Division of Human Resources

Certificate Application Fee Payroll Deduction
Renewal/Addition

Employee Name:_____

Employee ID No.:_____

School/Department:_____

Deduction Amount:_____$75 (CDH 2406)_____

I hereby authorize Alachua County Public Schools to deduct $75 from my pay for the application fee to renew or add a subject to my Florida Educator's Certificate.

_____ _____

Signature of Employee *Date*

➔ Please return this form to: Michael Jacobi, Certification Analyst 🡐
Alachua County Public Schools
Division of Human Resources
620 East University Avenue
Gainesville, FL 32601

For Human Resources Use Only

Date submitted to Payroll Department:_____