

Original Instructional License (In-State College)

1. Log into your [LVIS](#) account.
2. Click the red “**Apply for a new license**” box.
3. Select **Teacher**
4. Select **I completed an Indiana Educator Preparation Program**
5. Type in the subject area(s). Click **Next**.
6. Click **Add Recommending Institution Entry**. Indiana is already selected as the state.
7. Select **the Indiana College/University**.
8. Click **Save Recommending Institution Entry**
9. Click **Next**
10. Answer the questions. Upload required documentation, if requested. Click **Next**.
11. Upload the required documentation and optional documentation. Click **Next**.
12. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
13. Click the link to pay for all pending applications.
14. Check the box under the “**Pay?**”
15. Fill out all the Billing information.
16. Click **Review Summary**.
17. Check the box next to the Refund Policy.
18. Click **Submit**.

At any point you need to stop the application, click **Save for Later**. To check the status or return to your application, click “Application Status” on the right hand side when you are in your [LVIS](#) account.