



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 *Administrative*.
5. Select *I have an Emergency Permit*. Please do not apply until on or after July 1 of the next school year.
6. 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. Verify your current employer.
 - i. If correct, please check the box to verify that the current employer displayed in the drop down is correct.
 - ii. If it is not correct, stop this application and apply for a new emergency permit
 - d. Answer the questions. Upload required documentation, if requested.
 - e. Click *Continue*.
7. Upload the required documentation. 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.

- ‘In Process’ applications are those that have been started but not submitted and paid for. You may edit these applications.
- ‘School Review’ applications are with the school district in which you are employed to be approved. Please contact the school with any questions.
- ‘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.