



The Elementary Math Specialist can only be added to the following license types:

- **Elementary Generalist**
- **Middle School Mathematics**
- **Secondary Mathematics**

For more information on this application please see our website: [Click Here](#)

For more information on **Praxis testing**, please see the Indiana page on the Praxis website: [Click Here](#)

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 Exam Only**
5. **Instructions:** Review required documents that will need to be uploaded in this application.
6. Click on **'Start Application'** at the bottom of the page.
7. **Form:** Please fill out all required fields.
8. Select your valid instructional license using the dropdown arrow.
9. If you are requiring a change for the highest degree known on your license, please select yes or no.
10. Read and Answer the legal questions. Provide documentation if requested.
11. Click **Continue**.
12. **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.
13. For additional content areas and grade levels – **Repeat Step 10 until all areas are listed.**
14. Once ALL grade levels and content areas are entered, click **Save & Continue**.
15. **Upload/select required documentation:**
 - a. Official score report for Indiana Praxis test #5037 Elementary Education: Math Specialist with a cut score of 153; or a statement that the score is loaded to your [LVIS](#) account.
 - b. A physically signed letter of verification on official letterhead written by your administrator stating how long you have been teaching math, or use this form: [Verification of Teaching Experience](#).
16. Click **Continue**.
17. Review selections and uploaded documentation.
18. Click **Submit**.
19. Click the brown button **Make Payment**. You may also Edit or Remove if required.
20. **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**.
21. You will be transferred temporarily to the NIC Payment Portal. Please fill out billing information.
22. Click **Submit Payment**.

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.



23. 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 '**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.