

Create an Application for an Original Educational Interpreter Permit by RID or by EIPA

1. Click on the [LVIS](#) Portal Link.
2. **"Create Profile"**
3. Fill out all the required fields and click **"Create Profile"**
4. Go to your personal e-mail and find the e-mail(s) [LVIS](#) just sent you. It will be from "System Administrator". If it ended up in your SPAM/JUNK e-mail folder, you need to add the e-mail address to your contact or safe senders list.
5. Click the link "Verify e-mail".
6. Click the red **"Apply for a New License"**
7. Click **Educational Interpreter Permit**
8. Choose either **Educational Interpreter by EIPA** or **Educational Interpreter by RID**
9. Click **Next**.
10. Click **Next**.
11. Answer questions. If requested, upload required documentation and provide description. Click **Next**.
12. Upload required documentation (anything with a * requires a document to be uploaded). Click **Next**.
13. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
14. Click the link to pay for all pending applications.
15. Mark the box under the **"Pay?"**
16. Fill out all the Billing information.
17. Click **Review Summary**.
18. Click box under Refund Policy.
19. 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 in your [LVIS](#) account.

HELPFUL WEBSITE: <https://www.doe.in.gov/licensing/educational-interpreter-certificate-applicants>