

Indiana Teaching License Application Process

IUB School of Education – Office of Teacher Education – ED 1000

E-mail questions to license@indiana.edu

Call 812-856-8500 to schedule an appointment

Requirements for a License

- Awarded a bachelor's degree or graduate degree, and successful completion of a teacher education program.
- Passing scores on the Indiana CORE Assessments (pedagogy and content area). (<http://www.in.nesinc.com/>)
- Successful completion of a CPR/AED course with current certification. (<https://www.doe.in.gov/licensing/cpr-heimlich-maneuver-aed-certification>)
- Successful completion of a suicide prevention course (must have a certificate showing proof of completion). (<https://www.doe.in.gov/licensing/suicide-prevention-training>)

Applying for a License

The Licensing Verification and Information System (LVIS), the Indiana Department of Education's online application system, has been designed to make it easier and faster for you to apply for and receive your credentials.

Getting Started

1. Log on to <https://license.doe.in.gov/>
2. Create a profile in the **License Verification and Information System (LVIS)**.
3. Remember to save your user name and password for future reference.

The Application Process

1. After logging in, click the red **"I want to be an Indiana"** box.
2. Select **Teacher**.
3. Select **In-State Program**.
4. Type in the subject area(s). For example, Elementary Education, Early Childhood Education, Language Arts, English as a New Language, Social Studies: History, etc.). Click **Next**.
5. Click **Add Recommending Institution Entry**. Indiana is already selected as the state.
6. **Select** Indiana University-Bloomington as the Indiana College/University.
7. Click **Save Recommending Institution Entry**.
8. Click **Next**.
9. Answer the questions. Upload required documentation. For example, CPR/AED Certification and Suicide Prevention Training. Click **Next**.
10. 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**.
11. Click the link to pay for all pending applications.
12. Check the box under the **"Pay?"**
13. Fill out all the Billing Information.
14. Click **Review Summary**.
15. Check the box next to the Refund Policy.
16. Click **Submit**.



Any time 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.

After You Apply

After you submit your application, the State of Indiana will contact the School of Education to verify you have completed your teacher education program and confirm your licensing exam test scores. License applications will not be processed until all of your program requirements, licensing tests, CPR/AED certifications, and Suicide Prevention Training have been completed. When your license is approved, you will receive e-mail confirmation, along with your license number, from the State of Indiana.

You may start looking for a teaching position before you receive your license.