

# Transition to Teaching Permits

1. Navigation to License Verification and Information System ([LVIS](#))
2. Click **Create Profile**
3. Fill out all the required fields and click **Create Profile**.
4. Check your email for a message from “System Administrator.” You may need to check your spam or junk folder and add [noreply@doe.in.gov](mailto:noreply@doe.in.gov) to your approved senders list.
5. Click the link **Verify e-mail**.
6. Log into your [LVIS](#) account.
7. Click the red **I want to be an Indiana** box
8. Click **Teacher**
9. Click **Alternate Licensure**
10. Click **Transition to Teaching**
11. Type in the Subject and the Grade Level Coverage.
12. Click **Next**.
13. Select **Update**.
14. Select the School Corporation where you are employed.
15. Click **Submit Employer**.
16. Click **Return to Application**.
17. Click **Next**.
18. Answer the questions. Upload required documentation, if requested. Click **Next**.
19. Upload the required documentation. Click **Next**
20. 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**.
21. Click the link to pay for all pending applications.
22. Mark the box under **Pay?**
23. Fill out billing information.
24. Click **Review Summary**.
25. Mark the box to acknowledge the Refund Policy.
26. Click **Submit**.

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/transition-teaching>