

Original [Career Specialist Permit](#)

## Original Career Specialist Permit:

1. Create an account in ([LVIS](#)). 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](mailto: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>