



1. Log into your [LVIS](#) account.
2. Click on the gold box, then *I need to Renew, Convert or Professionalize my License or Start An Application* on the left-hand side.
3. If you choose *Start an Application*, select the **green** *Renew, Convert or Professionalize my license* box, which should be the default selection.
4. Select *Administrative*, then *Building Level Administrator, Director(s) License, or Superintendent*.
5. Click either *I have either a 5 Year or 10 Year License* - only those types may be renewed with NBPTS.
 - a. Click again on renewing a 5 year if you selected a 5 year.
 - b. There is not another option after that for 10 year licenses.
6. Click *Renew with NBC*.
7. Click *Start Application*.
 - 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 questions. Upload required documentation, if requested.
 - d. Click *Continue*.
8. Upload the required documentation. Click *Continue*.
9. This next page reviews the application. If you have everything completed, you will be able to click *Submit Application*. Missing materials will be identified in red.
10. Click the brown button *Make Payment*. You may also edit or remove details if required.
11. 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*.
12. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
13. Click *Submit Payment*.
14. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
15. Click *Submit*.

To check the status or return to your application, click "Application Status" on the left-hand side when you are in your [LVIS](#) account.

- '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.