



Instructions:

Original School Counselor

(Instructions for In-State Program and Out-of-State Programs)

Step-by-Step Directions:

1. Log into LVIS360: [LVIS](#)
2. Click on **'Start an Application'** on the left-hand side under the 'My Application' section.
3. Select **Choose Option** on the red box that says: **Apply For a New License**.
4. Click **School Services**
5. Click **School Counselor**
6. **Choose the option that pertains to you:**
 - a. 'I completed an Indiana Program'
 - b. 'I completed an Out-of-State Program'
7. Instructions Page: Please read them carefully then click on **'Start Application'**
8. **Form:**
 - a. Click Add Recommending Institution Entry. **Select the State.**(If an Indiana program, it will be automatically selected). Please either: Choose the name of the Indiana college/university or type the name of the out-of-state college/university.
 - b. Click **Add** to save Recommending Institution Entry. You may add more than one.
 - c. Answer the legal questions. Upload required documentation, if requested.
 - d. Click Continue.
9. **Documents:** Upload the required documentation. Once all documentation is uploaded, you will be able to click **Continue**.
10. **Submit:** This page reviews the application. If you have everything completed, you will be able to submit the application. If not, you need to fix what is missing.
11. Click the brown button **Make Payment**. You may also Edit or Remove if required.
12. You will be transferred temporarily to the **NIC Payment Portal**. Please fill out billing information, then click **Submit Payment**.
13. You will be transferred back to LVIS and will be able to view your Payment Receipt.
14. Once your payment is submitted, you will be redirected back to LVIS, where you can now view your application status. **Processing times will be on the front page of LVIS before you sign in, and vary in length depending on the time of year.**

You will be contacted via the email in your LVIS account if your application needs additional information, and when the application is approved or denied. Please see the description of application statuses below:

- **In Process** - This application has not been submitted or paid for and can still be edited.
- **Advisor Review** - If you completed an Indiana preparation program, your application is being processed by the licensing advisor at that college/university. Please find their contact information here: <https://www.in.gov/doe/educators/educator-licensing/licensing-advisors-contact-page/>
- **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.

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