

Indiana Department of Education

Licensing Verification and Information System (LVIS)



How-to Guide for Licensing Advisors

Indiana Department of Education Office of Education Licensing and Development (317) 232-9010



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

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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/> 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.

Add Profile

Please enter your full legal name. Your name on your license will display exactly as you enter it here. The information in this application is confidential according to IC 20-14-3-4(a)(12).

* Denotes required field

First Name: *

Middle Name:

Last Name: *

Primary E-mail: * Verify E-Mail: *

Secondary E-mail: optional

Do you have a valid Social Security Number:
 Yes No

SSN: *

Confirm SSN: *

Date of Birth: *

Highest Education Level: *

Address:

Address2:

City:

State:

Country: United States Other:

Postal Code:

Primary Phone:

User Name: *

Password: * Password is case sensitive.

Confirm Password: *

Passwords must contain at least 8 alphanumeric characters or symbols, not include your username, and include 3 of the following requirements:

- Capital letters
- Lower case letters
- Numerals
- Special characters

Security Questions: *

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

Image Verification: *

Please enter the above random verification.

Agree to Terms of Use. [View Terms of Use](#) [Back](#)

- 3) You will be redirected to the screen below.



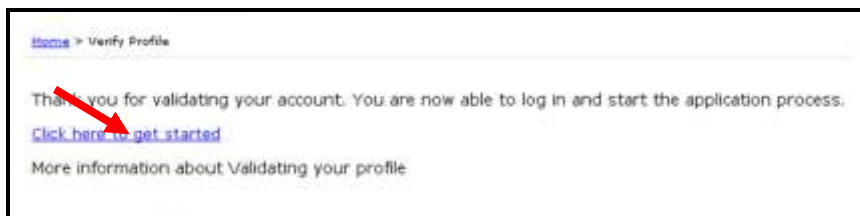
- 4) **Check the email account** that you listed in your profile as your **Primary Email**. If you do not receive an email verification request within 30 minutes, please check your spam filter. If you do not receive the e-mail, click the **Resend Verification Email** link on the right-hand side of the 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.

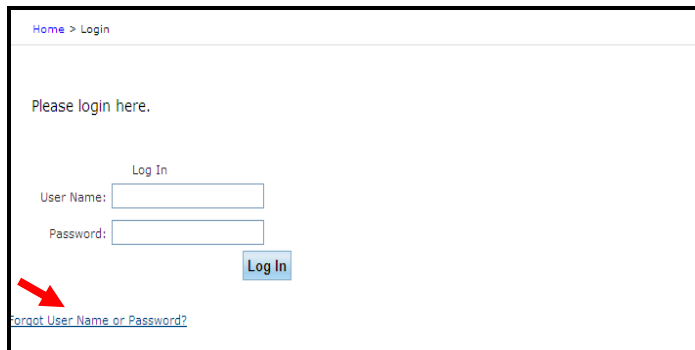
Click the hyperlinks on the right side of the screen to view the following pages:

- **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.

How to Look-Up Your Password

1. On the LVIS website at <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.



Home > Login > Profile Support

Profile Support

Security Question: In what city or town did your parents meet?
Answer: Answer is required.

Security Question: What color was the first car you owned?
Answer: Answer is required.

Security Question: What is the middle name of the oldest person in your family?
Answer: Answer is required.

[Submit Request](#)

5. Enter your new password and click on the **Change Password** button.



Home > Login > Profile Support

Profile Support

Security Question confirmed, please enter your New Password.

Passwords must contain at least 8 alphanumeric characters or symbols, not include your username, and include 3 of the:

- Capital letters
- Lower case letters
- Numbers
- Special characters

New Password:

Confirm New Password:

[Change Password](#)

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



Home > Login

Please login here.

Your password has been reset.

[Log In](#)

User Name:

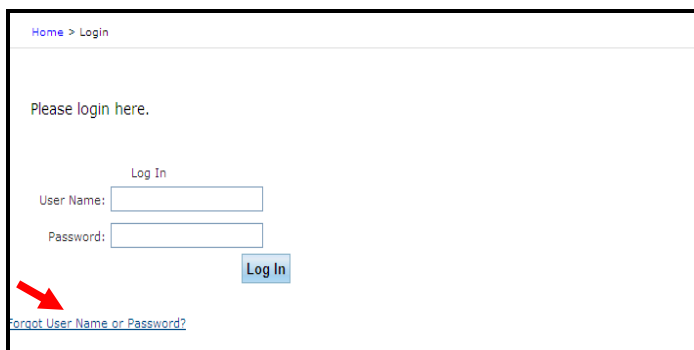
Password:

[Log In](#)

[Forgot User Name or Password?](#)

How to Look-Up Your Username

1. On the LVIS website at <https://license.doe.in.gov/> click on the **Log-in** button.
2. Click on the **Forgot User Name or Password?** link.



Home > Login

Please login here.

[Log In](#)

User Name:

Password:

[Log In](#)

[Forgot User Name or Password?](#)

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.

Profile Support

Please select from the following support issues:

I have forgotten my Password.

I have forgotten my User Name.

User Name Recovery

First Name:

Last Name:

Email:

TFTEP [Refresh Image](#)

Image Verification:

Please enter the above random characters.

[Submit Request](#)

4. 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.

[Home](#) > [Login](#)

Please login here.

Your username will be sent to you.

[Log In](#)

User Name:

Password:

[Log In](#)

[Forgot User Name or Password?](#)

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.

[Home](#) > [Edit Profile](#)

My Profile

[My LVIS](#)

[Edit Profile](#)

[Change Password](#)

[Edit Educational Background](#)

[Course Change Request](#)

[Current Enrollment](#)

[Role Request](#)

[Name Change Request](#)

MY APPLICATION

[Add Application](#)

[Application Status](#)

[Pay Pending Applications](#)

[View Test Scores](#)

[View/Print Licenses](#)

[Professional Growth Plan](#)

[Professional Development Plan](#)

First Name:

Middle Name:

Last Name:

E-mail:

Secondary E-mail:

SSN:

Date of Birth: MM/DD/YYYY

Highest Education Level:

Address:

Address2:

City:

State:

Country:

Postal Code:

Primary Phone:

I would like to change my Security Questions.

[Save Profile](#)

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.

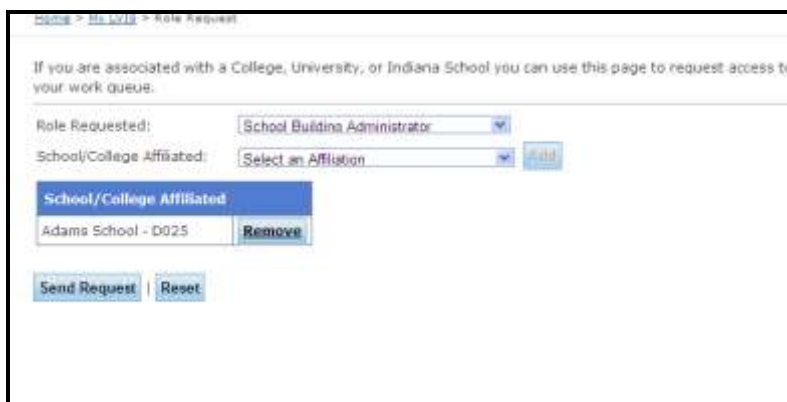


How to Change Your Role in the LVIS System

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.

My LVIS Contact Us

[Home](#) > [My LVIS](#) > Role Request

If you are associated with a College, University, or Indiana School you can use this page to request access to your work queue.

Your Role Request has been submitted.

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.

My LVIS Contact Us

[Home](#) > [My LVIS](#) > License Advisor List

IDOE welcomes Test ElaII to the LVIS portal.

Test ElaII

License Advisor for Indiana University

Indiana University Work Queue

First Name	Last Name	Area	Date Created	
[Redacted]	[Redacted]		2/29/2012	Code Application
Denise	[Redacted]		11/16/2011	Code Application
Anna	[Redacted]	general elementary adding mild interventino	2/13/2012	Code Application
LaKesha	[Redacted]		3/7/2012	Code Application
Christopher	[Redacted]		5/27/2011	Code Application
Emily	[Redacted]	Elementary	1/9/2012	Code Application
Rachel	[Redacted]	Elementary Primary and Elementary Intermediate	2/6/2012	Code Application
Ashlee	[Redacted]	elementary	3/6/2012	Code Application
Ashley	[Redacted]	Elementary Education	3/8/2012	Code Application
Kelly	[Redacted]	Reading	3/8/2012	Code Application
Steven	[Redacted]	Elementary Education	2/15/2012	Code Application
Kristine	[Redacted]		2/23/2012	Code Application
Deborah	[Redacted]		2/6/2012	Code Application
Faith	[Redacted]		3/9/2012	Code Application
Joseph	[Redacted]		3/6/2012	Code Application

My Profile

- [My LVIS](#)
- [Edit Profile](#)
- [Change Password](#)
- [Edit Educational Background](#)
- [Degree Change Request](#)
- [School/ School Corporat](#)
- [Employer](#)
- [Role Request](#)
- [Name Change Request](#)

My Application

- [Add Application](#)
- [Workplace Specialist Application](#)
- [Application Status](#)
- [Pay Pending Application](#)
- [View Test Scores](#)
- [View/Print Licenses](#)
- [Professional Growth Plan](#)
- [Professional Growth Plan](#)
- [Educational Interpreter](#)
- [Professional Development Plan](#)

License Advisor Information

- [Work Queue](#)
- [Application Search](#)
- [Application Status Search](#)

How to Code an Application

- 1) In your work queue, click the Code Application link for the applicant.

Indiana University Work Queue

First Name	Last Name	Area	Date Created	
[Redacted]	[Redacted]		2/29/2012	Code Application
Denise	[Redacted]		11/16/2011	Code Application
Anna	[Redacted]	general elementary adding mild interventino	2/13/2012	Code Application
LaKesha	[Redacted]		3/7/2012	Code Application
Christopher	[Redacted]		5/27/2011	Code Application
Emily	[Redacted]	Elementary	1/9/2012	Code Application
Rachel	[Redacted]	Elementary Primary and Elementary Intermediate	2/6/2012	Code Application

2) The individual application information appears.



License Advisor Detail

Applicant Information

First Name: [Redacted] Middle Name: [Redacted]

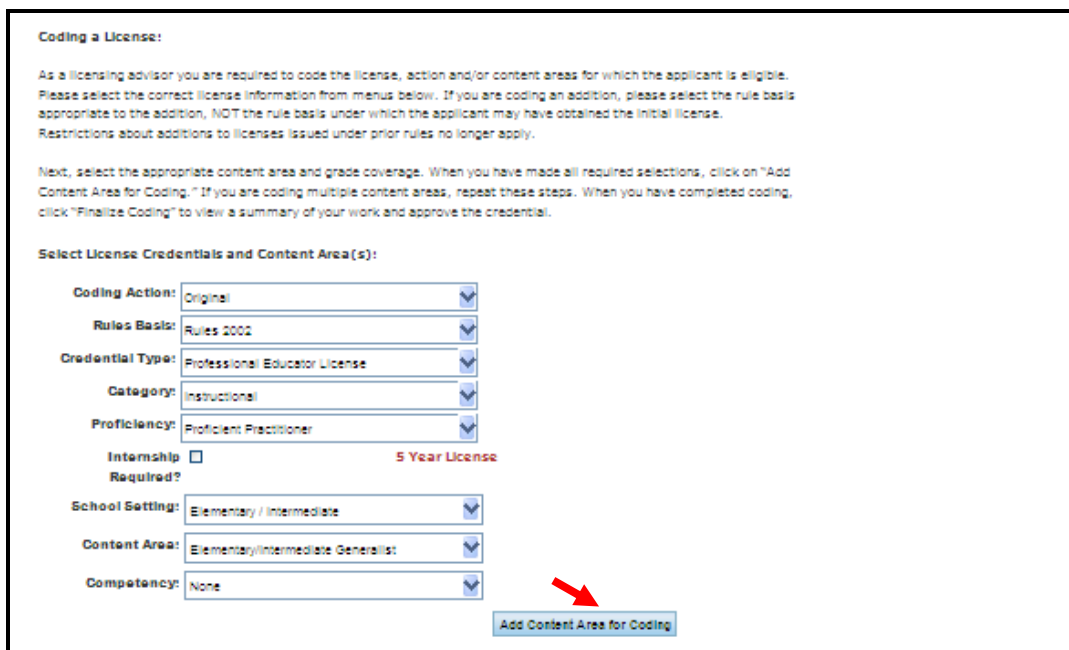
Last Name: [Redacted] Previous Name: [Redacted]

Address 1: [Redacted] Address 2: [Redacted]

City: [Redacted] State: [Redacted] Postal Code: [Redacted]

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.



Coding a License:

As a licensing advisor you are required to code the license, action and/or content areas for which the applicant is eligible. Please select the correct license information from menus below. If you are coding an addition, please select the rule basis appropriate to the addition, NOT the rule basis under which the applicant may have obtained the initial license. Restrictions about additions to licenses issued under prior rules no longer apply.

Next, select the appropriate content area and grade coverage. When you have made all required selections, click on "Add Content Area for Coding." If you are coding multiple content areas, repeat these steps. When you have completed coding, click "Finalize Coding" to view a summary of your work and approve the credential.

Select License Credentials and Content Area(s):

Coding Action: Original

Rules Basis: Rules 2002

Credential Type: Professional Educator License

Category: Instructional

Proficiency: Proficient Practitioner

Internship Required? 5 Year License

School Setting: Elementary / Intermediate

Content Area: Elementary/Intermediate Generalist

Competency: None

Add Content Area for Coding

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

- 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.
- 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.
- 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 rationale for re-routing. Click the Re-route button.

My LVIS Contact Us

Home > My LVIS > License Advisor Search

Application Search

Search Column: Search Criteria: Additional Criteria:

- Click on the **Additional Criteria** checkbox to use more than one search criteria.

My LVIS Contact Us

Home > My LVIS > License Advisor Search

Application Search

Search Column: Search Criteria: Additional Criteria:

Starts With

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

How to Search for an Application Status

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

Approval

Application

Application Status

Pay Pending Applications

View Test Scores

View/Print Licenses

Professional Growth Plan

Professional Growth Plan

Educational Interpreter

Professional Development Plan

School Information

Work Queue

Application Status Search

Report Educator Offense

Education Site Map

- Enter either the **Social Security Number** or **First and Last Name** of the teacher. Click on the **Search** 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

AP	Accomplished Practitioner
CPR	Cardiopulmonary Resuscitation
CTE	Career and Technical Education
EI	Educational Interpreter
FAQ	Frequently Asked Questions
IDOE	Indiana Department of Education
IP	Initial Practitioner
IMAP	Indiana Mentoring and Assessment Program
LA	License Advisor
LVIS	Licensing Verification and Information System
OELD	Office of Educator Licensing and Development
PDP	Professional Development Plan
PGP	Professional Growth Plan
PP	Proficient Practitioner
WS	Workplace Specialist