

## Original Application for Licensure in Indiana (never applied for licensure in Indiana).

### Required Documents: (Some documents must be uploaded again even if they were uploaded on a different application)

- Copy of valid CPR card from IDOE approved provider. The hands-on component accompanying on-line certification is a requirement. See website: [CPR-Heimlich Maneuver-AED Certification](#)
- Copy of valid out of state teaching license. If you do not hold one, please upload a statement. Without a valid out of state license, one will not be eligible for immediate reciprocity (Reciprocal Permit). Out-of-state licenses that have expired will not be considered.
- Verification of teaching experience must be on school letterhead and signed. If no teaching experience beyond student teaching has been completed, please upload a statement.
- Official transcripts that bear the sign and/or seal of the registrar, degree issued and date conferred. Provide transcripts for **ALL** completed coursework at **ALL** institutions attended. Transcripts must be included with evaluation materials. **Do NOT order transcripts to be sent directly to the Office of Educator Effectiveness and Licensing. Transcripts may be emailed to [transcript@doe.in.gov](mailto:transcript@doe.in.gov) (link sends e-mail).**
- Official Score Reports of licensing tests taken. Please see the [Teacher Testing website](#) for more information.
- **Suicide Prevention Certificate. See website: [Suicide Prevention Training](#).**

### Step-by-Step Instructions:

1. Click on the [LVIS Portal Link \(link is external\)](#).
2. Click **Create Profile**
3. Fill out all the required fields and click **Create Profile**.
4. Go to your personal e-mail and find the e-mail(s) LVIS just sent you. It will be from "System Administrator." If it ended up in your SPAM/JUNK e-mail folder, you need to add the e-mail address to your contact or safe senders list.
5. Click the link "Verify e-mail."
6. Log into your LVIS account.
7. Click **Add Application**.
8. Select **Original**
9. Select **Instructional**
10. Select **Original Instructional**
11. Type in the Subject Areas you wish to have on your license.
12. Click Next.
13. Click **Add Recommending Institution Entry**. Select the state and type in the name of the college/university. Be sure add all institutions where you did your education coursework or program.
14. Click Next
15. Answer the questions. Upload required documentation, if requested. Click Next.
16. Upload the required documentation and optional documentation. Click Next. Read the paragraphs below the required documentation for instructions on what to do if you don't have the required documents.

17. 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**.
18. Click the link to pay for all pending applications.
19. Mark the box under the **Pay?**
20. Fill out all the Billing information.
21. Click **Review Summary**.
22. Click box under Refund Policy.
23. Click **Submit**.

To save an uncompleted application, click "Save for Later" at the bottom of the page. When ready to access that application again, click "Application Status" on the right hand side and "Edit" the application that is "In Process."