

## Completing a Substitute Teacher Permit Application

1. Login to your LVIS account at <https://license.doe.in.gov>
2. Click on the red box 'I Want To Be An Indiana'
3. Select 'Substitute Permits'
4. On this screen, no information is required, so just click on 'Next'.
5. Provide your 'Current Employer' information. This is the school corporation where you want to do your substitute teaching. If you need to add or change information, click on 'Update'.
6. Using the drop-down list, select the school corporation from the list.
7. Click 'Submit Employer'
8. Click 'Return to Application', and you will see your corporation in 'Current Employer'.
9. Click 'Next'
10. Answer the criminal history questions. If you answer 'yes' to any of them, please provide a detailed explanation in the drop-down box, and upload the required documents.
11. Click 'Next'
12. No evaluation documentation is required, so click 'Next'.
13. Confirm your application information, then click 'Submit Application'.
14. Select 'Click here to pay for all pending applications'.
15. Click on the small square box under 'Pay', and you will see a Sub-Total of \$15.00 (total with processing fee is \$16.32).
16. Review the 'Billing Information'. It should match exactly the information on the credit or debit card. You may make any needed corrections.
17. Enter Credit Card Information
18. Click on 'Review Summary'. If it is a faded gray color, you haven't provided all required information in the spaces marked with a red asterisk.
19. On Review Summary page, scroll down and click on the Refund Policy box.
20. Click 'Submit'

When your payment is successfully submitted, you will receive a 'Transaction ID' number, which is your payment confirmation. Scroll down and click on 'Print Page'. You will also receive an e-mail with that information. Your application will be electronically routed to the school corporation for approval. Be sure to contact the corporation, so you can complete their required paperwork, and to get a criminal background check for them.

If you need assistance, you may contact Judy Kerberg at the DOE, at [jkerberg@doe.in.gov](mailto:jkerberg@doe.in.gov) or (317) 232-9026.