INDIANA DEPARTMENT of EDUCATION

Licensing Verification and Information System (LVIS) Instructions: Alternative Secondary Evaluation

(Alternative Pathway to an Original Instructional License)

This application is for those who are wanting to be evaluated to determine eligibility for an Indiana Instructional License via the alternative pathway to licensure for secondary grade levels.

Step-by-Step Directions:

1. Log into LVIS360: LVIS
2. Click on '**Start an Application**' on the left-hand side under the 'My Application' section.
3. Select the red **Apply For a New License**.
4. Select **Teacher**.
5. Select: **Alternative Secondary Pathway.** Click on **Start Application.**
6. **Instructions**. **Please read them through carefully and view the required documents listed.**
7. **Form**:
    - If you are needing a degree change updated on your profile, please select it now.
    - Answer the legal questions. Upload additional documentation if applicable.

   Click **Continue.**
8. **Areas: Follow the instructions on the page to select the grade span and add all licensing areas you are requesting to your application.** Please see the common terms key if necessary. Click **Save & Continue**.
9. **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. Click **Continue**.
10. **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.
11. Click the brown button **Make Payment**. You may also Edit or Remove if required.
12. You will be transferred temporarily to the **NIC Payment Portal**. Please fill out billing information.
13. Click **Submit Payment.**
14. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
15. Click **Submit.**

You will receive email notifications once your application has been reviewed by an evaluator. An evaluation letter stating eligibility or deficiencies will be sent to you by email once the evaluator has finished reviewing your application. This email can also be found in your Email Log in your LVIS account.

The processing time for evaluations 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.