

Thank you for contacting our office to gain information for your licensure renewal process.

The Indiana Department of Education's Office of Educator Licensing and Development has created a new online licensing system (LVIS) that will make the licensing process fast and simple. This system will allow a license applicant to create a user profile, complete the application process, and (once the process is completed) view/print their license from the comfort of their own home. The turnaround time for this process could be as fast as 3-5 business days.

You can access the LVIS system by visiting the DOE website at <http://www.doe.in.gov/educatorlicensing>. You can view the three LVIS training webinars located on this site to gain a greater understanding of the system and the process you will complete. The first step to any license application process is the creation of the user profile. The training webinars will help you to complete that process.

Once you have created your user profile and the DOE has contacted you to verify this step, you can then go into your profile and click on the "add application" link to begin your renewal process. You will then be guided through the steps to complete the application.

1. If you received your master's degree from IWU, have taught for two (2) or more years, and have held a Standard/Provisional/Proficient Practitioner's license for five (5) years but have not professionalized, you will want to request an "professionalize" on the application, granting you the ten year license. If you have already held a ten (10) year license, you will simply select "renewal" and your license will be renewed for ten years (per the adoption of new license rules in August 2010).
2. If you are renewing and you completed any of your six (6) semester hours of coursework from another institution, you will need to request an official transcript from that other university and upload that transcript to the system as an attachment to the application so the license advisor can view it and validate your coursework when coding your application. IWU transcripts will NOT be required as the license advisor can view your course information for IWU in their databases
3. If you are using CRU's or professional growth points as a part of your renewal process, you will utilize the professional growth plan for this process. Instructions for this are included in the tutorials.

One of the above three options should pertain to your situation. If you have extraordinary circumstances that do not fit into one of these categories, please feel free to contact the licensing office at IWU at educatorlicensing@indwes.edu.