMenu.do">https://flcertify.fldoe.org/datamart/mainMenu.do</a>
Step 2:	Pay the fee for your subject addition via the <b>district's website</b> at <a href="https://osp.osmsinc.com/browardfl/">https://osp.osmsinc.com/browardfl/</a> . Select "Departments" from the menu at the top, then select "Certification Applications".	Pay the fee for your subject addition via the <b>district's website</b> at <a href="https://osp.osmsinc.com/browardfl/">https://osp.osmsinc.com/browardfl/</a> . Select "Departments" from the menu at the top, then select "Certification Applications".	Submit payment directly to the State and send official transcripts, if applicable.
Step 3:	Email the payment confirmation page with your personnel number written on it to the Talent Acquisition & Operations (Instructional) Department at <a href="mailto:certificationrequests@browardschools.com">certificationrequests@browardschools.com</a> .  <b>If you do not provide payment confirmation to us, we will not know that you have applied to the State.</b>  <b>Your payment confirmation will alert us that you have an application that needs to be processed.</b>	Email the payment confirmation page with your personnel number written on it to the Talent Acquisition & Operations (Instructional) Department at <a href="mailto:certificationrequests@browardschools.com">certificationrequests@browardschools.com</a> . Do NOT attach a copy of your score report.  <b>If you do not provide payment confirmation to us, we will not know that you have submitted an application to the State. Your payment confirmation will alert us that you have an application that needs to be processed.</b>	<b>NEW: if you have a MA degree or higher in a bachelor's level area of certification and want to add the area to your certificate, you can now do so without passing the Subject Area Exam. Example: certified in Math and earned MA degree in elementary, may apply to add area without passing exam.</b>  <hr/> <b>NOTE:</b> * The district affiliation code for Broward is 6. On the application home page, you will log into your account. If you have forgotten you log in information, click the links for "Forgot User ID?" or "Forgot Password?" to locate your account. <b>Creating multiple accounts will cause delays in application processing.</b> If you experience technical difficulties, email <a href="mailto:FLCertify@fldoe.org">FLCertify@fldoe.org</a> for assistance.

Note: Renewing a certificate and adding a subject area to a certificate are two separate processes, each requiring a different application and fee.