



Applicants MUST hold a valid Professional Educator Instructional/Teaching License.

Required Documents:

- Official bachelor's degree transcript bearing the registrar's signature and dated degree was conferred.
- CPR/AED Training Certificate
- Suicide Prevention Certificate
- Verification of at least two years of teaching experience. This can be a signed letter on school letterhead that is physically signed, or please fill out this form: [Click Here](#)

Step-by-Step Directions for LVIS:

1. Sign into your LVIS account (<https://license.doe.in.gov/>).
2. Under My Application, select the **Start An Application**.
3. Click the red pathway: "**Apply for a new license**".
4. Select **Administrator**
5. Select **Emergency Permit**
6. Review list of required documents and click **Start Application**.
7. Verify or Select your **Current Employer (School Corporation)** in the drop down menu.
8. **Answer the legal questions.** Provide documentation and description, if requested.
8. Click **Continue**
9. **Areas: Follow the instructions on the page to select and add all licensing areas you are requesting to your application.** Please see the common terms key if necessary.
10. Click **Save & Continue**.
11. **Documents:** Upload the required documentation. Once all documentation is uploaded, you will be able to click **Continue**.. If not, you need to fix what is missing. Missing materials will be in **RED**.
12. **Submit:** This page reviews the application. If you have everything completed, you will be able to submit the application. If not, you need to fix what is missing. **Missing materials will be in RED.**
13. Click the brown button **Make Payment**. You may also Edit or Remove if required.
14. You will be transferred temporarily to the **NIC Payment Portal**. Please fill out billing information.
15. Click **Submit Payment**.
16. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.

The ownership is on the applicant to keep track of the status of their application under 'Application Status' on the left-hand side.

You will receive email notifications once your application has been reviewed.

- **School Review** - Your school district is reviewing your application.
- **DOE Review** - The IDOE is reviewing your application and documentation.
- **Waiting on Documentation** - More information has been requested. Please either check your email or your Email Log in LVIS to view the email that was sent with information on what is being requested.

For more information on Emergency Permits: [Click Here](#)