



Professionalizing to a 10 Year & Renewing with Coursework

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

1. Log into your [LVIS](#) account.
2. Click on **Start An Application** on the left-hand side.
3. Click the **green** “**Renew, Convert or Professionalize my License**” box.
4. Select **TEACHER**
5. Click **INSTRUCTIONAL LICENSE**
6. Click **I HAVE A 5 YEAR LICENSE**
7. Click **RENEW AND PROFESSIONALIZE TO A 10 YEAR LICENSE**
8. Click **PROFESSIONALIZE WITH MASTERS**
9. Click **RENEW WITH COURSEWORK**
10. Click **Start Application**
11. **Form:**
 - a. Select the license you wish to renew.
 - b. If you are needing your highest degree updated, please select yes or no.
 - c. Click **Add Recommending Instruction Entry**. Select the **State**.
 - i. If Indiana, **Select** the Indiana College/University.
 - ii. If out-of-state, **type in** the name of the college/university.
 - iii. Click **Add** to save Recommending Institution Entry.
 - d. Answer the questions. Upload required documentation, if requested.
 - e. Click **Continue**.
12. **Documents:** Upload the required documentation. Click **Continue**.
13. 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**.
14. Click the brown button **Make Payment**. You may also Edit or Remove if required.
15. **Select the circle next to the Payment Number** for all payments you are making. Click **Start Payment Transaction**.
16. You will be transferred temporarily to the NIC Payment Portal. Please Fill out billing information.
17. Click **Submit Payment**.
18. You will be transferred back to LVIS and will be able to view your Payment Receipt. Please capture this for your records.
19. 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.
- **Advisor Review** - If your coursework was completed at an Indiana institution, your application is being processed by the licensing advisor at that college/university. Please find their contact information here: [Click Here](#)
- **DOE Review** - If your coursework was completed out-of-state, 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