

Emergency Permit Renewals

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The Office of Educator Effectiveness and Licensing will strictly adhere to the **four**-week deadline for submission of an application for the Emergency Permit. When approving the application for EP, the school corporation is required to indicate the date on which the applicant's duties began.

A school district may renew an EP annually after the educator has completed six semester hours in the content area on the permit as confirmed by his/her licensing advisor. When all program requirements are met, the educator will need to apply for licensure through his/her licensing advisor who will recommend the appropriate licensing action. If the recommendation is for an initial practitioner license, the applicant must also meet the necessary testing requirements. All EPs expire June 30th.

An applicant has four (4) weeks from the day the teaching assignment begins in the school in which the applicant is employed to apply for an EP.

The following content areas are not available for the Emergency Permit:

- Instructional: Driver & Traffic Safety
- School Services: School Psychologist

NOTE: Failure by the educator to complete the required six semester hours of renewal work under the guidance of the licensing advisor may result in denial of the application for renewal of the EP.

Additional Requirements for Communications Disorders Emergency Permits

To be eligible to renew an emergency communication disorder permit, an individual must:

- Submit official transcripts showing 6 hours of coursework towards completing your Communications Disorders program.

Required Documents:

- Valid CPR card from IDOE approved provider
- Official transcripts showing 6 hours coursework towards completion of your program.

Step-by-Step Instructions

- 1) Log into your LVIS account.
- 2) Click on "Add Application" on the right hand side.
- 3) Click the Renewal
- 4) Choose your emergency permit.
- 5) Click Next.
- 6) Click "Add Recommending Institution Entry"
- 7) Select the state. If Indiana, Select the University. If out-of-state, type in the name of the college/university. Click "Save Recommending Institution Entry."
- 8) Be sure the **Employer Name** is correct. If not, click update. Select the corporation, not the school where you are employed or intend to be employed. Click "Submit Employer." Click "Return to Application."
- 9) Click Next
- 10) Answer the questions. If you answer yes to any of them, you will need to upload the documentation required. Click "Next."
- 11) Upload the required documentation. Click "Next."
- 12) If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing. Missing documentation will be in **RED**.
- 13) Click the link to pay for all pending applications. \$35.00 + \$1.72 processing fee
- 14) Mark the box under the "Pay?"
- 15) Fill out all the Billing information.
- 16) Click "Review Summary."
- 17) Click box under Refund Policy.
- 18) Click "Submit."