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 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