

Instructions for Potential Employees of Linton-Stockton School Corporation to obtain a Substitute Teaching License

**Step 1-** Go to the following website: <https://license.doe.in.gov/>

**Step 2-** Create a profile; Once your profile has been completed you will receive an email to verify the information. Click on link in email which will take you back to the login page.

**Step 3-** Login using the username and password that you set up during your profile.

**Step 4-** Go to the right side of the screen click on "add application".

**Step 5-** Application Action - Choose Original or Renewal depending if you have applied before.

**Step 6-** Application Type - Choose Educational Permit

**Step 7-** Permit Type - Choose Substitute Permit

**Step 8-** Subject Area - Choose the grade levels or subjects that you want to teach (ex: K-12)

**Step 9-** Employee Update - Choose school (ex: Linton-Stockton School Corporation).

**Step 10-** Background Check - Answer questions for background check

**Step 11-** Review and submit application

**Step 12-** Complete application by possessing the payment information.

**Step 13 -** Once license is received via notice by email, bring copy of license to administration office.