



Professionalizing to a 10 Year & Renew by Adding Early Literacy Endorsement

A list of required documentation and requirements for this application can be found on our website: [Click Here](#)

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 **TEACHER**
5. Click **INSTRUCTIONAL LICENSE**
6. Click **I HAVE A 5 YEAR LICENSE**
7. Click **RENEW AND PROFESSIONALIZE TO A 10 YEAR LICENSE**
8. Click **PROFESSIONALIZE WITH MASTERS**
9. Click **PROFESSIONALIZE, RENEW, AND ADD EARLY LITERACY ENDORSEMENT**
10. 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. Answer the legal questions. Upload required documentation, if requested.
 - d. Click **Continue**.
12. **Documents:** Upload the required documentation:
 - a. Early Literacy Endorsement PD Approval Letter
 - b. Official Test Score for Praxis exam 5205 Teaching Reading (Elementary)
 - c. Required Trainings for CPR and Child Abuse and Neglect. (Must be valid in the past two years.)
13. Click **Continue**.
14. 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**.
15. Click the brown button **Make Payment**. You may also Edit or Remove if required.
16. **Select the circle next to the Payment Number** for all payments you are making. Click **Start Payment Transaction**.
17. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
18. Click **Submit Payment**.
19. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
20. 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 your 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: [Click Here](#)
- **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