



1. Log into your [LVIS](#) account.
2. Click on the gold box, then *I need to Renew, Convert or Professionalize my License or Start An Application* on the left-hand side.
3. If you choose *Start an Application*, select the **green** *Renew, Convert or Professionalize my license* box, which should be the default selection.
4. Select *Teacher*, then *Instructional*.
5. Click either *I have either a 5 Year or 10 Year License* - only those types may be renewed with NBPTS.
 - a. Click again on renewing a 5 year if you selected a 5 year license.
 - b. There is not another selection for 10 year licenses.
6. Click *Renew with NBC*:
 - a. Click either of the following depending on what area you are adding:
 - i. Add with Exam Only, or
 - ii. Add with Coursework and Exam.
 - b. If you are not adding an additional area, click *Continue Without Adding Content Area(s)*.
7. Click *Start Application*.
 - a. Select the license you wish to renew.
 - b. If you are needing your highest degree updated, select yes or no.
 - c. **Those adding coursework and an exam:** Click *Add Recommending Instruction Entry*. Select the state.
 - i. If Indiana, select Indiana College/University.
 - ii. If out-of-state, type in the name of the college/university.
 - iii. Click *Add* to save Recommending Institution Entry.
 - d. Answer the *Teaching Experience* survey question.
 - e. Answer remaining questions. Upload required documentation, if requested.
 - f. Click *Continue*.
8. This next page reviews the application. If you have everything completed, you will be able to click *Submit Application*. Missing materials will be identified in red.
9. Click the brown button *Make Payment*. You may also edit or remove details if required.
10. Select the circle next to the *Payment Number* for all payments you are making. You may wait and submit more applications if you are submitting multiple and pay for them in the same transaction. Click *Start Payment Transaction*.
11. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
12. Click *Submit Payment*.
13. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
14. Click *Submit*.

To check the status or return to your application, click "Application Status" on the left-hand side when you are in your [LVIS](#) account.



National Board for Professional Teaching Standards (NBPTS) Renewal of Five or 10 Year Instructional Licenses

- 'In Process' applications are those that have been started but not submitted and paid for. You may edit these applications.
- 'DOE Review' applications are those that have been submitted, paid for, and are with the IDOE to review.
- 'Waiting on Documentation' means that there is something missing from your application and more information is required. Please check your email for details as one has been sent to you.