

## How to Convert your Reciprocal Permit to an Educator License

Once the Office of Educator Effectiveness and Licensing has completed an evaluation of one's credentials, an Evaluation/Deficiency Letter may be sent through LVIS. In it, deficiencies that need to be fulfilled to establish an Indiana Educator License are stated. Be sure to check both your inbox and SPAM mail to view this letter. If you have not received it, email us at [licensinghelp@doe.in.gov](mailto:licensinghelp@doe.in.gov).

### Required Documents:

- Valid CPR card from IDOE approved provider
- Suicide Prevention Certificate
- Copy of deficiency letter. If you cannot locate your letter, log into your LVIS profile and view your Email log, you can print a copy of your deficiency letter from there.
- Proof of completed deficiencies.

### Step-By-Step Instructions:

- 1) Log into your LVIS account.
- 2) Click on "Add Application" on the right hand side.
- 3) Click the "Original"
- 4) Select the license type in the next drop down
- 5) Click the box for "Alternate Path".
- 6) For Requirement Type "Click Reciprocal Permit Conversion to Standard License."
- 7) Type in your subject area
- 8) Click "Next".
- 9) A Recommending Institution is not required, Click "Next."
- 10) Answer the questions. If you answer yes to any of them, you will need to upload the documentation required. Click "Next."
- 11) Upload the required documentation.
- 12) 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**.
- 13) Click the link to pay for all pending applications.
- 14) Mark the box under the "Pay?"
- 15) Fill out all the Billing information.
- 16) Click "Review Summary."
- 17) Click box under Refund Policy.
- 18) Click "Submit."

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**.