



Currently licensed Indiana early childhood and elementary generalist teachers who have completed MACTE accredited programs may apply to have a Montessori endorsement **added to their teaching license**. **If you are already licensed in these areas** [Click Here](#), for information on adding a Montessori endorsement to an existing Indiana instructional license.

If you have completed a MACTE accredited program and are applying for professional licensure for the first time, this application is correct. If you would like more information on this application: [Click Here](#)

Step-by-Step Instructions:

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 box that says: **Apply For a New License**.
4. Click **Teacher**
5. Click **MACTE Accredited Program**
6. The application will now open to page one: **Instructions**. **Please read the list of required documentation carefully and gather all required documents before starting the application.**
7. Click on **'Start Application'** at the bottom of the page.
8. **Form:** Answer the legal questions. Upload required documentation, if requested. **Click Continue**.
9. **Areas:** Read the information and follow the instructions regarding selecting grade levels and content areas.
 - a. Click **Save and Continue** when all areas have been entered.
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 entries for this 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 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 nor paid for and can still be edited.
- **DOE Material Review** - The application is in the IDOE work queue. This can take several weeks. Our processing time for original applications is on the front page of LVIS.
- **Waiting on Documentation** - More information has been requested. Please either check your email or your Email Log in LVIS to view the email that was sent with information on what is being requested. You may also click Missing Documents on the left-hand side once logged into your LVIS360 account