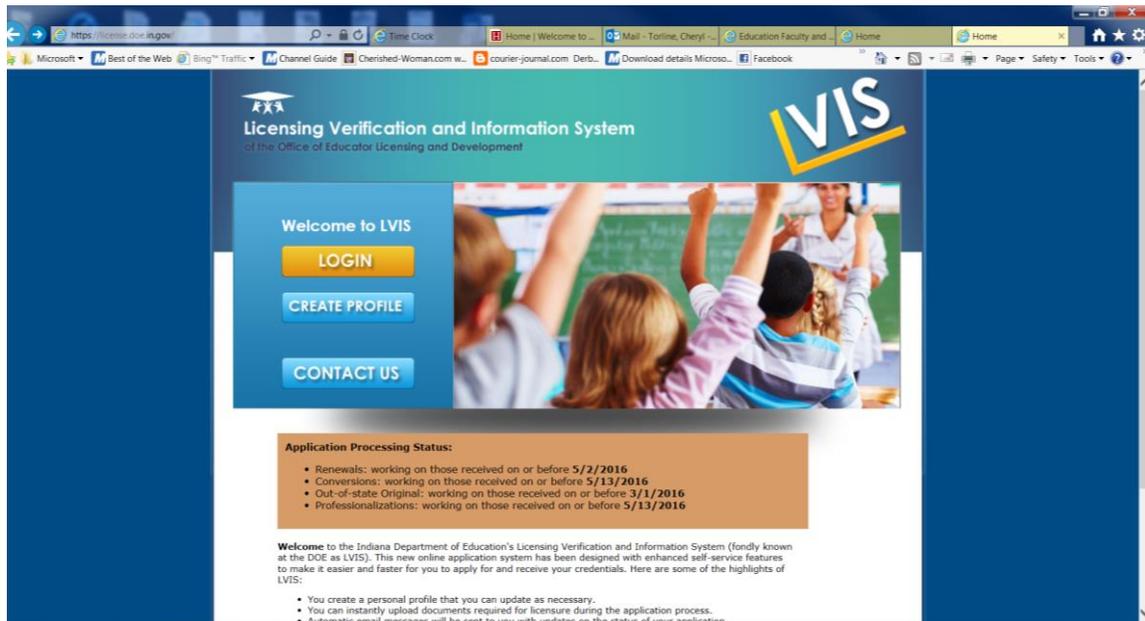


Step by Step Help for Applying for your Indiana Teacher License via LVIS

Created 5/17/2016 CT

1. Go to <https://license.doe.in.gov/mylviz> after you have PASSED all your CORE licensing examinations.



2. The first thing you will do is click the **CREATE PROFILE** button.

NOTE: For return and future visits to the site you will click the LOG IN button.

3. Enter all information as you want your license to read - use your formal name and your permanent mailing address.

The screenshot shows a web browser window with the URL <https://license.doe.in.gov/profileadd>. The page contains a registration form with the following fields and values:

- First Name:** Cheryl
- Middle Name:** Jean
- Last Name:** Torline
- Primary E-mail:** torline@hanover.edu (Verify E-Mail: torline@hanover.edu)
- Secondary E-mail:** cjtorline@gmail.com (optional)
- Do you have a valid Social Security Number:** Yes No
- SSN:** xxx-xx-xxxx
- Confirm SSN:** xxx-xx-xxxx
- Date of Birth:** 09/08/1960
- Highest Education Level:** Academic Degree
- Address:** HOME ADDRESS
- Address2:**
- City:** Madison
- State:** Indiana
- Country:** United States Other: _____
- Postal Code:** 47250
- Primary Phone:** 8128667390
- User Name:** CherylTorline
- Password:** [masked] (Password is case sensitive.)
- Confirm Password:** [masked]

At the bottom, a note states: "Passwords must contain at least 8 alphanumeric characters or symbols, not include your username, and include 3 of the..."

NOTE: Again - once your PROFILE is created you will use this same LOGIN to renew/update your license as well.

4. Top right corner - choose the link for ADD APPLICATION

The screenshot shows the "My Application" page on the Indiana Department of Education website. A black arrow points from the text "4. Top right corner - choose the link for ADD APPLICATION" to the "Add Application" link in the "My Application" sidebar. The main content area includes a "Please Select" dropdown menu with the following options:

- Addition
- Conversion
- Conversion and Addition
- Original** (highlighted)
- Professionalization
- Professionalization and Renewal
- Renewal
- Renewal and Addition

The sidebar on the right contains the following sections:

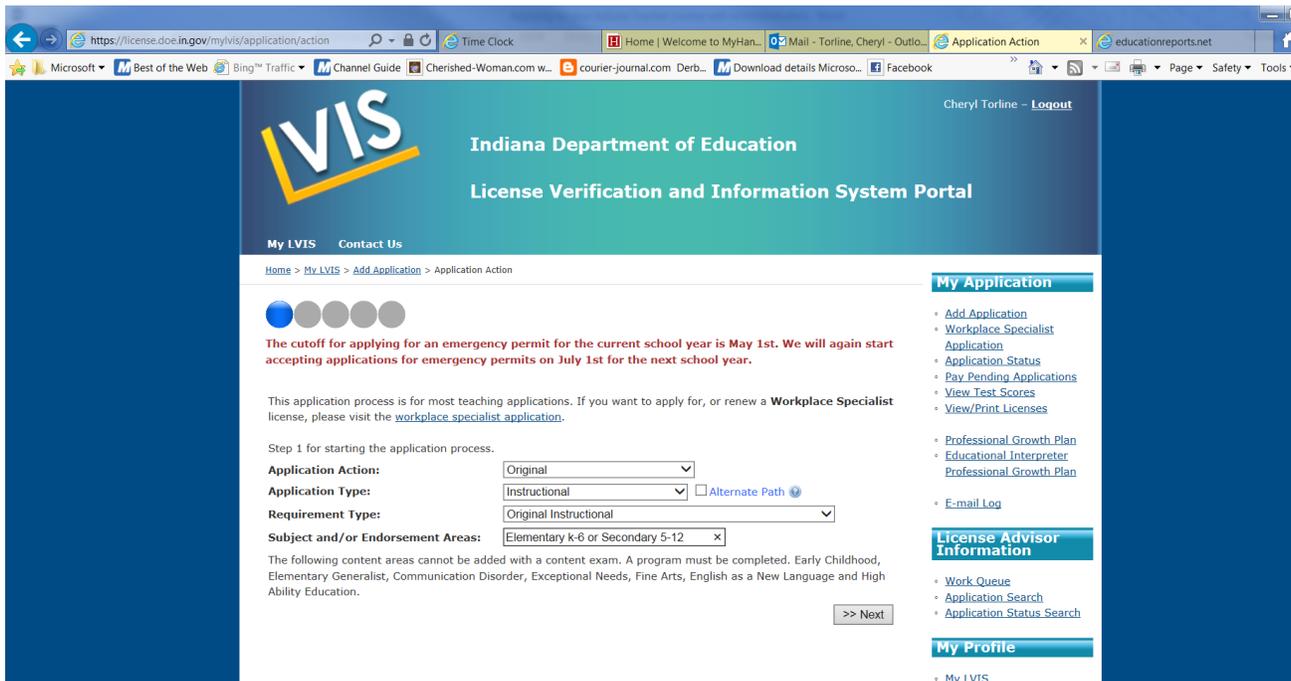
- My Application**
 - Add Application
 - Workplace Specialist Application
 - Application Status
 - Pay Pending Applications
 - View Test Scores
 - View/Print Licenses
- License Advisor Information**
 - Work Queue
 - Application Search
 - Application Status Search
- My Profile**
 - My LVIS
 - Edit Profile
 - Change Password
 - Edit Educational

From Drop-Down Menu - Application Action: should be **Original**

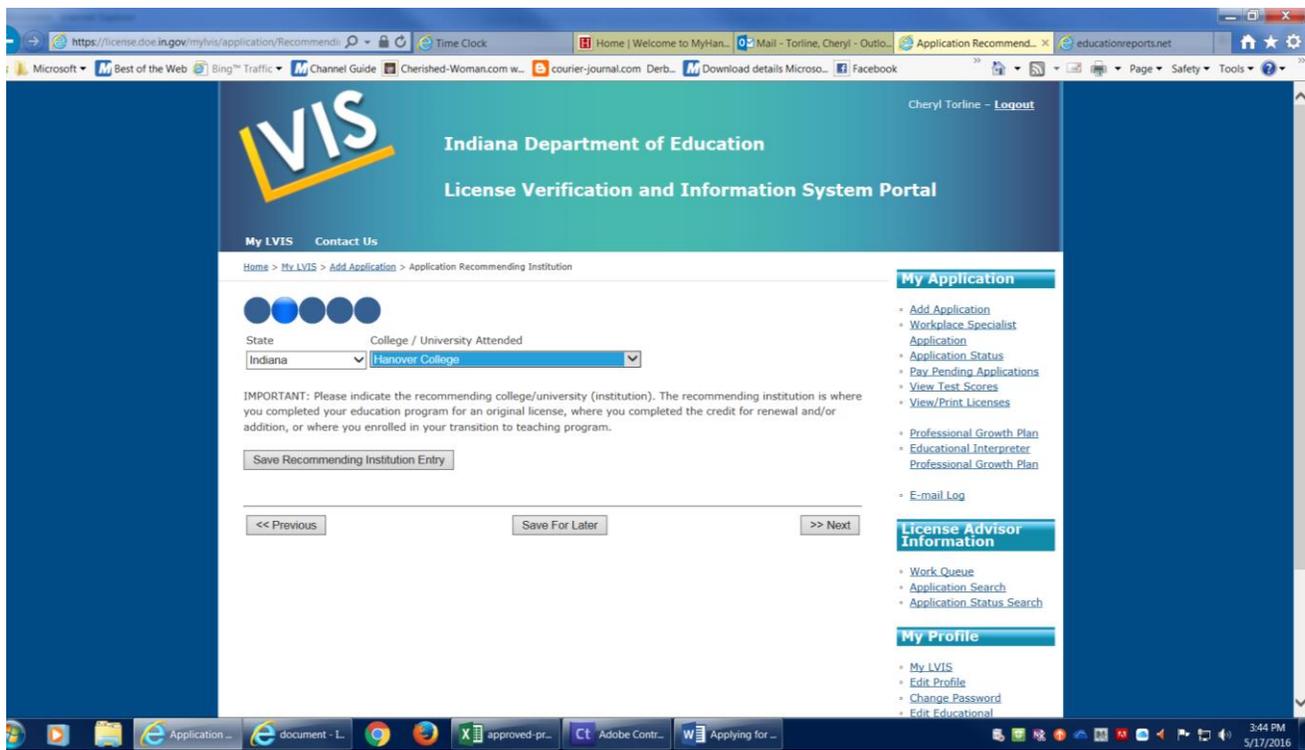
Application Type: should choose **Instructional**

Requirement Type: **Original Instructional**

Subject and/or Endorsement Areas: Must type in like **Elementary Education k-6** or **Secondary Education Mathematics***



5. Choose Hanover College as the school attended and **SAVE RECOMMENDING INSTITUTION ENTRY**



There are choices for PREVIOUS, NEXT, and SAVE FOR LATER (exit)

6. Answer the next questions.

The screenshot shows a web browser window with the URL <https://license.doe.in.gov/mylvis/application/criminal-hist>. The page is titled "My LVIS" and "Application Criminal History". It contains three questions with radio button options for "Yes" and "No".

1. Have you ever been convicted of a felony? Yes No

2. Have you ever been convicted of a misdemeanor since May 17, 2001? Yes No

3. Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state? Yes No

Navigation buttons: << Previous, Save For Later, >> Next

Right sidebar menu:

- My Application
 - Add Application
 - Workplace Specialist Application
 - Application Status
 - Pay Pending Applications
 - View Test Scores
 - View/Print Licenses
 - Professional Growth Plan
 - Educational Interpreter Professional Growth Plan
 - E-mail Log
- License Advisor Information
 - Work Queue
 - Application Search
 - Application Status Search
- My Profile
 - My LVIS
 - Edit Profile
 - Change Password
 - Edit Educational Background
 - Degree Change Request
 - School/School Corporation Employer
 - Role Request
 - Name Change Request

There are choices for PREVIOUS, NEXT, and SAVE FOR LATER (exit)

7. Next is uploading your proof of CPR and Suicide Prevention Training

You will have to have those saved on your computer to browse to the file for uploading in LVIS.

If you cannot locate, contact the License Advisors as there should be a copy of these in your student records.

* That's why Cheryl hounds you for it :)

The screenshot shows the "Application Requirements" page in the My LVIS system. It includes instructions on document upload and a table for uploading required documents.

The following information is required for your application based on the current information in your application. Please include all required documentation. Empty files will not be uploaded to the system. File names must be less than 150 characters. File size must be less than 5 MB.

The only allowed file types are: pdf, doc, docx, jpg, xls, xlsx, and ppt.

For more information regarding CPR requirements, please visit the [DOE website](#).

For more information regarding suicide prevention training requirements, please visit the [DOE website](#).

Please upload required documentation below:

| Document | Upload |
|--|-----------|
| *Proof of CPR / Heimlich / AED Certification | Browse... |
| *Proof of Suicide Prevention Training | Browse... |

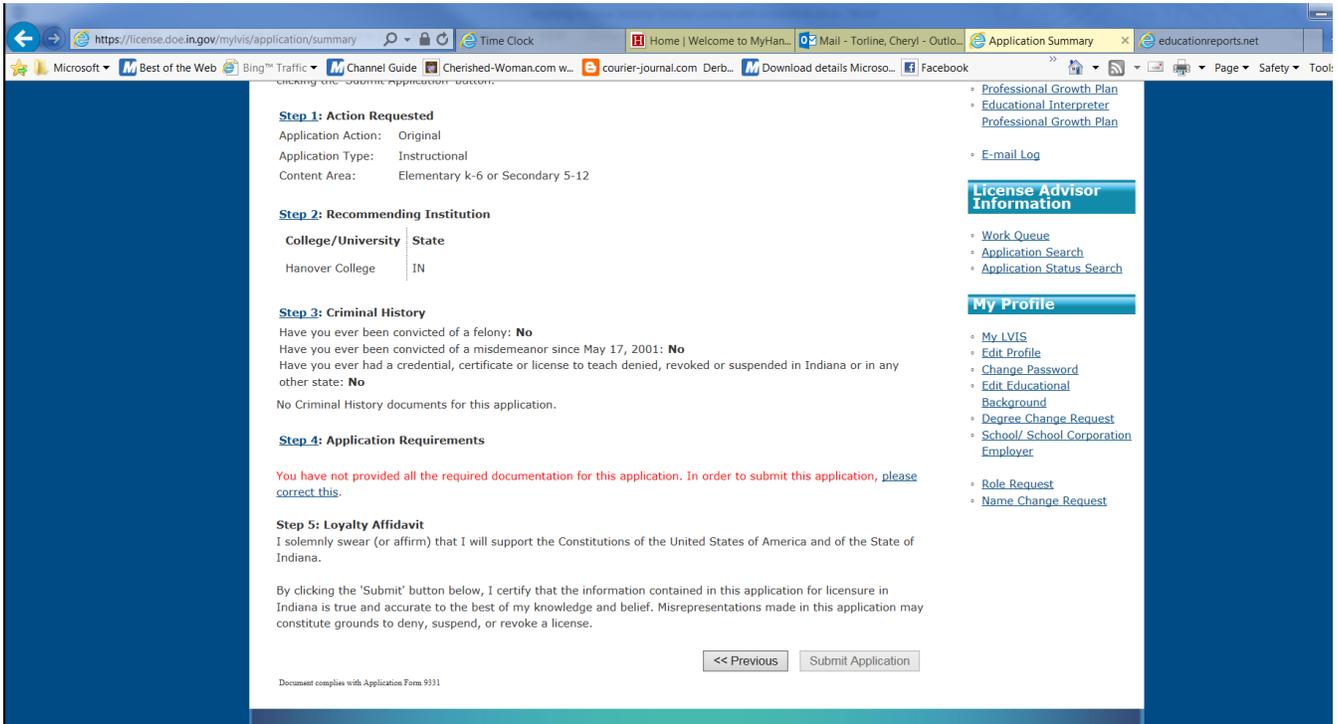
Information Regarding Scanned Documents

Navigation buttons: << Previous, Save For Later, >> Next

Right sidebar menu (same as in screenshot 6):

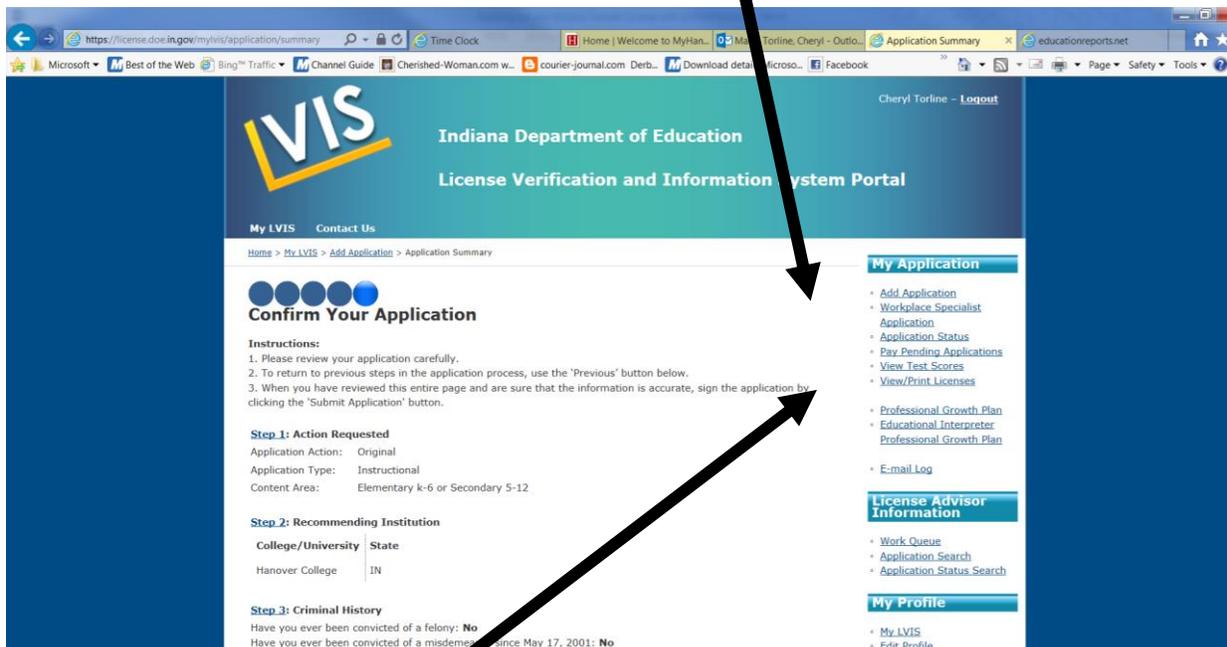
- My Application
- License Advisor Information
- My Profile

8. Correct any missing information in **RED** as needed. When completed you can hit **SUBMIT APPLICATION**.



IMPORTANT! IMPORTANT! IMPORTANT! Do NOT proceed past this point until you have graduated!!! You can save the entries up to this point, however.

10. Once you have completed all requirements, including receiving your diploma, and have submitted the Application you will need to go to the top right menu again to **PAY PENDING APPLICATIONS**. This must be done with an electronic form of payment like debit, credit, or prepaid cards (available at most retail locations like drugstore, discount, and grocery stores).



11. After everything is submitted, notify Cheryl Torline torline@hanover.edu cc: Dr. Bailey bailey@hanover.edu

***We do NOT get an email or any notice that we have waiting applications to approve. :(**

12. Once approved you will be emailed your license! You can go into LVIS at any time to View/Print Licenses from top right corner menu.

13. To add areas to your license, log back in once the initial license is received. Some areas/content can be added by CORE test only (i.e. Geography) and some must have a completed program (i.e. Special Education).

We are here to help you but you can also email the Department of Education Licensing Office from the LVIS portal. They will have the information you need ESPECIALLY regarding adding content areas, renewing licenses, and adding Professional Growth Point, etc.

If you need to call Cheryl Torline call 812-866-7390 or email torline@hanover.edu

FYI - The Student Services Office is closed during JULY - if you need help at that time, contact Dr. Bailey as he also can approve license applications.