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 substitute 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. Answer the questions. Upload required documentation, if requested. Click Next.
13. Upload the required documentation and optional documentation. Click Next.
14. 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.
15. Click the link to pay for all pending applications.
16. Check the box under the “Pay?”
17. Fill out all the Billing information.
18. Click Review Summary.
19. Check the box next to the Refund Policy.
20. 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.