



Instructions:

Converting School Services 2-Year Initial Practitioner to a Practitioner 5-year License with IPLA

This pathway can be used by the following license types:

- Communication Disorders
- School Social Workers
- School Nurses

Step-by-Step Instructions:

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 **School Services**
5. Click **I have a 2 year license**
6. Click **Convert to a 5 year license : Choose this option if you have completed two years of educator experience.**
7. Click **Convert with IMAP or IPLA (IPLA for communications disorders only) :**
8. Click **Start Application.**
9. **Form:**
 1. Select the license you wish to renew.
 2. If you are needing your highest degree updated, please select yes or no.
 3. Answer the questions. Upload required documentation, if requested.
 4. Click **Continue.**
10. **Documents:** Upload the required documentation. Click **Continue.**
For information on IPLA licenses or to access a copy of your IPLA license: [Click Here](#)
11. 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.**
12. Click the brown button **Make Payment.** You may also Edit or Remove if required.
13. Click the radio button next to the payments you are wanting to pay for this transaction. Click **Start Payment Transaction.**
14. You will be temporarily redirected to the NIC payment portal.
15. Fill out all the **Billing information.** Click Next. Fill out all the payment information. Click **Submit Payment.**
16. Once your payment is submitted, you will be redirected back to LVIS, where you can now view your application status.

The IDOE will contact you via the email in your LVIS account if we need additional information, and when the application is approved or denied. Please review the following application status descriptions:

- 'In Process' applications are those that have been started but not submitted and paid for. You may edit these applications.
- 'DOE Review' applications are those that have been submitted, paid for, and are with the IDOE to review.
- 'Waiting on Documentation' means that there is something missing from your application and more information is required. Please check your email for details as one has been sent to you.