

How to Apply for Your Teaching License in LVIS 360

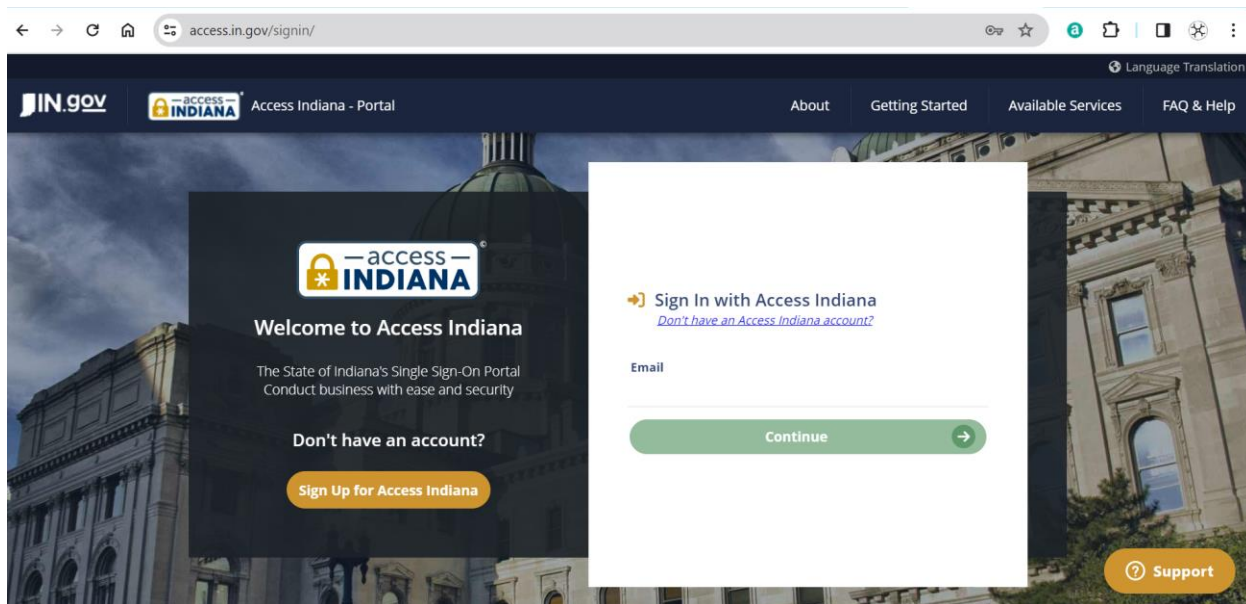
To apply for an Indiana Teaching License, you must have the following requirements:

- Completion of the Hanover College Educator Preparation Program (passing of Decision Point 3)
- Received your bachelor's degree from Hanover College
- Proof of Certification in CPR from an approved course
- Proof of Certification in Suicide Prevention Training from an approved course
- Passing scores in the appropriate pedagogy Praxis exam “Principles of Learning and Teaching”
- Passing score(s) in the appropriate content area Praxis exam(s)

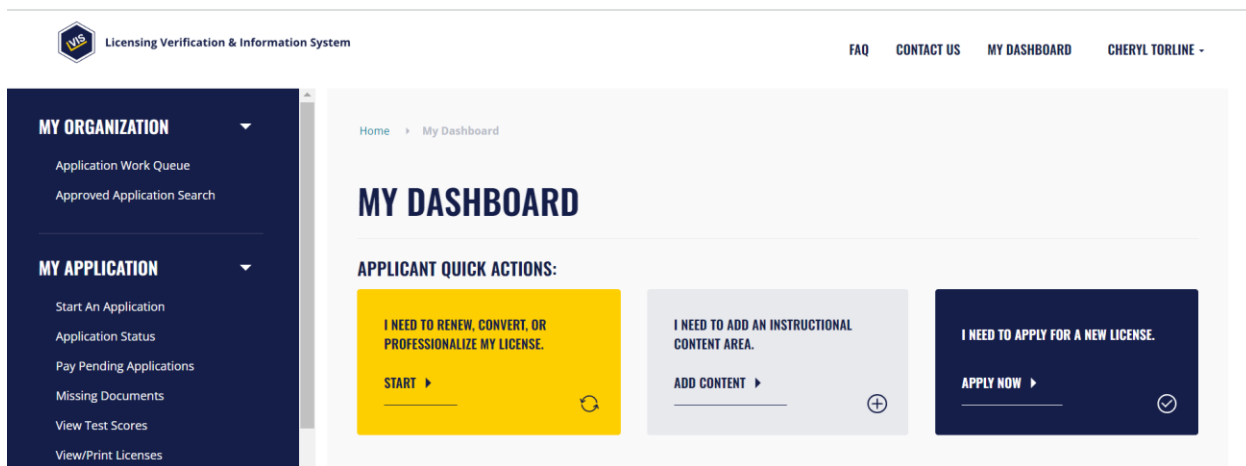
STEP 1:

In your internet browser, navigate to <https://license.doe.in.gov/>

If you already have an *Access Indiana* account, you will log in and if you do not, you will be routed to the site to create one. See Screen Shot below:

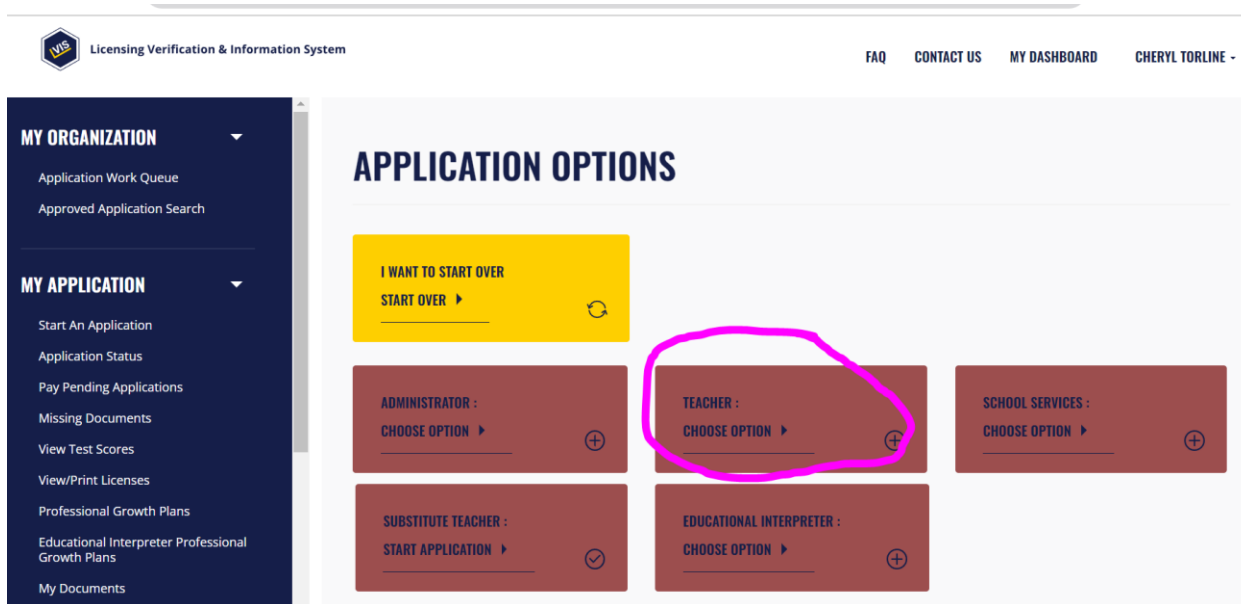


Once you have logged in to LVIS 360, you will see your LVIS Dashboard screen, similar to this:



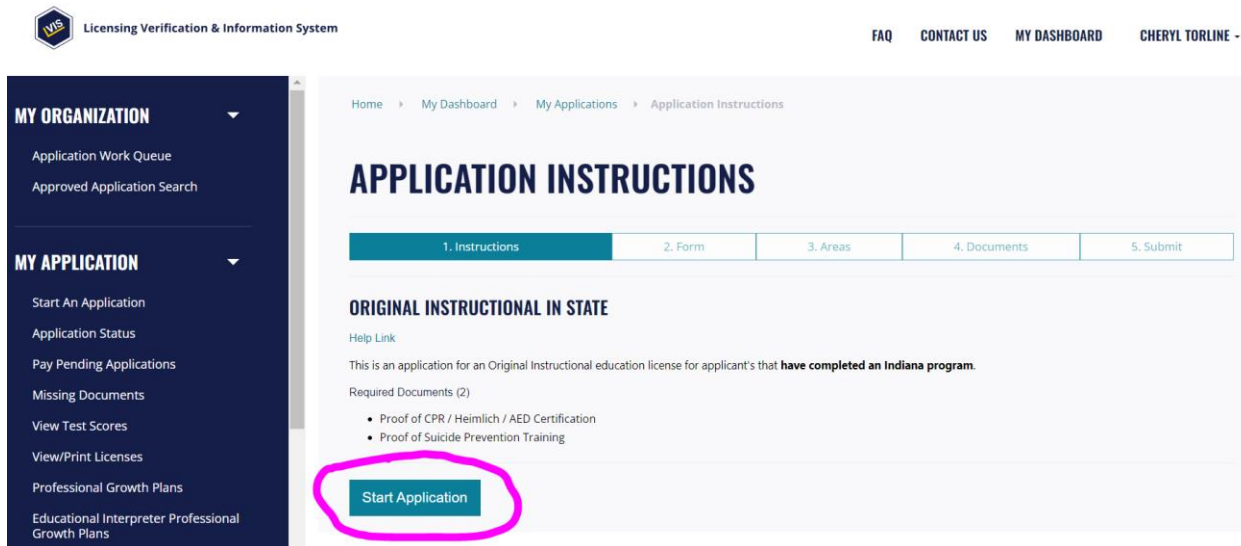
STEP 2:

Choose the box for **Indiana Preparation Program** and then click **START APPLICATION** in that box.



STEP 3:

You will then again click on the START APPLICATION box in the following screen:



STEP 4:

Follow the Step by Step process for your particular license and upload your proof of CPR and Suicide Prevention Training certification when requested. If you do not see your Praxis scores in LVIS, it is helpful for you to upload those as documentation in LVIS as well.

STEP 5:

It should ask you to pay for the license as part of the application process, but you may have to submit application and then go to the far left side and click on PAY FOR PENDING APPLICATIONS (see below)

The screenshot shows the LVIS (Licensing Verification & Information System) interface. The top navigation bar includes the LVIS logo, the text 'Licensing Verification & Information System', and links for 'FAQ', 'CONTACT US', 'MY DASHBOARD', and 'CHERYL TORLINE'. The left sidebar menu is dark blue with white text, listing options under 'MY ORGANIZATION' and 'MY APPLICATION'. 'Pay Pending Applications' is circled in pink. The main content area is white and titled 'APPLICATION INSTRUCTIONS'. It features a breadcrumb trail: 'Home > My Dashboard > My Applications > Application Instructions'. Below the title is a progress bar with five steps: '1. Instructions' (active), '2. Form', '3. Areas', '4. Documents', and '5. Submit'. The section is titled 'ORIGINAL INSTRUCTIONAL IN STATE' and includes a 'Help Link'. The text states: 'This is an application for an Original Instructional education license for applicant's that **have completed an Indiana program.**' Below this, it lists 'Required Documents (2)': 'Proof of CPR / Heimlich / AED Certification' and 'Proof of Suicide Prevention Training'. A 'Start Application' button is located at the bottom of the main content area.

STEP 6:

Unfortunately, LVIS does not send out notifications of pending applications, so do email Cheryl Torline, Hanover College Licensing Advisor torline@hanover.edu to let her know you have a license application awaiting approval. Copy Program Head, Dr. Dustin Bailey on this email as well bailey@hanover.edu as both are authorized to approve licensing applications.

STEP 7:

CONGRATULATIONS! You should receive your license as an attached document in an email shortly after it has been approved by the Hanover College EPP. You may also view and print your license at any time within LVIS as well by clicking on that option in the left side menu:

This screenshot is identical to the one above, showing the LVIS interface. The left sidebar menu is the same, but 'View/Print Licenses' is circled in pink. The main content area remains the same, displaying the 'APPLICATION INSTRUCTIONS' for an 'ORIGINAL INSTRUCTIONAL IN STATE' license, including the progress bar, required documents list, and 'Start Application' button.

NOTES:

To add content to your main license by passing an additional Praxis exam, use this same process but choose ADD CONTENT AREA at the beginning of LVIS.

Initial Licenses must be renewed and professionalized after two years. Professional licenses must be renewed every five years.