



### Required Documents for this application: (2)

- [Proof of CPR / Heimlich / AED Certification](#)
- [Verification of Work Experience](#)

### Step-by-Step Directions:

1. Log into your [LVIS](#) account.
2. Click on '**Start an Application**' on the left-hand menu.
3. Click on the **green** "**Renew, Convert or Professionalize my license**"
4. Select **Teacher**
5. Select **Instructional License**
6. Click **I have a 2 year license**
7. Click **Convert to a 5 year License**
8. Click **Convert with 2+ Years of Out-of-State Experience**.
9. Click **Continue Without Adding Content Area(s)**
  - a. If you do need to add a content area, please provide documentation on the page for Documents for additional documentation on the documentation page in Step 12.
    - i. If you added this area in Indiana, please provide the coursework (if applicable) and testing you did in Indiana.
    - ii. If you added this area out-of-state, then please provide a copy of your out-of-state license, test from that state, and an official transcript (if applicable) of any coursework used to add that area.
10. Review the required documentation, then click '**Start Application**'
11. **Form:**
  - a. Select the license you wish to renew.
  - b. If you are needing your highest degree updated, please select yes or no.
  - c. If you're adding with coursework or selected YES to a degree change: Click **Add Recommending Instruction Entry**. Select the **State**.
    1. If Indiana, **Select** the Indiana College/University.
    2. If out-of-state, **type in** the name of the college/university.
    3. Click **Add** to save Recommending Institution Entry.
  - d. Answer the legal questions. Upload required documentation, if requested.
  - e. Click **Continue**.
12. **Documents:** Upload the required documentation. Click **Continue**.
13. **Submit:** This page reviews the application. If you have everything completed, you will be able to click **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
14. Click the brown button **Make Payment**. You may also Edit or Remove if required.
15. **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**.
16. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
17. Click **Submit Payment**.
18. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
19. 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.
- **DOE Review** - 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.