

Building Level Administrator License

(In-State Applicants)

To obtain a Building Level Administrator license an applicant must meet the following requirements:

- Hold a Proficient Practitioner or Accomplished Practitioner license.
- Pass the approved content licensure exam. Click the link to go to our "Teacher Testing" website for more information.
- Complete an approved program in Building Level Administration. Click Here for approved programs.
- Earn a Master's degree or higher from an accredited institution.
- Complete the required CPR/AED/Heimlich training
- Complete the Suicide Prevention Training Certificate. Click here for a link to resources.

Applicants that have completed a Building Level Administrator Program at an Indiana college or university may apply online through the License Verification and Information System (LVIS).

Required Documents:

- Valid CPR card
- Suicide Prevention Certificate

Step-by-Step Instructions:

1. Log into your LVIS account (<https://license.doe.in.gov/>).
2. Click **Add Application** on the right hand side.
3. Select **Original**
4. Select **Administrative**
5. Select **Requirement Type**.
6. Type in the Subject Areas. Click **Next**.
7. Click **Add Recommending Institution Entry**. Select the **State**.
8. **Select** the Indiana College/University
9. Click **Save Recommending Institution Entry**

10. Click **Next**
11. Answer the questions. Upload required documentation, if requested. Click **Next**.
12. Upload the required documentation and optional documentation. Click **Next**. Read the paragraphs below the required documentation for instructions on what to do if you don't have the required documents or if they won't upload.
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. Mark the box under the "**Pay?**"
16. Fill out all the Billing information.
17. Click **Review Summary**.
18. Click box under Refund Policy.
19. Click **Submit**.

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**.

Building Level Administrator License

(Out-of-State Applicants)

To obtain a Building Level Administrator license an applicant must meet the following requirements:

- Hold a Proficient Practitioner or Accomplished Practitioner license.
- Pass the approved content licensure exam. Click the link to go to our "Teacher Testing" website for more information.
- Complete a Building Level Administration program from an accredited college/university. Click [here](#) for approved programs.
- Earn a Master's degree or higher from an accredited institution.
- Complete the required CPR/AED/Heimlich training.
- Complete the Suicide Prevention Training Certificate. Click [here](#) for a link to resources.

Required Documents:

*****It is important that all materials are submitted together. Otherwise, your application will be marked as pending until we receive all missing materials which will prolong your application process time, applications pending for Missing Material are held open for 90 days, after which, they are closed and you will be required to apply again and submit another fee.**

- Copy of valid CPR card from IDOE approved provider, we do not accept on line only CPR courses, the hands-on component is a requirement. See website: <http://www.doe.in.gov/licensing/cpr-heimlich-maneuver-aed-certification>
- Copy of valid out of state teaching license, if you do not hold one, please upload a statement. Without a valid out of state license, you will not be eligible for immediate reciprocity (Reciprocal Permit). Out-of-state licenses that have expired will not be considered.
- Verification of teaching experience must be on school letterhead and signed. If you do not have teaching experience beyond student teaching, please upload a statement. To be considered for an Administrative license, you must provide 2 years instructional experience.
- **Official** transcripts that bear the sign and/or seal of the registrar, the degree and date conferred. Provide transcripts for **ALL** completed coursework at **ALL** institutions attended. Transcripts must be included with evaluation materials. **Do NOT order transcripts to be sent directly to the Office of Educator Licensing and Development. Transcripts may be emailed to transcript@doe.in.gov**
- Official Score Reports of licensing tests you may have taken. Please see the [Teacher Testing website](#) for more information.
- **Suicide Prevention Certificate.** See website: <http://www.doe.in.gov/licensing/suicide-prevention-training>

Step-by-Step Instructions:

- 1) Click on the [LVIS Portal Link](#).
- 2) "Create" Profile"
- 3) Fill out all the required fields and click "Create Profile."
- 4) Go to your personal e-mail and find the e-mail(s) LVIS just sent you. It will be from "System Administrator." If it ended up in your SPAM/JUNK e-mail folder, you need to add the e-mail address to your contact or safe senders list.
- 5) Click the link "Verify e-mail."
- 6) Log into your LVIS account.
- 7) Click "Add Application."
- 8) Select "Original"
- 9) Select "Administrative"
- 10) Select "Requirement Type"
- 11) Type in the Subject Areas you wish to have on your license.
- 12) Click Next.
- 13) Click "Add Recommending Institution Entry. Select the state and type in the name of the college/university. Be sure add all institutions where you did your education coursework or program.
- 14) Click Next
- 15) Answer the questions. Upload required documentation, if requested. Click Next.
- 16) Upload the required documentation and optional documentation. Click "Next." Read the paragraphs below the required documentation for instructions on what to do if you don't have the required documents.
- 17) 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**.
- 18) Click the link to pay for all pending applications.
- 19) Mark the box under the "Pay?"
- 20) Fill out all the Billing information.
- 21) Click "Review Summary."
- 22) Click box under Refund Policy.
- 23) Click "Submit."

If at any point during the application process you need to stop, 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**.