



Only school counselors may renew with this pathway. All other school service license holders must renew with either Professional Growth Plan (PGP), coursework, or valid Indiana Professional Learning Agency (IPLA) licenses.

School Counselors will follow the “Renew with IPLA” pathway, but instead of uploading your IPLA, you will upload documentation for your NBPTS certificate.

1. Log into your [LVIS](#) account.
2. Click on *Start An Application* on the left-hand side.
3. Click the **green** *Renew, Convert or Professionalize my license* box.
4. Select *School Services*.
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 IPLA*.
7. Click *Start Application*.
 - a. Select the license you wish to renew.
 - b. If you are needing your highest degree updated, please select yes or no.
 - c. Answer the questions. Upload required documentation, if requested.
 - d. Click *Continue*.
8. Upload the required documentation. **Ensure that you upload your NBPTS Certificate instead of your valid IPLA license if you are a school counselor.** Click *Continue*.
9. 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.
10. Click the brown button *Make Payment*. You may also edit or remove details if required.
11. 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*.
12. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
13. Click *Submit Payment*.
14. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
15. 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.

- ‘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.



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

- '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.