

## FL DOE Civics Seal of Excellence Endorsement Application process

### Endorsement code 1085-E

*Once you have completed all requirements to add the Endorsement and received the Certificate of Completion:*

- Log onto the Florida Department of Education’s (FL DOE) website using this link: [Apply \(fldoe.org\)](https://fldoe.org)
  - Watch the **Bureau of Educator Certification Training** Instruction video before beginning the application. [Certificate Additions \(fldoe.org\)](https://fldoe.org)
- Once you have arrived at the Quick Start Menu
  - Choose the **Add Endorsement** application.
  - Under **Subject Type** Choose Endorsement.
  - Then choose the specific endorsement under **Subject (code 1085-E)**
- **You are required to upload the Civics Seal of Excellence Certificate of Completion with this application!**
- **You are required to pay the \$75.00 fee to the FL DOE.**
- Once you receive an updated certificate with the Civics Seal of Excellence Endorsement added please email [Certification Department](mailto:Certification@fldoe.org) to update our records.

#### Helpful Hints:

\* You must use a personal email address not your school email address. Remember the FL DOE is now paperless and this email address will be used to communicate with you.

\*You must select “**receive emails**” in order to receive any documents including your certificate from the FL DOE.

\*You **MUST** complete the LEGAL DISCLOSURE WITH **ALL** INFORMATION, *including entering complete information if you answer YES to any question.* **Failure to provide detailed information, regardless of the date and type of infraction, will delay the processing of your certificate up to 6 months.** Do not contact the office of Certification, as we cannot assist with information.

\*You must SUBMIT the application and pay the required fee.

\*The FLDOE will send an email to you when the certificate has been updated so that you can view and print.

\*If you have difficulty with this online process please contact the FL DOE directly online:

Application technical support: [FLCertify@fldoe.org](mailto:FLCertify@fldoe.org)

General certification questions: 1-800-445-6739 or [Education.Certification@fldoe.org](mailto:Education.Certification@fldoe.org)