



You must be hired by a school district or substitute agency BEFORE you complete this application. If you have not been hired, please stop, and contact the district office in the school district in which you are wanting to work.

For information on requirements please see our website:

<https://www.in.gov/doe/educators/educator-licensing/substitute-permits/>

Step-by-Step Directions

1. Log into [LVIS360](#) using Access Indiana.
 - a. Never had an LVIS Account? [Click Here](#)
2. On the menu on the left-hand side, click on **Start An Application** under **My Application**.
3. Select the red box that reads “**Apply for a New License**”
4. Select the red box that reads “**Substitute Teacher**”
5. Select **Start Application**.
6. **Verify or update your employer:**
 - a. Select the **school district** in the drop down. If you are needing to update the district currently displayed, please click Clear before choosing a new district.
7. **Verify your employment information by clicking the check box.** A series of questions will appear. **Only the question in red is required.**
 - a. Please enter the first name of the school/school corporation official who made the employment offer. If you have been hired by a substitute agency, enter the name of the agency.
 - b. **Please enter the last name of the school/school corporation official or district who made the employment offer. If you have been hired by a substitute agency, enter the name of the agency.**
 - c. Please enter the phone number of the school corporation or substitute agency where you have been hired.
 - d. Please enter the title of the school/corporation official, district, or substitute agency who hired you.
 - e. Please enter the email address of the school corporation or substitute agency where you have been hired.
8. **Answer the three legal questions.** (If you answer yes to any of the questions, provide legal documents).
9. **Documentation is optional for substitute permits**, but please communicate with the district or agency that has hired you to see if documentation is required by them.
10. **Review your application.**
11. Click **Submit**.
12. Select **Make Payment**.
13. Select the application in which you are trying to pay for by clicking the circle next to the application. You may select multiple if you need to make a payment for multiple applications.
14. You will be redirected to the state’s NIC payment portal where you will enter your payment information and complete the transaction.
15. You will reroute back to LVIS. You can check your status under Application Status on the left-hand menu.

Please contact the school corporation about any updates with your application as they are the approving authority. Please see the Application Status Key in order to understand any other status information. You will receive an automated email once the application is approved that will have directions on how to View/Print your license.