How to apply for an ADDITION to a teaching license

Go to the LVIS website: [www.doe.in.gov/licensing/lvis](http://www.doe.in.gov/licensing/lvis). Click on “LVIS PORTAL LINK” and it will take you to another screen.

Click on “Create A Profile” and fill out all the information on the next screen that comes up. At the bottom of that page, check the box that you agree to the terms of use and then click on the Create Profile button.

You will receive a verification email after submitting your profile. You will need to reply as instructed in the email.

Go to the LVIS website again: [www.doe.in.gov/licensing/lvis](http://www.doe.in.gov/licensing/lvis). Click on “LVIS PORTAL LINK” and it will take you to another screen.

Click on “LOGIN” and log into the system using your newly created user name and password.

The next screen that comes up, on the right hand side you will see “My Application” and several items under that. Click on “Add Application”.

1. In the Application Action drop down box, select ADDITION. More information will then appear for you to fill out. When you are finished, click NEXT.

2. In the Application Type drop down box, select one of 3 options:
   a. INSTRUCTIONAL if you have a teaching license
   b. ADMINISTRATIVE if you are a principal
   c. SCHOOL SERVICES if you are a school counselor

3. In the Subject and/or Endorsement Areas box type in only the subject area(s) that are being added.

4. Click on NEXT

Click on the Add Recommending Institution Entry box. Select Indiana University/Purdue University/Fort Wayne. **NOTE:** IPFW does not process applications when an “Addition” is requested “by test” only. Those must go through the IDOE.

If you are making an “Addition” by test only (aka Pearson – Indiana CORE Content Area Assessment Test(s)), DO NOT select IPFW as your recommending institution. Instead, mark the Action as Addition “by test” and the IDOE will verify your test scores then add the subject area/endorsement area to your license if approved.

Then click on Save Recommending Institution Entry and then click on NEXT.

On the next screen, answer the following questions and click on NEXT.

On the next screen, review and confirm your application. If everything is correct, click on “SUBMIT APPLICATION”.

On the next screen, you will be asked for payment to submit this application. The fee is $36.72 and is payable only with a Visa or a Mastercard with no refund policy.

Monitor your LVIS application online. When the application has been approved/processed, you will receive an email from the state. Once you receive that email, you can return to the LVIS website and view/print your license. They do not send you one in the mail.