



HANOVER COLLEGE

Educator Preparation Program

Step by Step Guide to applying
for an Indiana Teacher's License.

Indiana Licensing and Verification System – LVIS

Revised November 2, 2022

No matter what your immediate plans are, all EPP completers should plan to obtain Indiana Teacher Licensing upon graduation

- **Why?**

Because you have worked hard and been prepared for the Indiana teacher standards as they now exist for an Indiana REPA 3 license – if you wait, there may be different set of standards required by the state. Your plans may change and you may later choose to teach even if you do not at this time.

- **Why?**

Because the tests will only get more difficult as you move away from the preparation program and your content area major.

- **Why?**

Because most other states require that you obtain your license in the state in which you completed your preparation program in order to get a license in that state.

Teacher candidates are advised to create their LVIS Profile prior to registering for the Praxis licensure exams – this links the exams to your LVIS profile and your licensing application



The first step is to click on the CREATE PROFILE button.

**Note: If you already have an Indiana Substitute Teacher license, you already have an LVIS Profile – Log in and correct any information fields as necessary.*



DO enter your formal name as it should appear on the official license.
DO enter your permanent mailing address – not your Hanover College address.



Licensing Verification and Information System
of the Office of Educator Licensing and Development

[Login](#) | [Home](#) | [Create Profile](#) | [FAQ's](#) | [Contact Us](#)

Add Profile

Please enter your full legal name. Your name on your license will display exactly as you enter it here. The information in this application is confidential according to IC 5-14-3-4(a)(12).

* denotes required field

First Name:

Middle Name:

Last Name:

Please provide a personal e-mail address as your primary e-mail so you can receive notifications from the system regardless of your current employment.

Primary E-mail: **Verify E-Mail:**

Secondary E-mail: optional

Do you have a valid Social Security Number:

Yes No

SSN: ⓘ

Confirm SSN:

Date of Birth:

Highest Education Level:

Address:

Address2:

City:

State:

Country: United States Other:

Postal Code: ⓘ

Primary Phone: ⓘ

User Name:

Password: Password is case sensitive. ⓘ

Confirm Password:

Passwords must contain at least 8 alphanumeric characters or symbols, not include your username, and include 3 of the following requirements:

- Capital letters
- Lower case letters
- Numerals
- Special characters

I'm not a robot 

Agree To Terms of Use. View 'Terms of Use' [here](#).

When you are ready to apply for your license, you will log in to your LVIS profile that you previously created and choose **APPLY FOR A NEW LICENSE** (red box) from the options shown.

LVIS Indiana Department of Education
License Verification and Information System Portal

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Renew, Convert
or
Professionalize
my license

Add an
instructional
content area

Apply for a
new
license

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Then choose TEACHER from the choices seen below in red boxes.

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Teacher Substitute Teacher

School Services Educational Interpreter

Administrator

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Choose -

I COMPLETED AN INDIANA EDUCATOR PREPARATION PROGRAM

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I completed an Indiana Educator Preparation Program

Emergency Permits

I completed an Out of State Educator Preparation Program

Transition to Teaching Permit

I completed a Non-US preparation program

Career Specialist Permit

Advanced Degree Alternative Pathway

Workplace Specialist

I completed a MACTE Accredited Program

Visiting Teacher Permit

Charter School License

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The first license is the Original Instructional license.
YOU must type in the subject and grade level

SAMPLES

Elementary Generalist Grades k-6 (SPED: also type Mild Interventions P-12)
* it is best to apply for this all together to save double application fees.

English Language Arts Grades 5-12, Mathematics Grades 5-12, etc.

Please note that you may only choose P-12 areas if you have passing scores on the Principles of Learning and Teaching P-12 Praxis exam. **This includes P-12 Mild Interventions!**



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Original Instructional

Subject and Grade Level Coverage

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Then hit the
> NEXT button

Click the ADD RECOMMENDING INSTITUTION ENTRY button and choose HANOVER COLLEGE from the drop down.

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● ● ● ● ●

IMPORTANT: Please indicate the recommending college/university (institution). The recommending institution is where you completed your education program for an original license, where you completed the credit for renewal and/or addition, or where you enrolled in your transition to teaching program.

Add Recommending Institution Entry

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After screen updates to Hanover College - click
>>NEXT

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College / University	State	
Hanover College	IN	Remove

IMPORTANT: Please indicate the recommending college/university (institution). The recommending institution is where you completed your education program for an original license, where you completed the credit for renewal and/or addition, or where you enrolled in your transition to teaching program.

[Add Recommending Institution Entry](#)

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Answer the three questions and click >>NEXT box

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Please answer the following questions.

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

2. Have you ever been convicted of a misdemeanor since March 6, 2003? 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

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Upload Suicide Prevention Training and CPR Certification. You may upload you Praxis score report if needed. Click >>NEXT box

*



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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	<input type="button" value="Choose File"/> No file chosen
*Proof of Suicide Prevention Training	<input type="button" value="Choose File"/> No file chosen

Please upload optional documentation below. You may be required to provide these documents prior to evaluation:

Document	Upload
Additional Document 1	<input type="button" value="Choose File"/> No file chosen
Additional Document 2	<input type="button" value="Choose File"/> No file chosen

Information Regarding Scanned Documents 

Confirm your entries and **correct any missing information in RED**. Then click the **“SUBMIT APPLICATION”** box.

Confirm Your Application

Instructions:

1. Please review your application carefully.
2. To return to previous steps in the application process, use the 'Previous' button below.
3. When you have reviewed this entire page and are sure that the information is accurate, sign the application by clicking the 'Submit Application' button.

Step 1: Action Requested

Application Action: Original
Application Type: Instructional
Content Area: Physical Education & Health p-12

Step 2: Recommending Institution

College/University	State
Hanover College	IN
Hanover College	IN

Step 3: Criminal History

Have you ever been convicted of a felony: **No**
Have you ever been convicted of a misdemeanor since March 7, 2003: **No**
Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state: **No**

No Criminal History documents for this application.

Step 4: Application Requirements

Application Requirement documentation uploaded for this application

Proof of CPR / Heimlich / AED Certification
Proof of Suicide Prevention Training

Step 5: Loyalty Affidavit

I solemnly swear (or affirm) that I will support the Constitutions of the United States of America and of the State of Indiana.

By clicking the 'Submit' button below, I certify that the information contained in this application for licensure in Indiana is true and accurate to the best of my knowledge and belief. Misrepresentations made in this application may constitute grounds to deny, suspend, or revoke a license.

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Once you have submitted the application, you will then need to go to the top right menu again and choose

PAY PENDING APPLICATIONS

This must be done with an electronic form of payment like debit, credit, or prepaid cards (available at most retail locations)

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[Home](#) > [My LVIS](#) > [Add Application](#) > Application Summary

Confirm Your Application

Instructions:

1. Please review your application carefully.
2. To return to previous steps in the application process, use the 'Previous' button below.
3. When you have reviewed this entire page and are sure that the information is accurate, sign the application by clicking the 'Submit Application' button.

Step 1: Action Requested

Application Action: Original
Application Type: Instructional
Content Area: Elementary k-6 or Secondary 5-12

Step 2: Recommending Institution

College/University	State
Hanover College	IN

Step 3: Criminal History

Have you ever been convicted of a felony: **No**
Have you ever been convicted of a misdemeanor since May 17, 2001: **No**

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

*We do NOT get an email or any notice that we have applications waiting to be approved.

- You may click APPLICATION STATUS at top right menu to check the status of your application at any time – there will be descriptions of where it is in the licensing process
- Once the Licensing Advisor codes and approves your application – you will receive your license as an attachment in an email from the Indiana Department of Education! **CONGRATULATIONS!!!**



You can go into LVIS at any time to View/Print Licenses from top right corner menu.

You may download your license and save it to your computer for future use.

Note For Special Education Dual Licensing

* Praxis exam #5543 Special Education: Core Knowledge and Mild to Moderate Applications exam

*Praxis exam #5625 P-12 Principles of Learning and Teaching (Pedagogy) exams

(even if your content area Elementary or Secondary)

You can now indicate this on the original application IF you have completed all dual content exams (PE/Health/Mild Int)

If you need apply for your content area license in K-6 or 5-12 or P-12 at separate times, you will need to repeat the entire process to add the second content area or Mild Interventions.

To do this, log back into LVIS and choose ADD APPLICATION at top right – then choose ADD WITH COURSEWORK AND EXAM

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Add with exam only **Add with coursework and exam** **Add something else?**

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License Advisor

To obtain an Administrative or School Services license, you must apply for a "new" license. This is not an addition to your Instructional license. Please select "Add Something Else?" And then choose the appropriate button and you will be re-directed to the correct application"

Adding Content Areas by Test Only to your Indiana license..

Indiana allows the adding of multiple content areas to an original license by passing the corresponding Praxis exam. If you have passed that licensure exam and want to add that area to your existing license, log back in to LVIS and click on ADD APPLICATION from the top right. Then choose ADD WITH EXAM ONLY . The steps are the same except the DOE will authorize the addition instead of Hanover College.

This is a great option but usually is only valid in Indiana. Kentucky does not allow for "test only" licensing at this time. Ohio may transfer the licensing IF the teacher has taught it for several years in Indiana.

Example 1: Your original license is in Secondary History, and you can add Geography, Economics, Psychology, Sociology, Government, etc.

Example 2: Elementary Generalists can add content like Middle School English or High School Mathematics.

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License

To obtain an Administrative or School Services license, you must apply for a "new" license. This is not an addition to your Instructional license. Please select "Add Something Else?" And then choose the appropriate button and you will be re-directed to the correct application"

Getting licensed in another state...

It is best to seek help from our Hanover College EPP faculty and staff while you are still on campus. We can look up the information and help you understand what another state requires. You will want to consult that state's Department of Education regarding "OUT OF STATE TEACHER PREPARATION". Hanover's licensing advisors are happy to help and give advice but do remember that you have completed a program designed for Indiana licensing requirements. Other states can and do require additional licensing exams and possibly even additional coursework. Some require licensing in the state (Indiana) where teacher preparation was completed prior to applying for their state's licensing. Kentucky is one of those. Keep in mind that every state is different.



Still confused?

Contact our Licensing Advisor, Cheryl Torline, to help you through the process! This can be done in person, by phone, Zoom, or Facetime. Just ask!

812-866-7390

torline@hanover.edu

State of Indiana
Professional Educator's License
Lauren Zoerhoff

SPN No.:
License No: 1621895
Highest Degree Earned: Bachelor

Instructional	Base	Grade Coverage	Issued	Expires	Action	Res. Req.	Proficiency
Chemistry	PEPA	5-12	8/31/2011	8/31/2013	Conversion	Yes	P
Earth/Space Science	PEPA	5-12	8/31/2011	8/31/2013	Addition	Yes	P
Life Science	PEPA	5-12	8/31/2011	8/31/2013	Conversion	Yes	P
Physical Science	PEPA	5-12	8/31/2011	8/31/2013	Conversion	Yes	P

Dr. Gary Bennett
Superintendent of Public Instruction
State Form 21-617 (8/2011)

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