

# **Teacher Licensing Information**

March 15, 2016

Lawson 1142

# Welcome!

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**Office of Professional Preparation  
and Licensure (OPPL)**

**BRNG 3229**

**494-2345**

**[licensure@purdue.edu](mailto:licensure@purdue.edu)**

*Jennifer Avery / Cheryl Alcock*

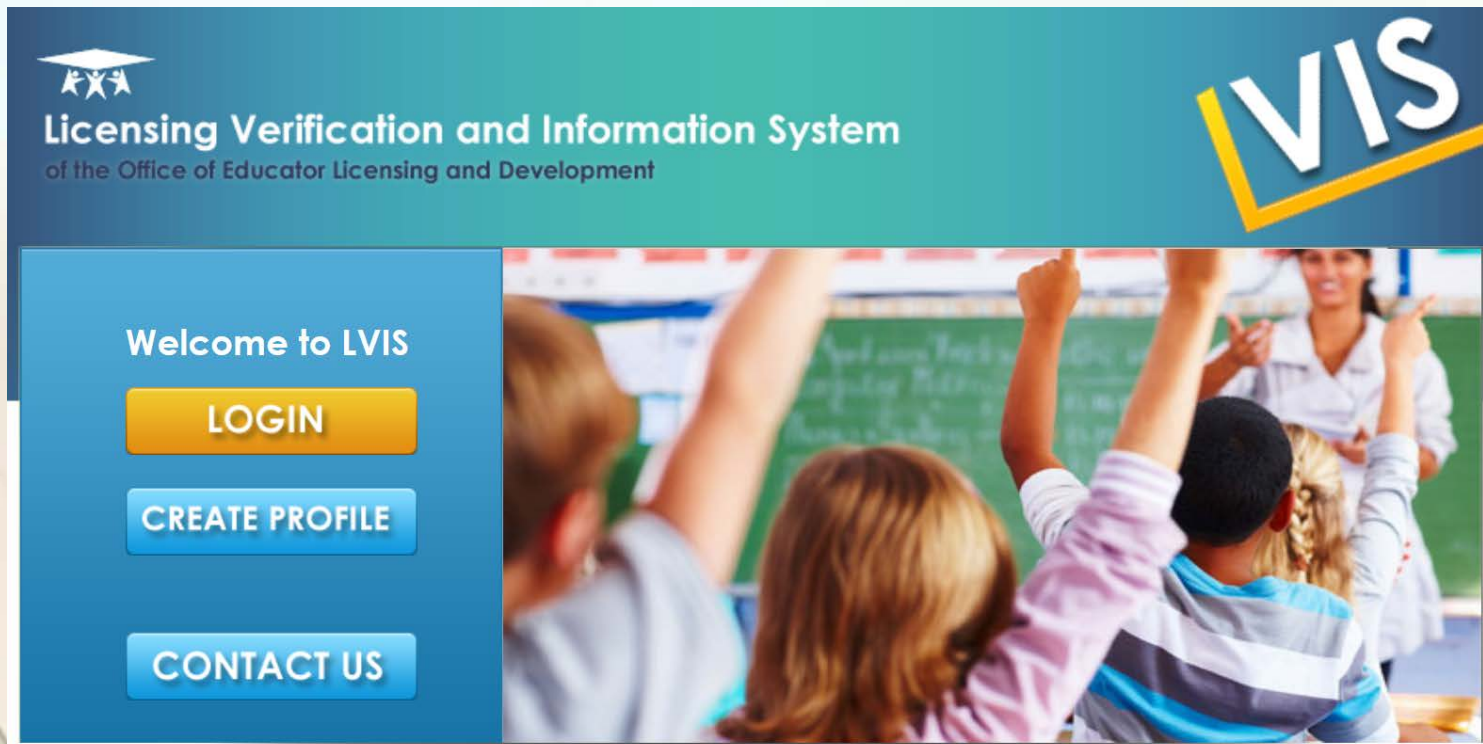
# What do I need to do before I apply?

- ✓ **Pass all the necessary tests**
  - *Developmental (Pedagogy) Assessment*
  - *Content Area Assessment(s)*
- ✓ **CPR/Heimlich/AED certification**
- ✓ **Suicide Prevention certification**

# I'm ready to apply. What do I do now?

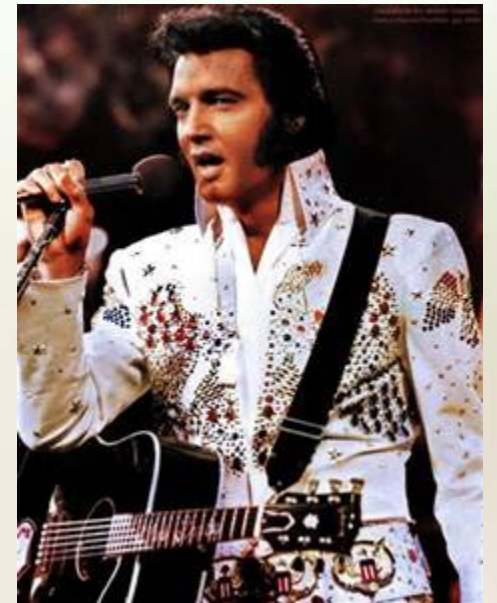
Go to the LVIS homepage

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



The screenshot shows the LVIS homepage. At the top left is a logo with three stars and a graduation cap. Below it, the text reads "Licensing Verification and Information System of the Office of Educator Licensing and Development". On the right side of the header is a large "LVIS" logo with a yellow checkmark. The main content area features a blue sidebar on the left with the text "Welcome to LVIS" and three buttons: "LOGIN", "CREATE PROFILE", and "CONTACT US". The background of the main area is a photograph of a teacher in a classroom with students raising their hands.

Not this Elvis



# 1. Create a profile in LVIS

- Use a personal e-mail (Save your username and password)
- Submit your profile
- Verify your e-mail address (e-mail sent from LVIS)






# 2. Begin the Application Process

(Log into LVIS Account)

- a. Click on Add Application
- b. Application Action: Original
- c. Application Type: Instructional
- d. Requirement Type: Original Instructional
- e. Subject Area: Type in area(s) to be licensed


[Home](#) > [My LVIS](#) > [Add Application](#) > Application Action



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This application process is for most teaching applications. If you want to apply for, or renew a **Workplace Specialist** license, please visit the [workplace specialist application](#).

Step 1 for starting the application process.

**Application Action:**  

**Application Type:**   [e Path](#) 

**Requirement Type:**  

**Subject and/or Endorsement Areas:**  

The following content areas cannot be added with a content exam. A program must be completed. Early Childhood, Elementary Generalist, Communication Disorder, Exceptional Needs, Fine Arts, English as a New Language and High Ability Education.

### My Application

- [Add Application](#)
- [Workplace Specialist Application](#)
- [Application Status](#)
- [Pay Pending Applications](#)
- [View Test Scores](#)
- [View/Print Licenses](#)
  
- [Professional Growth Plan](#)
- [Educational Interpreter Professional Growth Plan](#)
  
- [E-mail Log](#)

### License Advisor

# 3. Select Purdue University as the recommending institution



State

Indiana

College / University Attended

Purdue University

← 3.

IMPORTANT: Please indicate the recommending college/university (institution). The recommending institution is where you completed your education program for an original license, where you completed the credit for renewal and/or addition, or where you enrolled in your transition to teaching program.

Save Recommending Institution Entry

<< Previous

Save For Later

>> Next

## 4. Answer the 3 Criminal History Questions



Please answer the following questions.

1. Have you ever been convicted of a felony?

Yes  No

2. Have you ever been convicted of a misdemeanor since October 30, 2000?

Yes  No

3. Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state?

Yes  No

<< Previous

Save For Later

>> Next



# Don't Give Up, You're Almost Done!

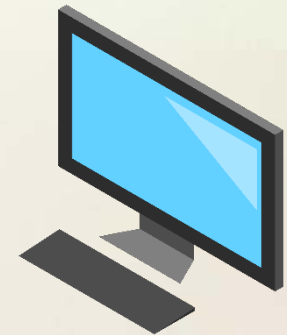
## 5. Upload your CPR and Suicide Prevention Certifications (both sides, as needed)

<http://www.doe.in.gov/licensing/cpr-heimlich-maneuver-aed-certification>

<http://www.doe.in.gov/licensing/suicide-prevention-training>

## 6. Confirm your application (missing info will show up in red)

## 7. Submit your application!





## **Important Things to Know:**



- 1. Your license cannot be processed until your degree has posted on your Purdue transcript.**
- 2. Your license will be dated for the date you pay – To maximize time on your license, DO NOT PAY until your license can be processed.**
- 3. After payment is made, you will receive an e-mail from LVIS when your license is ready to print.**

# To Print Your License:

1. Log into LVIS.

2. On the right side under My Application, click on View/Print Licenses.

3. You can view or download (pdf) your license for printing.

**My LVIS**    **Contact Us**

[Home](#) > [My LVIS](#) > [Add Application](#) > Print License

Please select which License to View or Print (via PDF).

License	Issued	View	Printable PDF
Professional Educator's License	05/19/2011	<a href="#">View</a>	<a href="#">Download PDF</a>

## My Application

- [Add Application](#)
- [Workplace Specialist Application](#)
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- [View/Print Licenses](#)
  
- [Professional Growth Plan](#)
- [Educational Interpreter Professional Growth Plan](#)

2.

3.

# What can I do while I'm waiting to apply for my license?

- **Request a Letter of Eligibility**  
([licensure@purdue.edu](mailto:licensure@purdue.edu))
- **Connect with the Center for Career Opportunities (CCO)**  
(<https://www.cco.purdue.edu/>)

# What additional possibilities await once I have my license?

- **Purdue First Year Teacher Performance Pledge**
- **Add a new content area(s)**
  - **IDOE Add On Chart**
  - **Pearson Chart**
- **Initial Practitioner Conversion**
- **Renewal**
- **Professionalization**

# What can I teach with my license?

- Indiana Assignment Code

<http://www.doe.in.gov/licensing/what-can-i-teach-my-indiana-license>

- Emergency Permits

<http://www.doe.in.gov/licensing/emergency-permits>

- Teaching Out-of-State

<http://www.teach.purdue.edu/licensure/outstate.html>



# One More Important Thing!

➤ Please Remember to  
complete the Exit Study!



# Thank you for coming!

We will be available for individual Q & A and LVIS account set up (bring your own computer) during the afternoon breakout sessions (Rm 1106).

**Have a fantastic finish to your student teaching semester!**