



This application is for those who are adding their PELE license content area to their professional educator's license after fulfilling requirements for the early literacy endorsement. Since you cannot apply for two instructional licenses, you must add to your existing license.

Step-by-Step Directions:

1. **Log into LVIS360 with Access Indiana.** If you have not logged into the new system with Access Indiana, please see the [user guide](#) on how to create an account so your information can be merged with your pre-existing information.
2. Click on **'Start an Application'** on the left-hand side under 'My Application.'
3. Select **Add An Instructional Content Area.**
4. Select **Add with Coursework and Exam.** Do not select the option for adding the early literacy endorsement, that is for those who are ONLY adding the endorsement alone, and not additional areas.
5. Select **Addition with Indiana Coursework and Exam**
6. **Instructions:** Review required documents that will need to be uploaded in this application.
7. Click on **'Start Application'** at the bottom of the page.
8. **Form:** Please fill out all required fields.
9. Select your valid instructional license using the dropdown arrow.
10. If you are requiring a change for the highest degree known on your license, please select yes or no.
11. **Add Recommending College/University.** This will be the Indiana college/university where you completed the coursework for your addition. Only add the institution where you did the addition. Click Add.
12. Read and Answer the legal questions. Provide documentation if requested.
13. Click **Continue.**
14. **Please read and follow the directions on how to add content areas.** If you are not sure of the Indiana licensure term for your content area, please select the common term dictionary.
 - a. **You will NOT select that you are adding the early literacy endorsement.** Since it's required in order to add your additional content area, it is automatically added when these areas are selected.
15. For additional content areas and grade levels – **Repeat Step 10 until all areas are listed.**
16. Once ALL grade levels and content areas are entered, click **Save & Continue.**
17. **Upload/select required documentation.**
18. Click **Continue.**
19. Review selections and uploaded documentation.
 - a. Note you might need to put additional information in the 'additional document' section for your early literacy endorsement depending on how you completed the early literacy requirements.
 - b. Please see the directions on the page for how to add more than one document in that slot in case you need to put two documents in the same place.
20. Click **Submit.**
21. Click the brown button **Make Payment.** You may also Edit or Remove if required.
22. **Select the circle next to the Payment Number** for all payments you are making. You may wait and submit more applications if you are submitting multiple and pay for them in the same transaction. Click **Start Payment Transaction.**
23. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
24. Click **Submit Payment.**

Your application should now have the status of either **'Advisor Review'** (for those with in-state coursework) or **'DOE Review'** (for those with coursework outside of Indiana). If your status is 'Advisor Review' please reach out to the [licensing advisor for the college/university](#) you selected as the recommending institution. Processing time can vary depending on the time of year. You will receive an email once your application has been approved or if any additional materials are required.



25. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.

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