

Applying for an Emergency Permit

The following conditions must be met:

1. Applicant must possess the **minimum of a Bachelor's Degree**.
2. Applicant must work towards **completing the license or add the content area**.
3. The vacancy must be in **an area where recruiting a properly licensed educator is difficult**.

STEPS

Go to: <http://www.doe.in.gov/licensing/how-apply-emergency-permit>

1. **Complete the profile and application** and pay for the application here:

<http://www.doe.in.gov/licensing/how-apply-emergency-permit>

There is an additional guide here:

<http://www.doe.in.gov/sites/default/files/licensing/applicant-quick-start-guide-612.pdf>

2. Apply for an **Original Emergency Permit**.
3. Arrange to complete **CPR and Suicide Prevention Training**.

CPR is offered here at ACS sometimes, so ask about those dates first. Then check commercial, hospital, or Red Cross offerings.

Suicide Prevention is available on-line here:

<http://www.doe.in.gov/licensing/suicide-prevention-training>

4. **Submit all transcripts** from your educational institutions to LVIS.
5. List **“Anderson Community Schools”** as your school for approval – not your assigned school building. Inform the Manager of Human Resources via email when you have completed this step.

If you intend to renew, you must complete 6 hours in the area before the following school year, and must submit them to LVIS when they are completed.