How to apply for an ADMINISTRATIVE 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 ORIGINAL. More information will then appear for you to fill out.

2. In the Application Type drop down box, select ADMINISTRATIVE. Do not do anything with the alternate path checkbox that will show up beside the drop down box.

3. In the Subject and/or Endorsement Areas box type BUILDING LEVEL ADMINISTRATOR

4. Click on NEXT

Click on the Add Recommending Institution Entry box. More information will appear. The drop down box under STATE should already read “Indiana”. If it does not, then select Indiana. In the College / University Attended drop down box, select Indiana University/Purdue University/Fort Wayne. 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, follow the instructions on how to upload your Proof of CPR / Heimlich / AED Certification and your Proof of Suicide Prevention Training information. When you are finished, 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.

**NOTE:** The issue date on your new license will be the date of your LVIS application with a corresponding expiration date. Your original administration license will be a 2 year “Initial Practitioner” license.