

# Indiana Department of Education

## Licensing Verification and Information System (LVIS)



### How-to Guide for Applicants

Indiana Department of Education Office of Education Licensing and Development (317) 232-9010



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

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## Welcome to LVIS!

Welcome to the Indiana Department of Education's (IDOE's) **Licensing Verification and Information System (LVIS)**. This online application system enhances self-service features to make it easier and faster for you to apply and receive credentials.

### LVIS Features:

- Create a personal profile and update it as needed.
- Instantly upload documents required for licensure.
- Receive automatic e-mail messages from the IDOE with application status updates.
- Print your credential the moment it is approved.
- Consolidate multiple licenses into a single educator credential.
- Record and track your Professional Growth Points (PGPs).
- Pay online with Visa or MasterCard.

### Important!

- **Educational Interpreters:** for licensing, please contact Susie Langston at the Indiana Department of Education Office of Educator Licensing & Development at (317) 232-9007 or [langston@doe.in.gov](mailto:langston@doe.in.gov).
- You must pay for your application within 45 days of submission or the application will be automatically deleted.
- All applications not submitted within 14 days of creation date will auto-delete.
- Applications will remain in the system permanently after submission and payment.

## How to Create a Profile

- 1) Log-on to <https://license.doe.in.gov/> and click the **Create Profile** button.



- 2) Complete the **Add Profile** form. **Please write down your username and password.** You will need these when you log-in again to print your license and update your information. Click on the **Create Profile** button.

**Add Profile**

Please enter your full legal name. Your name on your license will display exactly as you enter it here. The information in this application is confidential according to IC 20-14-2-4(a)(12).

\* Denotes required field

First Name:

Middle Name:

Last Name:

Primary E-mail:  Verify E-Mail:

Secondary E-mail:  optional

Do you have a valid Social Security Number:

Yes  No

SSN:

Confirm SSN:

Date of Birth:

Highest Education Level:

Address:

Address2:

City:

State:

Country:  Other:

Postal Code:

Primary Phone:

---

User Name:

Password:  Password is case sensitive.

Confirm Password:

Passwords must contain at least 8 alphanumeric characters or symbols, not include your username, and include 3 of the following requirements:

- Capital letters
- Lower case letters
- Numerals
- Special characters

Security Questions:

Question 1:

Answer 1:

---

Question 2:

Answer 2:

---

Question 3:

Answer 3:

---

Refresh Image

Image Verification:

Please enter the above random verification.

Agree to Terms of Use. View Terms of Use. [Back](#)

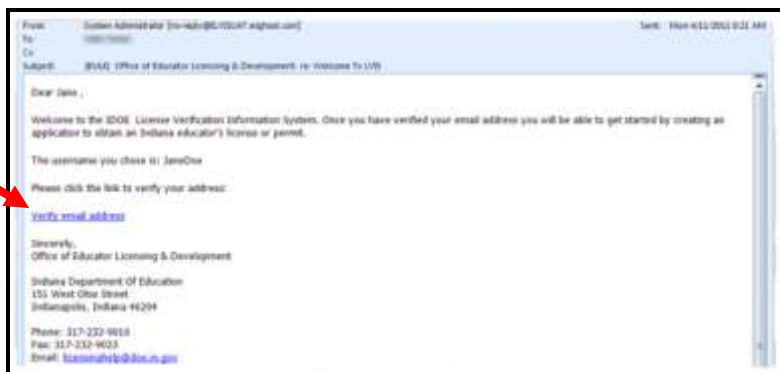
3) You will be redirected to the screen below.



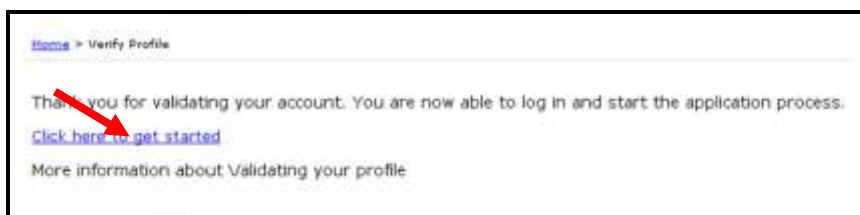
4) **Check the email account** that you listed in your profile as your **Primary Email**. *If you do not receive an email verification request within 30 minutes, please check your spam filter.* If you do not receive the e-mail, click the **Resend Verification Email** link on the right-hand side of the LVIS portal home page.



5) Open the **Welcome to LVIS** email sent to your primary email. Click on the **Verify email address** link.



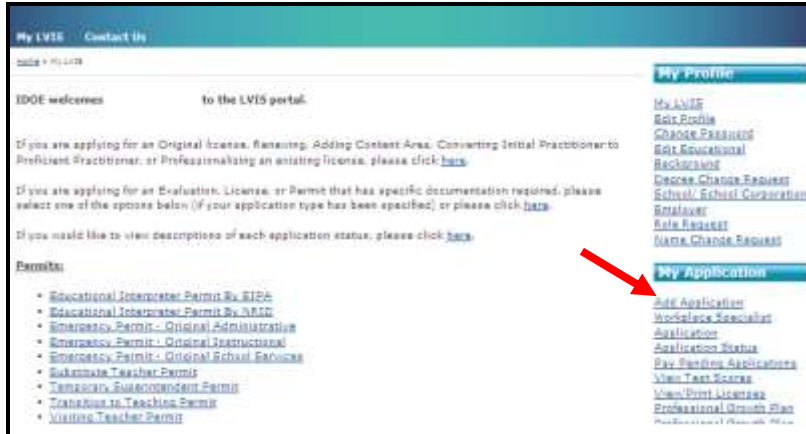
6) The **Verify Profile** page will open. Click on the **Click here to get started** link.



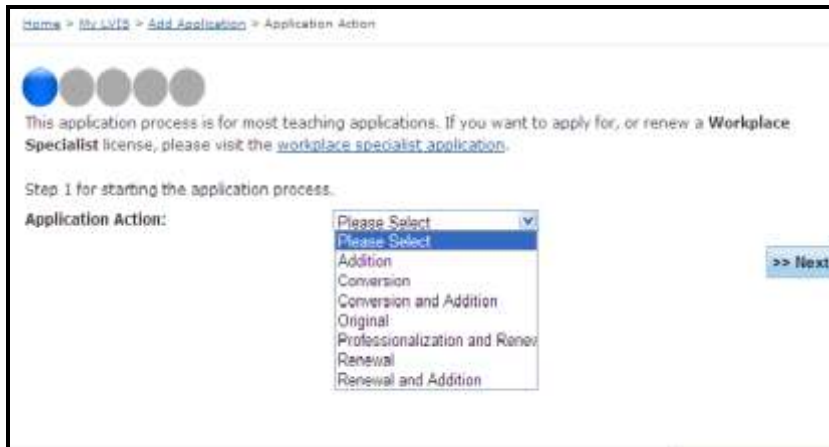
7) You will be redirected to the “My LVIS” homepage.

## How to Create Your Application for a License

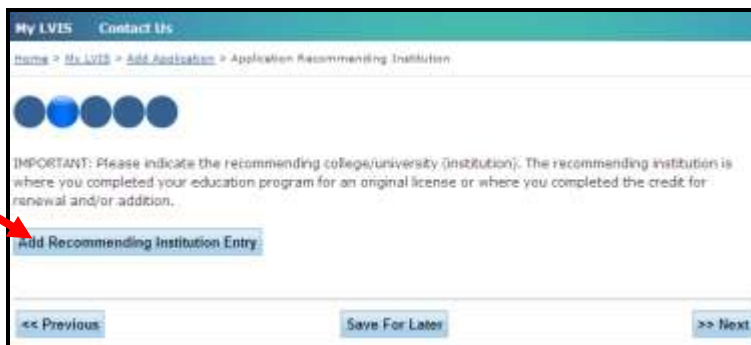
1) Click one of the hyperlink options to create the appropriate application. If you do not need one of the permits, evaluations, or licenses listed, click on the **Add Application** link.



2) In the **Application Action** field, select one of the following; addition, conversion, conversion and addition, original, professionalization and renewal, renewal, or renewal and addition. Click on the **Next** button.



**A few additional steps for Administrative, Instructional, School Services, and Workplace Specialist Applications ONLY:** click the **Add Recommending Institution Entry** button.



Complete the **Application Recommending Institution** form. Click the **Save Recommending Institution Entry** button.

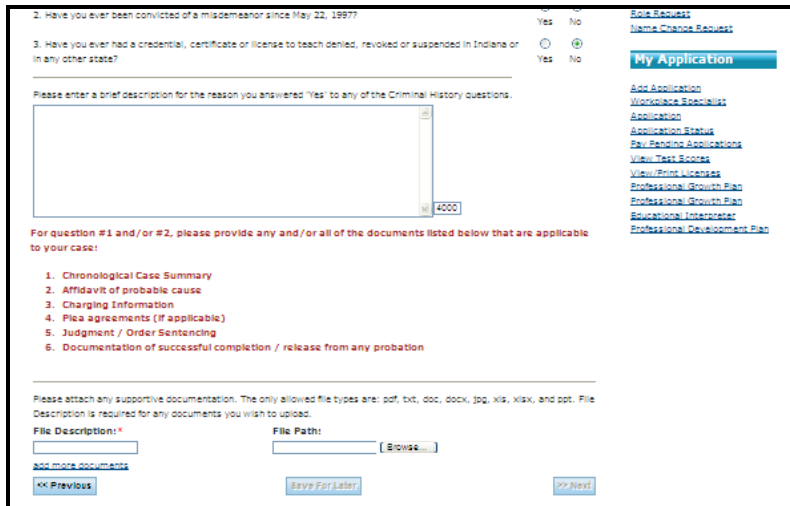
You should see a list of all recommending institutions. You may enter more than one recommending institution if needed by clicking on the **Add Recommending Institution Entry** button. When finished, click on the **Next** button.

**A few additional steps Educational Interpreter, Educational Permit, and Temporary Superintendent Applications ONLY:** the below screen should appear stating that employer verification is needed. Click on the Update link and update your current employer. When finished click the **Next** button.

3) The next page for **ALL** applicants should be **Application Criminal History**. Click **Yes** or **No** to answer each question and then click **Next**.



If you answered “yes” to any criminal background question: please provide an explanation in the box that will appear. Attach any supportive documentation by clicking on the **Browse** button in the **File Path** section. Select the document you wish to upload and type a description in the **File Description** section. Click **Next**.



3. Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state?

Yes No  
No Yes

Please enter a brief description for the reason you answered "Yes" to any of the Criminal History questions.

For question #1 and/or #2, please provide any and/or all of the documents listed below that are applicable to your case:

1. Chronological Case Summary
2. Affidavit of probable cause
3. Charging Information
4. Plea agreements (if applicable)
5. Judgment / Order Sentencing
6. Documentation of successful completion / release from any probation

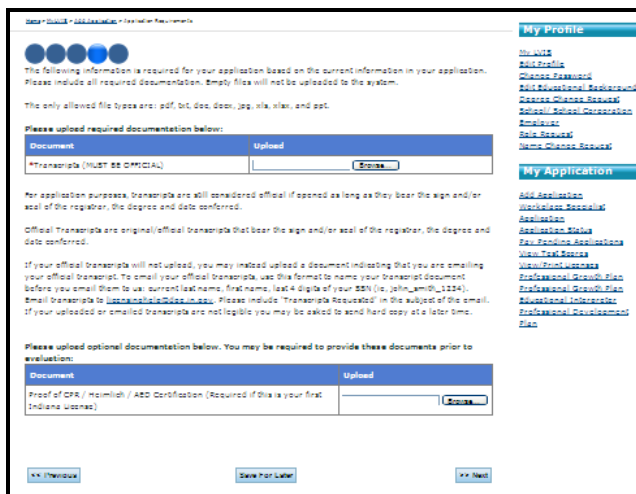
Please attach any supportive documentation. The only allowed file types are: pdf, txt, doc, docx, jpg, xls, xlsx, and ppt. File Description is required for any documents you wish to upload.

File Description: \*  File Path:  [Browse...](#)

[Add more documents](#)

[XX Previous](#) [Save For Later](#) [XX Next](#)

- 4) Upload all required documentation. Depending on the type of license, the documents requested will vary. Click the **Browse** button to select a file to upload. To complete this process, click **Save for later** and click **Next**.



My Profile

[My Profile](#)  
[Add Profile](#)  
[Change Password](#)  
[Add/Supplemental Registration](#)  
[Course/Class Request](#)  
[Special School/Corporation](#)  
Feedback:  
[Talk Request](#)  
[Name Change Request](#)

My Application

[Add Application](#)  
[Workplace Specialist Application](#)  
[Application Status](#)  
[Pay Pending Applications](#)  
[View Test Scores](#)  
[View/Prior Licenses](#)  
[Professional Growth Plan](#)  
[Professional Growth Plan](#)  
[Educational Interpreter](#)  
[Professional Development Plan](#)

The following information is required for your application based on the current information in your application. Please include all required documentation. Empty files will not be uploaded to the system.

The only allowed file types are: pdf, txt, doc, docx, jpg, xls, xlsx, and ppt.

Please upload required documentation below:

Document	Upload
**Transcript (MUST BE OFFICIAL)	<input type="text"/> <a href="#">Browse...</a>

For application purposes, transcripts are still considered official if opened as long as they bear the sign and/or seal of the registrar, the degree and date conferred.

Official Transcripts are original/official transcripts that bear the sign and/or seal of the registrar, the degree and date conferred.

If your official transcript will not upload, you may instead upload a document indicating that you are emailing your official transcript. To email your official transcript, use the format to name your Transcript document before you email them to us: current last name, first name, last 4 digits of your SSN (ie, john\_smith\_1234). Email transcripts to [transcripts@doe.edu](mailto:transcripts@doe.edu). Please include "Transcript Requested" in the subject of the email. If you uploaded or emailed transcripts are not legible you may be asked to send hard copy at a later time.

Please upload optional documentation below. You may be required to provide these documents prior to evaluation:

Document	Upload
Proof of CPR / Mouth-to-Mouth / AED Certification (Required if this is your first Indiana license)	<input type="text"/> <a href="#">Browse...</a>

[XX Previous](#) [Save For Later](#) [XX Next](#)

- 5) Review your application. If you need to make a change, simply click on the step that contains incorrect information. When all of the application information is correct, submit it by clicking on the **Submit Application** button.



### Confirm Your Application

**Instructions:**

- Please review your application carefully.
- To return to previous steps in the application process, use the "Previous" button below.
- When you have reviewed this entire page and are sure that the information is accurate, sign the application by clicking the "Submit Application" button.

**Step 1: Action Requested**

Application Action: Original  
 Application Type: Instructional  
 Content Area: Spanish

**Step 2: Recommending Institution**

College/University: Indiana University/Purdue University/Indianapolis      State: Indiana

**Step 3: Criminal History**

Have you ever been convicted of a felony? No  
 Have you ever been convicted of a misdemeanor since May 22, 1997? No  
 Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state? No  
 No Criminal History documents for this application.

**Step 4: Application Requirements**

**Step 5: Loyalty Affidavit**

I solemnly swear (or affirm) that I will support the Constitutions of the United States of America and of the State of Indiana.

By clicking the "Submit" button below, I certify that the information contained in this application for licensure in Indiana is true and accurate to the best of my knowledge and belief. Misrepresentations made in this application may constitute grounds to deny, suspend, or revoke a license.

[Previous](#)   [Submit Application](#)

- [Add Profile](#)
- [Change Password](#)
- [Add Educational Background](#)
- [Change License Request](#)
- [School/School Corporation](#)
- [Employer](#)
- [Role Request](#)
- [Name Change Request](#)

#### My Application

- [Add Application](#)
- [Workplace Specialist Application](#)
- [Application Status](#)
- [Pay Pending Applications](#)
- [View Test Scores](#)
- [View Proficiency](#)
- [Professional Growth Plan](#)
- [Professional Growth Plan](#)
- [Educational Information](#)
- [Professional Development Plan](#)

6) Congratulations! You should see a **Verification of Submission** page.

### License Verification and Information System

My LVIS    Contact Us

Home > My LVIS > Add Application > Application Complete

You have successfully submitted your application. **Please be aware you must first complete the payment process before your application (s) will be reviewed.** You will then be notified, by email, of any status change and/or questions we may need answered to complete the application process.

[Click here](#) to create a new application for a different license.

[Click here](#) to pay for all pending applications.

[Click here](#) to view statuses for all your current applications.

[Click here](#) for the home page.

## How to Check Your Application Status

- 1) Click on the **Application Status** link on the right-hand menu bar. Look in the **Status** column.
- 2) Click **Edit** to return to change the completed application. Click **Delete** to delete the application.

### License Verification and Information System Portal

My LVIS    Contact Us

Home > My LVIS > Add Application > Application Status

Edit/Delete	Action	Area	Type	Payment Date	Status
<a href="#">Edit / Delete</a>	Original	Spanish	Instructional		Pending Application Payment

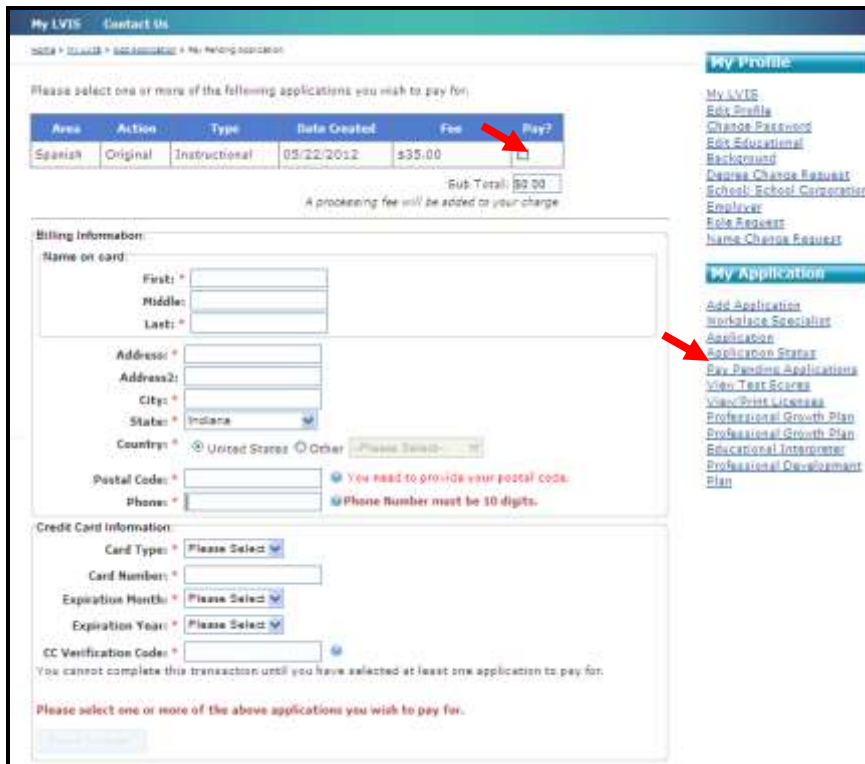
- [My Profile](#)
- [My LVIS](#)
- [Edit Profile](#)
- [Change Password](#)
- [Edit Educational Background](#)
- [Degree Change Request](#)
- [School/School Corporation](#)
- [Employer](#)
- [Role Request](#)
- [Name Change Request](#)

#### My Application

- [Add Application](#)
- [Workplace Specialist Application](#)
- [Application Status](#)
- [Pay Pending Applications](#)

## How to Pay for Your Application

- 1) On the right-hand side bar, click on the **Pay Pending Applications** link.
- 2) To pay, click on the box in the **Pay?** column of the table. A checkmark should appear. The total fee is displayed in the **Sub-Total** field.
- 3) Enter your billing information. The **CC Verification Code** is the verification code on the back of your credit card.



My LVIS - Contact Us

Home > My LVIS > Add Application > Pay Pending Application

Please select one or more of the following applications you wish to pay for:

Area	Action	Type	Date Created	Fee	Pay?
Spanish	Original	Instructional	05/22/2012	\$35.00	<input type="checkbox"/>

Sub Total: \$35.00

A processing fee will be added to your charge.

**Billing Information:**

Name on card:

First:

Middle:

Last:

Address:

Address1:

Address2:

City:

State:

Country:  United States  Other

Postal Code:  You need to provide your postal code.

Phone:  Phone Number must be 10 digits.

**Credit Card Information:**

Card Type:

Card Number:

Expiration Month:

Expiration Year:

CC Verification Code:

You cannot complete this transaction until you have selected at least one application to pay for.

Please select one or more of the above applications you wish to pay for.

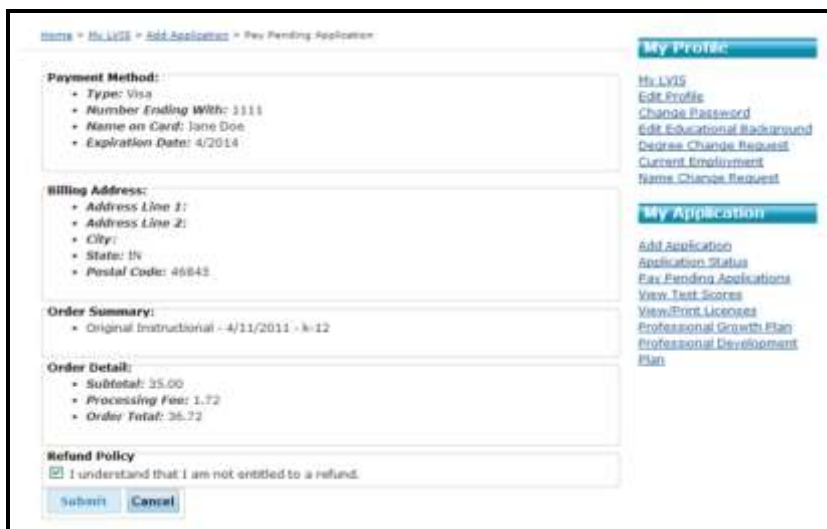
**My Profile:**

- My LVIS
- Edit Profile
- Change Password
- Edit Educational Background
- Degree Change Request
- School School Completion
- Employer
- Role Request
- Name Change Request

**My Application:**

- Add Application
- Workplace Specialist Application
- Application Status
- Pay Pending Applications
- View Test Scores
- View/Print Licenses
- Professional Growth Plan
- Professional Growth Plan
- Educational Interpreter
- Professional Development Plan

- 4) Click the **Review Summary** button to review the billing information.
- 5) Click on the **I understand that I am not entitled to a refund** check box. Click **Submit** to submit the payment or the **Cancel** button to cancel the payment.



Home > My LVIS > Add Application > Pay Pending Application

**Payment Method:**

- Type: Visa
- Number Ending With: 3111
- Name on Card: Jane Doe
- Expiration Date: 4/2014

**Billing Address:**

- Address Line 1:
- Address Line 2:
- City:
- State: IN
- Postal Code: 46645

**Order Summary:**

- Original Instructional - 4/11/2011 - k-12

**Order Detail:**

- Subtotal: 35.00
- Processing Fee: 1.72
- Order Total: 36.72

**Refund Policy**

I understand that I am not entitled to a refund.

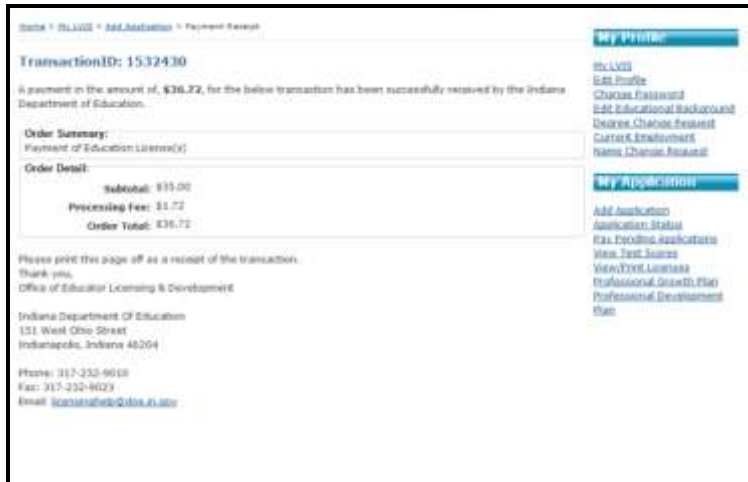
**My Profile:**

- My LVIS
- Edit Profile
- Change Password
- Edit Educational Background
- Degree Change Request
- Current Employment
- Name Change Request

**My Application:**

- Add Application
- Application Status
- Pay Pending Applications
- View Test Scores
- View/Print Licenses
- Professional Growth Plan
- Professional Development Plan

- 6) A summary page will appear when the transaction is successfully completed. Please print this for your records.



Home > My LVS > Add Application > Payment Receipt

TransactionID: 1532430

A payment in the amount of, \$36.72, for the below transaction has been successfully received by the Indiana Department of Education.

**Order Summary:**  
Payment of Education License(s)

**Order Detail:**

Subtotal:	\$35.00
Processing Fee:	\$1.72
<b>Order Total:</b>	<b>\$36.72</b>

Please print this page off as a receipt of the transaction.  
Thank you,  
Office of Educator Licensing & Development

Indiana Department of Education  
151 West Ohio Street  
Indianapolis, Indiana 46204

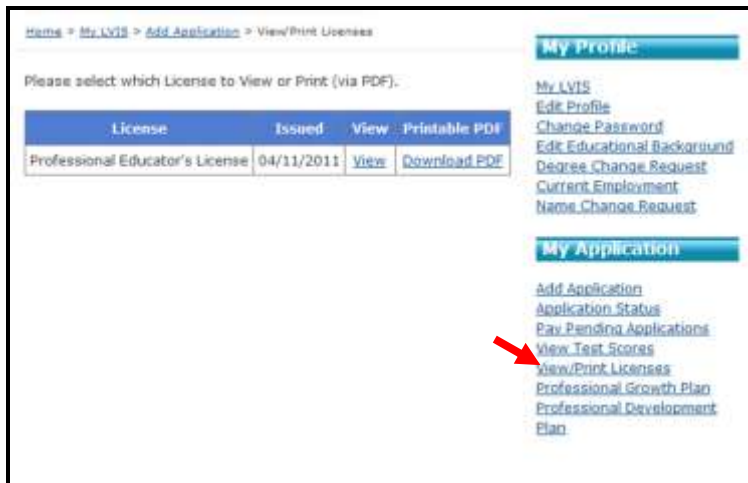
Phone: 317-232-9000  
Fax: 317-232-6023  
Email: [licensing@doe.in.gov](mailto:licensing@doe.in.gov)

**My Profile**  
[My LVS](#)  
[Edit Profile](#)  
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**My Application**  
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[Application Status](#)  
[Pay Pending Applications](#)  
[View Test Scores](#)  
[View/Print Licenses](#)  
[Professional Growth Plan](#)  
[Professional Development Plan](#)

## How to Print Your License

- 1) Click on the **View/Print License** link on the right-hand menu bar.
- 2) Click on the **View** or **Download PDF** link to print.



Home > My LVS > Add Application > View/Print Licenses

Please select which License to View or Print (via PDF).

License	Issued	View	Printable PDF
Professional Educator's License	04/11/2011	<a href="#">View</a>	<a href="#">Download PDF</a>

**My Profile**  
[My LVS](#)  
[Edit Profile](#)  
[Change Password](#)  
[Edit Educational Background](#)  
[Degree Change Request](#)  
[Current Employment](#)  
[Name Change Request](#)

**My Application**  
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[Application Status](#)  
[Pay Pending Applications](#)  
[View Test Scores](#)  
[View/Print Licenses](#)  
[Professional Growth Plan](#)  
[Professional Development Plan](#)

## How to Create a Professional Growth Plan

1. Click on the **Professional Growth Plan** link on the right-hand menu bar.
2. Click on the **Create a new PGP** link.



Home > My LVIS > Add Application > Application Professional Growth Plan

All of your existing Professional Growth Plans (PGP) have either expired or not been approved.  
Please [create a new PGP](#) for renewing your next license.

No items have been added to this PGP.

**My Profile**

- My LVIS
- Edit Profile
- Change Password
- Edit Educational Background
- Degree Change Request
- School/School Corporation
- Employer
- Role Request
- Name Change Request

**My Application**

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- Workplace Specialist Application
- Application Status
- Pay Pending Applications
- View Test Scores
- View Prior Licenses
- Professional Growth Plan
- Professional Growth Plan
- Educational Information
- Professional Development

3. On the following screen, click on the **Create New PGP** button.



Home > My LVIS > Add Application > Application Professional Growth Plan

Create New Professional Growth Plan (PGP):

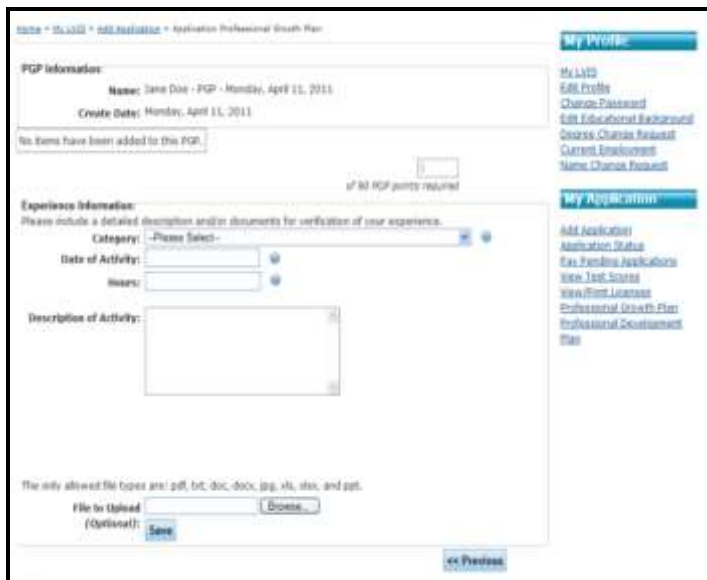
[Create New PGP](#)

<< Previous

4. Complete the form and click on the **Browse** button to upload a document (optional).

5. Click **Save**.

6. You should see a record of the PGP and any other PGPs you submitted.



Home > My LVIS > Add Application > Application Professional Growth Plan

**PGP Information:**

Name: Jane Doe - PGP - Monday, April 11, 2011  
Create Date: Monday, April 11, 2011

No items have been added to this PGP.

**Experience Information:**  
Please include a detailed description and/or documents for verification of your experience.

Category: --Please Select--

Date of Activity: [Date Picker]  
Years: [Years Picker]

Description of Activity: [Text Area]

The only allowed file types are: pdf, txt, doc, docx, ppt, xls, xlsx, and pptx.

File to Upload (Optional): [File Input] [Browse...](#)

[Save](#)

<< Previous

**My Profile**

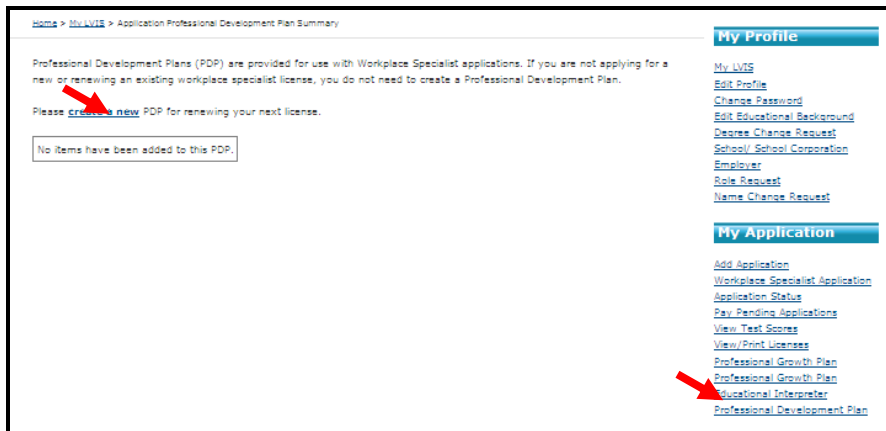
- My LVIS
- Edit Profile
- Change Password
- Edit Educational Background
- Degree Change Request
- Current Employment
- Name Change Request

**My Application**

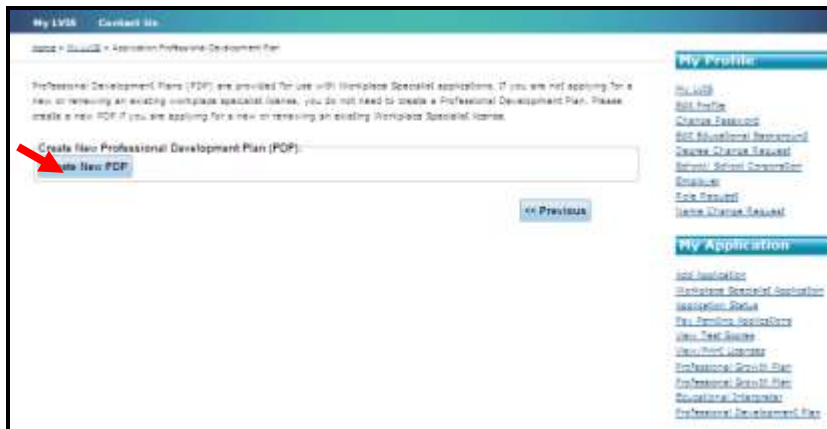
- Add Application
- Application Status
- Pay Pending Applications
- View Test Scores
- View Prior Licenses
- Professional Growth Plan
- Professional Development
- File

## Workplace Specialist Applicants Only: How to Create a Professional Development Plan

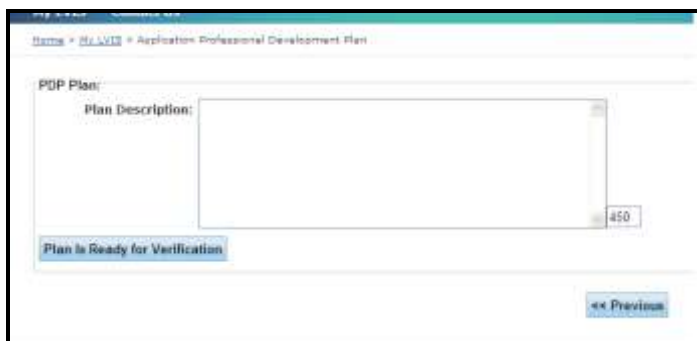
1. Click on the **Professional Development Plan** link on the right-hand menu bar.
2. The table at the top of the screen lists current PDPs. To add a new PDP, click on the **Create a New PDP** link.



3. On the following screen, click on the **Create New PDP** link.



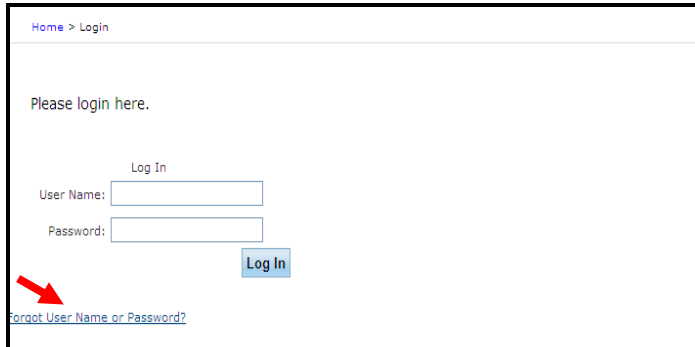
4. Type in your plan description and then click on the **Plan is Ready for Verification** button.



5. All of your submitted PDPs will appear in a table.

## How to Look-Up Your Password

1. On the LVIS website at <https://license.doe.in.gov/> click on the **Log-in** button.
2. Click on the **Forgot Username or Password?** link.



Home > Login

Please login here.

Log In

User Name:

Password:

Log In

[Forgot User Name or Password?](#)

3. Choose **I have forgotten my password**. Provide your username and complete the image verification. Click on the **Submit Request** button.



Home > Login > Profile Support

### Profile Support

Please select from the following support issues:

I have forgotten my password

I have forgotten my user name

Password Recovery

User Name:

 [Refresh Image](#)

Image Verification:

Please enter the above text for verification

[Submit Request](#)

4. Answer the three security questions you chose when completing your profile and click on the **Submit Request** button.



Home > Login > Profile Support

### Profile Support

Security Question: In what city or town did your parents meet?

Answer:  Answer is required.

Security Question: What color was the first car you owned?

Answer:  Answer is required.

Security Question: What is the middle name of the oldest person in your family?

Answer:  Answer is required.

[Submit Request](#)

5. Enter your new password and click on the **Change Password** button.



Home > Login > Profile Support

### Profile Support

Security Question confirmed, please enter your New Password

Passwords must contain at least 8 alphanumeric characters or symbols, not include your username, and include 3 of the:

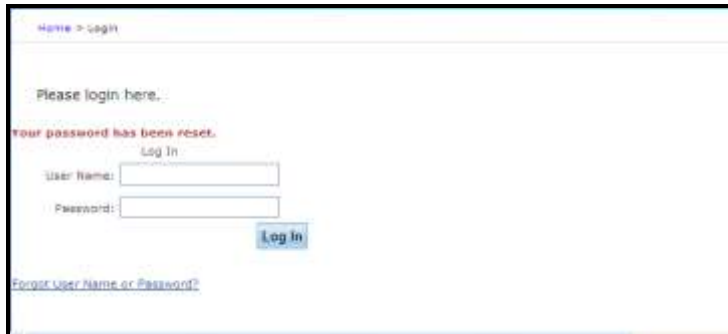
- Capital letters
- Lower case letters
- Numericals
- Special characters

New Password:

Confirm New Password:

[Change Password](#)

- Your password has been reset. Enter your username and new password and click on the **Log In** button.



Home > Login

Please login here.

Your password has been reset.

Log In

User Name:

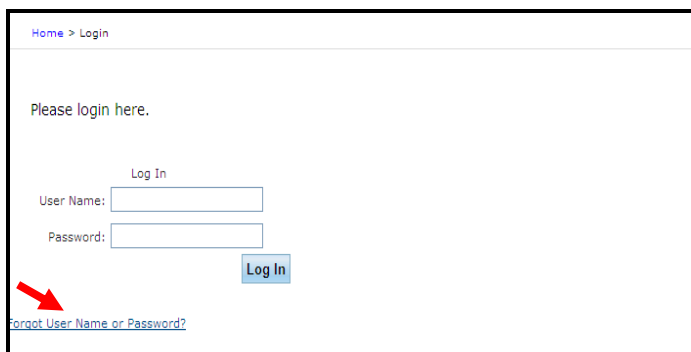
Password:

Log In

[Forgot User Name or Password?](#)

## How to Look-Up Your Username

- On the LVIS website at <https://license.doe.in.gov/> click on the **Log-in** button.
- Click on the **Forgot User Name or Password?** link.



Home > Login

Please login here.

Log In

User Name:

Password:

Log In

[Forgot User Name or Password?](#)

- Choose **I have forgotten my User Name**. Provide your first name, last name, and email along with the image verification and click on the **Submit Request** button.



Profile Support

Please select from the following support issues:

I have forgotten my Password.

I have forgotten my User Name.

User Name Recovery

First Name:

Last Name:

Email:

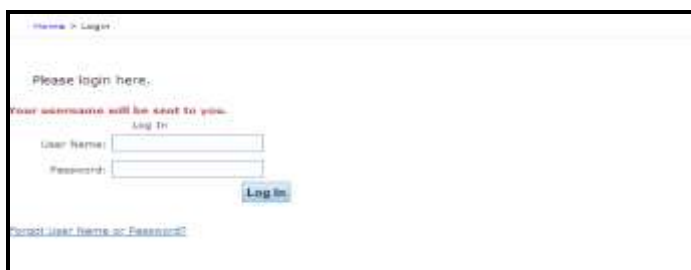
**TFTEP** Refresh Image

Image Verification:

Please enter the above random verifier.

Submit Request

- Your user name will be sent to your email account. Check your email account to find the user name and then enter your user name and password and hit the **Log In** button.



Home > Login

Please login here.

Your username will be sent to you.

Log In

User Name:

Password:

Log In

[Forgot User Name or Password?](#)



## How to Change Personal Information

1. Click the **Edit Profile** link on the right-hand menu bar.
2. Edit the information and click on the **Save Profile** button.

## How to Change Your Password

1. Click on the **Change Password** link on the right-hand side menu bar.
2. Complete the form and click on the **Change Password** button.

## How to Edit Your Educational Background

1. Click the **Edit Educational Background** link on the right-hand side menu bar.
2. Complete the form and click on the **Add Educational Background Entry** button to submit the information.

My LVIS Contact Us

Home > My LVIS > Profile Educational Background

### Profile Educational Background

Use this page to detail your past academic studies.

State: Indiana College / University Attended: Select an Indiana Educational Institution

Graduation Month: Graduation Year: Degree: Please Select

[Add Educational Background Entry](#)

**My Profile**

- [My LVIS](#)
- [Edit Profile](#)
- [Change Password](#)
- [Edit Educational Backgrou](#)
- [Degree Change Request](#)
- [School/ School Corporatio](#)
- [Employer](#)
- [Role Request](#)
- [Name Change Request](#)

**My Application**

- [Add Application](#)
- [Workplace Specialist](#)
- [Application](#)
- [Application Status](#)
- [Pay Pending Applications](#)
- [View Test Scores](#)
- [View/Print Licenses](#)
- [Professional Growth Plan](#)

3. Your edited information should appear on screen.
4. To remove an institution or degree from the list, click **Remove** to the right of the entry.

### Profile Educational Background

Use this page to detail your past academic studies.

College / University	Degree or Coursework	Date of Graduation / Attendance	State	
Indiana University/Purdue University/Indianapolis	Bachelor	May, 2002	Indiana	<a href="#">Remove</a>

State: Indiana College / University Attended: Select an Indiana Educational Institution

Graduation Month: Graduation Year: Degree: Please Select

[Add Educational Background Entry](#)

[Save Educational Background](#)

5. When finished editing, click on the **Save Educational Background** button.

## How to Request a Degree Change

1. Click on the **Degree Change Request** link on the right-hand menu bar. *Please note that you can not request a degree change until your license is approved.*

2008 • LUIS • Degree Change Request

All fields are required to complete the degree change form. There is a \$35, non-refundable, fee to request a degree change.

Please send a copy of your official transcripts to the address below.  
Indiana Department of Education  
Office of Educator Licensing and Development  
Attention: Transcripts  
131 West Ohio Street  
Indianapolis, Indiana 46204

**Date Degree Changed**  
New Degree: \*   
Effective On: \*

**Supporting Documentation**  
Document: \*   
Notes:

**Billing Information:**  
Name on card: \*   
Address: \*  
Address2:  
City: \*  
State: \*   
Postal Code: \*  
Phone: \*

**Credit Card Information:**  
Card Type: \*   
Card Number: \*  
Expiration Month: \*   
Expiration Year: \*   
CC Verification Code: \*

**My Profile**  
My LUIS  
Edit Profile  
Change Password  
Edit Educational Background  
Name Change Request  
Current Employment  
Role Request  
Name Change Request

**My Application**  
Add Application  
Application Status  
Exp. Pending Application  
View Test Scores  
View/Print Licenses  
Professional Growth Plan

2. Complete the **Date Degree Changed**, **Supporting Documentation**, and **Billing Information** fields and click the **Review Summary** button to verify the information.

## How to Change Your School Corporation Employer

1. Click on the **School/School Corporation Employer** link on the right side menu bar.
2. Select your new employer from the drop-down menu and click on the **Submit Employer** button.

My LUIS Contact Us

Home • LUIS • Current Employer

If you are applying for a Workplace Specialist License, Emergency Permit, Transition to Teaching Permit, or Visiting Teacher Permit **this is the school/school corporation where you are employed**. If you are applying for a Substitute Teacher permit, it is the school/school corporation where you are employed or intend to be employed. We need this information because the administrator at this school/school corporation must approve your application and potentially your PDPs/PCPs for renewal. To continue this application you must identify an employing school/school corporation. If your school is missing from the drop down list, please contact DOE at [licensinghelp@doe.in.gov](mailto:licensinghelp@doe.in.gov).

© Teaching at Indiana School  
Employed by In-State School  
School:

**My Profile**  
My LUIS  
Edit Profile  
Change Password  
Edit Educational Background  
Degree Change Request  
School/School Corporation Employer  
Role Request  
Name Change Request

**My Application**  
Add Application  
Workplace Specialist Application  
Application Status  
Exp. Pending Application  
View Test Scores  
View/Print Licenses  
Professional Growth Plan

3. Your updated current employer will be displayed in a table.

My LVIS Contact Us

Home > My LVIS > Current Employer

If you are applying for a Workplace Specialist License, Emergency Permit, Transition to Teaching Permit, or Visiting Teacher Permit **this is the school/school corporation where you are employed**. If you are applying for a Substitute Teacher permit, it is the school/school corporation where you are employed or intend to be employed. We need this information because the administrator at this school/school corporation must approve your application and potentially your PGPs/PDPs for renewal. To continue this application you must identify an employing school/school corporation. If your school is missing from the drop down list, please contact DOE at [licensinghelp@doe.in.gov](mailto:licensinghelp@doe.in.gov).

Thank you! Your employer information has been saved as:

**Employer Name**

Adelaide De Vaney Elem Sch - 8510

## How to Change Your Role in the LVIS System

1. The **Role Request** page requests viewing permission related to duties as a Licensing Advisor, Career & Technical Education (CTE) Director, School Corporation Authority, or School Building Administrator.
2. Select the **Role Request** link on the right-hand menu bar.
3. Select the appropriate role from the drop-down menu.
4. Select your **School/College Affiliation**.
5. Click on the **Add** button.

My LVIS Contact Us

Home > My LVIS > Role Request

If you are associated with a College, University, or Indiana School you can use this page to request access to your work queue.

Role Requested:

School/College Affiliated:

**My Profile**

- My LVIS
- My Profile
- Change Password
- Join Educational Team
- Request Change Roles
- School/School Corp
- Statistics
- Role Request
- Name Change Request

**My Application**

- Add Application
- Workplace Specialist Application
- Application
- Application Status
- Pay Banding Application
- View Test Scores
- View/Print Licenses
- Professional Growth

6. The information will appear in a table.

Home > My LVIS > Role Request

If you are associated with a College, university, or Indiana School you can use this page to request access to your work queue.

Role Requested:

School/College Affiliated:

School/College Affiliated	
Adams School - D025	<input type="button" value="Remove"/>

7. Click on the **Send Request** button.
8. A confirmation screen will appear verifying successful submission.

My LVIS Contact Us

Home > My LVIS > Role Request

If you are associated with a College, University, or Indiana School you can use this page to request add your work queue.

**Your Role Request has been submitted.**

## How to Change Your Name on Your License

1. Click on the **Name Change Request** link on the right-side menu bar.
2. Fill in the required fields and click on the **Browse** button to attach one of the following documents that supports your request for a name change on your license; a divorce decree, driver's license, legal name change affidavit, or state-issued marriage license.
3. Verify that the affidavit at the bottom of the screen is correct and click on the **Submit Request** button.

Please fill out and submit the form below for a name change.

(Name As Shown On License(s))  
William Simpson Simpson

Change Name To:  
 First Name:   
 Middle Name:   
 Last Name:

Date Name Changed  
 Effective On:

Supporting Documentation  
 Document Type: \*   
 Document: \*    
 Notes:

This affidavit states that on  my name changed from \_\_\_\_\_ to and I make this affidavit for the purpose of requesting the Indiana Department Of Education/Office of Educator Licensing and Development to change my name on the official records.

By clicking the 'Submit' button below, I certify that the information and documentation contained in this affidavit are true and accurate to the best of my knowledge and belief.

**My Profile**  
[My LVIS](#)  
[Edit Profile](#)  
[Change Password](#)  
[Get Educational Background](#)  
[Change License Request](#)  
[School/School Corporation](#)  
[Employer](#)  
[Role Request](#)  
[Name Change Request](#)

**My Application**  
[Add Application](#)  
[Workplace Specialist](#)  
[Application](#)  
[Application Status](#)  
[Pay Pending Applications](#)  
[View Test Scores](#)  
[View/Print Licenses](#)  
[Professional Growth Plan](#)  
[Professional Growth Plan](#)  
[Educational Interpreter](#)  
[Professional Development Plan](#)

4. After submission you should be redirected to a confirmation page.

License Verification and Information System

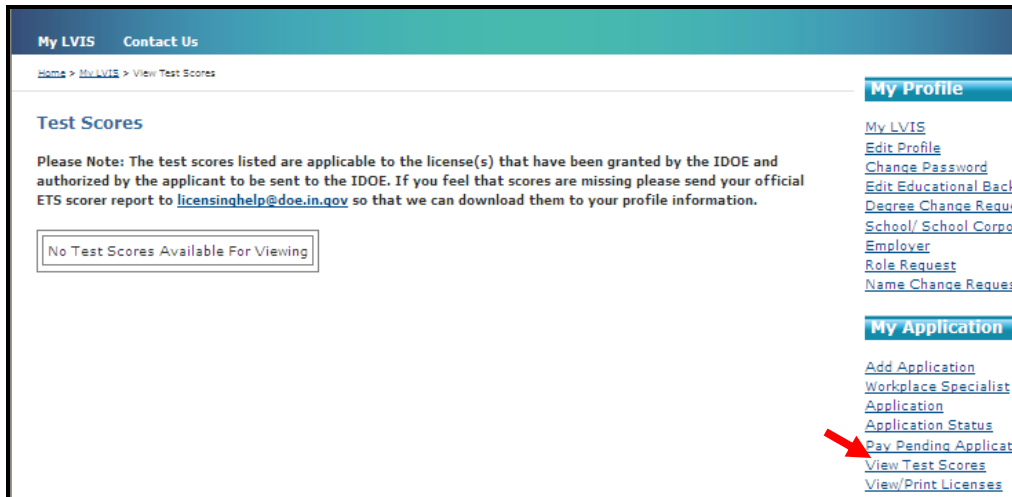
My LVIS Contact Us

Home > My LVIS > Name Change Request

Your Name Change Request has been submitted to the IDOE and is currently being processed. You will receive an email notification once it has been completed.

## How to View Your Test Scores

1. Click on the **View Test Scores** link on the right-side menu bar.



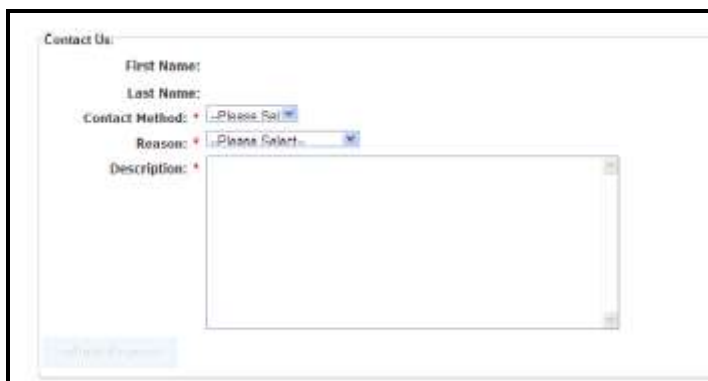
2. You should see all test scores that were sent to the IDOE. If you feel that test scores are missing, please send your official ETS scorer report to [licensinghelp@doe.in.gov](mailto:licensinghelp@doe.in.gov) to be uploaded.

## Still Have Questions? Contact Us!

1. Click on the **Contact Us** tab at the top of the homepage.



2. Describe your problem or question and click on the **Submit request** button.





## Glossary of Terms

**Accomplished Practitioner License:** 10-year renewable license. Issued to those who meet the requirements for professionalization. Professionalization requirements can be found here: <http://www.doe.in.gov/student-services/licensing>. This license is equivalent to a professional license under prior rules.

**Advanced Degree Evaluation:** option for applicants with a Master's Degree in a subject that corresponds to a secondary licensure content area. Applicants must do all of the following: 1) teach for at least one year in grade K-12 or at the postsecondary level; 2) pass the licensure exam in the desired content area, and 3) be certified in cardiopulmonary resuscitation (CPR)/Heimlich maneuver. An eligible applicant receives an Initial Practitioner License.

**Conversion:** moving from an Initial Practitioner License to a Proficient Practitioner License. This may also refer to moving from Workplace Specialist I to Workplace Specialist II.

**Emergency Permit:** one-year permit issued at the request of an employing school district to fill an unmet staffing need. The applicant must have a bachelor's degree and may or may not already hold a teaching license. It is equivalent to a Limited License under prior rules.

**Indiana Mentoring and Assessment Program (IMAP):** required internship that all educators with Initial Practitioner Licenses must complete in order to be eligible for a five-year Proficient Practitioner License. The educator must enroll in both Year One AND Year Two of IMAP in order to complete the internship.

**Initial Practitioner License:** two-year license issued to novice teachers, school service personnel, or building level administrators while they complete the IMAP/residency program. The Initial Practitioner License may be renewed two times in order to provide additional time to complete IMAP. Once IMAP is complete, the license holder may convert to a five-year Proficient Practitioner License.

**Professionalize:** moving from a Proficient Practitioner License to an Accomplished Practitioner License.

**Proficient Practitioner:** five-year license issued to teachers upon completion of IMAP. Equivalent to provisional and standard licenses under prior rules.

**Transition to Teaching Permit:** alternative certification path that provides an abbreviated pedagogy component to persons who already hold a bachelor's degree and meet the grade point average (GPA) requirement. The permit is a three-year, nonrenewable permit issued at the request of an employing school corporation for an individual who is enrolled in a Transition to Teaching program for a content area in which the school corporation is experiencing staffing difficulty.

**Troops to Teachers Evaluation:** evaluation for licensure for military or former military personnel taking into account traditional coursework, training provided by the military, and instructional/teaching experiences such as Junior Reserve Officer Training Corps (JROTC), etc. Eligible applicants may be eligible for educational reimbursement through Defense Activity for Non-Traditional Education Support (DANTES). The IDOE does not provide financial assistance or reimbursement; it assists applicants by determining eligibility and providing advice concerning options for completing licensure requirements.

**Visiting Teacher Permit:** three-year, nonrenewable permit issued at the request of an employing school corporation to a teacher from a foreign country who holds the equivalent of a bachelor's degree from an accredited institution, has completed a teacher education program in the teacher's country, and meets other requirements under 515 IAC.

**Workplace Specialist License I:** initial two-year license issued at the request of an employing CTE Director to an applicant with documented skill and work experience in a CTE content area.

**Work Place Specialist II:** five-year renewable license issued at the request of an employing CTE Director upon completion of the beginning teacher seminar required of a Workplace Specialist I License holder.



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## Acronym Reference List

<b>AP</b>	Accomplished Practitioner
<b>CPR</b>	Cardiopulmonary Resuscitation
<b>CTE</b>	Career and Technical Education
<b>EI</b>	Educational Interpreter
<b>FAQ</b>	Frequently Asked Questions
<b>IDOE</b>	Indiana Department of Education
<b>IP</b>	Initial Practitioner
<b>IMAP</b>	Indiana Mentoring and Assessment Program
<b>LA</b>	License Advisor
<b>LVIS</b>	Licensing Verification and Information System
<b>OELD</b>	Office of Educator Licensing and Development
<b>PDP</b>	Professional Development Plan
<b>PGP</b>	Professional Growth Plan
<b>PP</b>	Proficient Practitioner
<b>WS</b>	Workplace Specialist