

FL DOE Literacy Coach Endorsement Application process

Endorsement code 1086-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 1086-E)**
- **You are required to upload the FDOE “Completion Letter “or “Verification of Participation” from the UF Lastinger Center with this application!**
- **You are required to pay the \$75.00 fee to the FL DOE.**
- Once you receive an updated certificate with the Literacy Coach 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

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