This application will determine eligibility for a charter school license. The result of this application will be an evaluation sent to you with details of eligibility or any deficiencies. For more information: Click Here

Step-by-Step Directions:
1. Log into LVIS with Access Indiana.
2. Click **Start An Application** on the left hand side.
3. Click **APPLY FOR A NEW LICENSE**
4. Click **TEACHER**
5. Click CHARTER SCHOOL LICENSE
6. Review list of required documents and click **Start Application**
7. **Form:**
    a. Select if you need a degree change.
    b. Answer the legal questions. Upload required documentation, if requested.
    c. Click Continue.
8. **Areas: Follow the instructions on the page to select and add all licensing areas you are requesting to your application.** Please see the common terms key if necessary.
9. Review Licensing Areas to make sure all areas are listed.
10. Click **Save & Continue**.
11. **Upload/Select required documentation**.
12. Click **Continue**.
13. Review selections and uploaded documentation.
14. Click **Submit**.
15. Click the **Make Payment** button above the application summary.
16. Select the button next to the payment you are wanting to make. Application/Fees to Pay.
17. Click **Start Payment Transaction**.
18. You will be transferred temporarily to the **NIC Payment Portal**. Please fill out billing information.
19. Click **Submit Payment.**
20. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
21. Click **Submit.**

You will receive email notifications once your application has been reviewed by an evaluator. The processing time for original applications is on the front page of LVIS. **The ownership is on the applicant to keep track of the status of their application under 'Application Status' on the left-hand side.**

- **In Process -** This application has not been submitted or paid for and can still be edited.
- **DOE Review** - The IDOE is reviewing your application and documentation.
- **Waiting on Documentation** - More information has been requested. Please either check your email or your Email Log in LVIS to view the email that was sent with information on what is being requested.