Indiana Department of Education

Licensing Verification and Information System (LVIS)

How-to Guide
for Licensing Advisors
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Welcome to LVIS!

Welcome to the Indiana Department of Education's (IDOE's) Licensing Verification and Information System (LVIS). This online application system enhances self-service features to make it easier and faster for you to apply and receive credentials.

LVIS Features:

- Create a personal profile and update it as needed.
- Instantly upload documents required for licensure.
- Receive automatic e-mail messages from the IDOE with application status updates.
- Print your credential the moment it is approved.
- Consolidate multiple licenses into a single educator credential.
- Record and track your Professional Growth Points (PGPs).
- Pay online with Visa or MasterCard.

Important!

- In this Licensing Advisors user guide, activities that relate to the licensing advisor's professional development and licensing activities refer to the user as an applicant. For activities related to License Advisor (LA) functions, the user is referred to as an LA.
- **Educational Interpreters:** for licensing, please contact Susie Langston at the Indiana Department of Education Office of Educator Licensing & Development at (317) 232-9007 or langston@doe.in.gov.
- You must pay for your application within 45 days of submission or the application will be automatically deleted.
- All applications not submitted within 14 days of creation date will auto-delete.
- Applications will remain in the system permanently after submission and payment.

How to Create a Profile

1) Log-on to [https://license.doe.in.gov/](https://license.doe.in.gov/) and click the Create Profile button.
2) Complete the **Add Profile** form. **Please write down your username and password. You will need these when you log-in again to print your license and update your information.** Click on the **Create Profile** button.

![Image of Add Profile form]

3) You will be redirected to the screen below.

![Image of redirected screen]

4) **Check the email account** that you listed in your profile as your **Primary Email.** *If you do not receive an email verification request within 30 minutes, please check your spam filter. If you do not receive the e-mail, click the Resend Verification Email link on the right-hand side of the LVIS portal home page.*
5) Open the Welcome to LVIS email sent to your primary email. Click on the Verify email address link.

6) The Verify Profile page will open. Click on the Click here to get started link.

7) You will be redirected to the “My LVIS” homepage.

How to Change Your Professional Profile

All features of My Profile and My Application are explained in the Applicant Guide.

Click the hyperlinks on the right side of the screen to view the following pages:

- **My Profile**
  - My LVIS – Click this to return to the My LVIS page.
  - Edit Profile – Click this to change profile information.
  - Change Password – Click this to change password information.
  - Edit Educational Background – Click this to edit educational background.
  - Degree Change Request – Click this to change degree information.
  - Current Employment – Click this to add current employment information.
  - Name Change Request – Click this to request a name change.

- **My Application**
Add Application – Click this to add an application.

Workplace Specialist Application – Click this to add a Workplace Specialist application.

Application Status – Click this to check the status of a submitted application.

Pay Pending Applications – Click this to pay for a pending application.

View Test Scores - Click this to view your test scores submitted to the DOE.

View/ Print License – Click this to print a copy of a license.

Professional Growth Plan – Click this to review the PGP.

Professional Growth Plan Educational Interpreter - Click this to review the PGP.

Professional Development Plan- for Workplace Specialists- click this to review the PDP.

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**How to Look-Up Your Password**

1. On the LVIS website at [https://license.doe.in.gov/](https://license.doe.in.gov/) click on the Log-in button.

2. Click on the **Forgot Username or Password?** link.

3. Choose **I have forgotten my password**. Provide your username and complete the image verification. Click on the **Submit Request** button.

4. Answer the three security questions you chose when completing your profile and click on the **Submit Request** button.
5. Enter your new password and click on the Change Password button.

6. Your password has been reset. Enter your username and new password and click on the Log In button.

**How to Look-Up Your Username**

1. On the LVIS website at [https://license.doe.in.gov/](https://license.doe.in.gov/) click on the Log-in button.

2. Click on the Forgot User Name or Password? link.

3. Choose I have forgotten my User Name. Provide your first name, last name, and email along with the image verification and click on the Submit Request button.
Your user name will be sent to your email account. Check your email account to find the user name and then enter your user name and password and hit the Log In button.

How to Change Personal Information

1. Click the Edit Profile link on the right-hand menu bar.
2. Edit the information and click on the Save Profile button.

How to Change Your Password

1. Click on the Change Password link on the right-hand side menu bar.
2. Complete the form and click on the Change Password button.
How to Change Your Role in the LVIS System

1. The Role Request page requests viewing permission related to duties as a Licensing Advisor, Career & Technical Education (CTE) Director, School Corporation Authority, or School Building Administrator.

2. Select the Role Request link on the right-hand menu bar.

3. Select the appropriate role from the drop-down menu.

4. Select your School/College Affiliation.

5. Click on the Add button.

6. The information will appear in a table.

7. Click on the Send Request button.

8. A confirmation screen will appear verifying successful submission.
How to Access Your License Advisor Work Queue

1) Click on the Work Queue link on the lower right-hand menu bar.
2) All applications ready for review in the table.

How to Code an Application

1) In your work queue, click the Code Application link for the applicant.
2) The individual application information appears.

3) Scroll down to the bottom of the License Advisor Detail page and code the license using the series of drop-down menus. Options displayed will vary based on previous selections.

4) Click the Add Content Area for Coding button when finished.

5) The coding should appear in a table. Choose one of these options:

   a. Click the **Finalize Coding** button to finalize coding the application. This will bring up a Summary pop-up window. Add any necessary notes in the blank field and click the **Approve License** button.

   b. Click the **Deny Application** button if you do not wish to approve the application. A pop-up window will appear. Please type your reason for denial and hit the **Deny** button.

   c. Click the **Re-Route Application** button to re-route the application to another LA. A pop-up window will appear. Please choose whether to re-route it to another institution or the IDOE and provide a rational for re-routing. Click the Re-route button.
6) You will be returned to your work queue and the application you just coded will disappear from your work queue.

**How to Search for an Application**

1. Click on the **Application Search** link on the lower right-hand menu bar.
2. Choose what you want to use to search from the drop-down menu.
3. Enter your search criteria.
4. Click on the **Additional Criteria** checkbox to use more than one search criteria.

5. Click on the **Search** button to see your results.

**How to Search for an Application Status**

1. To check an educator's application status, click **on Application Status Search** on the right-hand menu bar.

2. Enter either the **Social Security Number** or **First and Last Name** of the teacher. Click on the **Search** button.
3. The applicant’s personal information and application status will appear.

Still Have Questions? Contact Us!

1. Click on the Contact Us tab at the top of the homepage.

2. Describe your problem or question and click on the Submit request button.
Coding Licenses FAQ
This section answers questions about coding licenses.

How do you code multiple licenses?
These would appear as individual applications in LVIS, and would be worked accordingly.

What are some typical reasons an LA would route the application to IDOE? Another school?
If the applicant is renewing with coursework from the recommending institution and is also adding a content area with a Praxis II test, the LA would code the renewal and then route the application to IDOE for the Praxis addition. If an applicant accidentally selects the wrong recommending institution, the LA could route the application to the correct recommending institution once that has been identified.

When you enter the Content Area, is it required to click the Add Content for Coding?
Yes. The content must show up in the Content Area for your review in order to proceed with that content.

What happens when the LA incorrectly codes the license?
The LA must contact DOE as soon as possible.

Glossary of Terms
Accomplished Practitioner License: 10-year renewable license. Issued to those who meet the requirements for professionalization. Professionalization requirements can be found here: http://www.doe.in.gov/student-services/licensing. This license is equivalent to a professional license under prior rules.

Advanced Degree Evaluation: option for applicants with a Master’s Degree in a subject that corresponds to a secondary licensure content area. Applicants must do all of the following: 1) teach for at least one year in grade K-12 or at the postsecondary level; 2) pass the licensure exam in the desired content area, and 3) be certified in cardiopulmonary resuscitation (CPR)/Heimlich maneuver. An eligible applicant receives an Initial Practitioner License.

Conversion: moving from an Initial Practitioner License to a Proficient Practitioner License. This may also refer to moving from Workplace Specialist I to Workplace Specialist II.

Emergency Permit: one-year permit issued at the request of an employing school district to fill an unmet staffing need. The applicant must have a bachelor’s degree and may or may not already hold a teaching license. It is equivalent to a Limited License under prior rules.

Indiana Mentoring and Assessment Program (IMAP): required internship that all educators with Initial Practitioner Licenses must complete in order to be eligible for a five-year Proficient Practitioner License. The educator must enroll in both Year One AND Year Two of IMAP in order to complete the internship.

Initial Practitioner License: two-year license issued to novice teachers, school service personnel, or building level administrators while they complete the IMAP/residency program. The Initial Practitioner License may be renewed two times in order to provide additional time to complete IMAP. Once IMAP is complete, the license holder may convert to a five-year Proficient Practitioner License.

Professionalize: moving from a Proficient Practitioner License to an Accomplished Practitioner License.

Proficient Practitioner: five-year license issued to teachers upon completion of IMAP. Equivalent to provisional and standard licenses under prior rules.
Transition to Teaching Permit: alternative certification path that provides an abbreviated pedagogy component to persons who already hold a bachelor’s degree and meet the grade point average (GPA) requirement. The permit is a three-year, nonrenewable permit issued at the request of an employing school corporation for an individual who is enrolled in a Transition to Teaching program for a content area in which the school corporation is experiencing staffing difficulty.

Troops to Teachers Evaluation: evaluation for licensure for military or former military personnel taking into account traditional coursework, training provided by the military, and instructional/teaching experiences such as Junior Reserve Officer Training Corps (JROTC), etc. Eligible applicants may be eligible for educational reimbursement through Defense Activity for Non-Traditional Education Support (DANTES). The IDOE does not provide financial assistance or reimbursement; it assists applicants by determining eligibility and providing advice concerning options for completing licensure requirements.

Visiting Teacher Permit: three-year, nonrenewable permit issued at the request of an employing school corporation to a teacher from a foreign country who holds the equivalent of a bachelor’s degree from an accredited institution, has completed a teacher education program in the teacher’s country, and meets other requirements under 515 IAC.

Workplace Specialist License I: initial two-year license issued at the request of an employing CTE Director to an applicant with documented skill and work experience in a CTE content area.

Work Place Specialist II: five-year renewable license issued at the request of an employing CTE Director upon completion of the beginning teacher seminar required of a Workplace Specialist I License holder.

**Acronym Reference List**

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<th>Definition</th>
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<td>CTE</td>
<td>Career and Technical Education</td>
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<td>FAQ</td>
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