

Versa - District Addition of Subject Application

(License Type: 6001; Transaction: 4012)

Addition of Subject Via District Application

The screenshot shows the Florida Department of Education Versa system interface. At the top, there is a logo for the Florida Department of Education and a user login status. Below the logo, there is a 'Quick Start Menu' with a 'License Information' box showing '5 Year Renewable Professional'. The main content area has a 'Start a New Application' section with a dropdown menu for 'Choose Application'. A red box highlights 'Addition of Subject via District Application' in the dropdown menu, with a red box and the number '2.' next to it. Another red box and the number '3.' highlight a 'Select' button to the right of the dropdown. A red box and the number '1.' highlight 'Manage your license information' in the 'It is time to Renew!' section.

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 a Subject to a Professional Certificate based on obtaining an appropriate passing score on the corresponding Florida Subject Area Exam. This application cannot be used for the following subjects:

CODE	SUBJECT	CODE	SUBJECT
• 1005/6	• WORLD LANGUAGE - CHINESE	• 1080/1	• WORLD LANGUAGE - ARABIC
• 1020/6	• WORLD LANGUAGE - GREEK	• 1007/6	• DANCE
• 1024/6	• WORLD LANGUAGE - HEBREW	• 1046/6	• READING
• 1027/6	• WORLD LANGUAGE - ITALIAN	• 1057/6	• SPEECH LANGUAGE IMPAIRED
• 1028/6	• WORLD LANGUAGE - JAPANESE	• 1021/D	• GUIDANCE AND COUNSELING
• 1040/6	• WORLD LANGUAGE - PORTUGUESE	• 1050/D	• SCHOOL PSYCHOLOGIST
• 1047/6	• WORLD LANGUAGE - RUSSIAN	• 1051/D	• SCHOOL SOCIAL WORKER
• 1081/1	• WORLD LANGUAGE - FARSI	• 1011/F	• EDUCATIONAL LEADERSHIP
• 1082/1	• WORLD LANGUAGE - HAITIAN CREOLE	• 1049/F	• SCHOOL PRINCIPAL
• 1083/1	• WORLD LANGUAGE - HINDI	• 1000/2	• ADMINISTRATION OF ADULT EDUCATION
• 1084/1	• WORLD LANGUAGE - TURKISH	• 1071/7	• LOCAL DIRECTOR OF CAREER AND TECHNICAL EDUCATION

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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 fldoe.org'. Below the logo, it says '5 Year Renewable Professional License #831700'. On the top right, it says 'Logged in as [redacted]' with links for 'Update Profile', 'Logout', and 'Contact Us'. The main content area is titled 'Addition of Subject via District Application - Introduction'. It features a left-hand navigation menu with buttons for 'Introduction', 'Function Suitability', 'Name and Personal Details', 'Contact Information', 'Subject(s)', 'Legal Disclosure', 'Affidavit', 'Sealed & Expunged', 'Criminal Offense', 'Professional Sanction', 'US Citizenship', 'Race & Ethnicity', 'District Affiliation', 'Attachments', and 'Summary (pre-fees)'. The 'Introduction' section contains the following text: 'Welcome to the Florida On-line Application for Teacher Certification! This application is for those individuals who are employed in a Florida public or charter school who are applying to add a subject(s) to their currently valid Professional Certificate using an appropriate passing score on a Florida subject area exam. Please complete the application by entering your information and following the "Next" buttons through each of the application sections. • Complete the Legal Disclosure Affidavit section and verify that the information is correct. • Submit additional documentation as directed in the "File Attachments" section, including any other educator certificates. Your application cannot be evaluated until it is complete. You must authorize payment of 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. 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 is subject to criminal prosecution as well as disciplinary action by the Education Practices Commission. For certification questions or questions regarding the processing of your application, please contact the Florida Department of Education by clicking this link. Press "Next" to continue. Press "Cancel" to cancel this application and return to the main menu. At the bottom right of the main content area 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.

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2. Function Suitability Questions

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Logged in as [redacted]

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

Function Suitability

Introduction
Addition of Subject 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".

Name and Personal Details
Press "Previous" to return to the previous section.

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

Question	Answer
Are you applying to add a subject to your Professional Certificate using an official American Council on the Teaching of Foreign Languages (ACTFL) proficiency exam or an official Defense Language Proficiency Test (DLPT)?	<input type="radio"/> Yes <input type="radio"/> No
Are you applying to add a subject to your Professional Certificate that requires a specific major or graduate degree?	<input type="radio"/> Yes <input type="radio"/> No

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

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


Question	Response	
	Yes	No
Are you applying to add a subject to your Professional Certificate using an official American Council on the Teaching of Foreign Languages (ACTFL) proficiency exam or an official Defense Language Proficiency Test (DLPT)?	If you are planning to use the ACTFL or DLPT exams to add a subject 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"> <input type="radio"/> an Addition of a Subject to Educator Professional Certificate OR <ul style="list-style-type: none"> <input type="radio"/> Addition of a Subject to Educator Temporary Certificate. 	Answer "no" if you are not planning to use either of those exams to add the subject to your Professional certificate.
Are you applying to add a subject to your Professional Certificate that requires a specific major or graduate degree?	If you are planning to add a subject that requires a specific major/graduate degree 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"> <input type="radio"/> an Addition of a Subject to Educator Professional Certificate OR <ul style="list-style-type: none"> <input type="radio"/> Addition of a Subject to Educator Temporary Certificate. 	Answer "no" if you are not applying to add a subject that requires a specific major or graduate degree.

Click Next to proceed to the next page.

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3. Name and Personal Details



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fldoe.org

Logged in as [redacted]

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

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Addition of Subject via District Application - Name and Personal Details

- 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.

Title:	<input type="text"/>
First Name:	[redacted]
Middle Name:	[redacted]
Last Name:	[redacted]
Suffix:	<input type="text"/>
Social Security Number:	*****
Birthdate:	[redacted] (mm/dd/yyyy)
Gender:	<input type="text" value="Female"/>

[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.

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4. Contact Information



FLORIDA DEPARTMENT OF
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Logged in as [redacted]

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Addition of Subject via District Application - Contact Information

The following address types are mandatory. Please add these in order to continue.

- 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)
- Country: If your address is outside the U.S, please choose the country from the drop-down list.

Press "Add" to add an optional address.

Answer the questions 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.

Main Address

- Address:
- Address Line 2:
- Address Line 3:
- Zip Code:
- City:
- State:
- County:
- Country:
- Phone Number: (999) 999-9999
- Extension:
- E-mail:

Add Another Contact

Contact Type:

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.

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5. Subject(s)

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Logged in as [Name], [Email]

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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

Add

Previous Next Cancel

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

IMPORTANT: PLEASE READ CAREFULLY

- Select the Subject Type from the top drop down menu and then choose the subject 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

Add


Previous Next Cancel

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

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6. Legal Disclosure



FLORIDA DEPARTMENT OF
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[Update Profile](#) | [Logoff](#) | [Contact Us](#)

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- Name and Personal Details
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- Affidavit
- Sealed & Expunged
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Addition of Subject 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.

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7. Legal Disclosure Affidavit and Application Affidavits



Logged in as [redacted]

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Addition of Subject 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.

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8. Sealed and Expunged

The screenshot shows the Florida Department of Education Versa system interface. At the top left is the Florida Department of Education logo. The user is logged in as 'Admin, Admin'. The page title is 'Addition of Subject via District Application - Sealed & Expunged'. On the left is a navigation menu with options: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), Legal Disclosure, Affidavit, Sealed & Expunged (selected), Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity, District Affiliation, Attachments, and Summary (pre-fees). The main content area is titled 'Add Another Record - Sealed & Expunged' with an 'Add' button. Below this is a 'Sealed & Expunged' section with the following fields:

- City Where Arrested: [Text Input]
- State: [Dropdown Menu]
- Date of Arrest: [Text Input] (mm/dd/yyyy)
- Charge: [Text Input]
- Plea: [Text Input]
- Disposition (Outcome): [Text Area]

 A 'Remove' button is located below the Disposition field. At the bottom right of the form are 'Previous', 'Next', and 'Cancel' buttons.

Carefully review instructions on the Legal Disclosure screen (see page 7).

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:				
<p>You must provide detailed complete information for each affirmative response within the Sealed and Expunged section in this Legal Disclosure Supplement.</p> <p>Click Add to enter a new record to display the fields above.</p> <p>Enter information for all required fields.</p> <p>Click Add to enter additional record(s).</p> <p>Click Next to proceed to the next page.</p>	<p>Click Next to proceed to the next page.</p> <tr> <td colspan="2" data-bbox="815 1255 1421 1297">If you click the "add" button in error:</td> </tr> <tr> <td colspan="2" data-bbox="815 1306 1421 1589"> <p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p> </td> </tr>	If you click the "add" button in error:		<p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p>	
If you click the "add" button in error:					
<p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p>					

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9. Criminal Offense

The screenshot shows the Florida Department of Education's Versa system interface. The top navigation bar includes the logo and the text 'FLORIDA DEPARTMENT OF EDUCATION' with 'fldoe.org' below it. On the right, it says 'Logged in as [redacted]' and provides links for 'Update Profile | Logoff | Contact Us'. The main content area is titled 'Addition of Subject via District Application - Criminal Offense'. On the left is a sidebar menu with options like 'Introduction', 'Function Suitability', 'Name and Personal Details', 'Contact Information', 'Subject(s)', 'Legal Disclosure', 'Affidavit', 'Sealed & Expunged', '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 - Criminal Offense' with an 'Add' button. Below this is a 'Criminal Offense' section with the following fields:

- City Where Arrested: [text input]
- State: [dropdown menu]
- Date of Arrest: [text input]
- Charge: [text input]
- Plea: [text input]
- Disposition (Outcome): [text area]

 A 'Remove' button is located below the Disposition field. At the bottom right of the form are 'Previous', 'Next', and 'Cancel' buttons.

Carefully review instructions on the Legal Disclosure screen (see page 7).

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.	

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10. Professional Sanction

Carefully review instructions on the Legal Disclosure screen (see pages 7).

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:		
<p>You must provide detailed complete information for each affirmative response within the Professional Sanction section in this Legal Disclosure Supplement.</p> <p>Click Add to enter a new record to display the fields above.</p> <p>Enter information for all required fields.</p> <p>Click Add to enter additional record(s).</p> <p>Click Next to proceed to the next page.</p>	<p>Click Next to proceed to the next page.</p> <tr> <th data-bbox="815 1255 1422 1308">If you click the “add” button in error:</th> <td data-bbox="815 1316 1422 1518"> <p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p> </td> </tr>	If you click the “add” button in error:	<p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p>
If you click the “add” button in error:	<p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p>		

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11. U.S. Citizenship

The screenshot shows the Florida Department of Education Versa application interface. At the top left is the logo for the Florida Department of Education (fldoe.org). The user is logged in as 'Bobby Brown'. Navigation links include 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is titled 'Addition of Subject via District Application - US Citizenship'. It features a sidebar with navigation options: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship (selected), Race & Ethnicity, District Affiliation, Attachments, and Summary (pre-fees). The main content area includes a section for 'Add Another Record - US Citizenship' with an 'Add' button. Below this is a 'US Citizenship' section with the instruction: 'Please indicate if you are a citizen of the United States.' A required question asks 'Are you a U.S. Citizen?' with radio buttons for 'Yes' and 'No', where 'No' is selected. A note states: '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.' Another question asks 'Work Authorized:' with radio buttons for 'Yes' and 'No'. At the bottom right of the form are buttons for '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.

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12. 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). The top right corner indicates the user is logged in as 'New Nancy' with links for 'Update Profile', 'Logoff', and 'Contact Us'. A left-hand navigation menu lists various application steps: Introduction, Function Suitability (highlighted in red), Name and Personal Details, Contact Information (highlighted in red), Subject(s), Legal Disclosure (highlighted in red), Affidavit (highlighted in red), Sealed & Expunged, Criminal Offense, Professional Sanction (highlighted in red), US Citizenship, Race & Ethnicity (highlighted in blue), District Affiliation, Attachments, and Summary (pre-fees). The main content area is titled 'Addition of Subject via District Application - Race & Ethnicity'. It contains a section for 'Race and Ethnicity' with the instruction: 'What is your race/ethnicity? This section is optional.' Below this are five questions, each with 'Yes' and 'No' radio button options: 'Are you Hispanic or Latino? (choose only one)', 'Are you American Indian or Alaskan Native?', 'Are you Asian?', 'Are you black or African American?', and 'Are you Native Hawaiian or Pacific Islander?'. A final question asks 'Are you white or Caucasian?'. At the bottom right of the form area 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.

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13. District Affiliation


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. 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>Your 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 Subject Application

(License Type: 6001; Transaction: 4012)

14. Attachments (OPTIONAL)



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Logged in as [redacted]

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

Introduction	Addition of Subject via District Application - Attachments
Function Suitability	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.
Name and Personal Details	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.
Contact Information	Each document should be submitted as a separate attachment and clearly labeled as to its contents.
Subject(s)	Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.
Legal Disclosure	Press "Next" when there are no more files to attach.
Affidavit	Press "Previous" to return to the previous screen.
Sealed & Expunged	Press "Cancel" to cancel this application and return to the main menu.
Criminal Offense	
Professional Sanction	File Name: <input type="text"/> <input type="button" value="Browse..."/>
US Citizenship	Notes: <input type="text"/>
Race & Ethnicity	
District Affiliation	
Attachments	<input type="button" value="Attach"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>
Summary (pre-fees)	

Please upload documents concerning your Addition of a Subject 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.

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(License Type: 6001; Transaction: 4012)

15. Summary (pre-fees)

The screenshot shows the 'Summary (pre-fees)' page for adding a subject via district application. The page header includes the Florida Department of Education logo and the text 'FLORIDA DEPARTMENT OF EDUCATION fl DOE.org'. A navigation bar at the top right shows 'Logged in as [redacted]' and links for 'Update Profile | Logoff | Contact Us'. A left sidebar contains a menu with options: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), 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 Subject via District Application - Application Summary' and contains instructions: 'Review the data and press "Submit" to submit this application.', 'Press "Previous" to return to the previous section.', and 'Press "Cancel" to cancel this application and return to the main menu.' Below these instructions are four summary boxes, each with an 'Edit' button: 1. 'Application Details' showing License Type: 5 Year Renewable Professional and Application Date: 03/28/2018. 2. 'Personal Details' showing Full Name: [redacted], Social Security Number: [redacted], Birthdate: [redacted], and Gender: Female. 3. 'General Addresses' showing Main Address: MIAMI, Florida, MIAMI-DADE, 33018, US, and Phone Number: [redacted]. 4. 'Legal Disclosure Response' with three questions, all answered 'No': 'Have you ever had any record sealed or expunged in which you were convicted of a criminal offense?', 'Have you ever had any record sealed or expunged in which you were found guilty of a criminal offense?', and 'Have you ever had any record sealed or expunged in which you had adjudication withheld on a criminal of offense?'.

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 18).

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(License Type: 6001; Transaction: 4012)

16. Addition of Subject via District Application- Attestation

The screenshot shows the Florida Department of Education (fldoe.org) interface. The page title is "Addition of Subject via District Application - Attestation". The left navigation menu includes: Introduction, Function Suitability, Name and Personal Details, Contact Information, Subject(s), 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: "Press 'Previous' to return to the previous section.", "Press 'Submit' to continue.", and "Press 'Cancel' to cancel this application and return to the main menu." Below this is a warning: "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." A checkbox is present with the text: "I have reviewed this application and affirm that all of the information which I have provided in this application is true, accurate, and complete." At the bottom right, there are three buttons: "Previous", "Submit", and "Cancel".

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

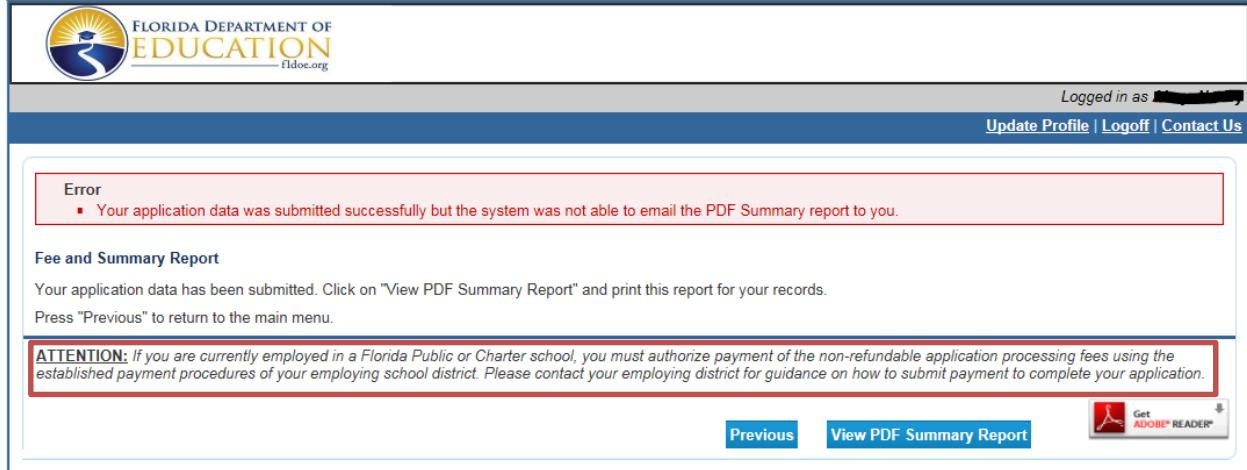
Warning: Giving false information in order to obtain or renew a Florida Educator's Certificate is a criminal offense under Florida law. Anyone giving false information on this affidavit is subject to criminal prosecution, as well as disciplinary action by the Educator Practices Commission.

Click Submit to proceed to the final page.

Versa - District Addition of Subject Application

(License Type: 6001; Transaction: 4012)

17. Fee and Summary Report



The screenshot shows the Florida Department of Education (fldoe.org) Versa application interface. At the top left is the Florida Department of Education logo. The top right shows the user is logged in as [redacted] with links for "Update Profile", "Logoff", and "Contact Us". A red-bordered error box contains the following 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 the error box 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 of the interface are two buttons: "Previous" and "View PDF Summary Report", along with an Adobe Reader logo.

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 subject requested for addition.