



Teacher - Renew an Initial Practitioner (IP) License for a 3rd time and Add Content with Exam

1. Log into your [LVIS](#) account.
2. Click the green “**Renew, Convert or Professionalize my license**” box.
3. Select **Teacher**
4. Select **Instructional**
5. Select **I have a 2 year license**
6. Select **Renew a 2 year license**
7. Select **Third renewal with Content Exam**
8. Choose - **Add Instructional Content Areas**
9. **Choose one of the following:**
 1. Add with exam only
 2. Add with coursework and Exam
10. Select the license you wish to renew and answer the questions. Click **Next**.
11. Click **Next**.
12. Answer the questions and provide documentation if required. Click **Next**.
13. Upload required documentation. Click **Next**.
14. 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 link to pay for all pending applications.
16. Mark the box under the “**Pay?**”
17. Fill out all the Billing information.
18. Click **Review Summary**.
19. Check the box next to the Refund Policy.
20. Click **Submit**.