Indiana Department of Education

Licensing Verification and Information System (LVIS)

How-to Guide
for School Corporations

Indiana Department of Education Office of Education Licensing and Development (317) 232-9010

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Welcome to LVIS!

Welcome to the Indiana Department of Education's (IDOE's) **Licensing Verification and Information System (LVIS).** This online application system enhances self-service features to make it easier and faster for you to apply and receive credentials.

LVIS Features:

- Create a personal profile and update it as needed.

- Instantly upload documents required for licensure.

- Receive automatic e-mail messages from the IDOE with application status updates.

- Print your credential the moment it is approved.

- Consolidate multiple licenses into a single educator credential.

- Record and track your Professional Growth Points (PGPs).

- Pay online with Visa or MasterCard.

School Roles:

- **School Corporation Authority:** corporation level.
  - Approves district-wide applications. ie: substitute teacher applications, emergency permits, Transition-to-Teaching permits.
  - Can be more than one person in the school corporation.
  - Approves PGPs for building principals and central office personnel.
- **School Building Administrator:** individual school level.
  - Building-level administrators verify PGPs for license renewal.
- **CTE Director:** approves Workplace Specialist licenses. CTE directors receive special training.

How to Create a Profile

1) Log-on to https://license.doe.in.gov/ and click on the **Create Profile** button.

2) Complete the **Add Profile** form. **Please write down your username and password**. *You will need these when you log-in again to print your license and update your information.* Click on the **Create Profile** button.

3) You will be redirected to the screen below.

4) **Check the email account** that you listed in your profile as your **Primary Email.** *If you do not receive an email verification request within 30 minutes, please check your spam filter.* If you do not receive the e-mail, click the **Re-send Verification Email** link on the right-hand menu bar.

5) Open the "Welcome to LVIS" email sent to your primary email. Click on the **Verify email address** link.

6) The **Verify Profile** page will open. Click on the **Click here to get started** link.

7) You will be redirected to the **"My LVIS" homepage.**

How to Look-Up Your Password

1. On the LVIS website at https://license.doe.in.gov/ click on the **Log-in** button.
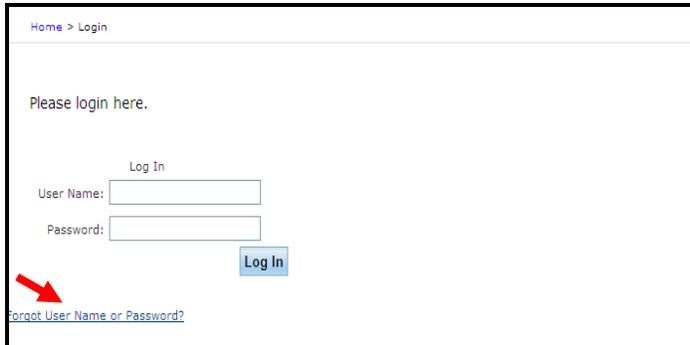
2. Click on the **Forgot Username or Password?** link.

3. Choose **I have forgotten my password**. Provide your username and complete the image verification. Click on the **Submit Request** button.

4. Answer the three security questions you chose when completing your profile and click on the **Submit Request** button.

5. Enter your new password and click on the **Change Password** button.

6. Your password has been reset. Enter your username and new password and click on the **Log In** button.

How to Change Your Username

1. On the LVIS website at https://license.doe.in.gov/ click on the **Log-in** button.

2. Click on the **Forgot Username or Password?** link.

3. Choose **I have forgotten my User Name**. Provide your first name, last name, and email along with the image verification and click on the **Submit Request** button.

4. Your user name will be sent to your email account. Check your email account to find the user name and then enter your user name and password and hit the **Log In** button.

How to Request a School Role

1. The **Role Request** page requests viewing permission related to duties as a Licensing Advisor, Career & Technical Education (CTE) Director, School Corporation Authority, or School Building Administrator.

2. Select the **Role Request** link from the right-hand menu bar.

3. Select the appropriate role from the drop-down menu.

4. Select your **school or college affiliation.**

5. Click on the **Add** button.

6. The information will appear in a table.

7. Click on the **Send Request** button.
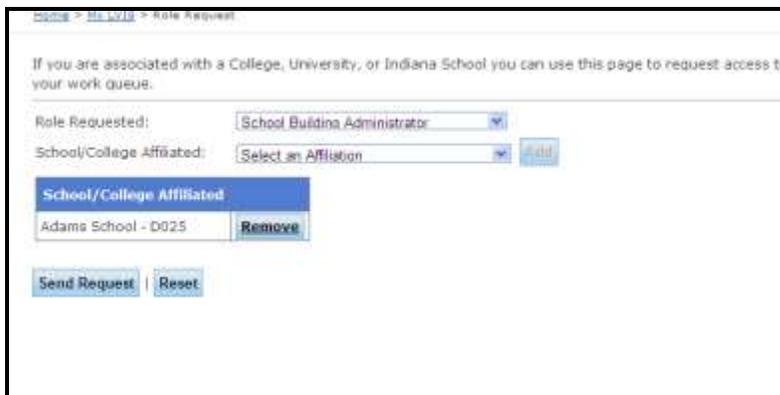
8. A confirmation screen will appear verifying successful submission.
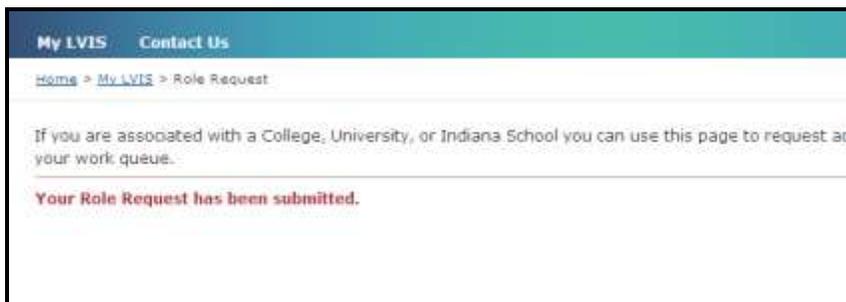
How to Access Your Work Queue

1. When your school advisor role is verified, you will be directed to the **School List** upon log-in. This will list all **Professional Growth Plans, Educational Interpreter PGPs,** and **Applications** ready for your approval.

2. To return to the School List home page, click on Work Queue on the right-hand menu bar.

How to Change Your Professional Profile

Click the hyperlinks on the right side of the screen to view the following pages:

- **My Profile**
    - *My LVIS* – Click this to return to the *My LVIS* page.
    - *Edit Profile* – Click this to change profile information.
    - *Change Password* – Click this to change password information.
    - *Edit Educational Background* – Click this to edit educational background.
    - *Degree Change Request* – Click this to change degree information.
    - *Current Employment* – Click this to add current employment information.
    - *Name Change Request* – Click this to request a name change.
- **My Application**
    - *Add Application* – Click this to add an application.

o *Workplace Specialist Application* – Click this to add a Workplace Specialist application.

o *Application Status* – Click this to check the status of a submitted application.

o *Pay Pending Applications* – Click this to pay for a pending application.

o *View Test Scores*- Click this to view your test scores submitted to the DOE.

o *View/ Print License* – Click this to print a copy of a license.

o *Professional Growth Plan* – Click this to review the PGP.

o *Professional Growth Plan Educational Interpreter*- Click this to review the PGP.

o Professional Development Plan- for Workplace Specialists- click this to review the PDP.

How to Approve PGPs

1. In your work queue, click on the **Review PGP** link.
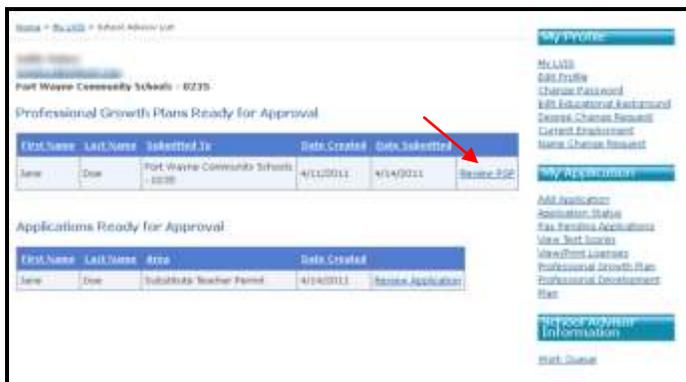
2. You should see the information the applicant has submitted for your approval.

3. If you wish to write a note about the PGP, please type it in the **Additional Notes** field and click **Save.**

4. If you wish to APPROVE the PGP, click on the **Verify PGP** button.

   • An **Agree to Verify** pop-up window will appear. Click **Verify PGP** to approve the PGP.

5. If you wish to DENY the PGP, click on the **Not Verify PGP** button.

   • An **Explanation for Not Verifying** pop-up window will appear. Please provide a reason for denial. Click on the **Not Verify** button to deny the PGP.

How to Approve an Application

1. In the **Work Queue**, click on the **Review Application** link.

2. You should see the information the applicant has submitted for your approval.

3. If you wish to include a comment, please type your notes in the **Additional Notes** section and click **Save.**

4. If you wish to APPROVE the application, click on the **Verify Application** button.

   - An **Agree to Approve** pop-up window will appear. Click **Approve Application.**

5. If you wish to DENY the application, click on the **Not Verify Application** button.

- An **Explanation for Not Verifying** pop-up window will appear. Please provide a reason for denial. Click **Not Verify** to deny the application.

How to Check An Application Status

1. To check an educator's application status, click **on Application Status Search** on the right-hand menu bar.

2. Enter either the **Social Security Number** or **First and Last Name** of the teacher. Click on the **Search** button.
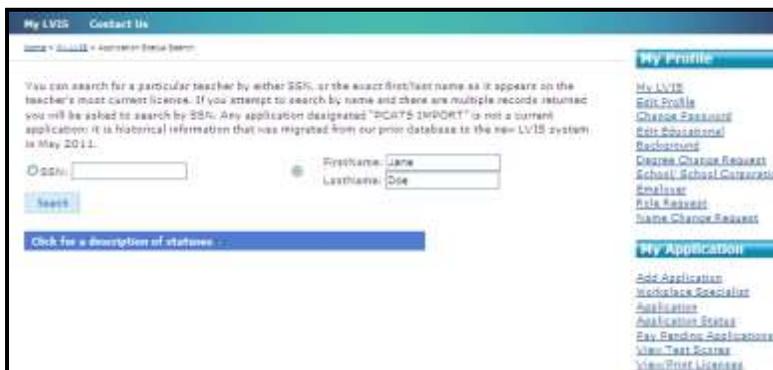
3. **Need CRM**

How to Report an Educator Offense

1. To report an educator offense, click on the **Report Educator Offense** link on the right-hand menu bar.
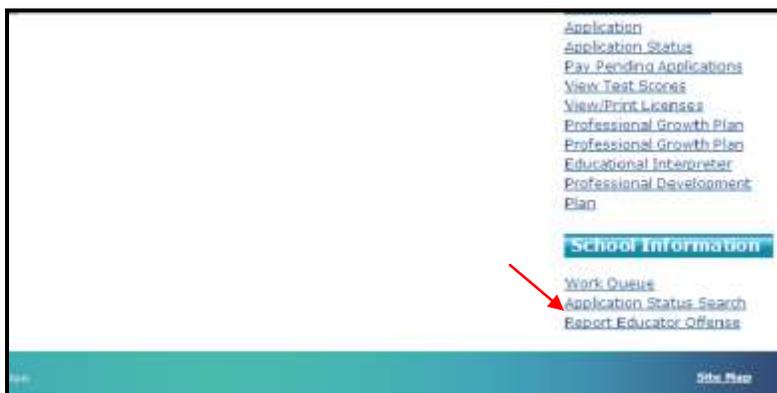
2. Complete the form and click on the **Submit Offense Report** button.

3. Upon successful submission a thank you message will appear.

Thank you for submitting the required information. We will look into this report and may need to contact you for further information.

Still Have Questions? Contact Us!

1. Click on the **Contact Us** tab at the top of the homepage.

2. Describe your problem or question and click on the **Submit request** button.

Coding Licenses FAQ

How do you code multiple licenses?

These would appear as individual applications in LVIS, and would be coded accordingly.

What are some typical reasons a Licensing Advisor would route the application to IDOE? Another school?

If the applicant is renewing with coursework from the recommending institution and is also adding a content area with a Praxis II test, the Licensing Advisor would code the renewal and then route the application to the DOE for the Praxis addition. If an applicant accidently selects the wrong recommending institution, the Licensing Advisor could route the application to the correct recommending institution once that has been identified.

When you enter the Content Area, is it required to click Add Content for Coding?

Yes. The content must show up in the Content Area for your review in order to proceed with that content.

What happens when the LA incorrectly codes the license?

The LA must contact IDOE as soon as possible.

Glossary of Terms

Accomplished Practitioner License: 10-year renewable license. Issued to those who meet the requirements for professionalization. Professionalization requirements can be found here: http://www.doe.in.gov/student-services/licensing. This license is equivalent to a professional license under prior rules.

Advanced Degree Evaluation: option for applicants with a Master's Degree in a subject that corresponds to a secondary licensure content area. Applicants must do all of the following: 1) teach for at least one year in grade K-12 or at the postsecondary level; 2) pass the licensure exam in the desired content area, and 3) be certified in cardiopulmonary resuscitation (CPR)/Heimlich maneuver. An eligible applicant receives an Initial Practitioner License.

Conversion: moving from an Initial Practitioner License to a Proficient Practitioner License. This may also refer to moving from Workplace Specialist I to Workplace Specialist II.

Emergency Permit: one-year permit issued at the request of an employing school district to fill an unmet staffing need. The applicant must have a bachelor's degree and may or may not already hold a teaching license. It is equivalent to a Limited License under prior rules.

Indiana Mentoring and Assessment Program (IMAP): required internship that all educators with Initial Practitioner Licenses must complete in order to be eligible for a five-year Proficient Practitioner License. The educator must enroll in both Year One AND Year Two of IMAP in order to complete the internship.

Initial Practitioner License: two-year license issued to novice teachers, school service personnel, or building level administrators while they complete the IMAP/residency program. The Initial Practitioner License may be renewed two times in order to provide additional time to complete IMAP. Once IMAP is complete, the license holder may convert to a five-year Proficient Practitioner License.

Professionalize: moving from a Proficient Practitioner License to an Accomplished Practitioner License.

Proficient Practitioner: five-year license issued to teachers upon completion of IMAP. Equivalent to provisional and standard licenses under prior rules.

Transition to Teaching Permit: alternative certification path that provides an abbreviated pedagogy component to persons who already hold a bachelor's degree and meet the grade point average (GPA)

requirement. The permit is a three-year, nonrenewable permit issued at the request of an employing school corporation for an individual who is enrolled in a Transition to Teaching program for a content area in which the school corporation is experiencing staffing difficulty.

Troops to Teachers Evaluation: evaluation for licensure for military or former military personnel taking into account traditional coursework, training provided by the military, and instructional/teaching experiences such as Junior Reserve Officer Training Corps (JROTC), etc. Eligible applicants may be eligible for educational reimbursement through Defense Activity for Non-Traditional Education Support (DANTES). The IDOE does not provide financial assistance or reimbursement; it assists applicants by determining eligibility and providing advice concerning options for completing licensure requirements.

Visiting Teacher Permit: three-year, nonrenewable permit issued at the request of an employing school corporation to a teacher from a foreign country who holds the equivalent of a bachelor's degree from an accredited institution, has completed a teacher education program in the teacher's country, and meets other requirements under 515 IAC.

Workplace Specialist License I: initial two-year license issued at the request of an employing CTE Director to an applicant with documented skill and work experience in a CTE content area.

Work Place Specialist II: five-year renewable license issued at the request of an employing CTE Director upon completion of the beginning teacher seminar required of a Workplace Specialist I License holder.

Acronym Reference List

AP	Accomplished Practitioner
CPR	Cardiopulmonary Resuscitation
CTE	Career and Technical Education
EI	Educational Interpreter
FAQ	Frequently Asked Questions
IDOE	Indiana Department of Education
IP	Initial Practitioner
IMAP	Indiana Mentoring and Assessment Program
LA	License Advisor
LVIS	Licensing Verification and Information System
OELD	Office of Educator Licensing and Development
PDP	Professional Development Plan
PGP	Professional Growth Plan
PP	Proficient Practitioner
WS	Workplace Specialist