



Please see our website for information on eligibility & application information: [Click Here](#)

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 **Workplace Specialist**
6. Choose **Workplace Specialist I**
7. The application will now open to page one: **Instructions**. **Please read them through carefully and view the required documents listed.** This page will have information on how the occupational experience needs to be documented.
8. Click on **'Start Application'** at the bottom of the page.
9. **Form:**
 - a. Please verify your current employer by selecting the school corporation in which you are employed in the drop down.
 - b. Answer the legal questions. Upload required documentation, if requested. Click **Continue**.
10. **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.
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.E**
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.
17. 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.
- **Vocational Director Review** - The application is with the vocational/CTE director for your district for review. You can find the list of CTE directors for Indiana here: <https://iacted.org/directors/> Or contact your school district.
- **DOE Review** - Your permit is with the IDOE for review and in our work queue to process.
- **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.