

Add a Content Area by Completion of Coursework and Testing

SUBMITTED BY LPITZ ON FRI, 09/23/2011 – 3:15PM

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Content area additions and license renewals can be applied for at the same time if the expiration date of the license is within 90 days. Since both actions will be completed by our office simultaneously, submit one \$35 fee.

- **Beginning January 16, 2015** all license additions will require successful completion of the required CORE content test if there is an approved test for the content area, as well as any coursework requirements.
- For more information on the Pearson CORE Assessments you can sign up for their tests at this link <http://www.in.nesinc.com/Home.aspx>
- For Physical Education, Praxis test #0091 will be accepted until August 31, 2015. Pearson will have a test available June 1, 2015. Keep checking website for details.
- For Health, Praxis test #5551 will be accepted until August 31, 2015. Pearson will have a test available June 1, 2015. Keep checking the website for details.

Required Documents:

- Official transcripts if adding with coursework from an out-of-state institution. If coursework was completed at an Indiana college/university, applications will be routed to those institutions for processing.
- If test scores are not available in your LVIS profile, upload the official copy of the passing test scores.

Step-By-Step Instructions:

1. Log into your LVIS account (<https://license.doe.in.gov/> (link is external)).
2. Click on **Add Application** on the right hand side.
3. Click the **Addition**
4. Choose the license you wish to add the content area too.

5. Type in the Area you wish to add.
6. Click **Coursework** button.
7. Click **Next**.
8. Click **Add Recommending Institution Entry**.
9. Select the **State**.
 - A. If Indiana, **Select** the Indiana College/University.
 - B. If out-of-state, **type in** the name of the college/university.
10. Answer the questions. Click **Next**.
11. Upload required documentation, if required. Click **Next**.
12. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing. Missing documentation 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**.