



HANOVER
COLLEGE

Educator Preparation Program

How to navigate LVIS for
your license application.

Updated January 28, 2022

1. No matter what your immediate plans are, all EPP completers should get your Indiana Teacher License upon graduation

- Because you have been prepared for the standards as they now exist for an Indiana REPA 3 license – if you wait, there may be different standards required by the state.
- Because the tests will never be easier than when the information is fresh in your mind.
- 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.

When can I apply for my license?

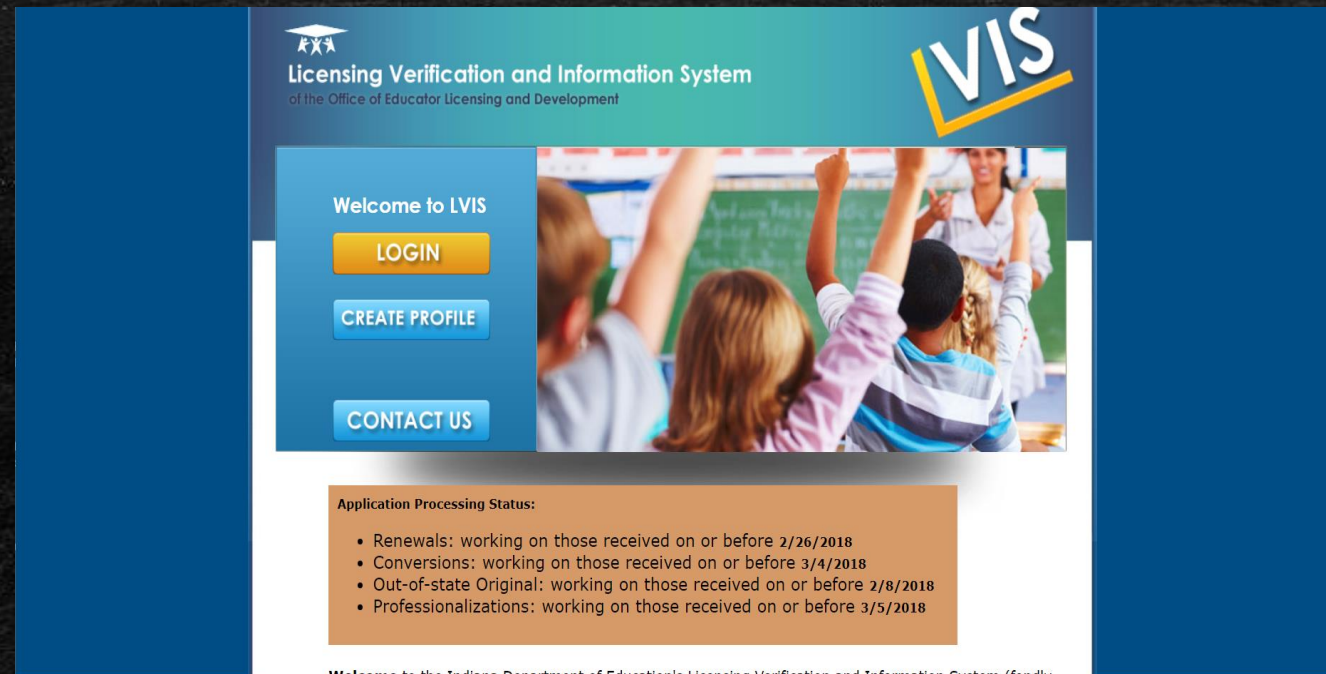
- You may not apply for your Indiana Teachers license until the date your degree was awarded OR the date you completed the Hanover College Educator Program – whichever comes LAST!
- Students need to have passed their CORE exams before applying for a license in LVIS.
- If you will be teaching on an emergency permit, the school that is hiring you will do that through the DOE

Step by Step Guide for Applying for your Indiana Teacher License

Do not do apply UNTIL THE DATE OF YOUR GRADUATION as there is a glitch that makes the licensing date incorrect.

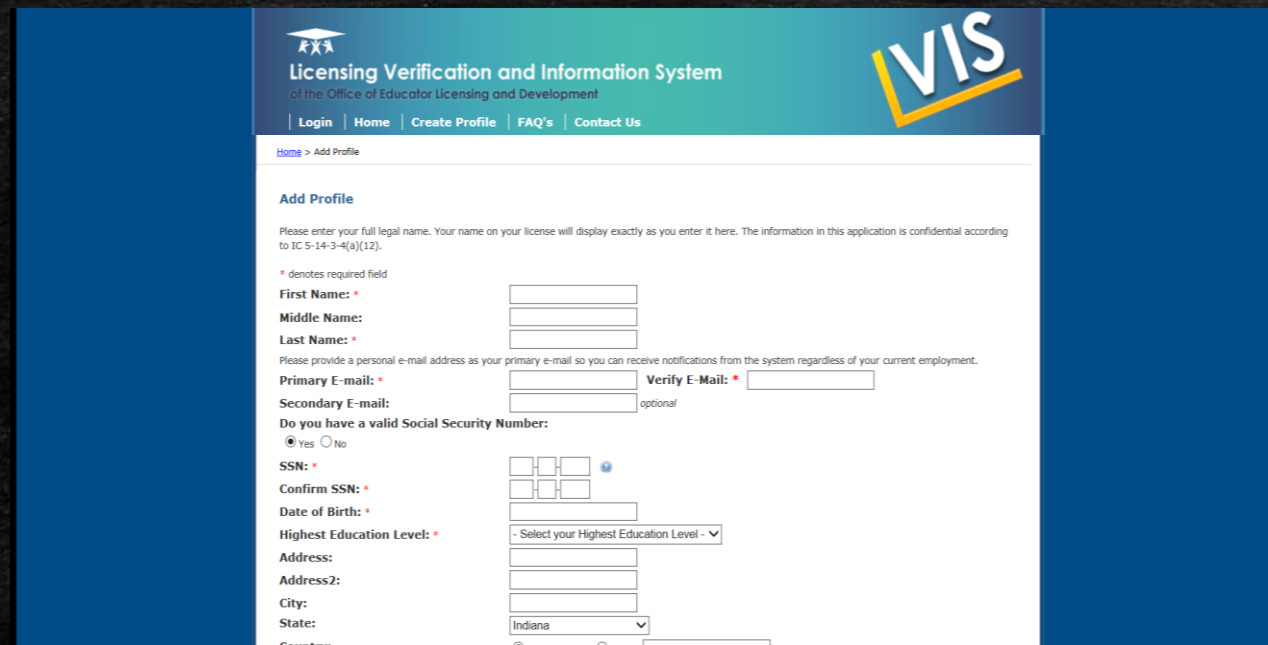
**My example may look slightly different because as a Licensing Advisor, I added content on LVIS.*

The first step is to click on the CREATE PROFILE button. Thereafter, you will simply use the LOGIN button.



Enter all information as you want it on your license – using your formal name and permanent address.

*If you already have an Indiana Substitute Teacher license and you can just log in, make sure all fields are still correct!

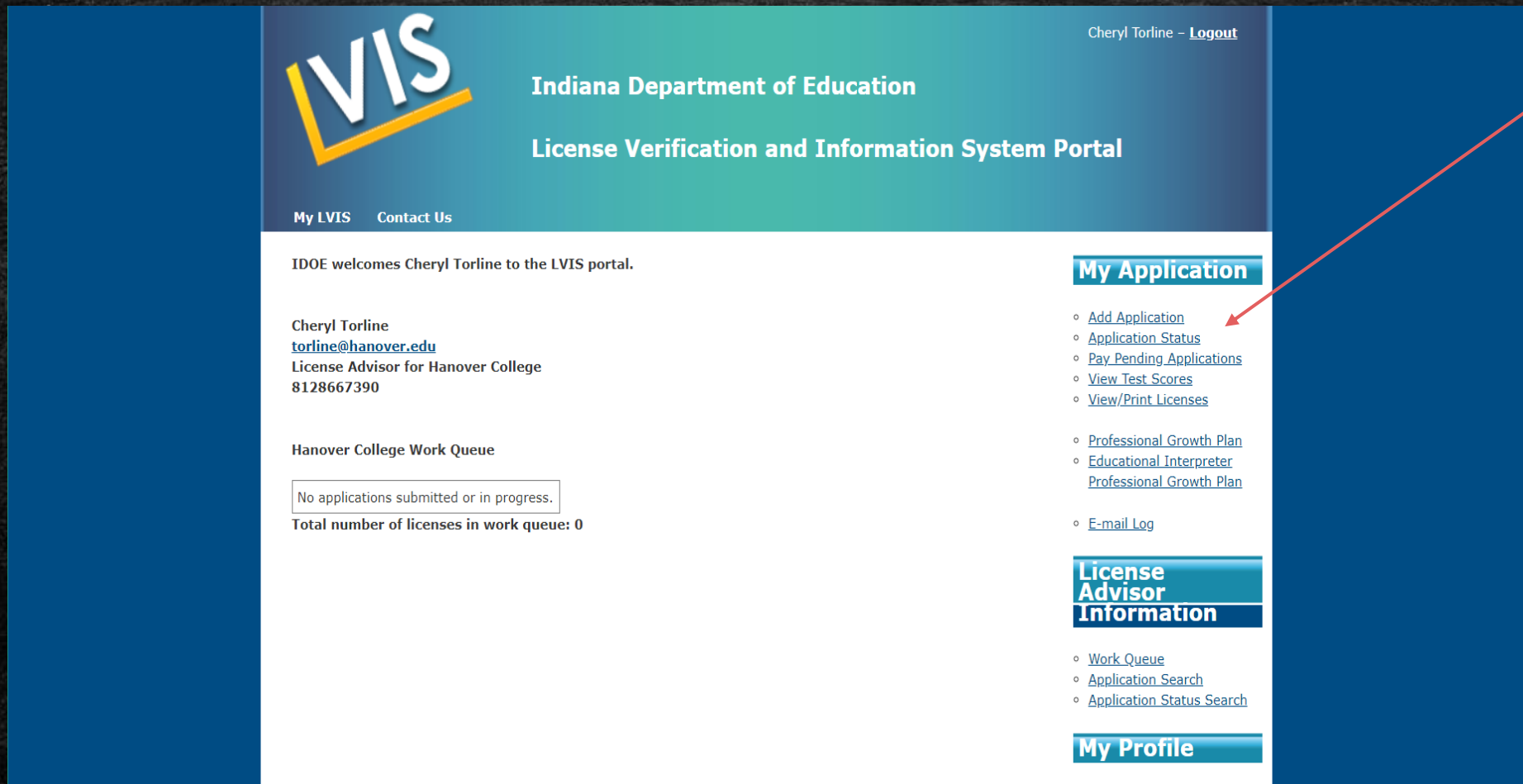


The screenshot shows the 'Add Profile' page of the Indiana Licensing Verification and Information System (VIS). The page header includes the VIS logo and navigation links: Login, Home, Create Profile, FAQ's, and Contact Us. The main content area is titled 'Add Profile' and contains the following fields and instructions:

- First Name:** * (required field)
- Middle Name:** *
- Last Name:** *
- Primary E-mail:** * (required field)
- Secondary E-mail:** (optional field)
- Verify E-Mail:** * (required field)
- Do you have a valid Social Security Number:** (radio buttons for Yes/No)
- SSN:** * (Social Security Number field)
- Confirm SSN:** * (confirmation field)
- Date of Birth:** * (date field)
- Highest Education Level:** * (dropdown menu with option '- Select your Highest Education Level -')
- Address:** (text field)
- Address2:** (text field)
- City:** (text field)
- State:** (dropdown menu with 'Indiana' selected)
- Country:** (dropdown menu with 'United States' selected)

Instructions on the page include: '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', and '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.'

Once you are logged in, you choose the link for
ADD APPLICATION from the top right corner menu:



VIS Indiana Department of Education
License Verification and Information System Portal

Cheryl Torline – [Logout](#)

[My LVIS](#) [Contact Us](#)

IDOE welcomes Cheryl Torline to the LVIS portal.

Cheryl Torline
torline@hanover.edu
License Advisor for Hanover College
8128667390

Hanover College Work Queue

No applications submitted or in progress.
Total number of licenses in work queue: 0

My Application

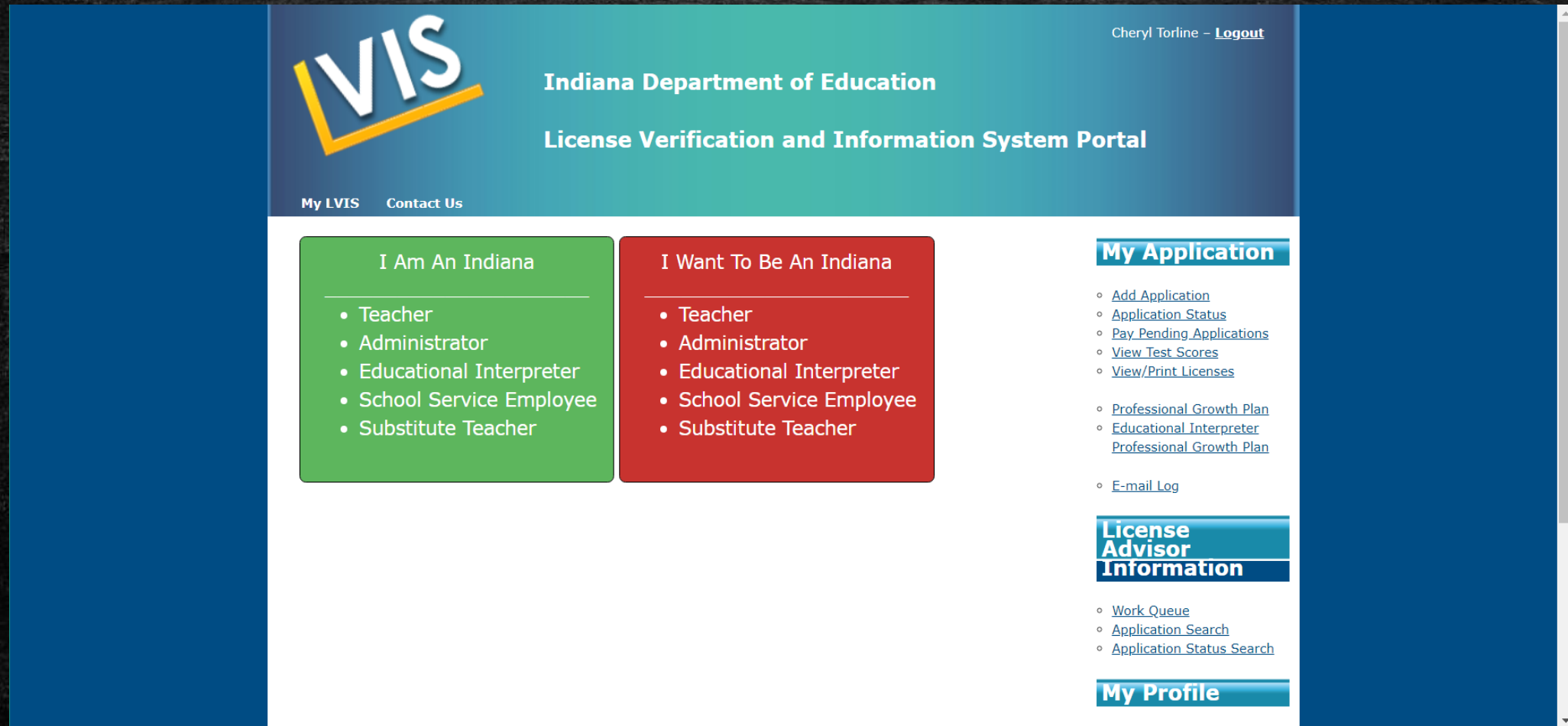
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For most of you, click on the red box I WANT TO BE AN INDIANA TEACHER (if you already have an Indiana Substitute Teacher license, click on the green box and the rest of the steps will be similar).



VIS

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License Verification and Information System Portal

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I Am An Indiana

- Teacher
- Administrator
- Educational Interpreter
- School Service Employee
- Substitute Teacher

I Want To Be An Indiana

- Teacher
- Administrator
- Educational Interpreter
- School Service Employee
- Substitute Teacher

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

LVIS

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My Profile

Choose *In-State* Program no matter what state you reside in...

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[In-State Program](#) [Out-of-State Program](#) [Non-US Graduate](#)

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You want an Original Instructional license so
type in the subject and grade level coverage
(i.e. Mathematics Grades 5-12 or Elementary Generalist Grades k-6.)
Please note that you may only choose p-12 areas by passing the P-12 Core Pedagogy exam
This includes P-12 Mild Interventions!

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Original Instructional

Subject and Grade Level Coverage

[> Next](#)

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My Profile

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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Save For Later

>> Next

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Then you must click the SAVE RECOMMENDING INSTITUTION ENTRY button too.



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Indiana Department of Education

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State

Indiana

College / University Attended

Hanover College

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.

Save Recommending Institution Entry

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My Profile

After “saving institution” 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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My Profile

Upload your required certificates for Suicide Prevention Training and CPR Certification. 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 

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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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- Role Request
- Name Change Request

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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My Profile

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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 waiting applications to approve.

- 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 save it to your computer to attach to documents as needed.

For Special Education Dual Licensing...

Special Education: Mild Interventions license, you must have passed both the
* Praxis exam #5543 Special Education: Core Knowledge and Mild to Moderate Applications exam and
* Praxis exam #5625 P-12 Principles of Learning and Teaching (Pedagogy) exams.

Be sure to complete both your content area and your SPED license applications and pay for both as these are two licenses.

LVIS Indiana Department of Education
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Your application was successfully deleted.

Edit/Delete	Type	Area(s)	Payment Date	Status
Edit / Delete		Substitute		Closed
Edit / Delete		english 5-12		Closed

Description of statuses

- Advisor Material Review** – The application is currently being reviewed by the appropriate License Advisor at the recommending institution.
- Approved** – The application has been approved and license has been created. It is available to view/print.
- Closed** – The application remained idle in the status of 'In Process' for 45 days. At that time, the system automatically closed the application.
- In Process** – The first stage of the application process before the applicant has actually 'submitted' the application. An application "In process" is incomplete, but it can be completed at any time before the passage of 45 days. If it sits idle for 45 days, it will close automatically.
- Legal Review** – The application will be reviewed for a second time based on criminal history questions/answers.
- Pending Application Payment** – The applicant has 'submitted' the application but has not finished the payment stage of the process. Applications are not reviewed until the payment process has been completed.
- Material Review** – Once the application has been submitted, a review of requirements is conducted.
- Pending Evaluation Payment** – Certain applications require an Evaluation Fee in order to determine if the applicant is eligible to apply for a license.
- School Material Review** – The application is currently being reviewed by the appropriate school corporation personnel.
- Unable to Approve** – The applicant did not meet certain requirements/guidelines. This was determined during the application review process.
- Vocational Director Material Review** – The application is currently being reviewed by the appropriate Career and Technical Education (CTE) director.
- Waiting on Documentation** – The application was reviewed by the Indiana Department of Education (IDOE). The IDOE is requesting additional documentation for the application.
- Ready for Evaluation** – Application has passed Material Review and is ready to be evaluated.

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Adding other Content Areas to your Indiana license...

Indiana allows the adding of multiple content areas to an original license by passing the CORE content exam. If you have passed that CORE and want to add that area to your existing license, choose ADD CONTENT to license. The steps are the same except the DOE will authorize the addition instead of the HC staff, so you don't have to notify us to approve those types of applications.

This is great for Social Studies. Your original license is in Secondary History, and you can add Geography, Economics, Psychology, Sociology, Government, etc. to your. Elementary Generalists can add content like Middle School English or High School Mathematics.

LVIS Indiana Department of Education
License Verification and Information System Portal

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Your application was successfully deleted.

Edit/Delete	Type	Area(s)	Payment Date	Status
Edit / Delete		Substitute		Closed
Edit / Delete		english 5-12		Closed

Description of statuses

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- Pending Evaluation Payment** – Certain applications require an Evaluation Fee in order to determine if the applicant is eligible to apply for a license.
- School Material Review** – The application is currently being reviewed by the appropriate school corporation personnel.
- Unable to Approve** – The applicant did not meet certain requirements/guidelines. This was determined during the application review process.
- Vocational Director Material Review** – The application is currently being reviewed by the appropriate Career and Technical Education (CTE) director.
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Getting licensed in another state...

It is best to seek help from our HC 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 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? You can request a
Facetime or Zoom meeting with me to help
you through the process! Just ask!
torline@hanover.edu

State of Indiana
Professional Educator's License

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

Lauren Zoerhoff

Instructional	Basic	Grade Coverage	Issued	Expires	Action	Res. Ret.	Proficiency
Chemistry	REPA	5-12	8/31/2011	8/31/2013	Conversion	Yes	P
Earth/Space Science	REPA	5-12	8/31/2011	8/31/2013	Additional	Yes	P
Life Science	REPA	5-12	8/31/2011	8/31/2013	Conversion	Yes	P
Physical Science	REPA	5-12	8/31/2011	8/31/2013	Conversion	Yes	P


Dr. Tony Bennett
Superintendent of Public Instruction
State Form 21-471 (R) (2-2011)
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