



Adding Early Literacy Endorsement to an Instructional License

You will need to have approval from the DOE Literacy Center for the 80 hours of Professional Development and Exam before you can add the endorsement. Once approved, the Literacy Center team will send you a letter in an email that you will upload along with your Praxis results. **The Jotform form to contact the Literacy Center is below:**

[Early Literacy Endorsement Professional Development Approval and Praxis Voucher Request \(jotform.com\)](https://www.jotform.com)

1. Log into LVIS360 after creating a 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 the blue pathway for **Add An Instructional Content Area**.
4. Select **Add Early Literacy Endorsement**
5. Click on **'Start Application'** at the bottom of the page.

Form: Please fill out all required fields.

6. Select your valid instructional license using the dropdown arrow.
7. If you are requiring a change for the highest degree known on your license, please select yes or no.
8. Read and Answer the legal questions. Provide documentation if requested.
9. Click **Continue**.
10. Upload Early Literacy Endorsement Certificate or Assurance and Early Literacy Praxis Exam Score Reports.
11. Click **Continue**
12. On this page, please review your selections and uploaded documentation to assure accuracy.
13. Read and Review Loyalty Affidavit.
14. Click **Submit**.
15. Click **Make Payment**.
16. Select the Radio button for Application/Fees to Pay.
17. Click **Start Payment Transaction**. You will be redirected to the NIC Payment Portal.
18. **Enter/Review all required information**.
19. Click **Next**.
20. **Enter Credit Card Information**.
21. Click **Next**.
22. Verify reCAPTCHA
23. Click **SUBMIT**

Your application should now have the status of 'DOE Review'. 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.