Alternative Special Education License

- Log into your LVIS account.
- Click the red “Apply for a new license” box.
- Select Teacher
- Select Alternative Special Education License
- Type in the subject area(s). Click Next.
- Update your Employer by clicking Update. (IF needed)
- Using the dropdown, select the school corporation where you will be employed at.
- Click Submit Employer
- Click Return to Application. Your employer should now be listed. Click Next
- Answer questions. If requested, upload required documentation and provide description. Click Next
- Upload the required documentation and optional documentation.

**Documents required:**
- Official Transcripts of your Bachelor Degree
- Verification of Enrollment in an Approved Alternative Route SPED licensure program
  - Acceptable documentation for “Verification of enrollment in an Approved Special Education program”
    - Official transcripts of a completed a special education program
    - Enrollment/Acceptance letter from university/college for a special education program that will result in licensure
- Employer letter verifying employment as a special education teacher in the content area matching the approved preparation program
- CPR/AED Training Certificate
- Suicide Prevention Certificate

Click Next.

- 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.
- Click the link to pay for all pending applications.
- Check the box under the “Pay?”
- Fill out all the Billing information.
- Click Review Summary.
- Check the box next to the Refund Policy.
- 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 account.