



More information on programs for Transition to Teaching (T2T), admission criteria, and a list of required documentation, please see our website: [Click Here](#)

### Step-by-Step Directions:

1. Log into [LVIS](#) using Access Indiana.
2. Click **Start An Application** on the left hand side.
3. Click **APPLY FOR A NEW LICENSE**
4. Click **TEACHER**
5. Click **TRANSITION TO TEACHING PERMIT**
6. Click **I NEED A 3-YEAR T2T PERMIT TO TEACH IN AN INDIANA SCHOOL**
7. Click **Start Application**
  - a. **Degree change** is only needed if you have held an Indiana license (not Substitute Permit) before and the degree listed on your license has changed.
8. **Select/Verify Current Employer.**
9. **Answer Questions.**
  - a. Provide documentation and description, if requested.
10. Click **Continue**
11. Click **Create.**
  - a. Select **Grade Span.**
  - b. Select **Licensing Area 1.**
    - i. Select **Licensing Area 2 and 3**, if applicable.
12. Click **Submit.**
13. Review Licensing Areas.
14. Click **Save & Continue.**
15. **Upload/Select required documentation.**
16. Click **Continue.**
17. Review selections and uploaded documentation.
18. Read and Review Loyalty Affidavit
19. Click **Submit.**
20. Click **Make Payment.**
21. Select the fee you are wanting to pay.
22. Click **Start Payment Transaction.** You will be redirected to the NIC Payment Portal.
23. **Enter/Review all required information.**
24. Click **Next.**
25. **Enter Credit Card Information.**
26. Click **Next.**
27. Click **SUBMIT**

You will receive email notifications once your application has been reviewed by the IDOE.

- **School Review** - Your school district is reviewing your application.
- **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.