Original Career Specialist Permit:

1. Create an account in [LVIS](https://www.doe.in.gov). If already created go to step 6.
2. Click Create Profile
3. Fill out all the required fields and click Create Profile.
4. Check your email for a message from “System Administrator.” You may need to check your spam or junk folder and add noreply@doe.in.gov to your approved senders list.
5. Click the link Verify e-mail.
6. Log into your LVIS account.
7. Click the red “I want to be an Indiana” box.
8. Click Teacher.
9. Click Alternate Licensure.
10. Click Career Specialists Permit.
11. Select the path you are using to obtain your Career Specialist permit.
12. Type the content area(s) for certification
13. Click Next.
14. Click Next.
15. Answer the questions. If you answer yes, you will need to upload the documentation required. Click Next.
16. Upload all required documentation.
17. Click Next
18. If you have everything completed, you will be able to Submit Application. If not, you need to fix what is missing.
19. Click the link to pay for all pending applications.
20. Mark the box under Pay?
21. Fill out billing information.
22. Click Review Summary
23. Review Refund Policy Mark the box to acknowledge the Refund Policy.
24. Click Submit.

If 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.

HELPFUL WEBSITES:
- [https://www.doe.in.gov/licensing/alternative-licensure-paths#InformationCareer](https://www.doe.in.gov/licensing/alternative-licensure-paths#InformationCareer)