



Alternative Special Education License

- Log into your [LVIS](#) account.
- Click the red “**Apply for a new license**” box.
- Select **Teacher**
- Select **Alternative Special Education License**
- Type in the subject area(s). Click **Next**.
- Update your Employer by clicking **Update**. (IF needed)
- Using the dropdown, select the **school corporation** where you will be employed at.
- 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**
- Upload the required documentation and optional documentation.

Documents required:

- Official Transcripts of your Bachelor Degree
- Verification of Enrollment in an Approved Alternative Route SPED licensure program
 - Acceptable documentation for “Verification of enrollment in an Approved Special Education program”
 - Official transcripts of a completed a special education program
 - Enrollment/Acceptance letter from university/college for a special education program that will result in licensure
- Employer letter verifying employment as a special education teacher in the content area matching the approved preparation program
- CPR/AED Training Certificate
- Suicide Prevention Certificate

Click **Next**.

- 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**.
- Click the link to pay for all pending applications.
- Check the box under the “**Pay?**”
- Fill out all the Billing information.
- Click **Review Summary**.
- Check the box next to the Refund Policy.
- 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.