



Helpful Information and a list of required documentation can be found on our website: [Click Here](#)

Step-by-Step Instructions:

1. Log into LVIS360: [LVIS](#)
2. Click on **'Start an Application'** on the left-hand side menu.
3. Select **Choose Option** on the red box that says: **Apply For a New License**.
4. Click **Teacher**
5. Click **Visiting Teacher Permit**
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: Fill out the questions in each section.**
 - a. Please verify your current employer by selecting your school corporation in the drop down.
 - 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**.
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 an evaluator.. **The ownership is on the applicant to keep track of the status of their application under 'Application Status' on the left-hand side.**

- **In Process** - This application has not been submitted or paid for and can still be edited.
- **School Review** - The application is with the school corporation in which you are employed to approve. Please contact them with any questions if the application is in this status.
- **DOE Review** - The application is in the IDOE work queue. This can take several weeks. Our processing time for original applications is on the front page of LVIS.
- **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.
- **School Missing Documents** - The school has been emailed to provide additional information that must be provided in a document. The document will be uploaded into the application by the school.