



Step-by-Step Directions:

1. Log into LVIS360
2. Click on '**Start an Application**' on the left-hand side under the '**My Application**' section.
3. Select the red box that says: **Apply For a New License**.
4. Select **School Services**.
5. Select **Communication Disorders**.
6. Please choose from the following, and click on **Start Application**:
 1. I completed an Indiana Program
 1. or
 2. I completed an Out of State Program
7. **Instructions. Please read them through carefully and view the required documents listed.** You MUST have all the documents listed in order to submit the application. **Promissory notes cannot be accepted for ANY of the documents listed.** Once the required documents have been collected and saved, please click **Continue**.
8. Form Page:
 1. If you are needing a degree change updated on your profile, please select it now.
 2. Answer the legal questions.
 3. Click **Continue**.
9. **Documents:** Please upload the required documentation:
 - Valid **CPR card** from IDOE approved provider.
 - Official transcripts showing receipt of a Master's degree in Speech Pathology and which bear the sign and/or seal of the registrar, the degree and date conferred. Transcripts must be included with evaluation materials.
 - Suicide Prevention Certificate.
 - A copy of your valid Indiana Professional Licensing Agency License (IPLA).
10. Once all documentation is uploaded, you will be able to click **Continue**.
11. **Submit:** This page will review the application, click **Submit**. If you cannot select Continue, there is most likely something missing on your application. Missing areas will be in red.
12. Please click **Make Evaluation Payment**.
13. Click the radio button next to the payments you are wanting to pay for this transaction. Click **Start Payment Transaction**.
14. You will be temporarily redirected to the NIC payment portal.
15. Fill out all the **Billing information**. Click Next. Fill out all the payment information. Click **Submit Payment**.
16. Once your payment is submitted, you will be redirected back to LVIS, where you can now view your application status. Processing times will be on the front page of LVIS before you sign in, and vary in length depending on the time of year.

For more information on Communication Disorder Licenses: [Click Here](#)

For more information on IPLA licenses for Speech Language Pathology: [Click Here](#)