



## Original Educational Interpreter Permit by EIPA

1. Log into [LVIS360](#).
2. Click on '**Start an Application**' on the left-hand side under the '**My Application**' section.
3. Select **Choose Option** on the red box that says: **Apply For a New License**.
4. Click the option: **Educational Interpreter**.
5. Chose **Educational Interpreter by EIPA**
6. **Instructions. Please read them through carefully and view the required documents listed.** Once you have the required documentation, please click on 'Start Application' at the bottom of the page.
7. **Form:** Please answer the legal questions. If you answer yes to any of the questions, please upload the additional documents.
8. Click **Continue**.
9. **Documents: Upload required documentation.**
  - a. **Required Documents:**
    - i. Proof of high school diploma or the equivalent
    - ii. Verification of passage of the EIPA written test
    - iii. Verification of 3.5 or higher on EIPA skill test
10. Click Continue.
11. **Submit:** This is a review page for the application. If you have everything completed, you will be able to Submit Application. If not, missing materials will be in RED.
12. Click **Submit**.
13. If you need to edit your application, this is the last chance to edit anything. After you pay for the application you can no longer access the application to upload any additional documentation. If you no longer wish to submit your application, click Remove at the bottom of the page.
14. Click the brown button that says '**Make Payment**'.
15. Click the circle next to the application(s) you are paying for, and then click 'Start Payment Transaction'.
16. You will now be redirected to the NIC payment portal. Please fill out the payment information.
17. Click Next.
18. Click box under Refund Policy.
19. Click Submit.
20. You will then be redirected back to LVIS.
21. The IDOE will contact you via the email in your LVIS account if we need additional information, and when the application is approved or denied.

For more information on Educational Interpreter Permits please [Click Here](#)