



## Instructions:

### Original Instructional License

(In-State Educator Preparation Program Completer)

#### Required Documents:

- Valid CPR card from IDOE approved provider.
- Suicide Prevention Certificate.

#### Step-by-Step Instructions:

1. Log into LVIS360: [LVIS](#)
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 **Teacher**
5. Click **Indiana Educator Preparation Program**
6. The application will now open to page one: **Instructions**. **Please read them through carefully and view the required documents listed.**
7. Click on '**Start Application**' at the bottom of the page.
8. **Form:**
  - a. Click Add Recommending Institution Entry.
    - i. Indiana will default in the state drop down.
    - ii. Choose the name of the Indiana college/university.
    - iii. Click **Add** to save Recommending Institution Entry.
  - b. Answer the legal questions. Upload required documentation, if requested.
  - c. 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. **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.E**
11. **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**.
12. Click the brown button **Make Payment**. You may also Edit or Remove if required.
13. You will be transferred temporarily to the **NIC Payment Portal**. Please fill out billing information.
14. Click **Submit Payment**.
15. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
16. Click **Submit**.

You will receive email notifications once your application has been reviewed by the licensing advisor at the selected Recommending Institution. **If you have questions about your application please contact the licensing advisor.** You can find their contact information on our website: [Click Here](#)

- **In Process** - This application has not been submitted or paid for and can still be edited.
- **Advisor Review** - If you completed an Indiana preparation program, your application is being processed by the licensing advisor at that college/university. Please find their contact information here: [Click Here](#)
- **Waiting on Documentation** - More information has been requested. Please either check your email or go to 'Missing Documents' in LVIS in the left-hand menu to view the email that was sent with information on what is being requested.