

Steps to Apply for Re-issuance of Five Year Athletic Coaching Certificate

1. Sign in or establish your online account with FLDOE.
 - If you already have an online account with FLDOE, sign into your online account at the following link: <https://flcertify.fldoe.org/datamart/mainMenu.do>
 - If you already have an online account with FLDOE, but forgot your password and/or user ID, you will select "Forgot Password and/or Forgot user ID" at the following link: <https://flcertify.fldoe.org/datamart/mainMenu.do>

****IMPORTANT: If you already have an online account with FLDOE and attempt to establish a new online user account, this will result in the creation of multiple accounts. This will require you to contact the FLDOE directly at flcertify@fldoe.org to have the duplicate accounts merged.****

2. Once signed into your online account with FLDOE, from the Quick Start Menu, you will choose *Extension to 5 Year Athletic Coaching Certificate*. Click "Select" next to the drop-down menu.

3.

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IMPORTANT: If you are requesting a name change at the time of re-issuance, you must upload acceptable scanned documentation. Acceptable documentation includes: Social Security Card, Driver's License, Marriage License or Divorce Decree

4. You will be requested to authorize payment for your application using your credit/debit card.
5. Once the Five-Year Athletic Coaching Certificate is issued, a copy **MUST** be provided to the DCPS Certification Office via email at DCPSCertificationOffice@duvalschools.org so the personnel