

# Addition with Coursework and Content Exam

1. Log into your [LVIS](#) account.
2. Click the green “I am an Indiana” box.
3. Select **Add Content Areas**
4. Select **Current IN Instructor**.
5. Select **Addition Instructional with Coursework and Exam**
6. Select the license to which you wish to add a content area. Click **Next**.
7. Click **Add Recommending Institution Entry**. Select the **State**.
  - a. If Indiana, **Select** the Indiana College/University.
  - b. If out-of-state, **type in** the name of the college/university.
  - c. Click **Save Recommending Institution Entry**. Click **Next**
8. Answer the questions and provide documentation if required. Click **Next**.
9. Upload required documentation. Click **Next**.
10. 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**.
11. Click the link to pay for all pending applications.
12. Mark the box under the “**Pay?**”
13. Fill out all the Billing information.
14. Click **Review Summary**.
15. Check the box next to the Refund Policy.
16. Click **Submit**.

At any point you need to stop the application, click **Save for Later**. To check the status or return to your application, click “Application Status” on the right hand side when you are in your [LVIS](#) account.