

Each school corporation will determine its own standards and assessments for substitute teachers. Furthermore, each school corporation will serve as the approving body of the substitute permits.

Substitute Permit Requirements

Individuals applying for substitute permits must:

1. Hold a high school diploma;
2. Be 18 years of age or older; and
3. Meet the requirements set forth by the screening process of each school corporation. (Applicants: Please contact the school corporation you are interested in for more information.)

Once these requirements are met, applicants should apply via the Indiana Department of Education's [Licensing Verification and Information System \(LVIS\)](#).

Assessment Process

1. Each school corporation will recommend individuals for substitute permits through the application process. The superintendent or his/her designee will verify the applicant's employment through LVIS. Each application for a substitute certificate must be submitted through LVIS, and a \$15 plus processing fee will be applied.
2. The Office of Educator Licensing and Development (OELD) will issue the substitute permit in the applicant's name, and the applicant may print a copy of the permit from his or her LVIS account.
3. Substitute permits will be valid for three years. The validity period begins on the date OELD receives the applicant's payment.

NOTE: A Substitute Permit is not renewable. It is valid for three years only. Once it expires, an applicant must apply for an Original Substitute Permit. Fee for a Substitute Permit is \$15.00 + \$1.32 processing fee.

Step-by-Step Instructions:

1. Log into your LVIS account (<https://license.doe.in.gov/>).
2. Click on **Substitute Teacher Permit** under **Permits**.

3. Type the subject area in the Subject/Endorsement Areas. Click **Next**
4. Update your Employer. Click **Update** in the first paragraph.
5. Using the dropdown, Select the corporation, NOT the school where you will be Substitute teaching.
6. Click **Submit Employer**
7. Click Return to Application. Your employer should now be listed. Click Next
8. Answer questions. If requested, upload required documentation and provide description. Click **Next**
9. Click Next.
10. 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**.
11. Click the link to pay for all pending applications.
12. Mark the box under the "Pay?"
13. Fill out all the Billing information.
14. Click **Review Summary**.
15. Click box under Refund Policy.
16. Click **Submit**.

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.

For more information or help with applying, please email [Judy Kerberg](#).