

# CERTIFICATE ADDITIONS

## To a Professional Certificate

1. [Create or log in to your VERSA](#) User Account (District Affiliation is 41-Manatee).
2. Apply for your addition with the FLDOE via [Online Licensing Service](#).
3. Watch this [Instructional Video](#) on how to apply for your addition if needed.
4. Pay the processing fee to School District of Manatee County [here](#).  
\*If you do not have a REVTRAK account click [Create Account](#) below the sign in boxes on the login page\*

## To a Temporary Certificate

1. [Create or log in to your VERSA](#) User Account (District Affiliation is 41-Manatee).
2. Apply for your addition with the FLDOE via [Online Licensing Service](#).
3. Watch this [Instructional Video](#) on how to apply for your addition if needed.
4. If the addition is through in-service, you will pay the processing fee to School District of Manatee County [here](#).  
\*If you do not have a REVTRAK account click [Create Account](#) below the sign in boxes on the login page\*
5. If using a subject area exam or college credit to add an endorsement or subject, you will pay the processing fee to FLDOE.