

## ABCTE Educator Preparation Program

1. Log into your [LVIS](#)(link is external) account.
2. Click the red “**Apply for a new license**” box.
3. Select **Teacher**
4. Select **ABCTE Educator Preparation Program**
5. **Select the option that is applicable to your situation:**
  - A. I need an ABCTE Permit to complete my Internship Year.**
    1. This application will redirect you to an ABCTE Permit application.
    2. Type in the subject area(s). Click **Next**.
    3. Update your Employer by clicking **Update**.
    4. Using the dropdown, select the **school corporation** where you will be teaching.
    5. Click **Submit Employer**
    6. Click **Return to Application**. Your employer should now be listed. Click **Next**
    7. Answer questions. If requested, upload required documentation and provide description. Click **Next**
    8. Upload the required documentation and optional documentation. Click **Next**.
    9. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
    10. Click the link to pay for all pending applications.
    11. Check the box under the “**Pay?**”
    12. Fill out all the Billing information.
    13. Click **Review Summary**.
    14. Check the box next to the Refund Policy.
    15. Click **Submit**.

### **B. I completed my ABCTE program, testing and Internship year. I need my Instructional License.**

1. This page will redirect you to an original instructional license application.
2. Type in the subject area(s). Click **Next**.
3. This application will route directly to the IDOE. Click **Next**.
4. Answer questions. If requested, upload required documentation and provide description. Click **Next**.
5. Upload the required documentation and optional documentation. Click **Next**.
6. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
7. Click the link to pay for all pending applications.
8. Check the box under the “**Pay?**”
9. Fill out all the Billing information.

10. Click **Review Summary**.
11. Check the box next to the Refund Policy.
12. Click **Submit**.

At any point you need to stop the application, click **Save for Later**. To check the status or return to your application, click “Application Status” on the right hand side when you are in your [LVIS](#)(link is external) account.

<https://www.doe.in.gov/licensing/transition-teaching>

Change these instructions:

Stepbystep: <https://www.doe.in.gov/sites/default/files/licensing/transition-teaching.pdf>