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/mylvis after you have PASSED all your CORE licensing examinations.**
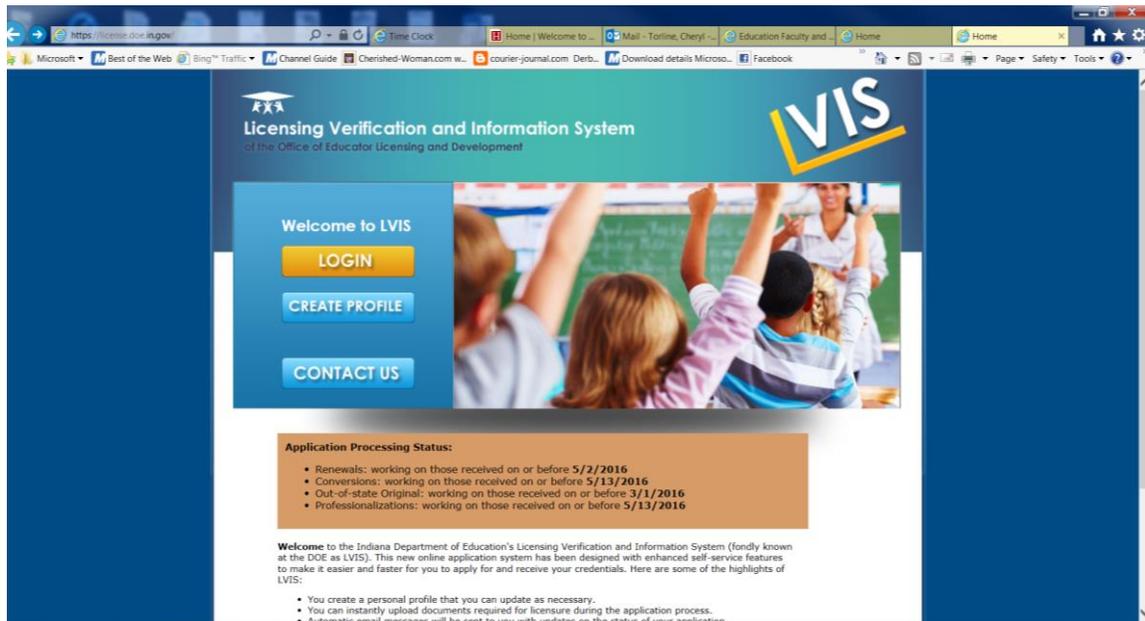
2. The first thing you will do is click the CREATE PROFILE button.

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.

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

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 <mark>Elementary Education k-6</mark> or <mark>Secondary Education Mathematics</mark> *
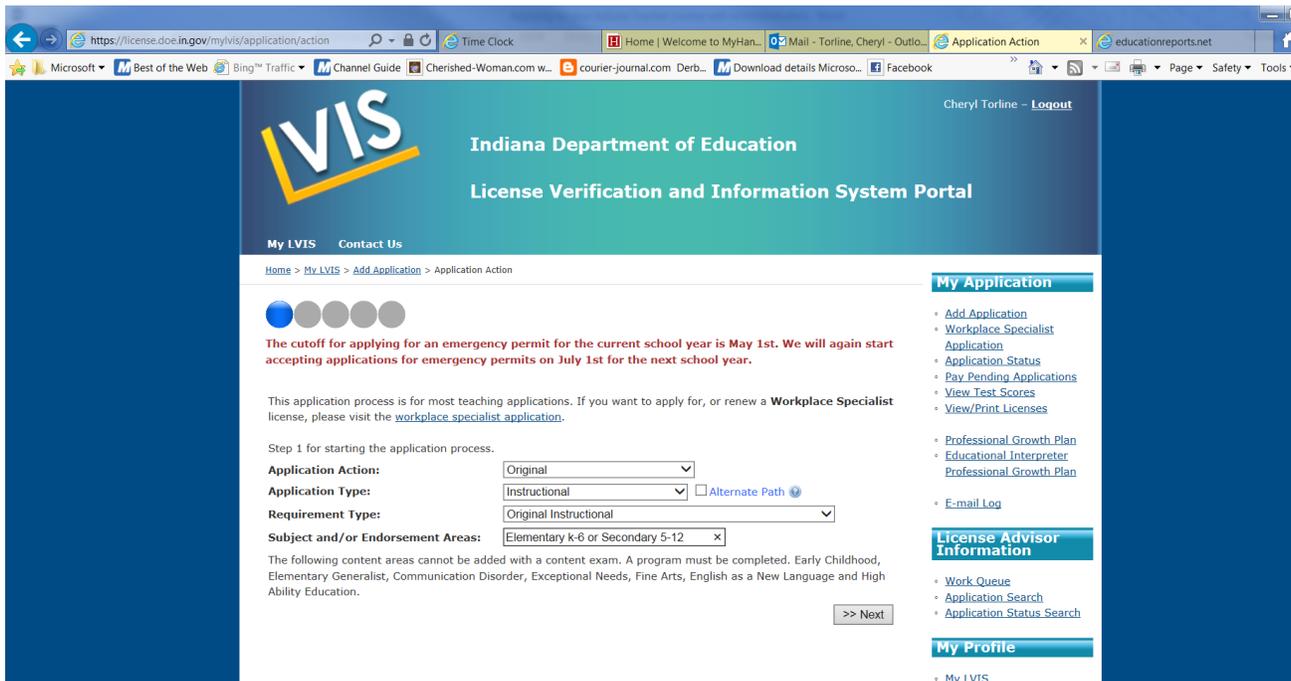
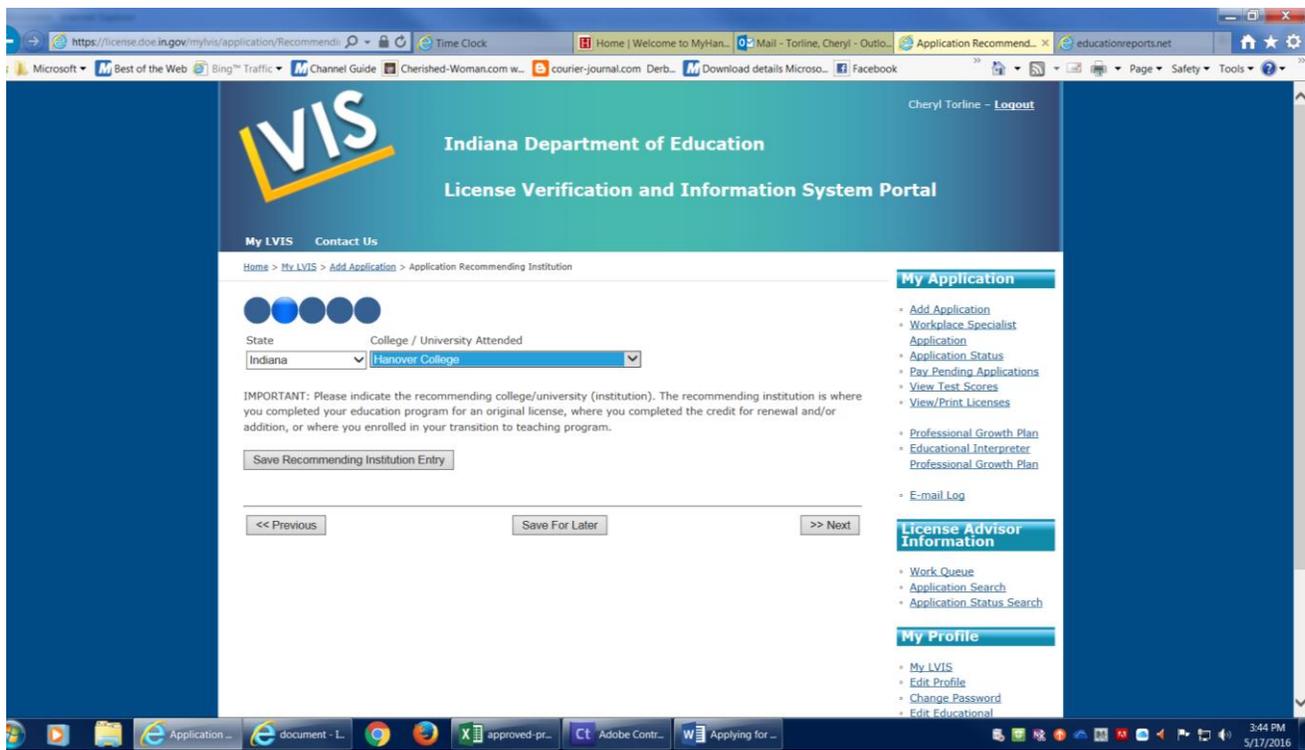**5. Choose Hanover College as the school attended and _SAVE RECOMMENDING INSTITUTION ENTRY_**

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

6. Answer the next questions.

<div align="center">There are choices for PREVIOUS, NEXT, and SAVE FOR LATER (exit)</div>

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

<div align="center">You will have to have those saved on your computer to browse to the file for uploading in LVIS.</div>

<div align="center">If you cannot locate, contact the License Advisors as there <u>should</u> be a copy of these in your student records.</div>

<div align="center">* That's why Cheryl hounds you for it :)</div>

8. Correct any missing information in RED as needed. When completed you can hit SUBMIT APPLICATION.
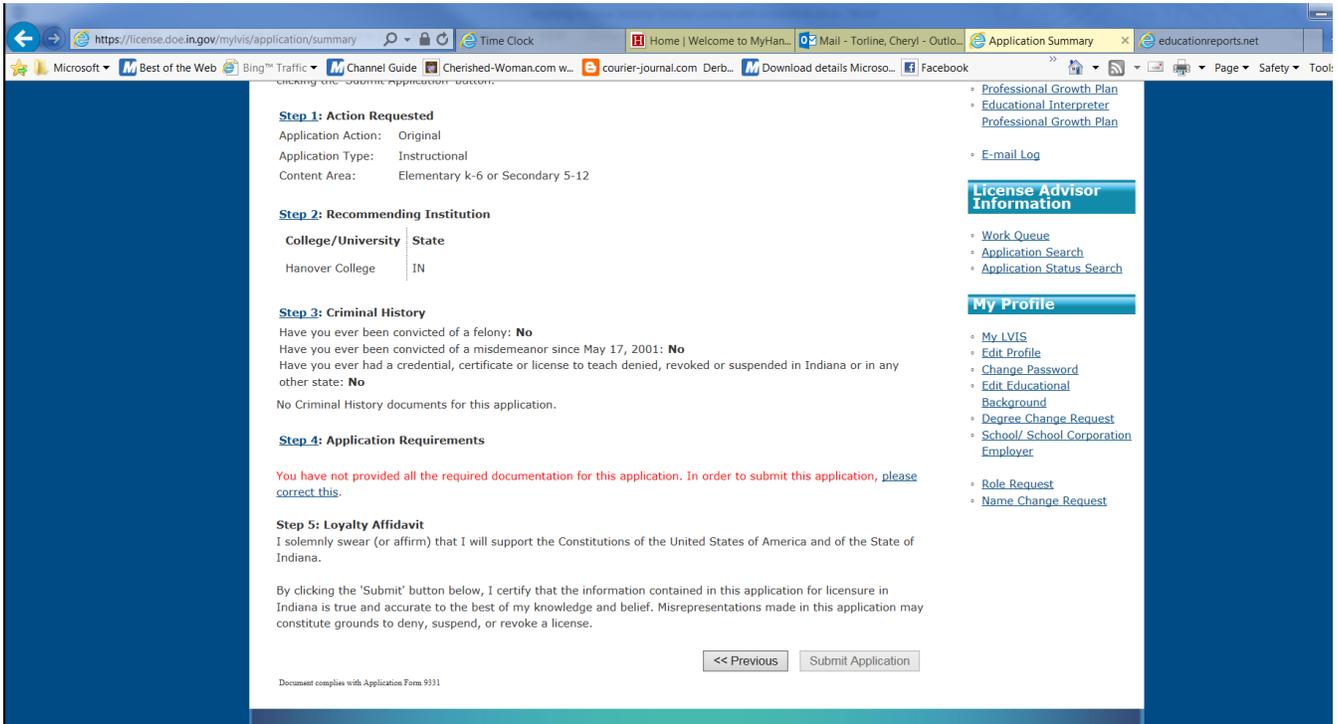
IMPORTANT! IMPORTANT! IMPORTANT! Do NOT proceed past this point until you have graduated!!!! You can save the entries up to this point, however.

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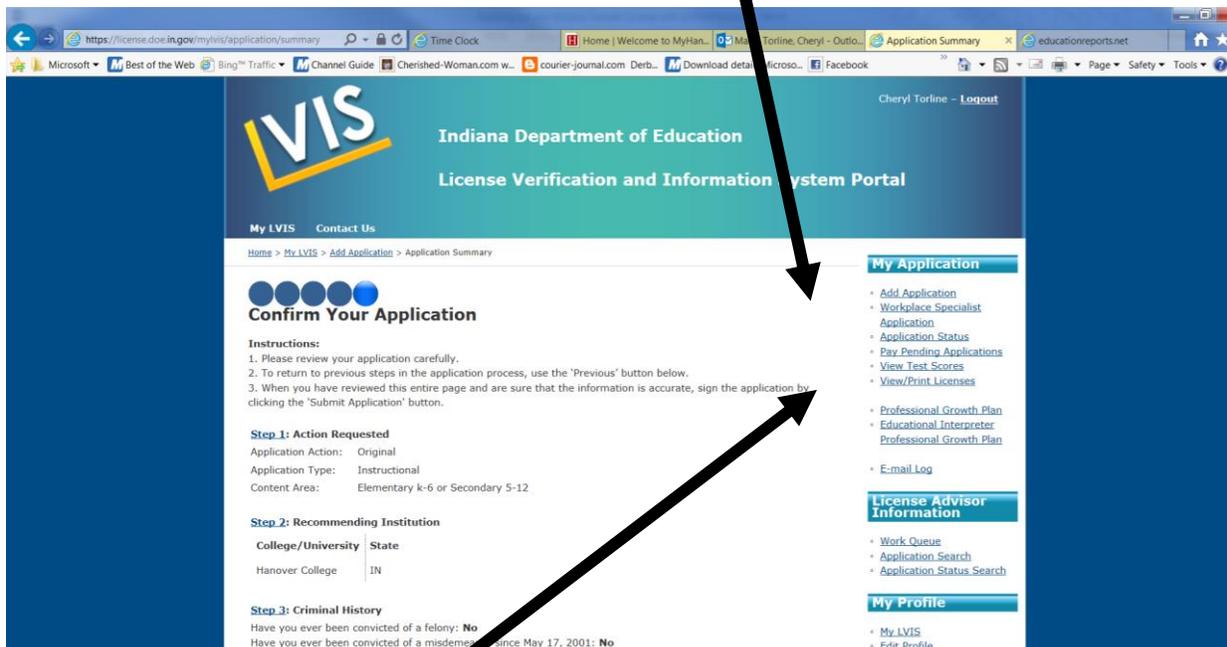
11. After everything is submitted, notify Cheryl Torline torline@hanover.edu   cc: Dr. Bailey bailey@hanover.edu

*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.