



This application is only for those who have had an evaluation completed of their out-of-state coursework and have received a Reciprocal Permit due to a deficiency in their coursework or testing. **This is not for Emergency Permit holders.**

If you are coming from out-of-state, and have NOT had an evaluation, please [click here](#) for information.

A list of **required documentation** and requirements for this application can be found on our website: [Click Here](#)

Step-by-Step Instructions:

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 either **Administrative, Instructional, or School Services.**
5. Click the option for: **RECIPROCAL PERMIT**
6. Click **CONVERT TO PROFESSIONAL EDUCATOR LICENSE**
7. Click 'Start Application'
8. **Instructions:** Please note this application is for those who have had an evaluation for their out-of-state credentials already completed, had deficiencies that are now fulfilled, and are now converting to full licensure. **You will need to upload a copy of your Deficiency/Evaluation Letter.** This can be found in your email.
9. **Form:**
 - a. If you are needing your highest degree updated, please select yes or no.
 - b. Answer the legal questions. Upload required documentation, if requested.
 - c. 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. 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.
17. Click **Submit.**

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

- **In Process** - This application has not been submitted or paid for and can still be edited.
- **DOE Review** - the IDOE is reviewing your application and documentation.
- **Waiting on Documentation** - More information has been requested. Please either check your email or go to 'Missing Documents' in LVIS in the left-hand menu to view the email that was sent with information on what is being requested