



This application is for those who are adding the following content areas:

- Early Childhood Education
- Elementary Education
- English as a New Language
- Exceptional Needs (Mild Intervention, Intense Intervention, Blind & Low Vision, Deaf & Hard of Hearing)
- Fine Arts content areas (Visual Arts, Vocal & General Music, Instrumental & General Music, and Theater Arts)
- High Ability

### Step-by-Step Directions:

1. Log into LVIS360 after creating new account or link a pre-existing account with Access Indiana.
2. Click on **'Start an Application'** on the left-hand side under 'My Application.'
3. Select **Add An Instructional Content Area**.
4. Select **Add with Coursework and Exam**.
5. Select the option below that applies to you:
  - a. **Addition with Indiana Coursework and Exam**
  - b. **Addition with Out-of-State Coursework and Exam.**
  - c. **Addition with Foreign Coursework and Exam**
6. **Instructions:** Review required documents that will need to be uploaded in this application.
7. Click on **'Start Application'** at the bottom of the page.
8. **Form:** Please fill out all required fields.
9. Select your valid instructional license using the dropdown arrow.
10. If you are requiring a change for the highest degree known on your license, please select yes or no.
11. **Add Recommending College/University.** This will be the US State/US Territory/Foreign Country where you completed your education preparation program and coursework.
  - a. If the coursework was at an Indiana college/university, select the college/university where you completed the coursework for your addition. Click Add.
  - b. If you completed the coursework outside of Indiana or in a US Territory or Foreign Country, select it in the drop down and then type the name of the institution. Click Add.
  - c. Add additional universities, if needed.
12. Read and Answer the legal questions. Provide documentation if requested.
13. Click **Continue**.
14. **Please read and follow the directions on how to add content areas.** If you are not sure of the Indiana licensure term for your content area, please select the common term dictionary.
15. For additional content areas and grade levels – **Repeat Step 10 until all areas are listed.**
16. Once ALL grade levels and content areas are entered, click **Save & Continue**.
17. **Upload/select required documentation.**
18. Click **Continue**.
19. Review selections and uploaded documentation.
20. Click **Submit**.
21. Click the brown button **Make Payment**. You may also Edit or Remove if required.
22. **Select the circle next to the Payment Number** for all payments you are making. You may wait and submit more applications if you are submitting multiple and pay for them in the same transaction. Click **Start Payment Transaction**.
23. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
24. Click **Submit Payment**.

Your application should now have the status of either **'Advisor Review'** (for those with in-state coursework) or **'DOE Review'** (for those with coursework outside of Indiana). Our processing time can vary depending on the time of year. You will receive an email once your application has been approved or if any additional materials are required.



### Instructions:

### Adding a Content Area to an Instructional License Using Coursework & Testing

25. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.

Your application should now have the status of either '**Advisor Review**' (for those with in-state coursework) or '**DOE Review**' (for those with coursework outside of Indiana). Our processing time can vary depending on the time of year. You will receive an email once your application has been approved or if any additional materials are required.