



### 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 *Administrator*
5. Click *I have a 5 year license*
6. Click *Renew a 5 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 Institution 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*

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

### Helpful Information:

- **'In Process'** applications have been started, but not submitted and paid for. You may edit these applications.
- **'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.
- **'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.
- **'Waiting on Documentation'** means that there is something missing from your application and more information is required. Please check your email for details.