ELEMENTARY GENERALIST

Kim Overbey
Have you created your LVIS profile?

- [https://license.doe.in.gov/](https://license.doe.in.gov/)

- Create a profile BEFORE you take licensure tests

- Please note the following disclaimer on the IDOE’s 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).
This page is all you need to complete!
If the system is asking you to upload proof of CPR or Suicide Prevention training then you need to stop. You are applying for your license. Do not continue.
😊

Contact Kim Overbey with questions.
Testing Resources

- Mometrix
  - https://www.mometrix.com/
- YouTube Crash Courses
  - https://www.youtube.com/user/crashcourse
- Quizlet
  - https://quizlet.com/

*Please know that Taylor University does not endorse the resources listed above*
When can you apply for your license?

- You have met all the following requirements:
  - You have officially graduated
  - You have your CPR certificate
  - You have your Suicide Prevention certificate
  - You passed the pedagogy test
  - You passed the 4 Elementary Education content area subtests
  - The date you pay for your application is the date that will go on your license. Do not pay prior to graduation!
  - Approval takes a minimum of 2 weeks after the official graduation date

Thank you for your patience!
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 and 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: http://online.taylor.edu and click on Transcripts in the purple section at the top. 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

- Go to the inquiring state’s DOE webpage
- Search: Out of State License Application
  - Lets try one together! [https://www.google.com/](https://www.google.com/)
- All Verification Forms will be sent to me
  - It is not safe to e-mail this documentation, it contains your personal information
    - Illinois DOE will only allow me to e-mail the completed form to their website
      - Illinois now requires you to be licensed in the state that you took your EPP
- Your program (once licensed) certifies you to teach K-6 in Indiana
  - Some states are different grade levels but consider asking for endorsements, if eligible. –See Kim for details
What can I teach?

- [https://www.doe.in.gov/licensing/what-can-i-teach-my-indiana-license](https://www.doe.in.gov/licensing/what-can-i-teach-my-indiana-license)

- [https://www.doe.in.gov/sites/default/files/licensing/preschool-elementary-primary-and-elementary-intermediate.pdf](https://www.doe.in.gov/sites/default/files/licensing/preschool-elementary-primary-and-elementary-intermediate.pdf)
Adding Additional Licensures

• What can be added to your Initial Licensure?

• [http://www.in.nesinc.com/PageView.aspx?f=GEN_RequiredContentAssessments.html](http://www.in.nesinc.com/PageView.aspx?f=GEN_RequiredContentAssessments.html)
Addition with Testing 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.
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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Friendly Reminders

- Applying for an out-of-state licensure - Contact Kim Overbey
- Please complete the 1st & 3rd year alumni survey
- Consider being a supervising teacher, you’ll earn PGP’s! 😊
- Job openings at your school - Send the information to the education department and our Calling & Career Office
- Find an interesting article or program that you want to promote? Let us know!