



TRANSITION TO TEACHING

Mrs. Kim Overbey
Director of Teacher Licensure

Create Your LVIS Profile

- Please create a profile on the LVIS website **prior** to taking any licensure tests.

<https://license.doe.in.gov/>

- Please note the following disclaimer written on the LVIS website:

Please enter your full legal name. Your name on your license will display exactly as you enter it here.
The information in this application is confidential according to IC 5-14-3-4(a)(12).

Tests

You must pass a pedagogy test along with all necessary content area tests **prior** to applying for a teaching license.

Please go to the following link to ensure your tests are complete:

- [Developmental \(Pedagogy\) Assessments Required for an Instructional License](#)
- [Content Assessments Required for Indiana Licensure Areas](#)

Testing Resources

- Pearson:
 - http://www.in.nesinc.com/PageView.aspx?f=HTML_FRAG/GENRB_AnnounceWebinar.html
- Mometrix – **All TU students get free access to our eLibrary located here:**
 - <https://my.taylor.edu/education-department/ttt.shtml>
- Quizlet
 - <https://quizlet.com/>
- YouTube Crash Courses
 - <https://www.youtube.com/user/crashcourse>

Before You Apply For Your License

Please email [Kim Overbey](#), Director of Teacher Licensure the following information:

- Highest degree earned: Bachelors, masters, doctorate
- Confirm *if* you have been teaching 2 or more years on a **T2T Permit**
 - If so, Kim will need additional information before approving your license

When To Apply For Your License

- You have met all the following requirements:
 1. You have officially completed the program- *All grades are recorded*
 2. You have your CPR certificate- *this includes hands-on training*
<https://www.doe.in.gov/licensing/cpr-heimlich-maneuver-aed-certification>
 3. You have your Suicide Prevention certificate
<https://www.doe.in.gov/licensing/suicide-prevention-training>
 4. You passed the pedagogy test
 5. You passed the necessary content area test(s)
 6. The date you pay for your application *is the date* that will go on your license
 7. Approval takes a minimum of 2 weeks after the official completion date. Thank you for your patience!

Original Instructional License

1. Log into your [LVIS \(link is external\)](#) account.
2. Click the red “**I want to be an Indiana**” box.
3. Select **Teacher**
4. Select **In-State 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**.
19. At any point you need to stop the application, click **Save for Later**. To get back to the application, Click **Application Status** on the right hand side and **Edit** the application you have In **Process**.

**Information provided on this slide has been copied from the Indiana Department of Education's website.*

View & Print License

You will need to do the following:

1. Log into your [LVIS \(link is external\)](#) account.
2. On the right hand side, click **View/Print Licenses**.
3. To print your license, Click **Download PDF**. A PDF document will load on your screen with your license and you can print it off on your own printer. We no longer mail licenses.
4. To View the license, Click **View**.

- <https://www.doe.in.gov/licensing/application-instructions-step-step#BB>

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Official Transcripts

- To request a Taylor transcript, go to this link:
<https://public.taylor.edu/academics/registrar/transcripts.shtml>

You'll be directed to a webpage where you'll find all the instructions you need for requesting a transcript. It only costs \$5 and you can request an e-transcript or a hard copy.

Out of State License Process

- All Verification Forms that are required, to transfer your license to another state, will be sent to Kim Overbey, Director of Teacher Licensure.
- It is not safe to e-mail documentation that contains your social security number or your date of birth. Please upload any documentation that contains this sensitive data through this website:
<https://my.taylor.edu/edusecuredrop>
 - This link is secure and will e-mail Kim every time something is uploaded.

What Can You Teach In Indiana?

- <https://www.doe.in.gov/sites/default/files/licensing/all-ac-sections.pdf>

You are licensed under REPA 3. Any area, in the far right column, that lists your licensure means that you can teach the course title listed in the left column of that row.

Any questions or need clarification, please feel free to ask Kim Overbey!

Adding Additional Licensures

- What can be added to your Initial Licensure?
 - http://www.in.nesinc.com/PageView.aspx?f=GEN_RequiredContentAssessments.html

Additional Licensure By Test Alone

1. Log into your [LVIS\(link is external\)](#) account.
2. Click the green "I am an Indiana" box.
3. Select **Add Content Areas**
4. Select **Current IN Career Specialist Permit** or **Instructor**.
5. Select **Addition Instructional with Exam Only**
6. Select the license to which you wish to add a content area. Click **Next**.
7. Click **Next**
8. Answer the questions and provide documentation if required. Click **Next**.
9. Upload required documentation. 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. Mark 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**.

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