

Original Communication Disorders License

1. Log into your [LVIS](#) account.
2. Click the red “**Apply for a new license**” box.
3. Select **School Services**.
4. Select **Communication Disorders**
5. Please choose from the following:
 - a. I completed an Indiana Program
 - or
 - b. I completed an Out of State Program
6. Click **Next**
7. **Click Next**
8. Answer the questions. If you answer yes to any of them, you will need to upload the documentation required. Click **Next**.
9. Upload the required documentation. Click **Next**. For more information about the IPLA license, go to <http://in.gov/pla/speech.htm>
10. 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**.
11. Click the link to pay for all pending applications.
12. Mark the box under the “**Pay?**”
13. Fill out all the Billing information.
14. Click **Review Summary**.
15. Check the box next to the Refund Policy.
16. 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.