

In State Preparatory Program

Applicants that have completed a Program at an Indiana college or university will have their licenses recommended by the licensing advisor from their college/university.

Please DO NOT apply prior to your graduation. Licenses cannot be issued if applied for prior to your graduation date.

If you have any questions regarding your application or if you want to verify that you have met all your requirements, please contact the licensing advisor at your institution.

<http://www.doe.in.gov/licensing/licensing-advisors-contact-page>

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 **Instructional/Admin/Or School Services**
5. Select **Original Instructional**
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**.

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**.