



**This application is for those who hold a Professional Educator License Extension, and have completed all requirements for the Early Literacy Endorsement, to convert to a Professional Educator License (PEL).**

### Step-by-Step Directions:

1. Log into your [LVIS](#) account.
2. Click the green “**Renew, Convert or Professionalize my license**” box.
3. Select **Teacher**.
4. Select **Instructional**.
5. Click **I have a Professional Educator License Extension**
6. Click **Convert Professional Educator License Extension to Full Professional Educator License**.
7. Review the required documentation then click **Start Application**.
8. **Select your license in the drop-down**, then under degree change question: click the radio button for Yes or No if you are needing to change your degree on your license.
9. Answer the legal questions. Upload required documentation, if requested. Click **Next**.
10. Upload the required documentation for the application.
11. Click **Continue**.
12. On this page, please review your selections and uploaded documentation to assure accuracy. Read and Review Loyalty Affidavit. Click **Submit**.
13. Click **Make Payment**.
14. Select the Radio button for Application/Fees to Pay.
15. Click **Start Payment Transaction**. You will be redirected to the NIC Payment Portal.
16. **Enter/Review all required billing information**.
17. **Enter Credit Card Information**.
18. Click Submit Payment, then you will be redirected back to LVIS. Please capture the receipt shown for your records.

Your application should now have the status of ‘DOE Review’. Processing time can vary depending on the time of year. You will receive an email once your application has been approved or if any additional materials are required.