

Information Sheet for Teachers Seeking Licensing through Huntington University (LVIS)

Note that you must complete the Huntington University Data Sheet prior to using the Teacher Online Licensing System

Complete the data sheet, provide supporting materials and return it to Sarah Harvey, Huntington University, 2303 College Avenue, Huntington, IN 46750 or email it to sharvey@huntington.edu prior to utilizing LVIS (the Teacher Online Licensing System). If you do not complete the data sheet or contact Sarah Harvey, Huntington University will not be aware that you have applied through the online system and your application may not be processed for many weeks.

INSTRUCTIONS: After you have completed the data sheet, you may proceed to LVIS, the Teacher Online Licensing system. Licensing applications are completed online on the Indiana Department of Education website at <http://license.doe.in.gov>. Read the instructions carefully and register on the system BEFORE you begin your online application. A major credit card will be needed to apply online. Your application will appear in the queue to be processed by Huntington University ONLY after you have paid for the application.

Complete the following data sheet and return it to Sarah Harvey:

Supporting Documents for initial licenses and license renewals –you will need to upload these when you apply on the LVIS website:

Proof that you have current CPR-Heimlich Maneuver-AED certification through a recognized agency – this must be scanned and uploaded on LVIS

Applicants for an initial license after June 30, 2013 must include evidence of completion of training in child suicide prevention and recognition of warning signs that a student may be considering suicide. This is a statutory requirement.

Additional Supporting Documents for license renewals:

Original transcript if you completed any renewal credits at another institution

First Time Applicants Completing the online application:

When you complete your application for licensing you will be asked to explain the kind of license you are applying for. Answers to the questions, in order, are:

Original

Instructional

Original Instructional

Then list Huntington University as the recommending institution.

Huntington University Data Sheet for Indiana Licensing

Complete and return to Sarah Harvey with any supporting documentation

A. IDENTIFYING INFORMATION

Name (last, first, middle)		Previous / maiden name
Social Security number	Date of birth (month, day, year)	
Address	e-mail address	Telephone number ()
City	State	ZIP code

B. ACTION REQUESTED

Check one of the following:

Teaching
 Administration
 School Services
 Occupational Specialist

Check one of the following:

Original
 Transition to Teaching (Original)
 Addition
 Renewal
 Conversion to

List subject and/or endorsement areas

C. EDUCATIONAL BACKGROUND

COLLEGES / UNIVERSITIES ATTENDED	DEGREE OR COURSEWORK	DATE OF GRADUATION OR ATTENDANCE	STATE

D. LICENSE HISTORY

Last Indiana educator license held (<i>if any</i>)	Number of license	Date of issue (<i>month, day, year</i>)
Last name in which license was issued		

E. CLARIFYING QUESTIONS

What is the highest degree you have obtained?	
<input type="checkbox"/> None <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Specialist <input type="checkbox"/> Advanced <input type="checkbox"/> Doctorate	
If you are applying for your initial Indiana license, have you satisfactorily completed all exams required for your license and had official score reports sent to Huntington University?	___ Yes ___ No
If you are renewing your Indiana license, have your renewal credits been approved by the licensing advisor at Huntington University?	___ Yes ___ No
If you are renewing your license, have you completed the IMAP or internship program required for your license?	___ Yes ___ No
If you are renewing your license, did you complete your initial certification through Huntington University?	___ Yes ___ No