



An **approved pedagogy program** **MUST** be completed before your first renewal of this permit. For a list of approved programs: [Click Here](#)

Step-by-Step Directions:

1. Log into your [LVIS](#) account.
2. Click on 'Start an Application' on the left-hand menu.
3. Click the green "Renew, Convert or Professionalize my license" box.
4. Select **Teacher**
5. Select **Career Specialist**
6. Select **1st Renewal (I just completed my pedagogy training & need to renew)**
7. Choose one of the following:
 - a. If you are eligible to add content areas, select Add Instructional Content Areas
 - b. If you are not adding content area at this time, select Continue without adding Content areas
8. **Instructions:** Review required documents that will need to be uploaded in this application.
9. Click on 'Start Application' at the bottom of the page.
10. **Form:** Please fill out all required fields.
11. Select your valid instructional license using the dropdown arrow.
12. If you are requiring a change for the highest degree known on your license, please select yes or no.
13. Read and Answer the legal questions. Provide documentation if requested.
14. Click **Continue**.
15. **Documents:** Upload required documentation. Click Next.
16. **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**.
17. Click the brown button **Make Payment**. You may also Edit or Remove if required.
18. **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**.
19. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
20. Click **Submit Payment**.
21. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
22. Click **Submit**.

You will receive email notifications once your application has been reviewed by an evaluator..

The ownership is on the applicant to keep track of the status of their application under 'Application Status' on the left-hand side.

- **In Process** - This application has not been submitted or paid for and can still be edited.
- **DOE Review** - The application is in the IDOE work queue. This can take several weeks. Our processing time for original applications is on the front page of LVIS.
- **Waiting on Documentation** - More information has been requested. Please either check your email or your Email Log in LVIS to view the email that was sent with information on what is being requested.