

## **APPLICATION FOR INDIANA SUBSTITUTE TEACHER PERMIT OR RENEWALS**

- Go to the following website to apply for your Substitute Teacher permit: <https://license.doe.in.gov/>
- Log in or create a profile, if you don't already have one
- Click My LVIS
- Click Substitute Teacher Permit (Under Permits) – DO NOT DO A RENEWAL
- You will choose the following:
  - **Application Action** – Original
  - **Application Type** – Educational Permit
  - **Permit Type** – Substitute Teacher Permit
  - **Subject and/or Endorsement** - Substitute
- Verify or enter our school corporation, so that we may approve the application – Center Grove Com. Sch. Corp 4205
- Follow the rest of the steps to submit your application and pay for your permit
- Once your permit is approved you will need to log in to view/print your license. Once you receive your permit, it will be in a PDF format – You can e-mail it to Lynae Froman @ [fromanl@centergrove.k12.in.us](mailto:fromanl@centergrove.k12.in.us)

## **APPLICATION FOR RENEWAL OF INDIANA TEACHING LICENSE**

- Go to the following website to renew your license: <https://license.doe.in.gov/>
- Log in or create a profile, if you don't already have one
- Click My LVIS
- Click the type of license you are renewing
- Follow the steps to submit your application/renewal
- Once your license renewal is approved you will need to log in to view/print your license. Once you receive your license, it will be in a PDF format – You can e-mail it to Lynae Froman @ [fromanl@centergrove.k12.in.us](mailto:fromanl@centergrove.k12.in.us)