



Instructions for applying for an Indiana Substitute Teaching Permit

Create an LVIS Account

1. Navigation to License Verification and Information System ([LVIS](https://license.doe.in.gov/)) <https://license.doe.in.gov/>
2. Click **Create Profile**
3. Fill out all the required fields and click **Create Profile**.
4. Check your email for a message from "System Administrator." You may need to check your spam or junk folder and add noreply@doe.in.gov to your approved senders list.
5. Click the link **Verify e-mail**.

Substitute Permit

1. Log into your [LVIS](#) account.
2. Click the red "**I want to be an Indiana**" box.
3. Click **Substitute Permits**
4. Click **Next**
5. Update your Employer by clicking **Update**.
6. Using the dropdown, select the **school corporation** where you will be substitute teaching.
7. Click **Submit Employer**
8. Click **Return to Application**. Your employer should now be listed. Click **Next**
9. Answer questions. If requested, upload required documentation and provide description. Click **Next**
10. No further documentation is required. Click **Next**.
11. If you have everything completed, you will be able to click **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
12. Select **Click here to pay for all pending applications**
13. Mark the box under **Pay?**
14. Fill out all the billing information.
15. Click **Review Summary**.
16. Check the box next to the Refund Policy.
17. Click **Submit**.

At any point you need to stop the application, click Save for Later. To check the status or return to your application, click "Application Status" on the right hand side when you are in your [LVIS](#) account.

HELPFUL WEBSITE: <https://www.doe.in.gov/licensing/substitute-permits>