



Licensing Verification and Information System (LVIS) Instructions: Original Administrative License (Out-of-State Building Level Administrator Program Completer)

A list of required documentation and other helpful information about this application and other requirements can be found here: [Click Here](#)

Step-by-Step Instructions:

1. Log into LVIS360 after creating new account or link a pre-existing account with Access Indiana : [LVIS](#)
2. Click on '**Start an Application**' on the left-hand side under the 'My Application' section.
3. Select **Choose Option** on the red box that says: **Apply For a New License**.
4. Click **Administrator**
5. Click **Building Level Administrator**
6. Click the option that you need/applicable to your program.
 - a. I completed an Out of State Program
7. The application will now open to page one: **Instructions. Please read them through carefully and view the required documents listed.**
8. Click on '**Start Application**' at the bottom of the page.
9. **Form:**
 - a. Click Add Recommending Instruction Entry. **Select the State.**
 1. For out-of-state, **type in the name of the college/university.**
 - b. Click **Add** to save Recommending Institution Entry.
 - c. Answer the legal questions. Upload required documentation, if requested.
 - d. Click Continue.
10. **Documents:** Upload the required documentation. Once all documentation is uploaded, you will be able to click **Continue**. If not, you need to fix what is missing. Missing materials will be in **RED**.
11. **Submit:** This page reviews the application. If you have everything completed, you will be able to submit the application. If not, you need to fix what is missing. Missing materials will be in RED.
12. Click the brown button **Make Payment**. You may also Edit or Remove if required.
13. You will be transferred temporarily to the **NIC Payment Portal**. Please fill out billing information.
14. Click **Submit Payment**.
15. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
16. Click **Submit**.

You will receive email notifications once your application has been reviewed by an evaluator. The processing time for out-of-state applications is on the front page of LVIS. **The ownership is on the applicant to keep track of the status of their application under 'Application Status' on the left-hand side.**

- **In Process** - This application has not been submitted or paid for and can still be edited.
- **DOE Review** - The IDOE is reviewing your application and documentation.
- **Waiting on Documentation** - More information has been requested. Please either check your email or go to 'Missing Documents' in LVIS in the left-hand menu to view the email that was sent with information on what is being requested.

For more information on Building Level Administrative Licenses: [Click Here](#)