

Autism Spectrum Disorders Endorsement code 1078-E.

FDOE process for updating your certificate.

- 1) Complete the three required in-services for adding the endorsement AND make sure they appear on your Frontline transcript.
- 2) Complete the FDOE Online ADD **Subject** to Educator Professional Certificate.
 - a. Here is the link: [Apply \(fldoe.org\)](https://fldoe.org)
 - b. Under Add Subject(s) on your FDOE application choose 1078/E- Autism Spectrum Disorders Endorsement.
 - c. You will be required to pay the \$75.00 fee directly to the FDOE.
- 3) Email [Certification Department](#) and state “please continue the ASD endorsement add on”.
- 4) The FDOE will send you an updated certificate within 60 business days to the email address you have on file with them.
 - a. When the updated certificate is received please email [Sharon Doran](#) with the certificate which will allow your Employment Specialist 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

General certification questions: 1-800-445-6739 or Education.Certification@fldoe.org