

Addition of Montessori Endorsement

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 of Montessori Endorsement**
6. Select the license to which you wish to add a content area.
7. Click **Next**.
8. Click **Next**.
9. Answer the questions. Upload required documentation, if requested.
10. Click **Next**.
11. Upload required documentation.
12. Click **Next**.
13. 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**.
14. Click the link to pay for all pending applications.
15. Mark the box under the “**Pay?**”
16. Fill out all the Billing information.
17. Click **Review Summary**.
18. Check the box next to the Refund Policy.
19. 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.