

Original Emergency Permits

SUBMITTED BY ANONYMOUS (NOT VERIFIED) ON MON, 09/26/2011 – 2:33PM

Posted: Mon, 09/26/2011 – 2:33pm Updated: Fri, 01/16/2015 – 3:36pm

An Emergency Permit is issued at the request of a school district in a content area for which the district is experiencing difficulty staffing the assignment with a properly licensed educator. The Emergency Permit (EP) is a temporary credential issued to a school corporation or special education cooperative for a person who is not licensed for that assignment. The applicant must possess the minimum of a Bachelor's degree from a regionally accredited university in order to be eligible for the EP. The individual holding the EP must make a commitment to work toward completion of an approved program to either add the content area(s) of the EP to an existing license or to obtain an initial practitioner license for the content area(s). The permit holder must meet with a licensing advisor at an Indiana institution in order to learn about the requirements for completing the appropriate program.

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 EP is valid for one school year. Once issued, it may be renewed by the school a maximum of two times if the applicant completes the renewal requirements of six semester hours as prescribed by a licensing advisor. The permit will have an issue date which coincides with the receipt date of the application. All EPs expire on June 30th.

A school district may renew an EP up to two times 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.

The following content areas are not available for the EP:

- 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.

The Office of Educator Licensing and Development will strictly adhere to the four-week deadline for submission of an application for the EP.

Additional Requirements for Communications Disorders Emergency Permits

(b) To be eligible to receive an emergency communication disorder permit, an individual must:

(1) submit official transcripts showing a bachelor's degree in speech, language, and hearing sciences or an equivalent bachelor's degree in this subject area; and

(2) verification from university that they are enrolled in an approved Communications Disorders Program/SLP.

Required Documents:

- Valid CPR card from IDOE approved provider
- Suicide Prevention Certificate
- Official transcripts of all degrees of the applicant (not needed if the application holds an Indiana Educator License)

Step-By-Step Instructions:

- 1) Click on the [LVIS Portal Link](#).
- 2) "Create" Profile"
- 3) Fill out all the required fields and click "Create Profile."
- 4) Go to your personal e-mail and find the e-mail(s) LVIS just sent you. It will be from "System Administrator." If it ended up in your SPAM/JUNK e-mail folder, you need to add the e-mail address to your contact or safe senders list.
- 5) Click the link "Verify e-mail."
- 6) Log into your LVIS account.
- 7) Click on "Emergency Permit – Original Instructional" under permits.
- 8) Type in the subject area
- 9) Click "Next".
- 10) Update your employment information with the school corporation, click "Next."
- 11) Answer the questions. If you answer yes to any of them, you will need to upload the documentation required. Click "Next."
- 12) Upload the required documentation. Click "Next."
- 13) If you have everything completed, you will be able to "Submit Application." If not, you need to fix what is missing.
- 14) Click the link to pay for all pending applications. \$35.00 + \$1.72 processing fee.
- 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."