INFORMATION FOR APPLYING FOR A SUBSTITUTE TEACHER PERMIT

Please go to our website a www.doe.in.gov/educatorlicensing, and click on ‘LVIS Information’, then on the next screen, scroll down to the three training webinars. Select webinar #1, and watch the short video, which is a step-by-step explanation of the process, which begins with completing your personal profile, and creating a user ID and password for logging into LVIS. After viewing that, scroll up and click on ‘LVIS Portal Link’, which will take you to LVIS to select ‘Create Profile’. You will enter all requested information, and create your user ID and password, then submit it. You will receive an e-mail to ‘verify your e-mail address’, then a link will take you to LVIS to login and complete your application. Please select ‘original’, even if you are renewing your substitute permit, because the system will not allow you to proceed if you select ‘renewal’. When it asks for ‘current employer’, please select the name of the school corporation where you will be substitute teaching (from the drop-down list). Be sure to provide all the required information, because the system will not allow you to pay if it is incomplete. After you pay with a credit card, you will receive a payment confirmation e-mail that you can print for your records. After you have paid, your application will be electronically forwarded to the school corporation that you chose. After your application has been approved, you will receive an e-mail telling you that you can view/print your Substitute Teacher Permit.