INDIANA DEPARTMENT of EDUCATION

Licensing Verification and Information System (LVIS)
Instructions:
Adding a Content Area to an Instructional License
Using Testing Alone

If you are adding any of the following areas, you CANNOT use this application. Instead: <u>Click Here</u>

- ~~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~~

For more information on this application please see our website: <u>Click Here</u>

For more information on **Praxis testing**, please see the Indiana page on the Praxis website: <u>Click Here</u>

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.**
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.**
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.