

# Indiana Department of Education

## FAQ

### Licensing Verification and Information System (LVIS)



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## Acronym List

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

## General Topics

This section answers general questions about the Licensing Verification and Information System (LVIS).

### What is LVIS?

LVIS is the Indiana Department of Education's (IDOE) Licensing Verification and Information System. This new online application system has been designed with enhanced self-service features to make it easier and faster for you to apply for and receive your credentials.

### How do I contact someone about LVIS?

The easiest way to contact someone is by using the **Contact Us** button on the LVIS *Home* page. Type the required information and click the **Submit** button.

### What can I do in LVIS?

You can use LVIS to:

- Edit your profile.
- Change your password.
- Edit your educational background.
- Make a degree change request.
- List current employment.
- Make a name change request.
- Add an application.
- Check application status.
- Pay for a pending application.
- Create, review, and update a Professional Growth Plan (PGP).
- Create, review, and update a Professional Development Plan (PDP).
- Print a license.

### What types of files can I upload?

LVIS accepts the following file types:

- PDF
- TXT
- DOC
- DOCX
- JPG
- XLS
- XLSX
- PPT

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## My name has changed. How do I submit this information and get a new license with the correct name issued?

Click the *Name Change Request* hyperlink on the *My LVIS* page. Type the required information and review the affidavit at the bottom of the page. Click the **Submit Request** button to submit the changes.

## How do I print a copy of my license?

On the *My LVIS* page, click the *Print License* hyperlink. On the *Print License* page, the licenses available for printing are listed.

## What address should the applicant use when entering his or her e-mail address?

There is the opportunity to enter a primary and secondary e-mail address. Due to some school firewalls, it is best to enter both your work e-mail address and a personal e-mail address. E-mail communications will go to both addresses. Please be sure the e-mail address you enter as primary is one to which you will have access and check year-round. All communications from the Office of Educator Licensing and Development (OELD) concerning your license(s) will be through e-mail.

## What if I can't find my verification e-mail?

Check your spam or junk e-mail folders. Add the sender to the safe list so e-mails come to the inbox.

## Why do you require Social Security Numbers (SSNs)? Is your site secure? If I am not a licensed teacher, why do you require my SSN?

It is a secure site. You will see a small "lock" icon on your screen to verify that we are using a Security Certificated. We also use an https:// address that is secured behind our firewalls here at IDOE. The agency is requesting disclosure of your SSN in accordance with 42 USC 666(a)13. Disclosure is mandatory and this application cannot be processed without it.

## Creating a Profile and Logging In

This section answers questions about profile creation and logging in to the LVIS.

### Where do I get a user name and password?

You will create your user name and password.

### What are the password requirements?

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

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

### What if I have forgotten my password or user name?

Select the **I have forgotten my Password** or the **I have forgotten my User Name** radio button on the *Profile Support* page. Supply the requested information and click the **Submit Request** button. You will receive an e-mail with the required information.

### How do I create a profile?

From the LVIS *Home* page, click the **Create Profile** button or the Create Profile tab. Either option will take you to the *Add Profile* screen. Type the required information. Click the **Create Profile** button to submit the information and create a profile. The LVIS will automatically generate an e-mail that is sent to the address the applicant submitted in the profile creation process.

The applicant must click the *Verify e-mail address* hyperlink to move to the application process.

### How do I change my password?

Click the *Change password* hyperlink on the LVIS *Home* page after you log in. Fill in the information, and click the **Change Password** button to submit the information and save the changes.

### What happens if a user enters the wrong SSN in his or her profile?

The user will need to contact IDOE to get it changed.

## **Applications**

The section answers questions about applications.

### **What is the status of my application?**

Click the *Application Status* hyperlink on the *MY LVIS* page. This will take you to the *Application Status* page, where applications currently in the system are listed.

### **How do I apply for a Substitute Permit?**

The process for a substitute teacher is similar to applying for other types of licensure. You will access LVIS, create a profile, and select the Substitute Permit option from the pull-down menu on the *Add Application* page. During the application process, you will be asked to select your employing school or school corporation. After you have paid for the application, it will electronically route to the selected employer where it will be approved. Once it is approved, the permit can be viewed and printed by going to that hyperlink on the *My LVIS* page. The selected employer will receive an e-mail verification stating that the Substitute Permit has been created. It will include details such as your name, the employing district, permit number, and expiration date.

### **Can two renewal applications be submitted at the same time?**

Yes, providing they are separate license types (e.g., instructional and administrative).

### **How long will a pending (submitted, but NOT paid for) application stay in the system?**

A pending application will stay in the system for 45 days and then will automatically be deleted.

### **How long will an application that has NOT been submitted stay in the system?**

An application that has been started, but not submitted, will stay in the LVIS for 14 days and will then be automatically deleted. If you have an incomplete application, you will receive an e-mail reminding you to complete it.

### **How long will an application that has been submitted and paid for stay in the system?**

Once an applicant submits an application and pays for it, the application will remain in the system.

### **If an applicant is applying for two areas, what happens if the applications are entered separately?**

An applicant can apply for multiple content areas on one application as long as the content areas are for the same license type (e.g., instructional). However, if multiple applications are submitted and paid for, those applications will be processed appropriately. No refunds are given.

### **Are transcripts required for Workplace I or Workplace II Specialists?**

Workplace Specialists may or may not have transcripts. They are not required.

## What kinds of documents might be required to be submitted if an applicant answers “Yes” to legal questions 1 and 2?

An applicant may be required to submit the following documents:

- Chronological Case Summary
- Affidavit of probable cause
- Charging Information
- Plea agreements (if applicable)
- Judgment/Order Sentencing
- Documentation of successful completion/release from any probation

## How do I use out-of-state coursework to renew or professionalize my license or add content areas?

When completing your application in LVIS, you will be asked to select your “recommending institution.” If you are using out-of-state coursework, please select “Office of Educator Licensing and Development” from the drop-down menu. This will ensure your application is routed to IDOE for review. You will need to send official transcripts to IDOE. The address is shown in LVIS.

## Payments

This section answers questions about payments.

### How can I pay for my application?

The system accepts MasterCard and Visa credit/debit cards. On the *Pay Pending Applications* screen, the table at the top of the screen lists the pending applications. To pay for an application, click the check box in the **Pay** column of the table. The total amount for the application(s) is displayed in the **Total** field.

### How can I pay for my application if I do not have a credit card?

MasterCard and Visa have prepaid cards available from a variety of retailers.

### Are Visa and MasterCard the only allowable methods for payment?

Yes, Visa and MasterCard are the only methods allowable.

## PGPs

This section answers questions about PGPs.

### How do I create or add to my Professional Growth Plan?

On the *My LVIS* page, click the *Professional Growth Plan* hyperlink. On this page, you can begin or edit a PGP. The table at the top of the screen lists current PGPs.

To add a new PGP, click the *create new PGP* hyperlink. On the following screen, click the **Create New PGP** button. To return to the previous screen, click the **Previous** button.

To edit a current PGP, click the *Edit* hyperlink.

### If a person is NOT working in a school system, but uses the PGP for license renewal, does he or she still have to forward the PGP documentation to IDOE first for acceptance before completing the renewal?

Yes. In LVIS, if the applicant does not enter a school employer, the choice will default to “other” and the PGP will be routed directly to IDOE.

### Once the PGP is accepted and the certificate is sent to the applicant, should the applicant attach that certificate to the application when submitting it?

No. Once the DOE/school has approved the PGPs, there will be an auto-generated e-mail sent to the applicant stating the PGPs have been approved. The applicant is directed to log in to LVIS and create a renewal application. Once the applicant logs in and selects the action of renewing, the applicant will select “renewing with PGP.” LVIS will match up the PGP already on file.

### When submitting an application using the PGP, does it go directly to IDOE for processing?

Yes. If the applicant has selected “Other,” it will go to IDOE.

### How do Educational Interpreters (EIs) renew after July 1, 2011?

Because EIs have not previously been certified by IDOE, the LVIS system does not automatically show certification history for EIs previously certified by Deaf and Hard of Hearing Services of the Family & Social Services Administration (FSSA). EIs previously certified by FSSA are “grandfathered,” meaning they can continue to be certified by meeting the renewal requirements established by IDOE. In order to renew a certificate using LVIS, EIs should follow these steps:

1. On or after July 1, 2011, create a profile in LVIS.
2. E-mail or call the Office of Educator Licensing and Development to communicate that a profile was created.
3. IDOE will create an application, waive the fee, and code an “existing license” in order to create a record of a certificate in LVIS.
4. Once IDOE has completed Step 3, the EI will receive an e-mail indicating that the EI can now apply through LVIS for a renewal if the certificate is expired.
5. The EI can use a PGP tool in LVIS to track, record, and submit PGP points for renewal.

## If I have never held an EI certificate in Indiana, how do I qualify?

Beginning July 1, 2011, an applicant for an initial EI certificate must hold at least a high school diploma or the equivalent, and:

1. Pass the Education Interpreter Performance Assessment (EIPA) written test and score a 3.5 or higher on the EIPA skill test; OR
2. Be certified by the National Registry for Interpreters of the Deaf (NRID).

EIs do not need to be employed to obtain an initial license. When EIs renew, they will select a school and create a PGP. If the EI is not employed, "other" may be selected and the PGP will be routed to IDOE for verification.

## ***Terms***

This section covers terms.

### **What does “Conversion” mean?**

This is the action of moving from an Initial Practitioner License to a Proficient Practitioner License, or from a Workplace Specialist I to Workplace Specialist II.

### **What does “Professionalize” mean?**

This is the action of moving from a Proficient Practitioner License to an Accomplished Practitioner License, with the result being a renewal for 10 years. An applicant requesting professionalization must hold the necessary degree and years of experience for the Accomplished Practitioner License and meet license renewal requirements.

### **What is the Indiana Mentoring and Assessment Program (IMAP)?**

IMAP is the required internship that all educators with Initial Practitioner licenses must complete in order to be eligible for the five-year Proficient Practitioner license. The educator must enroll in both Year One AND Year Two of IMAP in order to complete the internship. The IMAP enrollment window generally closes in early October for the school year. Exact dates and enrollment details will be posted on the OELD Web site.

## Permits and Licenses

This section answers questions about permits and licenses.

### What is an Initial Practitioner License?

This is a 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 the IMAP. Once the IMAP is complete, the license holder may convert to a five-year Proficient Practitioner license.

### What is a Proficient Practitioner License?

This is a five-year license issued to teachers upon completion of the IMAP. A Proficient Practitioner License is equivalent to first grade, provisional, and standard licenses under prior rules.

### What is an Accomplished Practitioner License?

This is a ten-year license renewable for ten-year periods issued to an educator that has met the professionalization requirements for the Educator's License. Professionalization requirements for the various license types can be found on the OELD Web site. An Accomplished Practitioner License is equivalent to a Professional License under prior rules.

### What is an Emergency Permit?

This is a one-year permit issued at the request of an employing school district to fill a difficult or 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.

### What is a Visiting Teacher Permit?

This is a 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.

### What is a Transition to Teaching Permit?

This is an alternative certification path authorized by statute that provides an abbreviated pedagogy component to persons who already hold a bachelor's degree in a content area and meet the grade point average (GPA) requirement. By law, the number of credit hours that can be required by institutions in elementary and secondary transition to teaching programs are limited. 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.

### What is a Workplace Specialist License?

**Workplace Specialist License I:** This is an initial two-year license issued at the request of an employing Career and Technical Education (CTE) director to an applicant with documented skill and work experience in a CTE content area. A Workplace Specialist License is not based on a traditional teacher preparation program. During the two-year Workplace Specialist I License period, the license holder must complete a beginning teacher seminar of professional development and pedagogy, demonstrate proficiency in math and language arts, and complete an initial PDP. Upon completion of the requirements, the Workplace Specialist I License may be converted to an initial Workplace Specialist II License at the request of an employing CTE director. The Workplace Specialist I License is comparable to an Initial Practitioner License.

**Workplace Specialist II:** This is a five-year 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. It is renewable for five-year periods upon completion of an approved PDP, and creation of a new PDP. A Workplace Specialist II License is comparable to a Proficient Practitioner License.