To apply for your Indiana Substitute Teacher License:

* Go to [https://license.doe.in.gov/](https://license.doe.in.gov/%20)
* Create Profile
	+ Complete all required fields
	+ Fill in image verification report where it states “Type the text”
	+ Click agree to terms of use
	+ Click create profile
	+ After successful submission, you will see a confirmation screen that states “Welcome to the Indiana Department of Education Portal Site. Your profile was successfully created and you will receive a verification email with a link asking you to verify your email address. When you click that link, it locks in your username and password so that they will work in LVIS. Once you have verified your email address, you will be able to submit your application in LVIS.
	+ Please make note of your username and password
* Log in to your LVIS account
* Select “I want to be an Indiana…”
* Select Substitute Permits
* Provide current employer information – this is the corporation where you want to do your substitute teaching “Diocese of Evansville”
* Using the drop down list, select the school corporation, click submit employer
* Return to application and you will see your school corporation in the employer
* Answer the criminal history questions. Provide a detailed explanation and upload required documents if you answered yes to any question.
* Confirm your application information
* Submit application
* Select “Click here to pay for all pending applications”
* Total non-refundable payment is $16.32, which includes the application and processing fee.
* Review billing information
* Click on the refund policy box and then click submit