



**Only currently licensed Elementary Generalist teachers are eligible to add a Montessori (MACTE) Endorsement to their license.**

For more information on this application please see our 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 Something Else**
5. Select **Add Montessori Endorsement**
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. Read and Answer the legal questions. Provide documentation if requested.
12. Click **Continue**.
13. **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.
14. For additional content areas and grade levels – **Repeat Step 10 until all areas are listed.**
15. Once ALL grade levels and content areas are entered, click **Save & Continue**.
16. **Upload/select required documentation.**
17. Click **Continue**.
18. Review selections and uploaded documentation.
19. Click **Submit**.
20. Click the brown button **Make Payment**. You may also Edit or Remove if required.
21. **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**.
22. You will be transferred temporarily to the NIC Payment Portal. Please fill out billing information.
23. Click **Submit Payment**.
24. 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.