



### Creating and Submitting the Renewal Application

1. Log into your [LVIS](#) account
2. Click *Start an Application* on the left-hand menu
3. Click the green *Renew, Convert or Professionalize My License* box
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. Select the license you wish to renew
10. Select *yes* or *no* to indicate whether you need to update your highest degree earned
  - a. If *yes*, click *Add Recommending Instruction Entry* and select *State*
    - i. If Indiana, select the Indiana college or university
    - ii. If out-of-state, type in the name of the college/university
    - iii. Click *Add* to save Recommending Institution Entry
  - b. Answer the questions and upload required documentation, if requested
  - c. Click *Continue*
11. Upload the required documentation and click *Continue*
12. Review the application
  - a. Address any errors or missing information noted in red
  - b. When complete, click *Submit Application*
13. Click *Make Payment*
14. Select the applications for which you want to pay in this transaction - you may pay for multiple applications in the same transaction if needed
15. Click *Start Payment Transaction* to go to the NIC payment portal to make the payment
16. Click *Submit Payment*
17. You will be transferred back to LVIS and will be able to view your payment receipt - please save this for your records
18. Click *Submit*

**If at any point you need to leave the application, click *Save for Later*. To check the status or return to your application, click *Application Status* on the left-hand side in your [LVIS](#) account.**

### Helpful Information:

1. 'In Process' applications have been started, but not submitted and paid for. You may edit these applications.
2. 'Advisor Review' applications have been submitted, paid for, and are with the recommending institution to review. These should be all renewals with in-state coursework.
3. 'DOE Review' applications have been submitted, paid for, and are with the Indiana Department of Education (IDOE) to review. These should be all renewals with out-of-state coursework.
4. 'Waiting on Documentation' means that there is something missing from your application and more information is required. Please check your email for details.