INDIANA DEPARTMENT of EDUCATION

Licensing Verification and Information System (LVIS)
Instructions:
Renewing with Coursework
School Services 10-year License

A list of required documentation and requirements for this application can be found on our website: Click Here

The following license types MUST have a valid IPLA license to complete this application:
- **Communication Disorders, School Social Workers, and School Nurses.**

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 **School Services**
5. Click **I have a 10 year license**
6. Click **Renew a 10 year license**
7. Click **Renew with Coursework**.
8. Click '**Start Application**'
9. **Form:**
   a. Select the license you wish to renew.
   b. If you are needing your highest degree updated, please select yes or no.
   c. Click **Add Recommending Instruction Entry**. Select the **State**.
      i. If Indiana, **Select** the Indiana College/University.
      ii. If out-of-state, **type in** the name of the college/university.
      iii. Click **Add** to save Recommending Institution Entry.
   d. Answer the questions. Upload required documentation, if requested.
   e. Click **Continue.**
10. **Documents:** Upload the required documentation. Click **Continue.**
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. **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**.
14. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
15. Click **Submit Payment.**
16. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.

After your application is submitted, you can find it under Application Status. Please see the status key below:

- **'In Process'** applications are those that have been started but not submitted and paid for. You may edit these applications.
- **'Advisor Review'** If your coursework was completed at a university/college in Indiana, the recommending institution you selected in the application is reviewing your application.
- **'DOE Review'** - If your coursework was completed out-of-state, the IDOE is reviewing your application and documentation.
- **'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 or check under 'Missing Documents' in the left-hand menu to see what has been requested.