



# Administrator

## Initial Practitioner (IP) First or Second Renewal

### Creating and Submitting the Renewal Application

1. Log into your LVIS account
2. Click *Start An Application* on the left-hand side.
3. Click the Renew, Convert or Professionalize my license box.
4. Select *Administrator*
5. Click *I have a 2 year license*
6. Click *Renew a 2 year license*
7. Click *First or second renewal*
8. Click *Start Application*
9. Select your existing license number from the drop-down menu
10. Answer the degree change question
11. Select *Less than two years*
12. Answer the three criminal history questions
13. Select *Continue*
14. Upload the requested documentation
15. Select *Continue*
16. Review your application, scroll to the bottom, and select *Submit*
17. Click *Make Payment*
18. Select the applications for which you want to pay in this transaction - you may pay for multiple applications in the same transaction if needed
19. Click *Start Payment Transaction* to go to the NIC payment portal to make the payment
20. Click *Submit Payment*
21. You will be transferred back to LVIS and will be able to view your payment receipt - please save this for your records
22. Click *Submit*

**Once payment is submitted, applicants will be redirected back to LVIS, where they can view application status. Processing times are noted on the front page of LVIS before signing in and will vary in length depending on the time of year.**