

Applying for a Substitute Teacher License

You will need to follow the directions below to apply for the Indiana Substitute Teacher License. Tri-County will reimburse you for the cost of the license which is approximately \$16.32. For reimbursement you present your claim form to the corporation office. Please go to <https://license.doe.in.gov> and follow the steps below to begin the process.

Substitute Permit

1. Log into your LVIS account.
2. Click the “**Apply for a New License**” box.
3. Click **Substitute Permits**.
4. Click **Next**
5. Update your Employer by clicking **Update**.
6. Using the drop down, select the school corporation where you will be substitute teaching.
7. Click **Submit Employer**
8. Click **Return to Application**. Your employer should now be listed. Click **Next**
9. Answer questions. If requested, upload required documentation and provide description. Click **Next**
10. No further documentation is required. Click **Next**
11. 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**.
12. Select **Click here to pay for all pending applications**.
13. Mark the box under **Pay?**
14. Fill out all the billing information
15. Click **Review Summary**.
16. 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 when you are in your LVIS account.

HELPFUL WEBSITE: <https://www.doe.in.gov/licensing/substitute-permits>

Once you have completed the process I will need to approve your application online and you will be notified you can print it. At that time please make sure we have a copy in the corporation office, you can email a copy to Kristine Cain at caink@trico.k12.in.us or Kristin Dreblow at dreblowk@trico.k12.in.us