

Current Employee Educator Certification Fee Instructions

After your requirements are complete and you have applied at www.fldoe.org/edcert to renew or add a subject to your FL educator certificate, please go to <https://mcsd.revtrak.net/>.

Select "Create New Account".

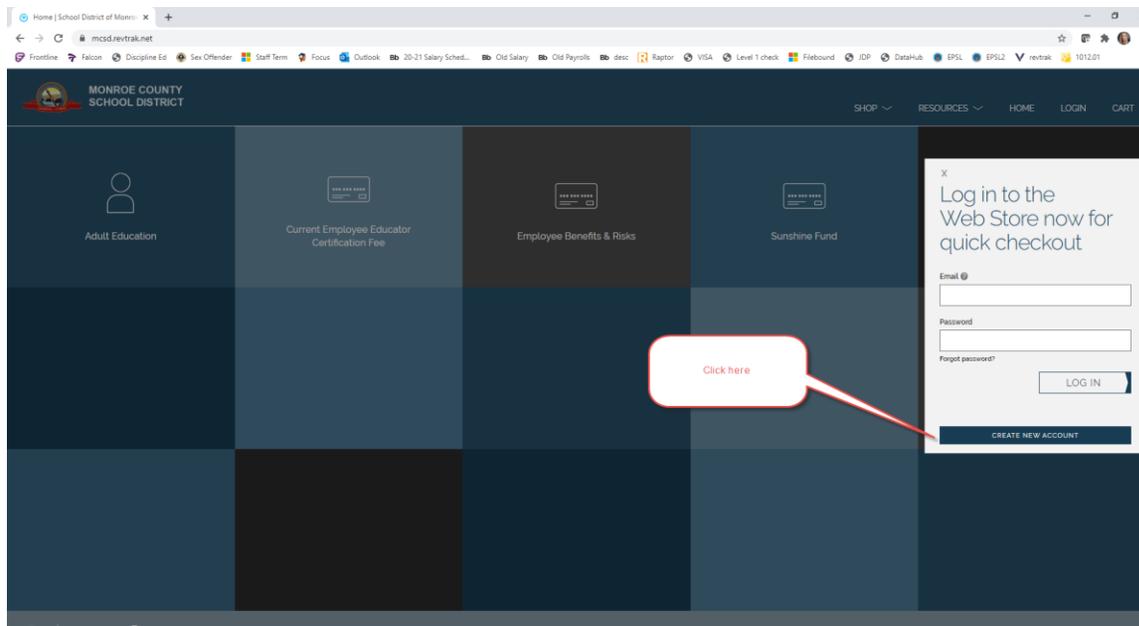
Select "Current Employee Educator Certification Fee".

Your Employee ID Number is located on Focus **SIS**: Employee Self Service-> My Information

Select "Add Employee Information".

Select "Add to Cart".

Select "Use Credit/Debit"





First Name

Daniella

Last Name

DeLucia

Address

88500 Overseas Hwy

Address (cont.)

221

City

Tavernier

State

FL - Florida ▾

Country

United States

Zip Code

33070

Phone

(954) 218-2698

Email

daniella.delucia@keysschools.com

Password

.....

Confirm Password

.....

CANCEL

CREATE ACCOUNT

Create a new account



Adult Education



Current Employee Educator
Certification Fee



Employee Benefits & Risks



Sunshine Fund

Click here

Home

Current Employee Educator Certification Fee

- F FLDOE CERTIFICATION FEE
- L LATE FEE-APPROVED

Click here

Home

Current Employee Educator Certification Fee

F FLDOE CERTIFICATION FEE

L LATE FEE-APPROVED

FLDOE CERTIFICATION FEE [sku FLDOE Certification]

\$75

FLDOE certificaion fee for MCSD processing of professional certificate renewal OR addition of subject to certificate.

Instructions:

1. Select "Renewal" or "Addition" in drop down.
2. Enter Name, Location in text box.
3. Enter Subject being added if applicable.
4. Enter date applied to www.FLDOE.org/edcert

Add New Employee Information

1 Employee Last Name

2 Employee ID Number

ADD EMPLOYEE INFORMATION 5

3 FLDOE Certification Fee
Select Here

Additional Subject & Date Applied to www.FLDOE.org/edcert

4

A service fee may be applied at checkout.



My Information ☆

-  Setup
-  Students
-  Users
-  Scheduling
-  Grades
-  Assessment
-  Attendance
-  Discipline
-  Forms
-  Billing
-  Eligibility
-  **Employee Self Service**
-  Florida Reports
-  Reports

Search...

- My Information** 2
- Employee Requests
- Leave History
- View Pay History
- Employee Tax Forms
- Employee Agreements



My Information ☆

DANIELLA DELUCIA
1111 - Employee Self Service ▼
SIS

DELUCIA, DANIELLA

23937

Employee ID Number

2020-2021 ▼
ERP

Home

Current Employee Educator Certification Fee

- F FLDOE CERTIFICATION FEE
- L LATE FEE-APPROVED

FLDOE CERTIFICATION FEE [sku:FLDOE Certification]

\$75

FLDOE certificaion fee for MCSD processing of professional certificate renewal OR addition of subject to certificate.

- Instructions:
1. Select 'Renewal' or 'Addition' in drop down.
 2. Enter Name, Location in text box.
 3. Enter Subject being added if applicable.
 4. Enter date applied to www.FLDOE.org/edcert.

Add New Employee Information ▼

| | |
|--------------------|---------|
| Employee Last Name | DeLucia |
| Employee ID Number | 23937 |

ADD EMPLOYEE INFORMATION

FLSOE Certification Fee
Renewal ▼

Additional Subject & Date Applied to www.FLDOE.org/edcert: ▼

I applied to renew with the FLDOE on 6/18/2021

Click here

A service fee may be applied at checkout.

Home

Current Employee Educator Certification Fee

- F FLD OE CERTIFICATION FEE
- L LATE FEE-APPROVED

FLDOE CERTIFICATION FEE [sku:FLDOE Certification]

\$75
DANIELLA DELUCIA
ADD TO CART Click here

Add New Employee Information

Employee Last Name
Employee ID Number

ADD EMPLOYEE INFORMATION

FLSOE Certification Fee
Renewal

Additional Subject & Date Applied to www.FLDOE.org/edcert:
I applied to renew with the FLDOE on 6/18/2021

A service fee may be applied at checkout.

FLDOE certificaion fee for MCSD processing of professional certificate renewal OR addition of subject to certificate.

- Instructions:
1. Select "Renewal" or "Addition" in drop down.
 2. Enter Name, Location in text box.
 3. Enter Subject being added if applicable.
 4. Enter date applied to www.FLDOE.org/edcert.

CHECKOUT

ECHECK

Add an eCheck for a *quicker* checkout experience

Routing Number*

Account Number*

Verify Account Number*

Name on Account*

Nickname

FOR

Routing Number Account Number Check Number



CHECKOUT

PAYMENT VERIFY

ADD CARD



| | |
|----------------------|----------------------|
| Card Number* | Expiration* |
| <input type="text"/> | <input type="text"/> |
| Name on Card* | Nickname |
| <input type="text"/> | <input type="text"/> |

Save this payment method

CANCEL CONTINUE

Fill out data

Then click continue