# Table of Contents

- **Introduction** ........................................................................................................... 3
- **How to Create a Profile** .......................................................................................... 4
- **How to Apply for a License** ..................................................................................... 6
- **How to Check Your Application Status** .................................................................. 9
- **How to Pay for Your Application** ........................................................................... 10
- **How to Print Your License** ..................................................................................... 11
- **How to Create a Professional Growth Plan** ......................................................... 11
- **Workplace Specialists: How to Create a Professional Development Plan** ............... 13
- **How to Look-up Your Password** ............................................................................ 14
- **How to Look-up Your User Name** .......................................................................... 15
- **How to Change Personal Information** ..................................................................... 16
- **How to Change Your Password** ............................................................................. 16
- **How to Edit Your Educational Background** .......................................................... 16
- **How to Request a Degree Change** ........................................................................ 17
- **How to Change Your School Corporation Employer** ............................................. 18
- **How to Change Your Role in the LVIS System** ...................................................... 19
- **How to Change Your Name on Your License** ....................................................... 20
- **How to View Your Test Scores** ............................................................................. 21
- **Contact Us** ............................................................................................................ 21
- **Glossary of Terms** ................................................................................................. 22
- **Acronym Reference List** ........................................................................................ 23
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.

- 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.
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.

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.

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

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

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.

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

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.
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.

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

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

5. Enter your new password and click on the Change Password button.
6. Your password has been reset. Enter your username and new password and click on the Log In button.

**How to Look-Up Your Username**

1. On the LVIS website at [https://license.doe.in.gov/](https://license.doe.in.gov/) click on the Log-in button.

2. Click on the Forgot User Name or Password? link.

3. 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.

4. 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.
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.
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.

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

6. The information will appear in a table.

7. Click on the Send Request button.

8. A confirmation screen will appear verifying successful submission.
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.

4. After submission you should be redirected to a confirmation page.
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 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](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.
# Acronym Reference List

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<thead>
<tr>
<th>Acronym</th>
<th>Reference</th>
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<tbody>
<tr>
<td>AP</td>
<td>Accomplished Practitioner</td>
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<tr>
<td>CPR</td>
<td>Cardiopulmonary Resuscitation</td>
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<tr>
<td>CTE</td>
<td>Career and Technical Education</td>
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<tr>
<td>EI</td>
<td>Educational Interpreter</td>
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<tr>
<td>FAQ</td>
<td>Frequently Asked Questions</td>
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<tr>
<td>IDOE</td>
<td>Indiana Department of Education</td>
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<tr>
<td>IP</td>
<td>Initial Practitioner</td>
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<tr>
<td>IMAP</td>
<td>Indiana Mentoring and Assessment Program</td>
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<td>LA</td>
<td>License Advisor</td>
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<td>LVIS</td>
<td>Licensing Verification and Information System</td>
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<tr>
<td>OELD</td>
<td>Office of Educator Licensing and Development</td>
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<td>PDP</td>
<td>Professional Development Plan</td>
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<td>Professional Growth Plan</td>
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