

Original Career Specialist Permit

1. Create an account in ([LVIS](#)). If already created go to step 6.
2. Click **Create Profile**
3. Fill out all the required fields and click **Create Profile**.
4. Check your email for a message from “System Administrator.” You may need to check your spam or junk folder and add noreply@doe.in.gov to your approved senders list.
5. Click the link **Verify e-mail**.
6. Log into your [LVIS](#) account.
7. Click the red “**Apply for a new license**” box.
8. Click **Teacher**.
9. Click **Career Specialists Permit**.
10. Select the path you are using to obtain your Career Specialist permit.
11. Type the content area(s) for certification
12. Click **Next**.
13. Click **Next**.
14. Answer the questions. If you answer yes, you will need to upload the documentation required. Click **Next**.
15. Upload all required documentation.
16. Click **Next**
17. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing.
18. Click the link to pay for all pending applications.
19. Mark the box under **Pay?**
20. Fill out billing information.
21. Click **Review Summary**
22. Review Refund Policy Mark the box to acknowledge the Refund Policy.
23. Click **Submit**.

If at any point you need to stop the application, click **Save for Later**. To get back to the application, Click **Application Status** on the right hand side and **Edit** the application you have **In Process**.