

Transition to Teaching Permits

1. Log into your [LVIS](#) account.
2. Click the red **“Apply for a new license”** box.
3. Select **Teacher**
4. Select **Transition to Teaching Permit**
5. **Select the option that is applicable to your situation:**
 - a. I completed a T2T program & testing. I need my Instructional License.
 - i. This page will redirect you to an original license application.
 - b. **I need a 3-year T2T Permit to teach in an Indiana School**
6. Type in the subject area(s). Click **Next**.
7. Update your Employer by clicking **Update**.
8. Using the dropdown, select the **school corporation** where you will be teaching.
9. Click **Submit Employer**
10. Click **Return to Application**. Your employer should now be listed. Click **Next**
11. Answer questions. If requested, upload required documentation and provide description. Click **Next**
12. Upload the required documentation and optional documentation. Click **Next**.
13. 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**.
14. Click the link to pay for all pending applications.
15. Check the box under the **“Pay?”**
16. Fill out all the Billing information.
17. Click **Review Summary**.
18. Check the box next to the Refund Policy.
19. 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.

<https://www.in.gov/doi/educators/educator-licensing/transition-to-teaching/>