

APPLY FOR NEW SUBSTITUTE PERMIT

Log into your LVIS account

- Click the **red** “Apply for a new license” box.
- Click Substitute Teacher
- Click Next
- Update your Employer by clicking Update.
- Using the dropdown, select the school corporation where you will be substitute teaching.
- Click Submit Employer
- Click Return to Application. Your employer should now be listed. Click Next
- Answer questions. If requested, upload required documentation and provide description. Click Next
- No further documentation is required. Click Next.
- If you have everything completed, you will be able to click 'Submit Application'. If not, you need to fix what is missing. Missing materials will be in **red**.
- Select Click here to pay for all pending applications
- Mark the box under 'Pay?'
- Fill out all the billing information.
- Click 'Review Summary'.
- Check the box next to the Refund Policy.
- Click 'Submit'.

