

Applying for Original Work Place Specialist

Required Documents:

- Valid CPR/AED/Heimlich Training.
- Verification of Work Experience
- Proof of Suicide Prevention Training

Step-by-Step Instructions:

1. Log into your LVIS account (<https://license.doe.in.gov/>)
2. Click **Workplace Specialists Application** on the right hand side under the **MY Application** tab.
3. Select “Original Workplace Specialists 1”
4. Type in the Subject Areas you wish to have on your license. Click Next.
5. If you have not already done so, enter the school corporation where you are employed. Click “Submit Employer.” Click Next.
6. Answer the questions. Upload required documentation, if requested. Click Next.
7. Upload the required documentation and optional documentation. Click “Next.”
8. 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**.
9. Click the link to pay for all pending applications.
10. Mark the box under the “Pay?”
11. Fill out all the Billing information.
12. Click “Review Summary.”
13. Click box under Refund Policy.
14. Click **Submit**.

The application will then be routed to the CTE-Director to approve. Once it is approved, it will be routed to the Dept of Education to issue.

At any point you need to stop the application, 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**.