

- 1) Log into your LVIS Account. (<https://license.doe.in.gov/>)
- 2) Click **Start An Application** on the left hand side.
- 3) Click **APPLY FOR A NEW LICENSE**
- 4) Click **TEACHER**
- 5) Click **INDIANA EDUCATOR PREPARATION PROGRAM**
- 6) Read information carefully and review the list of required documents.
- 7) Click **Start Application**
- 8) **Degree change** is only needed if you have previously held an Indiana license (not Substitute Permit) and the degree listed on your previous license has changed.
- 9) **Add Recommending Institution**
 - a) Select **Indiana**.
 - b) Select the Indiana Institution where you completed your program.
- 10) Click **Add**
- 11) **Read and Answer the legal questions.**
 - a) Provide documentation and description, if requested.
- 12) Click **Continue**
- 13) **Read and review all information regarding Application Areas.**
- 14) Click **Create**
 - a) Click drop down arrow for **Grade Span** and select Grade Span.
 - b) **Licensing Area 1,**
 - i) If area states **Please make a selection...**, you must select an area for licensing area 1 by clicking drop down arrow.
 - c) **Licensing Area 2,**
 - i) If area states **Please make a selection...**, you must select an area for licensing area 2 by clicking drop down arrow.
 - ii) If this area states **No Selection Necessary.** Click **Submit**.
 - d) **Licensing Area 3,**
 - i) If area states **Please make a selection...**, you must select an area for licensing area 3 by clicking drop down arrow.
 - ii) If this area states **No Selection Necessary.** Click **Submit**.
- 15) For additional content areas and grade levels – **REPEAT STEPS 14a – 14d.**
- 16) Review Licensing Areas to ensure all area(s) needed for licensure are listed.
- 17) Click **Save & Continue**.
- 18) **Upload/Select required documentation.**
- 19) Click **Continue**.
- 20) Review selections and uploaded documentation.
- 21) **Read and Review Loyalty Affidavit**
- 22) Click **Submit**.
- 23) Click **Make Payment**.
- 24) Select Radio button for Application/Fees to Pay.
- 25) Click **Start Payment Transaction**. You will be redirected to the NIC Payment Portal.
- 26) **Enter/Review all required information.**
- 27) Click **Next**.
- 28) **Enter Credit Card Information.**
- 29) Click **Next**.
- 30) Verify reCAPTCHA
- 31) Click **SUBMIT**