INDIANA DEPARTMENT of EDUCATION

Licensing Verification and Information System (LVIS)
Instructions:
Renew & Professionalize to a 10 Year License
Administrative Licenses

Professionalizing to a 10 Year & Renewing with Coursework

A list of required documentation and requirements for this application can be found on our website: <u>Click Here</u>

1. Log into your <u>LVIS</u> 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 **ADMINISTRATOR**
5. Click **I HAVE A 5 YEAR LICENSE**
6. Click **RENEW AND PROFESSIONALIZE TO A 10 YEAR LICENSE**
7. Click **PROFESSIONALIZE WITH MASTERS**
8. Click **RENEW WITH COURSEWORK** **(You must have a total of 60 hours of graduate coursework)**
9. Click **Start Application**
10. **Form:**
    a. Select the license you wish to renew.
    b. If you are needing your highest degree updated, please select yes or no.
    c. Click **Add Recommending Instruction Entry**. Select the **State**.
        i. If Indiana, **Select** the 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 questions. Upload required documentation, if requested.
    e. Click **Continue.**
11. **Documents:** Upload the required documentation. Click **Continue.**
12. Submit: This page reviews the application. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
13. Click the brown button **Make Payment**. You may also Edit or Remove if required.
14. **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**.
15. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
16. Click **Submit Payment.**
17. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
18. Click **Submit**.

After your application is submitted, you can find it under Application Status. Please see the status key below:

- **In Process -** This application has not been submitted or paid for and can still be edited.
- **Advisor Review** - If you coursework was completed at an Indiana institution, your application is being processed by the licensing advisor at that college/university. Please find their contact information here: <u>Click Here</u>
- **DOE Review** - If your coursework was completed out-of-state, the IDOE is reviewing your application and documentation.
- **Waiting on Documentation** - More information has been requested. Please either check your email or go to 'Missing Documents' in LVIS in the left-hand menu to view the email that was sent with information on what is being requested