

Original Emergency Permit (Instructional, Administrative or School Services)

1. Log into your [LVIS](#) account.
2. Click the red “**I want to be an Indiana**” box.
3. Select **Emergency Permits**.
4. Select **Instructional, Administrative, or School Services**.
5. Type in the subject area you are teaching. Click **Next**.
6. Update your Employer by clicking **Update**.
7. Using the dropdown, Select the corporation, NOT the school, where you will be substitute teaching.
8. Click **Submit Employer**
9. Click **Return to Application**. Your employer should now be listed. Click **Next**
10. Answer the questions. Provide documentation if requested. Click **Next**.
11. Upload the required documentation and optional documentation. 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 materials 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. Check the box next to the Refund Policy.
18. 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.

HELPFUL WEBSITE: <https://www.doe.in.gov/licensing/emergency-permits>